

Kiddie Campus Childcare
Center, Inc.

Parent Handbook



Phone: (479) 527-9400

E-Mail: mail@kiddiecampus.org

Website: www.kiddiecampus.org



Our Mission

To make a positive difference in the life of a child and exceed expectations, every customer, every time!!

Our Purpose

To make a difference in our community by empowering the children, families, and employees throughout our facility with resources and support that will help strengthen the bridge between work and family life by creating a special place that supports them both. We provide a consistent environment where your child can learn and grow at their own pace that will impact, and inspire lifelong learning. It is a cooperative partnership of open communication between parents and staff to meet the needs of our children. Together, we can prepare your child for a wonderful life that lies ahead.

Our History

We opened our first licensed child care facility in June 1998 as a 24-hour group home in Michigan. It was named "Yurple & Jo-Jo's Fun time Palace, Inc. By October 2001 we bought our first building in Lansing, Michigan and operated a 24-hour center licensed for 75 children at one time.

The reason our Michigan Center was called: "Yurple and Jo-Jo's Fun Time Palace, Inc." is my husband, Oscar (Jo-Jo) and I (Yurple) are both professional clowns and have been since 1990. We enjoy performing at children's parties and love to make people laugh! We were blessed with our own child in December 2003, a daughter named Senica Tanae'. And that is when Pink-E-Pie the Clown was added to our family and where the name of our other child care centers came from.

Philosophy of Parent-Staff Relationships

The most important aspect of child care is the child. That's why at Kiddie Campus Childcare Center, Inc., we strive in working with individual families to find the best possible way to include all aspects of a child's development.

Communication is only effective and beneficial if it goes two ways. Families are encouraged to take advantage of our open door policy. We want to touch the lives of our families in a positive way. We will do our best by informing the families through newsletters, daily reports, bulletin boards or direct contact of any necessary concerns or information that is in the best interest of the child or parent. We welcome all comments and suggestions that will improve any aspect of the program.

Nondiscrimination Policy

Kiddie Campus Childcare Center, Inc. subscribes to a policy of nondiscrimination and will maintain and conduct all practices relating to recruitment and enrollment of children, discipline and other terms and conditions and benefits of the child care program in a manner which does not discriminate on the basis of race, color, religion, national origin, sex or disability.

Spaces

Infant and Toddler

Our infant room cares for children that are newborn through 18 months. Our toddler area cares for children ranging in age from 18 months to 2 1/2 or 3 years.

Preschool

Our preschool rooms care for children ages 2 ½ or 3 to 5 years. Their rooms are arranged into several interest centers to allow each child to freely choose from a variety of challenging and creative activities. There are large spaces for group play as well as smaller areas for individual play or small groups.

PAYMENT POLICY

Registration Fee

At the beginning of the enrollment process, there will be a non-refundable fee of \$50.00 for each family. This fee will reserve a place for your child(ren). Also there will be an annual \$50.00 equipment fee that will be used towards supplies and/or materials for Kiddie Campus Child Care Center, Inc. The \$50.00 equipment fee will be applied to your bill yearly during the month of January.

Payment Schedule

The provider will give the parent an invoice that explains the services provided for the week.

Any checks cashed with insufficient funds will be charged a \$35.00 fee. All fees incurred during a week will have to be paid with the next week's tuition or the child(ren) will not be permitted to stay. All attempts will be made to collect payments due by full extent of the law.

We reserve the right to disenroll a child at anytime without notice for non-payment of childcare service fees.

Early Arrival/Late Departure Fees

Every family has their own drop-off and pick-up time, we understand situations come up and you may need an earlier drop of time or later pickup time. Our goal is to be able to accommodate your needs, but in order to do that we need to be sure we are properly staffed, so call us in advance so we can make necessary arrangements. Additional charges will occur for anytime used outside your contracted hour times.

