



Parent Handbook

Volume 10

Table of Contents

Introduction	2
Our Mission.....	3
Services and Facilities.....	3
Rules and Policies.....	4
Hours of Care	4
Drop off/Pick up of children	4
Personal Items	4
Dress Code	4
Illness	5
Head Lice	6
Communicable Disease Control	6
Medication.....	7
Abuse.....	7
Discipline.....	7
Suspension/Expulsion.....	9
Fees.....	9
Registration Fee	9
Supply Fees.....	9
Attendance.....	9
Late Payment Fee.....	9
Late Pick-up Fee.....	10
Days Your Child is not at Kids World.....	10
Vacation.....	10
Illness.....	11
Holidays.....	11
Absentecism and Arrival Times.....	11
Meals and Outside Foods.....	12
Special Notices.....	12
Evacuation.....	12

Introduction

Dear Parents,

Thank you for choosing Kids World to fulfill your child care and early childhood education needs. Our mother, “Ms. Jo” opened Kids World in 1993 because she loved children. She treated every child at Kids World like her own. This is a tradition that we continue to this day.

Our entire staff is trained and willing to take care of your child in a loving and nurturing manner. We operate an open facility, which means you are welcome to visit with your child at any time. We encourage you to ask questions, drop in unannounced, observe the teachers working with the children and get to know us like family. You are never considered an intrusion: You and your child are the reason we are here.

We provide quality child care and early education in a friendly atmosphere. We will always take time to listen to the children and to include them in planning our day. We make sure that the children receive healthy, filling meals. They are taught to play well with others, both in the classroom and on the playgrounds. Everyone at Kids World treats everyone with respect, dignity and compassion. Our discipline policy is fair, but we need your cooperation to make it work.

We encourage parental involvement at Kids World. We want your suggestions and ideas to make Kids World the center that you want and your children deserve.

Sincerely,

Julie Mallory – Beverly Bair – Scott Markowitz

“The Markowitz Kids”

Our Mission

The healthy and wholesome development of your child is our guiding philosophy. Our hope is to see each and every child reach his or her highest potential and to attain the dreams and goals they have for their life. Our goal is to meet the individual needs of each child. We seek to reach the whole child; physically, emotionally, intellectually, and socially. Because we recognize that each child is unique, our trained staff work in cooperation with you, the parent to see the potential of your child and then to provide a program that will help your child reach his or her full potential.

Services and Facilities

Kids World Child Center is licensed by the Department of Children and Families (DCF) for 152 children. Each of our five classrooms are set up with learning centers and equipped with age appropriate toys. We also have a large multi-purposed room, a fully equipped kitchen for serving hot, nutritious meals, and five restrooms. Outside we have three separate playgrounds with plenty of equipment for physical exercise and agility training as well as open space for free play.

Decorations and activities are planned throughout the year to offer a variety of sights and learning experiences to the children. Some special activities include special guests like Santa Claus, Smokey Bear, Clay County Police, and Clay County Fire Department. We even had an Olympic torch bearer stop by for show-and -tell once. Some of our special events include a back to school party, a fall festival, a birthday party for Jesus, and an end of school year party.

Summer time is packed with special activities for our school aged children. We have planned fun activities all summer long such as cookouts, picnics in the park, museum trips, St. Augustine, Vacation Bible School, and much more! We have activities at the center for those children who are not going on the weekly field trip. Each summer we have a theme and typically do science on Monday, arts and crafts on Tuesday, field trips on Wednesday (may vary), a food experience on Thursday, and everyone looks forward to our water play Friday. If your child is not a school age child yet, just wait – their time will come soon enough!

Rules and Policies

Hours of Care

We are open from 5:30 a.m. until 6:45 p.m. Monday through Friday. We ask that preschool children are dropped off no later than 8:00 am and school age children are to be dropped off no later than 7:30 am. Most parents are anxious to see their children after working all day and pick them up immediately after work, but to avoid any misunderstanding in this area, we want to make our policy on this issue clear. Your full-time fees cover up to 11 hours per day, but we have to maintain schedules so you are expected to pick the children up promptly. Your hours will be discussed at the time of enrollment and we depend on you to follow your schedule.

