

The Kids Company

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Table of Contents

Absences.....	5
Arrival and Departure Procedure	5
Biting Policy	6
Communication	3
Curriculum	6
Discipline Policy	6
Dismissal Policy	5
Emergency Plan	9
Extended Leave	4
Facility Licensure	3
Hours of Operations	3
Holiday Schedule	4
Illness Policy	7
Insurance	5
Late Pick Up Policy	4
Medication Policy	7
Parental Access	8
Personal Belongings	6
Philosophy	3
Posting of Information	8
Program	3
Reporting Abuse and Neglect	8
Revision of Handbook	9
Safety and Evacuation Plans	8
Sick Exclusion Policy	7
Sign In/Out Policy	5
State Regulations	8
Smoking, Tobacco, Policy	8
SunSAFE Procedure	7
Trial Period	4
Transportation	7
Tuition and Fees	4
Weapon Policy	9
Withdrawal Policy	5

The Kids Company

Handbook & Contract

WELCOME

Welcome to The Kids Company.

Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

FACILITY LICENSURE

The Kids Company operates under the laws and policies outlined in Mississippi Department of Health "Regulations Governing Licensure of Learning Facilities" and is inspected regularly by the Jones County Health Department and the Local Fire Department.

CHILD CARE PHILOSOPHY

As a Christ-based child care center, our goal is to provide a safe, happy, Christian environment for children to learn and grow spiritually, physically, emotionally, intellectually, and socially. We believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development social interaction, as well as encouraging strong self esteem.

COMMUNICATION

Communication is very important. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference.

Conferences will not be scheduled as a routine part of your child's care; however, should you like to have a conference, you may request one at any time.

Parents of toddlers will receive a daily note. Some typical things you may find on this paper would be things to remember, rest schedule, activities, temperament, and meals.

Parents of preschoolers and older will not receive a daily note unless there is an unusual reminder or a situation we need to make you aware of.

You are encouraged to call us at any time between the hours of 6:00 a.m. - 5:30 p.m. If you would leave a message on my voice mail, I will call you back as soon as possible.

PROGRAMS

Full time child care: 2 years to 5 years

Monday/Wednesday/Friday full day care: 2 years to 5 years

Monday/Wednesday/Friday half day care: 2 years to 5 years

After school: Kindergarten to 6th grade

Summer camp: Kindergarten to 6th grade

HOURS OF OPERATION

Monday-Friday from 6:00am to 6:00pm

Must be dropped off no later than 9:00am

Preschool hours for full days are 6:00am to 6:00pm

Preschool hours for half days are 6:00am to 11:30am

After school 3:00pm to 6:00pm

HOLIDAY SCHEDULE

The Kids Company observes the following holidays and will be closed on these days:

- New Year's Day
- Good Friday
- Memorial Day
- July Fourth Week
- Labor Day
- Thanksgiving and the following Friday
- Christmas Eve and Christmas Day
- Staff Development Day (TBA)

If holiday falls on a weekend the center will notify parent of center's closings so that arrangements can be made in ample time.

TUITION AND FEES

2/3/4 years:	\$100.00 weekly	Summer camp:	\$100.00 weekly
After school:	\$50.00 weekly	Mon/Wed/Fri half day:	\$46.25 weekly
Mon/Wed/Fri full day:	\$85.00 weekly	Drop off:	\$25.00 daily
Mon-Fri half day:	\$75.00 weekly		

Tuition is due by 6:00 pm each Monday. Tuition may be paid weekly or monthly at your convenience. If a monthly tuition is preferred the balance will be due by 6:00 pm on the first Monday of each month. Accounts that are not paid by 6:00 pm Tuesday will be assessed a late fee of \$30.00. If the delinquent account is not paid in full before the next week's tuition is due, an immediate suspension of child will result. Please note that your child's spot will not be secure during a suspension. We do not have a vacation policy in place so you will be required to pay weekly/monthly tuition fees even if your child is not present.

ANNUAL REGISTRATION FEES

Registration fees are non refundable and due annually. The Kids Company will notify you when your annual payment is due. Fees are as follows:

Preschool:	\$125.00
School age:	\$75.00
Drop in:	\$25.00

LATE PICK-UP POLICY:

- After 6:00 pm: \$5.00
- After 6:05 pm: \$15.00
- After 6:10 pm: \$20.00 + \$3.00 per each minute after 5:10 pm
- A fee of \$30.00 plus bank fees will be assessed to your account when a check is returned.

EXTENDED LEAVE

In cases of potential absence, a full childcare rate for the entire time of absence is required in order to hold your child's position, as you are required to pay for the child's slot rather than his/her actual attendance.

TRIAL PERIOD

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice. No pre-paid fees will be credited upon cancellation during the Trial

Period. After the trial period, a two-week's written notice is required by either party to terminate the agreement (See Termination Policy). Your security deposit is not refundable if services are cancelled during your Trial Period.