Breakage Fee

When and if your child is involved with destruction of any equipment except due to normal wear and tear or act of nature (water damage, electrical malfunction due to an outage, etc.), you will be charged to replace or repair the equipment. This fee is in addition to your normal tuition.

Method of Payment

Our preferred method of payment is through our Pro-Care Tuition Express System. You can pay by debit or credit, by clicking on the "MAKE A PAYMENT" button and then swiping your card. That is located at our sign-in/out computer in the front lobby. You can also pay by personal checks, made payable to Pink-E-Pie's Play Palace, Inc., cash, or money order, but that is not our preferred method. All payments can be placed in the pink ABC box in the entryway. If you pay your bill with cash, please place in an envelope writing your first & last name on it with the date and amount. Payment is due on Friday, prior to the week in which care is rendered. Families will receive a weekly statement showing amount due to be paid on Friday or Monday for the upcoming week. At the end of the year, total amount paid to Kiddie Campus Childcare Center, Inc. will be available for tax purposes.

Payments are due, as per your contract, regardless of a child's absence for any reason. These include a child's illness, family illness, vacations, holidays, doctor appointments, parents' day off work, funerals, etc.

DHS Assistance

Kiddie Campus Childcare Center, Inc. gladly accepts families receiving child care assistance from the Arkansas Department of Human Services.

Daily Schedule

In accordance with our goals and philosophy, Kiddie Campus Childcare Center, Inc. is a play-based program. Each day children are provided with time for free play (free choice) with a variety of materials and spaces. We strive to challenge and stimulate each child at his/her own developmental level and foster a positive self-image by accepting each child as an individual. The following elements are part of our regular program for the children:

- A circle time each day with the children and their teachers. This is a time for group sharing, singing, finger plays, group games, stories, calendars and weather.
- Free choice time IN/OUTSIDE everyday (*weather permitting).
- Scheduled meals and rest times.
- A schedule of activities throughout the day that balance the quiet and active play and provide opportunities for large motor experiences.
 - Daily schedules and curriculum are posted in rooms for parents viewing, per licensing requirements.

*During inclement weather Teachers will be instructed to have gross motor and exercise time indoors.

Volunteers

Kiddie Campus Childcare Center, Inc. welcomes and encourages everyone to be a part of our team and to get involved in our program! To ensure the welfare of the children and staff at Kiddie Campus Childcare Center, Inc., all volunteers will need to go through the same process as any new employee. A volunteer schedule will have to be established to accommodate everyone's needs.

The Staff

Quality, continuity and longevity of staff are a priority in a quality child care program. Our salary schedule and employee benefits are given a priority in the budget to ensure that we have the best staff available to care for your children.

All staff members receive 15 hours of on-going training annually and monthly Center planning meetings. All full-time staff must be certified in Basic First Aid, CPR & Airborne & Blood borne Pathogen.

Teacher/Child Ratios

As we are grandfathered in with the new licensing regulations, our teacher/child ratios for each age group will remain as follows until 2019. In addition we always have 1 or 2 floater staff available to assist in any room at any time.

Birth to 18 months	1:5
18 months - 36 months	1:8
3 years- 5 years	1:12

Child Restraint in Vehicles

Except in an emergency situation, Kiddie Campus Childcare Center, Inc. will let parents know of plans before taking their child in a car.

Birthdays and Celebrations

Children generally celebrate their birthdays at Kiddie Campus Childcare Center, Inc. on the Friday nearest the 15th of each month. Parents are more than welcome to bring a special treat to go with our snack on that day (nutritious snacks are preferable). Only store purchased items allowed per licensing.

We find many reasons to have special celebrations. Easter, Christmas, Halloween, July 4th, Valentines Day and Thanksgiving are times when we often have Center parties. Parents are encouraged to help us celebrate these days and any other times that are important to your family. We are always looking for other cultural and ethnic celebrations that we could include in our program. You will be notified of these special celebrations well in advance through our newsletter.

