



**KIDDIE KOLLEGE  
DAYCARE  
PARENT HANDBOOK**

[www.kiddiekollegeohio.com](http://www.kiddiekollegeohio.com)

**KIDDIE KOLLEGE**

**CORPORATE OFFICE – (440) 871-0877**

**DAY CARE PHONE NUMBERS AND OPERATIONAL HOURS**

**Amherst/Lorain Kiddie Kollege (440) 984-4499**  
**Hours: 6:00 a.m. – 7:00 p.m.**

**Avon/Avon Lake Kiddie Kollege (440) 937-5346**  
**Hours: 6:00 a.m. – 6:30 p.m.**

**Bay Village Kiddie Kollege (440) 871-5054**  
**Hours: 6:30 a.m. – 6:30 p.m.**

**North Ridgeville Kiddie Kollege (440) 327-5435**  
**Hours: 5:30 a.m. – 6:30 p.m.**

**Email Address: [info@kiddiekollegeohio.com](mailto:info@kiddiekollegeohio.com)**

*Owned and Operated by Westlake Day School, Inc.*

## **VALUES AND BELIEFS**

At the core of Kiddie Kollege is an educational approach which supports children in practicing compassion, listening, respect, leadership and above all, a passion for learning.

**We** create an environment which helps foster the social skills children require to thrive in relationships they form throughout their lives.

**We** provide daily opportunities for each child to be with other children in a setting conducive to the development of wholesome social relationships. We provide appropriate play experiences that contribute to the developmental needs of each child.

**We** are a private day care licensed to care for children 6 weeks to 12 years of age. Kiddie Kollege is fully licensed by the Ohio Department of Job and Family Services. Kiddie Kollege maintains a student to teacher ratio that allows each child to receive the kind of high quality attention which is most conducive to growth and development.

## **CENTER PARENT INFORMATION**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

### **HOURS AND DAYS OF OPERATION**

All Kiddie Kollege locations will be open Monday through Friday. The operational hours for all Kiddie Kollege locations vary as follows:

Amherst	6:00 a.m. – 7:00 p.m.
Avon	6:00 a.m. – 6:30 p.m.
Bay Village	6:30 a.m. – 6:30 p.m.
North Ridgeville	5:30 a.m. – 6:30 p.m.

### **SECURITY**

There is a security entry system located at the front of all centers for your child's protection. When entering the building PLEASE close door behind you. PLEASE do not hold door open for anyone. Any visitor or emergency pick up person should use the phone in the lobby to contact Administrator.

Certain areas of all centers are subject to video surveillance. Placement of cameras may vary by location and, unless otherwise advised, cameras may record at all times. Certain footage may be retained at the discretion of management for internal use and review. For privacy reasons, it is our policy that footage cannot be made available for outside review.

### **CHILDREN'S ATTENDANCE**

All children must be clocked in and out daily in our Procure System.

### **HOLIDAYS**

All Kiddie Kollege locations will be closed on the following holidays:

**\*\*\*\*Tuition credit will not be given for these Holidays\*\*\*\***

- New Year – 2 Days to be Determined\*\*
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day – 2 Days to be Determined\*\*

**\*\*Days closed for Christmas and New Year Holidays will be posted on center calendar. These days will be dependent on where the Holiday falls each year.**

### **CHILDREN'S ENROLLMENT AND MEDICAL RECORDS**

Children's enrollment records will be on file by the first day of attendance. Medical examinations and immunization records must be provided upon enrollment and kept current.

The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating young children. ALL Kiddie Kollege Day Cares and the American Academy of Pediatrics strongly support the program and urge you to follow its guidelines. We follow individual state child care licensing regulations regarding medical examinations and immunization records for your child. For detailed information regarding immunization regulations and recommendations, please visit the Centers for Disease Control website: [www.cdc.gov](http://www.cdc.gov).

We cannot permit attendance unless immunization records on file meet individual state child care licensing regulations. If you wish to request a religious, personal, or medical exemption to our practice of securing necessary medical documents or immunization records, please contact your center's Administrator.

Once the child enters elementary school medicals are not required.