Drop off/ Pick up of Children

You must accompany your child(ren) into the center each time you bring them. We are mandated by many state agencies to have the person dropping off the child to sign the child in as well as sign the child out when they are picked up. All signatures must be the person's legal name. Initials are not acceptable by the state agencies. The person signing the sheets must be on the enrollment form. We will ask anyone picking up your child for identification before your child will be released to them. You may modify your enrollment form with updates by asking at the front office. In the event you need someone to pick your child up that is not on their enrollment forms, we are required by DCF to have this in writing prior to pick up.

Personal Items

Please do not allow your child to bring phones, electronics, toys or books from home unless you are notified of a special activity. This causes more friction among the children than anything else. If the item gets lost, stolen, or broken everyone is upset. If you send a phone with your child for during school hours, we will happily send it with your child to school. We must require all children to turn their cell phones into the office upon arrival to the center, and we will hold it until your child is picked up for the day. **Kids World is not responsible for replacing items brought from home.**

If your child brings home an item that does not belong to them, please return it to the center. Sometimes the item belongs to Kids World, sometimes it belongs to another child. We will try to return it to the owner. We realize that some of the children are too young to understand, but we try to teach them that

they cannot take things that do not belong to them. By simply returning the item you are supporting this concept.

If they bring an item in for a special activity or a water bottle, jacket, blanket or pillow, please have their first and last names written on their item.

Dress Code

We strive for a family friendly environment and we need your help to keep it as such. Please follow the guidelines below to ensure that all children and adults are able to stay comfortable in the center.

Employees

All employees are easily identified by the Kids World staff shirts.

Adult dress code

We understand that sometimes you are working at home, or may have just left the pool, but we must insist that you are covered when you enter the building. Please make sure you have on appropriate attire including but not limited to shirts and shoes.

Child dress code

For safety and modesty reasons the following guidelines must be followed:

- Dresses or skirts must have shorts, tights, or leggings underneath them.
- Clothing must fit appropriately. Items that are too tight hurt the child during the day and makes bathroom trips very difficult. Clothing that is too loose causes tripping issues.
- Tennis shoes are preferred, closed toed shoes with a strap to keep them on is the required minimum.

Illness

If your child develops a fever during the day, you will be notified. If your child's temperature rises above 100 you will be required to pick your child up. If your child is sick and/or running a temperature of 101 or higher, your child may not return until they are fever free without the use of a fever reducing medication for 24 hours. Please make sure your work and emergency telephone numbers are kept current in the office. If your child has or develops any sign or symptom that could potentially be contagious you will be contacted to pick your child up and they must have medical documentation that there is no contagious ailment or condition from their physician in order to return.

Head Lice

Periodically we check the children for head lice. If we find that your child does have head lice you will be contacted and are required to come pick your child up immediately. According to DCF a child who has head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, box top, empty bottle, or a signed statement by a parent/guardian that treatment has occurred. Upon return to Kids World after discovery of head lice, a staff member must conduct a physical check for live lice. If live head lice are discovered the child will not be able to stay with us that day. We require that there are no living lice in a child's hair before they can return. If your child is found with live lice more than two times in a month for two months or more, we will require proof of a professional treatment service before your child is allowed to return.

Communicable Disease Control

DCF requires that children shall be observed on a daily basis for signs of communicable diseases and that any child found with symptoms are not admitted for care until the signs and symptoms of the disease are no longer present. The condition shall be reported to the custodial parent or legal guardian.

Signs and symptoms of a suspected communicable disease include the following:

- Severe coughing, causing the child to become red or blue in the face or making a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period),
- Temperature of 101 Fahrenheit or higher when in conjunction with any other signs of illness
- Conjunctivitis (pink eye)
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes, or
- Any other unusual signs or symptoms of illness

Medication

We will not give any medication without written authorization from you. Medicine slips are available from the teachers if you need one; all medicine must be in the original containers with the dosage printed on the container. All over the counter medicines must be age appropriate or we cannot administer them.