Rest Time

A daily quiet time is enforced. We find that children need this time to "regroup", as do their caregivers. The length of the quiet time depends upon the age of the child and individual needs, but all children do have some time to rest each day. This is also the time each day when teachers take their breaks and receive program planning time.

Depending on their age, children are expected to rest quietly on a mat or engage in quiet activities, allowing those who need to sleep the opportunity to do so. Kiddie Campus Childcare Center, Inc. supplies children with cots, but requires that each family supplies each of their children with a labeled child-size blanket and pillow. Blankets should be taken home weekly to be laundered and returned as the "smell" of home can be very soothing.

Television

Per licensing rule 401:16, Television will be available to children up to an hour per day for children 2 years old and above and shall have an educational value.

Arrival and Departure

Please turn your vehicle off in the Parking Area and do not leave your child(ren) unattended outside. Extinguish all smoking materials prior to leaving your vehicle.

Arrival: -- Parent's need to:

- Sign their child in at the front desk computer.
- Escort child(ren) into appropriate classroom.
- Assist child(ren) with coats and belongings. Each child will have their own personal cubby assigned to them.
- Notify a caregiver that the child(ren) has arrived.
- Insure child(ren)'s comfort by saying good-bye.

Departure: -- Parent's need to:

- Find their child(ren) with little disturbance as possible.
- Notify a caregiver that the child(ren) is leaving.
- Assist child(ren) with coats and belongings.
- Check the child(ren)'s individual cubby.
- Retrieve Toilet Trainer Sheet if your child is not toilet trained.
- Check the parent's file for any pertinent information.
- Sign-out each child at the front computer.

In the event that your child(ren) is still at the Center after your scheduled hours and we have not heard from you, we will take the following steps (in order):

- Attempt to reach you at home, work or school.
- Call the people listed on the Child Information Record Card as "emergency contact people".
- Call the authorities.

Parents are responsible for the safety of their children until they are signed in at the center and the Center's responsibility for the safety of the children ceases when the children are signed out.

Procedures for Releasing Children

The following procedures are used for releasing children:

- A substitute teacher or volunteer may never release a child.
- A child may only be released to a parent or other authorized individuals listed on the emergency card.
- A child will not be released unless verbal consent is given by a parent.
- When a parent calls to say someone else will pick up their child, they will be asked if they are at home or work, then using the numbers listed on the emergency card a staff member will call them back to verify it is really the parent placing the call. If a parent cannot be reached, we will not release the child to anyone other than the parents.
- If someone comes to pick up a child without a parent's permission and their name is on the emergency card, we will call the parent before releasing the child to make sure it is okay.
- If a person is unknown to staff, we will ask for picture identification. We will compare the picture with the person and make sure the name is listed on the emergency card.
- With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child.

Kiddie Campus Childcare Center, Inc. staff is not properly trained to make assessments relating to intoxication or impairment and, therefore, assume no responsibility to assess the competency or condition of any individual appearing to pickup the child.

Kiddie Campus Childcare Center, Inc. assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.

Custody of Child with a Court Order

If there is a custody suit of an enrolled child at Kiddie Campus Childcare Center, Inc., then a copy of the court order stating who can and/or cannot have contact with the child(ren) and visitation arrangement needs to be in your personal confidential file at the Center.

GUIDANCE AND DISCIPLINE

Guidance for Infants

Infants learn through their own experience, trial and error, repetition, imitation and identification. To encourage this learning, their environment must be safe, healthy and emotionally supportive.

Guidance & Discipline for Toddlers

Our teachers encourage cooperation, independence and respect of self and others at this age, but realize the children's developmental limitations in expressing these ideals! Discipline at this age generally involves redirection and separation as we encourage their curiosity and exploration of their new world and playmates. Consistency in scheduling and planning appropriate and adequate activities helps to reduce a toddler's frustrations.