## **RELEASE OF CHILDREN**

Parents are entitled to immediate pick up, without prior notice, of their child whenever they are in our care at Kiddie Kollege. In the absence of a court order on file with Kiddie Kollege, all custodial parents shall be afforded equal access to their child. Kiddie Kollege cannot and will not, without an original certified copy of a court order, be involved in enabling one parent to exclude the other parent regardless of the reason.

If a situation presents itself where one parent does not want the other parent to have access to their child, Kiddie Kollege suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Kiddie Kollege staff will contact the local police should a conflict arise.

Kiddie Kollege will not release a child to anyone other than the designated adults on the release form provided by the custodial parent(s) or guardian.

At the time of enrollment every custodial parent or guardian will be required to complete our Kiddie Kollege Release Form providing the daycare with the names of authorized adults who have your permission to pick up your child. Children will be released only to those adults whose names are ON THIS RELEASE FORM. A picture identification will be required of persons picking up the child. Please let the persons picking up know about this procedure ahead of time so they are not offended. Please remember to update this form with additions or deletions, if or when this situation would occur. Your child's safety is our first priority!

Every custodial parent or guardian must advise the Administrator, in advance, in writing which could include email or text, if a person not listed on the release form is to pick up your child. **Please note:** Staff will not release children to anyone, including custodial parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

## **DAILY SCHEDULES**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. Sample daily group schedules can be found in the back of this handbook.

## **VISITATION/PARENT PARTICIPATION**

Parents are welcome to attend field trips, class parties, or may simply stop in to visit your child at any time. We do request that all visitors immediately announce their presence to the administrator. While you are at the center, please feel free to observe all classrooms and let us know any comments or concerns you may have about your child's care and about our program.

Should you wish to confer with the administrator, or with your child's teacher while you are at the school, due to staff responsibilities and schedules, we ask that you give us prior notification of your visit so that we can arrange a mutually convenient time to discuss your concerns. The administrator's available hours, Monday through Friday, are posted at her desk.

For the safety and protection of your child, this open-door policy is limited to parents, guardians and custodial parents of children enrolled in our program. Non-custodial parents, and other relatives and friends of children enrolled will not be afforded this open-door visitation policy unless we have a signed and dated written permission from you.

**All parents should check the front information board or your child's mailbox/basket/cubby daily for information about the program.**

**CENTER LOCATIONS**

**AMHERST/LORAIN KIDDIE KOLLEGE (6 weeks to 12 years)**

7684 Leavitt Road  
Amherst, Ohio 44001  
**(440) 984-4499 - Day Care**

**AVON KIDDIE KOLLEGE (6 weeks to 12 years)**

941 Center Road  
Avon, OH 44011  
**(440) 937 - 5346 - Day Care           (440) 937 - 5347 - Pre-School**

**BAY VILLAGE KIDDIE KOLLEGE (6 weeks to 12 years)**

Dover Commons  
660 Dover Center Road - Pre-School  
662 Dover Center Road - Day Care  
Bay Village, Ohio 44140  
**(440) 871-5054 - Day Care           (440) 892-7990 - Pre-School**

**NORTH RIDGEVILLE KIDDIE KOLLEGE (6 weeks to 12 years)**

Mills Creek Plaza  
33169 Center Ridge Road  
North Ridgeville, Ohio 44039  
**(440) 327-5435 - Day Care           (440) 327-5435 - Pre-School**

**STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE**

Kiddie Kollege classrooms will not exceed the following state required ratios:

1:5 or 2:12	Infants	0-11 months
1:6	Infants	12-17 months
1:7	Toddlers	18 months-30 months
1:8	2 ½ - 3 years old	
1:12	3 years old	
1:14	4-5 years old	
1:18	School age children	

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and adequate staff are in the building to meet the regular required staff/child ratio if there is an emergency. The maximum group sizes are as follows:

12	Infants
14	Toddlers-18 months-30 months
16	2 ½ - 3 years old
24	3 years old
28	4-5 years old
36	School Age

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunchtime, outdoor play or special activities.