DISMISSAL POLICY

The Kids Company reserves the right to dismiss any child from the center. Dismissal may occur in the following instances; parent/guardian and/or child do not comply with the center policies, the Director of The Kids Company determines that a child has a behavioral, physical, and/or learning problem that the center is not equipped to handle, frequent late payments or delinquent account, and if a child is unable to act appropriately during group experiences and daily activities. Inappropriate behaviors that result in dismissal includes the use of foul or slang language, touching other students in an inappropriate manner, acting aggressively or violent towards teachers or other children, destroying the property of the center, teacher(s), or other children, as well as any other behavior(s) deemed inappropriate by the director of The Kids Company.

WITHDRAWAL POLICY

The parent/guardian will give 2 weeks notice, in writing, stating the reason for withdrawal and the final date the child will attend. They are also responsible for the tuition during these 2 weeks.

INSURANCE

The Kids Company maintains a liability insurance policy.

ARRIVALS & DEPARTURES

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name, address, phone number, and driver's license number of any other person/s who you authorize to pick up your child on your behalf. A parent/guardian's written authorization for pickup must be received before your child will be released to anyone not listed on this form. The authorization must be dated and signed. If authorization is not received by the parent/guardian prior to pickup, the child will not be released. ALL individuals authorized to pick up your child must bring a valid driver's license because their license number and information will be checked against the information provided on the authorized pickup form. It is the responsibility of the parent/guardian to immediately notify The Kids Company director of any changes to the pickup list.

If parents are separated or divorced, please indicate if the non-custodial parent has permission to have contact with the child at the center, and if he/she is allowed to pick up the child. If there is a no contact or no pickup court order for the non-custodial parent, we will need to have a copy of the legal paper work.

Name of non-custodial parent: _____

Contact: yes / no/ not applicable

Pickup: yes / no/ not applicable

SIGNING IN & OUT

I am required to have all parents sign in and out for pick-up and drop off each day. A sign in/out sheet and pen are located by the door for your convenience. This gives me a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

ABSENCES

There will be no refunds or adjustments made to your child care fee for your time missed due to

illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis.

PERSONAL BELONGINGS

Please do not allow children to bring in personal toys as little ones have a difficult time sharing with others, especially when it is their own special toys. An exception will be made for a SMALL "comfort" blanket or stuffed toy for nap time, which must be kept in cubbie until nap time. The Kids Company is not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with the child's name.

Please clearly mark all belongings with your child's name.

Each child is required to have ONE complete set of extra clothes in case of accidents. These clothes should be clean and left at the center. In the instance the extra clothing has to be used, the dirty clothes will be bagged and sent home. Please send a new set of extra clothes on arrival of your child the next day. Please make sure the clothes are appropriate for the weather or the director will have to keep child in or call for someone to bring appropriate clothing for outdoor play.

CURRICULUM

Preschoolers age 3-5 will be taught ABEKA curriculum. ABEKA is a Christ based curriculum that teaches the basics skills needed to enroll in a Kindergarten program.

DISCIPLINE

The Kids Company will gently enforce discipline through positive reinforcement, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children will be taught and reminded of the basic school rules but in the event disciplinary actions need to be made, this will be the policy maintained:

The following methods of discipline will be used:

- Teacher will divert attention of child to a more appropriate behavior.
- Teacher will discuss with child the appropriate way to handle situation.
- Re-direction to another play area.
- Time out. Time out length will be measured adding one minute to each year of child's age.
- Director visit.
- Parent / director conference.
- In extreme situations, the dismissal of a child might occur.

The teacher will never use embarrassment, humiliation, making an example of the child, or physical / verbal punishment as an attempt in changing a child's behavior.

BITING POLICY

1. It is not uncommon for children to bite one another. There are many reasons why children bite including frustration, hunger, lack of self-control and/ or a fear of personal space violation. Biting is often an impulsive way of gaining attention. Our caregivers give their undivided attention to the children, but preventing biting 100% of the time is virtually impossible.
2. If a child is bitten, our caregivers will focus their attention on the victim, thereby avoiding negative reinforcement of the biter. Our caregiver will clean the bite with antiseptic and apply a bandage. This procedure will be followed even if the skin is not broken. To avoid swelling, an ice pack will also be applied.

Three occurrences of biting in a day warrant a call to the parents from the Director. Normally, a plan to deter biting will be discussed and a probationary period will be determined. If a child bites 5

times in 1 week the parent will be given a written warning and with three warnings the child will be dismissed or 15 incidents of biting in a 2 month period they will be dismissed. However, if it is the opinion of the Director, that the biter's behavior poses a severe threat to the children, the biter may be suspended or discharged without notice.

TRANSPORTATION POLICY

1. It is the responsibility of the parents to arrange transportation for their child to and from The Kids Company.
2. North Jones school bus will drop off students with written authorization from the parent.

SUN SAFE PRACTICES

Sun safe practices include, but are not limited to, the application of sunscreen SPF 30 or greater and/or wearing a sun hat.

As outlined in Section 9-5, C of the Mississippi State Department of Health Child Care Regulations, sun safe practices shall be used during outdoor activities scheduled between 10:00 am and 2:00 pm during the period of April 1st to September 15th.

MEDICATION

The Kids Company will not dispense medication or breathing treatments even with parental consent. If your child needs medication it must first be signed in then dispensed by the parent or someone on the child's approved pick up list.