Guidance & Discipline for Preschoolers and Older

Our teachers encourage cooperation, independence and respect for self and others. When children are verbally, emotionally or physically abusive, we take the following steps until the problem is resolved:

- Teachers listen to children having difficulties to determine if they can work it out on their own and then encourage them to do so.
- Teachers intervene and help mediate a problem with suggestions (taking turns, use words to tell how you feel, diversion to another activity, etc.).
- Teachers will re-direct the child to a different area.
- If necessary, a time out warning is given.
- A time out for involved parties (at side of room) until they feel that they are able to rejoin the play. Time out is used to give a child the time they need to regain control. The length of time a "time out" will be is one minute for every year in age the child is.

Children are most likely to respond to attempts to discipline them when the adults involved are consistent; that is, when every adult who disciplines the child uses similar techniques.

One of the many roles of Kiddie Campus Childcare Center, Inc. staff is to work together with parents to help children develop appropriate behaviors. Parents are invited and urged to discuss their concerns about their children's behavior with teachers and to plan together with staff a means of responding consistently to problem behaviors. In this way, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not.

Making Your Child Comfortable

Here is a list of items to bring to the Center to help your child be comfortable. Please label every item. We will do our best to keep track of everything that you bring, but just like at home, things do get misplaced and we cannot be responsible for replacing items. Parents are responsible for laundering their child's naptime bedding. These will be sent home weekly.

Infants

- Prepared bottles (please label each bottle) (unless infants drink the center formula)
- Two complete changes of clothes
- Two pacifiers (optional)
- Diapers
- Wipes

Toddlers

- Training pants (several pairs)
- Two complete changes of clothes
- Diapers
- Wipes

Preschool

- Two changes of underwear (if not toilet trained, pull-ups)
- Complete change of clothes

*Kiddie Campus Childcare Center, Inc. supplies blankets for all ages for quiet time and napping.

Clothing

Due to the nature of some of the activities the program offers for children, Parent must recognize that children's clothing may occasionally become soiled or damaged, although Provider takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. Provider assumes no responsibility for damage to a child's clothing.

The program strives to bring the children outdoors for play on a daily basis. As such, Parent must be certain that the child is dressed appropriately according to the weather conditions.

Newsletter

Kiddie Campus Childcare Center, Inc. publishes a newsletter every month. These are placed near the sign in/out computer and on our website. We hope you find it informative and entertaining.

Parent Mail Slots

All parents have an assigned mail slot in the top drawer of the filing cabinet located in the front lobby. Please check these daily for personal notes, weekly bill, etc.

Parent Communication & Involvement

Parents of enrolled children are welcome at the center at any time. Parents and other members of a child's family are welcome and are encouraged to participate in any activities that are of interest to them. Holiday celebrations, birthdays and field trips are especially fun times to spend at the Center.

*In accordance to licensing rule #401:11 Kiddie Campus Childcare Center, Inc. provides the following opportunities for parental involvement:

- Parents are allowed to observe, eat lunch with a child or volunteer in the classroom - please let us know in advance so we can have food available.
- A parent resource area is available with books, pamphlets or articles on parenting and child development in our lobby area.
- Parents are informed of the center's programs and activities through parent bulletin board, monthly newsletter, emails and web page.
- Parents participate in program and policy development through communicating their ideas with teachers and management and through questionnaires/survey.

*In accordance to licensing rule #1201:10 a log of all child product recalls and safety notices issued by CPSC is available to parents in the front lobby parent resource area.

Daily/Weekly Children's Reports

Infants and toddlers receive a written note from their caregiver every day informing parents of nap times, food intake, diaper changes, daily activities and developmental milestones. Preschool will send a written note home with parents if they are not potty trained and if parents request one. Please inform your child's teacher if you wish them to note some specific information about your child. We hope that this type of communication helps you to feel more a part of your child's time with us.

OPERATIONAL INFORMATION

Schedule of Operations

The holidays Kiddie Campus Childcare Center, Inc. is closed in order to help promote quality, family times are the following:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day-Close at Noon

*Payment is required for these Federal Holidays plus two floating holidays. The two floating holidays will be announced at the beginning of each year. The monthly calendar/menu will help you be informed of upcoming paid

holidays.