Please note that if you ask us to administer an over the counter medication, we are required to use the dosage printed on the container. If you need a different dosage, we must have a medical doctor's prescription to do so.

Abuse

We will not tolerate any form of child abuse. We follow the guidelines established by DCF for reporting these cases to the authorities for investigation. Please remember if there is any suspicion of abuse or neglect we are mandatory reporters and are required by law to report it to the authorities.

Discipline Policy

We have discovered that children typically learn best through experiences and with teachers that lovingly guide and redirect them. This is to help them learn to cooperate with their peers and to have positive, educational experiences that encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Having a variety of activities for the children.
- The use of group management techniques.
- The opportunity for constructive interactions.
- Speaking with a child if their behavior is inappropriate.
- Using positive language with the children.
- Giving praise for appropriate behavior.

We believe that discipline should be used to teach children acceptable behavior, not punish them for inappropriate behavior. Discipline will never be associated with food, rest, or bathroom. Please be advised that ANY form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment is PROHIBITED and against our philosophy. NONE of these behaviors will ever be allowed here at Kids World. Finally, we try to be as consistent as possible with our classroom rules so that the children will know what is expected of them. We find that this helps the children and leads to their success.

In our youngest classroom

We are helping the children to learn to play and work together. We use redirection and reflection time to help teach children to make good choices. A daily paper will be sent home letting you know how you child's day was, as well as if they slept at nap and if they ate their lunch. Please check this paper daily for a note from the teacher to know if we need more clothes, diapers, pull-ups, etc.

Preschool (ages three – five)

We use the golden ticket reward system to help our children guide their behaviors. Every child will begin the day with 1 red extra chance ticket. The children can then earn golden tickets throughout the day for following the classroom and center rules. If your child does not follow the classroom rules they will lose their one chance ticket. If a behavior or listening problem continues after redirection and loss of the daily one chance ticket, your child will have to pay the teacher one golden ticket. Your child will be rewarded with a golden ticket for being present and making good choices during the day. At the end of the week, we will do a ticket count. If your child has earned enough golden tickets they can choose a prize from the treasure box. If the child has a behavior we are not able to correct in the classroom, the behavior will be discussed with the parent. This allows us to work together to meet the individual needs of each child.

School aged children

The children will earn a golden ticket for good behavior each day they are at Kids World. The children can earn additional golden tickets when they are “caught” doing a good deed or showing good character. Poor decisions will cause the child to lose a ticket. Once your child has earned enough golden tickets they will be able to choose an item from the treasure box. If your child is having a repetitive behavior problem, they will spend time in the self-reflection area or go to the office. Your child may also be assigned “laps” in which they will take anywhere from one to three laps around the playground (your child will have the option to run or walk). This is typically reserved to help your child burn off steam or excessive energy. If your child is having excessive behavior problems, we will work with you to address them and assign tasks that have been previously approved by you. This allows us to work together to help your child learn how to modify their behaviors.

Please remember that it may take time to adjust to a structured environment especially for children who have never been away from home. This is where they are learning to adapt to their environments and no one has a perfect day every day. One of our goals is to help your child learn socially acceptable

behaviors. Together we can make this happen but it takes teamwork with the child, the parent, and the teacher.

Behavior Based Suspension & Expulsion

If a child demonstrates violent or out of control behaviors that are not able to be calmed in a short period of time, you are required to pick your child up within 30 minutes upon our request. If these behaviors continue, we reserve the right to suspend your child from care. In the event your child is suspended from care, you are still responsible for the full tuition during the suspension.

The suspension/expulsion policy is as follows:

Early pickup on first offence.

Early pickup and one day suspension on second offence.

Early pickup and three-day suspension on third offence.

Early pick up and one-week suspension on fourth offence.

Fifth offence is early pickup and expulsion from program.