## **TRANSITION**

### **Transitioning into Kiddie Kollege**

- All new families receive a tour of the entire facility
- New families receive an enrollment folder containing an enrollment packet, parent handbook, CACFP packet and other necessary forms for their child
  - Staff will be notified when a new child enrolls in their classroom;
  - Staff will be given the child's enrollment information containing child's name, birthdate, schedule, emergency contacts and allergies or health concerns
- Staff will prepare items for the new child such as cubby tags, attendance information, cot/crib, child's name added to the Kiddie Kollege birthday wall
- It is recommended that a parent attends the first day with their child for an hour or more depending on the child
- A staff member will be available to assist the new family on the first day
- New parents/guardians will be fingerprinted in the Kiddie Kollege ProCare system on the first day of attendance. This is used as entry to the building and checking their child in/out.

### **Transitioning from classroom to classroom within Kiddie Kollege:**

- A transition letter will be completed and verbally discussed with the family
- The family will be introduced to the new classroom teacher and children
- Staff will prepare items for the new transitioning child as they would for a newly enrolled child
- The child will gradually visit the new classroom by visiting a few hours a day for a two-week period

### **Transitioning from Daycare to Preschool:**

- Parents are provided information on preschool enrollment including the yearly calendar, pricing info, registration info.
- A parent information night is held before the start of preschool to go over parent handbook
- An orientation day is held the first day of preschool
- Children who attend daycare and preschool are escorted by a staff member over to preschool and escorted back to daycare after preschool

### **Transitioning from Kiddie Kollege to Kindergarten:**

- Parents are provided information on all local schools regarding parent night and registration information
- Parents are provided Safety Town information
- Parents are provided with transportation information
- Children will graduate from their Pre-K classroom
- Children will transition into the Kindergarten summer camp on the first day of summer camp

### **Transitioning out of Kiddie Kollege**

- Parent will provide a two-week notice in writing
- The teacher and children in the classroom will be made aware of the child's last day
- Parent/Teacher may choose to have a farewell party
- If a child leaves with no notice, the teacher and children will be made aware that the child will not be returning

## **EMERGENCY AND ACCIDENT**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. The center conducts lock down procedures in the event of a lock down. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. A record of the fire drills shall be maintained at the center and shall be available for review by the director, upon request.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is:

### **Amherst/Lorain**

Transportation will be provided by the city to Amherst Fire Station or to another site determined by the City of Amherst at the time of evacuation

### **Avon/Avon Lake**

Transportation will be provided by the city to Avon Fire Station on Detroit Road or to another site determined by the City of Avon at the time of evacuation

### **Bay Village**

Children will be directed to either the Lake Erie Nature and Science Center or the Bay Village Library – Bay Village Police Dept. determination

### **North Ridgeville**

The Fire Department will handle the evacuation. They will contact buses for transportation to either a school or church nearby – this is determined at time of emergency.

A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the unlikely event that there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in the following: First Aid, Communicable Disease, Child Abuse and CPR. In the case of a minor accident and/or injury, staff would administer first aid and the parents would be contacted immediately to assist in deciding an appropriate course of action.

When **the injury involves the head**, EMS will **always** be called to come and assess the injury and parents will be notified EMS is on their way. If any injury is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. In the event that a child needs emergency transportation, an arrangement has been made with a local fire department to provide emergency transportation to the nearest hospital.



## **SAFETY**

No child shall ever be left alone or unsupervised.

Use of spray aerosols shall be prohibited in rooms where children are in attendance at the school.

Our center has immediate access at all times to a working telephone within the building used for childcare.

## **TRANSPORTATION OF CHILDREN**

Kiddie Kollege will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. Kiddie Kollege reserves the right to deny enrollment of a child if parent, guardian or custodial parent does not grant permission for emergency services to transport. (Please refer to page 3 of enrollment form). The center will be providing transportation on both routine trips for school age children going to/from school and field trips. This transportation will be done on the bus owned by the center and a staff member with first aid/communicable disease and CPR training will be present in the bus. Any vehicle owned, operated or leased by the center is required to meet the motor vehicle licensing requirements as well as the child restraint system requirements.