Center Closing

Kiddie Campus Childcare Center, Inc. will do its best to remain open for all scheduled days. When bad weather occurs, although it is our desire to remain open, our first priority must be the safety of our staff and families. If public schools are closed, parents should call first to verify we are open or watch your local television stations in the morning of inclement weather - they announce all closings. We also post center closing on our Facebook page.

The Center may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. It is agreed that you must arrange alternate emergency child care for these situations.

Absences

The fixed weekly payment is expected whether the child(ren) is present or not. Please call before your expected arrival time if your child(ren) will not be present.

HEALTH SERVICE PLAN

Immunization and Health Records

Kiddie Campus Childcare Center, Inc. maintains updated immunization records for each child, as required by the state of Arkansas.

Illness Policy

Illness in children is not uncommon, but to reduce the spread of communicable viruses, we stress hand washing. We will disinfect the toys daily.

No child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below:

- Fever- A body temperature of 101 or greater (recommendation-Infants, six months of age or under, who have a temperature off 100 or greater should be excluded)
 - Diarrhea - three(3) or more watery stools in a 24-hour period
 - Vomiting - Vomiting on two or more occasions with in the past 24-hour period
 - Rash - Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
 - Sore Throat - if associated with fever or swollen glands in the neck
 - Severe Coughing - Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing
 - Pink Eye - Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
 - Untreated scabies, head lice, or the presence of nits - May return after treatment and removal of nits
 - Multiple sores inside mouth with drooling - unless health care provider determines the condition is non-infectious
 - Ring Worm - a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
 - Impetigo - may return 24 hours after treatment is initiated
- Kiddie Campus Childcare Center, Inc. will take the necessary precautions to contain and prevent the spread of contagious illness or diseases. However, the center cannot guarantee that contagious illness or diseases will be completely contained or will not be spread to other children. Parents must recognize that, while in care, it is

possible that their child may be exposed to a contagious illness or disease.

Sick Days/When Your Child is Absent

We ask that you always call the center to report your child's absence for whatever reason or if your child will be late. Our staff needs this information to plan their day and meals, and to talk with the other children about their playmate's absence.

Parents must pay for all contracted care. The same weekly rate will be paid each week, regardless of absence for illness or any other reason.

EMERGENCY PROCEDURES

Injuries

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your emergency card.

Appropriate First Aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911 and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your emergency card. Any costs incurred for 911 emergencies are the sole responsibility of the parent.

A report will be prepared by the Director and submitted to Licensing within 5 days of the accident on a form provided by Licensing.

Parents will also be notified for injuries that are not of an emergency nature (pinched fingers, bumps on head...) that might require a physician's consultation, but are not serious. We believe that these decisions should be made by each family individually.

Minor Mishap

Any incidents that are dealt with at Kiddie Campus Childcare Center, Inc. that do not need a parent's immediate attention will be reported to you on a form called Ouch Report. This documentation will be placed in your parent file for your information.

Fire Drill

In the event of a fire, the children will be evacuated from the Center using the nearest exit and be removed to a safe place away from the building. All exits are clearly marked and we practice fire drills on a monthly basis.

Our Fire Drill consists of:

- Showing the smoke alarms to children and explaining what they do and demonstrating what they sound like.
- Teach the children how to stay low to the floor and show them the exits to use as escape depending on where they are in the center.
- Show children the meeting spot in case of emergency which is the fenced in area of the play yard closet to the road.
- Explain to the children how to check a closed door to see if it is hot before opening it -- explain that if it is hot, do not open it.
- Teach children how to Stop, Drop & Roll covering their face with their hands to protect themselves.

Our center is equipped with smoke detectors, carbon monoxide detectors, and fire extinguishers that are

inspected regularly.