ILLNESS POLICY

Small children can become ill very quickly. The child care provider should observe each child's health throughout the time the child is in their care. If the child care provider observes signs and symptoms of illness that would require removal from the facility, he/she should contact the parent/guardian to have the child picked up and continue to observe the child for other signs and symptoms. If the child is not responding, is having trouble breathing, or is having a seizure or convulsion, 911 will be called.

SICK EXCLUSION POLICY

1. FEVER: Defined as 100 degrees F or higher taken under the arm, 101 degrees F taken orally.
2. DIARRHEA: Frequent (3 or more episodes in 24 hour period) runny, watery, or bloody stools. According to CDC recommendations, a child who is not toilet trained and had diarrhea should be excluded from child care settings regardless of the cause.
3. VOMITTING: Two or more times in a 24 hour period.
4. RASH: Body rash with a fever
5. SORE THROAT: Sore throat with fever and swollen glands.
6. SEVERE COUGHING: The child gets red or blue in the face or makes high pitched whooping sound after coughing.
7. EYE DISCHARGE: Thick mucus or pus draining from eye.
8. JAUNDICE: Yellow eyes and skin
9. IRRITABILITY: continuous irritability and crying.

EMERGENCY PLAN AND MEDICAL TREATMENT

1. The Kids Company will use the contact information provided in your child's enrollment form to reach the parent/guardian.
2. If the parent/guardian cannot be reached at the provided contact information, then the center will attempt to contact the individual's provided in the Emergency Contact(s) section of your child's enrollment form.

3. While continuing to try to contact someone listed on your child's enrollment form, the center will gather your child's medical information from his/her file.
4. The center will assess the situation and director, assistant director, director designee, and/or caregivers will act according to the severity of the situation.
5. If the situation requires first aid or medical treatment, the center staff will act according to the consent forms and the medical information provided in your child's file.

SAFETY AND EVACUATION PLANS

The center will follow a tornado drill and fire evacuation plan approved by the State Licensing Agency. A copy of the Tornado Drill and Fire Evacuation Plan for The Kids Company will be provided in your child's enrollment packet.

Procedures for notifying parents of emergencies or relocation:

1. Each caregiver will have a parent/guardian and emergency contact information book. As part of the emergency plan, each contact information book will be located near the entrance/exit of the room and the caregiver will take this book with him/her during emergency drills or the instance of an actual emergency.
2. Each contact information book will include a class roster as well as a facility roster. The roster will aid in accounting for all children as they reach the designated "safe" location.
3. Once the caregivers have accounted for all children, they will begin to make contact calls and inform the parent/guardian or emergency contact (if the parent/guardian cannot be reached) of the situation and the child's status. The caregiver will inform the parent or emergency contact of the next action that will be taken to ensure the children's safety. The upcoming actions might include relocation depending on the type of emergency.
4. The caregiver will inform the parent/guardian of when and where they may pick up their child.

STATE REGULATIONS

Each enrollment packet will include a summary of the licensing regulations and appendices thereto as required by Section 4-1,E of the Mississippi State Department of Health Child Care Regulations.

1. Each parent/guardian must sign a statement indicating that he/she has received a summary of the licensing standard and other materials designated by the licensing agency for such distribution. (Section 4_1,E of the MSDH Regulations)
2. The Kids Company Licensing Official Phone-e Number 601-544-6766
3. Child Care Facility Complaint Hot Line 1-866-489-8734

SMOKING, TOBACCO PRODUCTS, AND PROHIBITED SUBSTANCES

The use of tobacco products in any form is strictly prohibited on the premises of The Kids Company. The use of alcohol or illegal drugs is strictly prohibited on the premises of The Kids Company.

PARENTAL ACCESS

Mississippi State Department of Health Child Care Facility Regulations Section 4-3, Parental Access states:

Child care facilities shall assure the parents that they have welcome access to the child care facility at all times. Welcome access shall be defined as parent/guardian having access to the areas of the facility available to their child. Access should not be disruptive to normal daily activities.

POSTING OF INFORMATION

The following are posted:

1. Facility License

2. Daily Activity Schedule
3. Inspection Form
4. Menu
5. Food Service Permit
6. Evacuation Route/Emergency Plans (Fire/Weather)
7. MSDH Notice: How to Report a complaint (against the facility)

The following are posted in the kitchen:

1. Menu(s)
2. Evacuation Route/Emergency Plans
3. Food Service Permit/Inspection Form
4. Children's Food Allergies

The Evacuation Route/Emergency Plans are posted in all rooms utilized by children.

WEAPONS PROHIBITED

Mississippi State Department of Health Child Care Facility Regulations Section 4-7, A states:

There shall be no firearms or other dangerous weapons allowed in a child care facility.

Mississippi State Department of Health Child Care Facility Regulations Section 4-7, C states:

Other dangerous weapons include, but are not limited to, hunting knives, spears, machetes, archery equipment, etc.

REVISIONS TO HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All parents will be required to sign a new contract each year. The Kids Company reserves the right to make changes in rates and policies, as deemed necessary. All parents will be given a 2 week notice of any rate changes.