Fees

Please remember that when you pay your daycare fees, they are due on Monday prior to services being rendered. Our current fee schedule is available in the office upon request. All fees are subject to change, and you will be notified prior to any changes. You may ask for a current fee schedule at any time.

Registration Fees

All children who enroll for childcare will be required to pay a registration fee. If you withdraw your child, then a new registration fee will be required when the child is re-enrolled. This is not an annual or reoccurring fee as long as there is no break in enrollment.

Supply Fees

School Year

All children who are enrolled at Kids World will be charged a supply fee in September or upon enrollment for the school year. This will apply to all children enrolled before May 1st. This fee is also charged to students that are in VPK if they are enrolled in wrap around care.

Summer All children that are enrolled at Kids World will be charged a supply fee in June. This will apply to all children that are enrolled through the end of July.

VPK Program If your child **only** attends our VPK program, there are no supply fees.

Late Payment Fee

Your weekly tuition is due on Monday of each week prior to services being rendered. You are responsible for making your payment on time every week regardless of attendance. Although payment is due on Monday, we give a grace period until Wednesday. If we have not received your payment by closing on Wednesday, a late fee will be applied to your account. If you have not paid your account in full (including any late fees assessed) by Friday, your child may be suspended until your account is paid in full, including the current weeks charges.

Late Pick Up Fees

Our facility is open from 5:30am until 6:45pm. We are very strict on our closing time as this is when our staff is scheduled to go home to their families. To prevent after closing pickup, the fee is \$20.00 for every 5 minutes or portion thereof after 6:45pm.

If you pick you child up from 6:46 p.m. to 6:50 p.m. you will be charged \$20.00.

If you pick you child up from 6:51 p.m. to 6:55 p.m. you will be charged \$40.00.

If you pick you child up from 6:56 p.m. to 7:00 p.m. you will be charged \$60.00.

If you pick you child up from 7:01 p.m. to 7:05 p.m. you will be charged \$80.00.

If you pick you child up from 7:06 p.m. to 7:10 p.m. you will be charged \$100.00.

If you pick you child up from 7:11 p.m. to 7:15 p.m. you will be charged \$120.00.

If you are not here by 7:15 p.m. late charges will continue to be charged AND we will be forced to call the authorities to report an abandoned child(ren).

Withdrawal Fees

A two-week notice is required to withdraw your child(ren) from daycare. If you withdraw your child(ren) without a two week notice, you are still responsible for the tuition and fees for that two week period.

Days your child is not at Kids World

If your child will not be at Kids World the weekly tuition will still be required. Full tuition is still required when we are closed for our published holiday closure schedule. Vacation and illness related absences may qualify for an exception as defined below.

Vacation

After your child has been enrolled for an entire year with no break in enrollment, you will be eligible for a vacation week. A two-week notice **in writing** is required to be given the vacation week credit. This credit is only available once per year. This credit can only be used if your child is not at the center for the entire week.

If your child has not been enrolled for an entire year, then you are not eligible for a vacation week – even if your child is out on vacation.

Illness

If you have to keep your child out due to illness for three or more days in a week, you will only be charged one-half of the normal rate. However, if you use more than 2 weeks of illness rates, you will have to provide medical documentation in order to use illness rates for the remainder of the year.

Holidays

Your normal weekly tuition is due when we are closed for a holiday. Therefore, your child is counted as being here on the holiday for tuition purposes. For example, Thanksgiving week we are only open for 3 days, so your child is automatically considered here for 2 days that week.

Kids World is closed for the following holidays, or a designated week day is observed when the holiday falls on a weekend:

- New Years
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day (We close at 4:00 pm on the day before Thanksgiving)
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day

Absenteeism and Arrival Times

If your child will be late or absent you must call us by 9:00 am. In the event you are having a late day you may bring your child in as late as 10:30 am. If you need to bring your child after 10:30 am, you must wait until 1:00 pm to bring in your child. Drop off after 3:30 pm is not allowed. If your child is attending a Clay County school, YOU must contact us in the event your child will not be attending after school care. If your school age child will not be here and you do not call to inform us by 2:00pm, a \$5.00 charge will be applied to your account.