Tornado

During a tornado warning, the children will move to the back wall of the building, away from doors and windows. Children and staff will remain there until an all clear has been sounded by the city sirens or over the radio. We practice tornado drills on a monthly basis.

Food and Nutrition

We participate in the Federal Food Program which reimburses us for the meals and snacks. We serve nutritionally balanced meals and snacks as outlined by the Children's Nutrition Council. We serve a well-balanced meal for breakfast to all children who are at the Center by 8:30 a.m., lunch at 11:30 a.m., and mid-afternoon snack at 3:00 p.m.

Occasionally sweets will be served, if a parent prefers that their child not have sweets, they are to notify us in writing.

Every effort will be made to comply with all special dietary restrictions when directed by the parents or the child's physician. Parents will be notified in advance when restrictions cannot be met. Parents who wish to bring food for their child (due to allergies, dietary consideration, and religious preference) will provide the Center with a written statement to that effect. In this event, parents may furnish specific food for their child. Food containers must be clearly labeled with the date, child's name and instructions for food use.

Grace at Meals

A song or grace is said everyday before we eat lunch. These songs are kept as non-denominational as possible, but an occasional reference to a deity may be included. Please share your ideas for new graces with us as we try to develop a spirit of thankfulness in the children for the bounty that is available to them.

Equipment Safety and Sanitation

Broken toys and equipment will be removed from the children's play areas and placed in storage for repair or replacement.

Toys will be washed and sanitized on a daily basis in our infant room and weekly in our toddler and preschool room.

Laundry Procedure

Sheets/blankets will be changed daily in the infant room and as the need arises.

All toddler and preschool sheets/blankets will be laundered at the end of every week.

Laundry will be washed using detergent and sanitizer.

Diapers

Infant/Toddler Program: Parents provide diapers and wipes, until they are ready for potty training and then pull-ups must be provided by parents until their children are fully toilet-trained.

Kiddie Campus Childcare Center, Inc. staff will change diapers/pull-ups as needed. Diapers will be checked at least every hour.

Toilet Learning

The staff will discuss this issue with parents as their child approaches readiness for toilet learning. The following toilet learning criteria have been developed with parents over the years. We will agree, as a team, how we will all proceed. It is best to have consistency between the home and center to allow the child to be successful.

A Child May Begin Toilet Learning When:

- The child shows some interest at home or at the center.
- The child is able to retain bowel movements and urination for short periods of time.
- The child is willing to sit on the toilet.
- The child understands what is expected of him/her.

Toilet Learning Procedure:

- Put child on the toilet at routing times--cues taken from the child's and/or center's schedule.
- Put child on the toilet at the child's request, as well.
- No toys in the bathroom while the child is on the toilet.
- Rewards are immediate and may be hugs, cheers or praise.
- Be CONSISTENT.
- Present a relaxed attitude. Remember, learning to use the toilet is the child's job, not yours.
- Let him assume responsibility for this function himself. He is, after all, the only one who can.
- If the child is showing signs of resistance, stop for a few days and try again later.

We view toilet learning as a developmental process and take its successes and failures in stride.

Hand Washing

The most important thing we can do to prevent the spread of illness is to wash our hands and the children's hands thoroughly and often. Failure to do so endangers the health of children and staff.

Staff will always wash their hands:

- After using the bathroom or helping a child use the bathroom.
- Before and after changing a diaper.
- After handling items soiled with blood, drool, urine, stool or discharge from nose or eyes.
- After cleaning up messes.
- When coming in from outside.
- After handling a sick child.
- Before and after administering medication.
- Before and after dressing injuries.
- Before and after preparing food.

When we will have the children wash their hands:

- After they use the bathroom or had their diaper/pull-up changed.
- After wiping or picking their nose.
- After they have been engaged in messy play.
- When coming in from outside.
- Before and after they are engaged in a cooking project.
- Before and after they eat or drink.

Vacation Allowances

There are no vacation allotments. Your child's regular weekly rate remains the same every month, regardless of when he/she goes on vacation.