## **FIELD TRIP/ROUTINE TRIP**

Our center's plan for safety whenever children are transported from the center as follows: to and from school, on field trips, special outings, routine or walking trips is as follows:

- No child shall ever be left alone or unsupervised
- Before departing the center, a count will be taken of all of the children, and they will mark on a separate attendance sheet, specifically created for the trip
- Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived.
- This process will be repeated upon leaving the destination and returning to the center.
- During the course of field trips, each staff member will have specific children that they are responsible for supervising.
- Before any child participates in either a routine or field trip, the Center will obtain written permission from the parent or guardian.
- A person trained in First Aid, Communicable Disease, Child Abuse and CPR shall be available on each field trip or special outing.
- A first aid box is taken on the trip that meets the requirements.
- Each child on the field trip or special outing shall have identification attached to himself containing the center's name and address and a telephone number to contact in the event the child becomes lost.
- An emergency transportation authorization form and health record will be taken on all outings.
- Written permission is needed from the parent of each child transported to and from the center for field trips or special outings. A permission form provided by the center will include the child's name, date, time and destination of the field trip. This permission form must be signed and dated by parent or guardian and returned to the center prior to the scheduled field trip.

## **SUPERVISION**

### **Arrival and Departure:**

Each child is delivered to the classroom by a parent, guardian or custodial parent. The parent, guardian or custodial parent must sign in on the Kiddie Kollege ProCare System.

Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

At the time of pick up a parent, guardian or custodial guardian is asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parent, guardian or custodial guardian must sign out on the Kiddie Kollege ProCare System. Parents are responsible for the supervision of their child before and after sign-in/sign-out.

### **Supervision of Infants/Toddlers/Preschoolers:**

At no time, will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

### **Supervision of School Age Children:**

One child at a time may run errands inside the building or use the restroom alone without adult supervision as long as the following conditions are met:

- child is within hearing distance of teacher
- teacher will check on child every 5 minutes until child returns to classroom
- the restroom is for the exclusive use of the center

Dependent on circumstances, and based on the discretion of the teacher and or Administrator, this policy may vary and allow more than one child at a time (but no more than 6) to run errands or use the restroom.

### **Children Arriving to the Center from Other Programs:**

If your child is scheduled to arrive at our center from another program or school and does not arrive, we will first contact the parent to confirm that the child is scheduled to be at our center that day, and then contact the program or school that they are to have arrived from.

We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

## **MANDATED REPORTING**

The Administrator and All staff members are required under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect to the local children's services agency. The safety and well-being of the children is always our first concern.

## **CHILD GUIDANCE AND MANAGEMENT**

All Kiddie Kollege employees shall be governed by this policy. The center's philosophy on discipline is that we believe that children can learn through positive reinforcement and direction. Staff members of each group are responsible for the discipline of the children that are assigned directly to them. It is our hope that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

### Our specific methods of guidance are:

- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain control
- If these specific methods do not help a parent/teacher and administrator, a conference will be scheduled
- Possible professional consultation recommended

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dismiss the child from the center. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Administrator would be in communication with the parents prior to this occurring.

### Our specific methods of guidance that shall be restricted are:

- Abuse, endanger or neglect children including shaking a baby.
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize and form of corporal punishments
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain self-control
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- Prone restraint includes physical or mechanical restraint.

## **CHILD GUIDANCE AND MANAGEMENT (continued)**

Our specific methods of guidance that shall be restricted are:

- Place children in a locked room or confine children in any enclosed area
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuses
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food, (including snacks and treats), rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time

### **BITING POLICY**

When one child bites another child, everyone is concerned. Parents of both children want to know why it happened and what can be done to prevent this behavior from happening again. Unfortunately, biting is a natural behavior for very young children - a behavior that is often difficult to control.

It is the policy of Kiddie Kollege that the welfare and safety of every child be a first priority. Thus, the Director and/or Administrator have the right to determine if the child biting is endangering the safety of other children within the classroom. If after working with the biting child and his/her parents, and continual biting by same child continues, his/her dismissal from the center may be warranted.

### **HEAD LICE/NO NITS**

Throughout the year it is possible that head lice may be discovered among our children. While Teachers and Administrators can spot warning signs, we encourage each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits. Early intervention provides the needed assurance that everything possible is being done to prevent new outbreaks.