Meals and Outside Foods

We provide breakfast until 8:30 am, lunch around 11:00 am, and afternoon snack is at 2:00 pm or after school release and arrival on site. We do not allow outside food or drinks without the proper form from the USDA Food Program that is filled out by the appropriate medical authority with their actual (not digital) signature. If your child has dietary restrictions that we are unable to accommodate with the physician's form, then we will allow an outside meal to be brought in and the child will be able to have access to their meal once all other children are no longer in the room. Outside meals must comply with the guidelines and meal patterns set forth by the USDA Food Program to ensure that your child has access to a healthy, well balanced meal. In the event your child has strict medical guidelines that require you to bring their meals, we will work with you to develop an appropriate variety of meals that are acceptable. Should you desire to send a snack item for your child, it will remain in their cubby and be accessible at 3:30 pm. We are unable to store children's food in our refrigerator. On special occasions and party days, all food donations must be store bought with an ingredient label. This is for the safety of all of the children to prevent potential allergic reactions.

Special Notices

The Department of Children and Families (DCF) requires ALL childcare facilities to be smoke-free Campuses. If you or anyone else coming into the center is a smoker, we ask that you please **extinguish your cigarette before** pulling into the parking lot and **refrain from smoking** until your vehicle has left the premises. If we see that you are smoking on the grounds (including in your personal vehicle on the property) we will ask you to put it out, or we will require you to exit the property.

The law is for the health and safety of Florida's children. Please help is in complying with the law.

Evacuation!!!

In the event of a natural disaster that forces an evacuation, we will transport the children to the closest designated shelter. Wilkinson Elementary school is typically a designated as a shelter when severe weather threatens our area, and this is where we would likely take the children, if necessary.



I acknowledge that I have received a copy of the Parent Handbook from Kids World Child Center, Inc. (Kids World), and will adhere to all of the policies and procedures within. I acknowledge that I have received a copy of the Rilya Wilson Act information sheet, a copy of the Distracted Adult flyer (checking the back seat) and the Know Your Child Care Facility brochure. I understand and agree to the following:

- I am responsible for my child(ren)'s tuition even if my child(ren) does not attend with the exceptions listed under the vacation, illness and discipline sections of the parent handbook.
- I am responsible for paying my child(ren)'s tuition on the first business day of the week prior to services being rendered.
- If I do not pay my tuition by the close of business Wednesday I will be responsible for the tuition and the late fee that is applied to my account.
- If I do not pay my tuition that my child(ren)'s enrollment may be **SUSPENDED** and my child(ren) **WILL NOT** be allowed to return until my bill is **PAID IN FULL**.
- Kids World participates with the USDA child nutrition food program and that I must follow their rules when it comes to completing forms and providing physician statements if my child may not have any food items. I also understand that **NO** outside food is allowed until after 3:30pm except for special events.
- The Department of Children and Family Services (DCF) is the regulatory authority of Kids World and that I must also comply with DCF's requirements.
- I must bring my child(ren) into the center and sign them in and out each day they are in attendance. I understand that I must call no later than 9:00 am if my child(ren) will not be attending for the day. I understand that my child(ren) cannot be in the care of Kids World for more than 11 hours per day.
- If I receive assistance from Episcopal Children's Services (ECS), I will be responsible for **PAYING THE DIFFERENCE** in the rate charged by Kids World and the amount ECS reimburses, if any. This includes any amounts ECS may request back from Kids World.
- I am responsible for providing a two week notice to Kids World for withdrawing my child(ren) and will be responsible for the tuition even if my child(ren) does not attend.
- The fees & tuition charged by Kids World are subject to change and that I will be informed prior to any fee increase.

My family's enrollment fee at the time of this registration is \$ _____

My family's weekly tuition at the time of this enrollment is \$ _____

Responsible Party Printed Name: _____

Responsible Party Signature: _____

Child(ren) enrolled: _____

Kids World Representative: _____ Date: _____