Enrollment Process

At Kiddie Campus Childcare Center, Inc. the age of children eligible for enrollment is newborns through 5 years of age.

Children will be admitted regardless of their race, sex, national origin, religion, creed or ancestry if room is available. We will also try to accommodate any special needs child to the best of our abilities in accordance with the American Disabilities Act. Acceptance will be based on if we can meet the needs of all the children and if there is space available for the special needs child. Families that currently have children enrolled in the program take priority in placing siblings over new incoming families.

The enrollment process is started by the initial contact from a family. The Director or Assistant Director is always available for any interested family to tour the facility and meet some of the staff. We encourage families to bring the child(ren) at this time, so they can have some input into the decision of the Center they will be cared for at. Once all parties agree to enroll the child(ren), the paperwork begins.

Records concerning your child(ren) such as enrollment forms, observation records and all other information about your child(ren) is confidential information and will ordinarily only be accessible to you, the Director, the Assistant Director and your child(ren)'s teachers. Information pertaining to your child(ren) will not be released to their parties without the express written permission of parents, unless by statute, court order or licensing mandate.

Required Forms

The forms listed below must be fully completed before the child can be enrolled in the program per State of Arkansas Licensing Rules. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Provider assumes no responsibility for keeping forms updated.

- Application for child care.
- Child Information Record Form (Emergency Card)
- Development History for each child.
- Parental Consent for Child Care Program.
- Child Care Contract with the Payment Schedule Form.
- Certificate of immunization showing a minimum of at least 1 dose of each immunizing agent as specified by the Department of Community Health. After 4 months of attendance, then an updated certificate showing the completion of all additional immunization requirements or an appointment date is needed.

NOTICE: Please notify the Center of any changes that affect these forms. Each year these forms will also be updated.

There is a \$50.00 registration fee per family due at the time of enrollment. There is also a \$50.00 annual equipment fee due yearly in January. Weekly payments need to be made in advance, prior to receiving child care services.

If you should need or want to hold a slot for your child(ren) due to childcare not being needed immediately, half of the fixed weekly rate will be required each week until childcare services begin.

All children enrolled at Kiddie Campus Childcare Center, Inc. will be accepted on a two week trial basis. This policy allows both parties a way out if the situation isn't going to work.

In order for the enrollment process to be complete, a two-week survey needs to be filled out after the trial

period.

Withdrawal Policy

Child care services will be terminated immediately by Kiddie Campus Childcare Center, Inc. if any one or more of the following occur:

- If after the two week trial period, the parents or guardians of the child allow their account to become delinquent.
- Failure of the parents or guardians to honor the obligations in the contract or in any rules, regulations, documentation or manuals provided by Kiddie Campus Childcare Center, Inc.
- Unacceptable behavior by a child or adult may result in withdrawal immediately.
- Child(ren) who has not been present for at least one week and has not given any notification.
- Kiddie Campus Childcare Center, Inc. in its sole discretion determines that it is unable to meet the needs of the child.
- Kiddie Campus Childcare Center, Inc. in its sole discretion determines that it is not in the best interest of Kiddie Campus Childcare Center, Inc. or other children enrolled at Kiddie Campus Childcare Center, Inc. to have the child in attendance.

Child care services will be terminated by parents:

If it should become necessary to withdraw your child, you must give the Center at least two weeks notice in writing.

Inappropriate Parent Conduct

Parents must be aware that adults serve as role models for children. Additionally, the provider is responsible for protecting the children while in the provider's care and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, parents conduct themselves in a professional and rational behavior at all times. The provider reserves the right to immediately terminate the child care agreement if the parent's behavior is inappropriate.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- acts of violence, including assault and battery
- harassment of or threats against the staff, other parents or children
- possession of illegal substances or firearms
- verbal or physical abuse of any child
- profanity
- indecent exposure

Revisions

Revisions can be made at any time. Implementation of revisions will be thirty (30) days after notification.

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