If nits or lice are present on a child while at the center, Kiddie Kollege will dismiss the child for follow-up care. Families are encouraged to respond by carrying out the most effective prevention measures and the safest most thorough control measures possible.

Both Parent and center will follow all necessary treatments and procedures in order to eliminate any further outbreaks.

- An infected child can return to daycare 24 hours after treatment has been done and when parent can confirm that all lice are dead and the nits (eggs) have been removed.
- If nits (eggs) are present upon screening or re-screening, the child will be dismissed for follow-up.
- Before re-entry to the center, the Administrator or designated personnel must check the child's head to ensure no nits are found.
- We will continue the routine screening for 2 weeks following a reported case.

**MANAGEMENT OF ILLNESSES: (Communicable Disease)**

The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfecting procedures. This review shall be given to each new employee and discussed periodically at staff meetings. A communicable disease chart is posted at the center.

No staff member shall attend the center if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

Kiddie Kollege provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active.

A staff member is available to observe all children upon entering their group. We ask that you not bring a sick child to the center. Please also, plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

A child who has been suspected of having a communicable disease shall be provided with a cot and blanket and isolated in the office area. The child will be within sight and hearing of a staff member. No child shall be left alone or unsupervised. The center will notify the parent or guardian immediately. The parent, guardian or designated adult must arrive within 30 minutes.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or guardian or to the person designated by the parent or guardian:

- Temperature of at least 101 degrees Fahrenheit when in combination with any other signs or symptoms of illness.
- Temperature shall be taken by the axillary (armpit) method with a digital thermometer.
- The thermometer shall be sanitized after each use.
- Diarrhea three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four-hour period.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus), discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Decisions regarding discharging a child will be at the discretion of the administrator.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in the center activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again. A sign on the classroom door will notify parents if children have been exposed to a communicable illness.

### **RE-ADMITTANCE AFTER ILLNESS**

Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

### **ADMINISTRATION OF MEDICATIONS**

The Center's policy regarding the administration of medications and special diets are as follows:

#### **PRESCRIPTION DRUGS**

We must receive written instructions from a licensed physician for the administration of medications and/or special diets or we must secure original medication container with original prescription label which must specify child's name, a current date, exact dosage to be given, specific number of doses per day and the route of administration. We must secure the written, signed and dated instructions of the parent or guardian on the form provided by the administrator.

***Kiddie Kollege, cannot administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions.***

Medications and/or special diets shall not be administered for any period of time beyond the date indicated by the physician or six months, whichever is first. School Age children may not administer any medication to themselves.

#### **NON-PRESCRIPTION DRUGS**

Non-prescription drugs will not be administered at the center.

Non-prescription drugs can be administered for teething infants **only with doctor's** verification and upon the discretion of the administrator.

#### **BREAKFAST, LUNCH, AND SNACK**

The center will provide breakfast between 6:30 a.m. and 8:45 a.m. The breakfast will include three food groups – grain, dairy and fruit.

Any child, who is in attendance at the center between the hours of 11:00 a.m. and 1:00 p.m. shall be served a meal, which constitutes one-third of the children recommended daily allowances and meets both the ODJFS and USDA serving sizes. The meal shall include, at minimum, one food from the meat/meat equivalent group, the bread/bread alternatives group, two foods from the fruit/vegetables group and milk.

An afternoon snack will be provided between 2:30 p.m. and 4:15 p.m. These snacks will contain at least two nutritional foods.

**Please be advised that Kiddie Kollege is mandated by the State of Ohio and must meet the daily nutrition requirements when serving breakfast and lunch to your child. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs. No food is allowed to be brought in from any outside source such as home, fast foods, etc. unless our special diet form is filled out by the doctor.**

***Kiddie Kollege does not serve Peanut Butter or Peanut Butter products due to severe allergies. We also ask that no peanut butter or peanut butter products be brought into our centers.***

### **BREAKFAST, LUNCH, AND SNACK (continued)**

The center shall have supplemental foods from all four basic food groups on the premise. Supplemental food, which is needed to fulfill one-third of the children recommended daily dietary allowances, shall be served to each child if food brought to the center by the child does not meet the requirements and guidelines provided by the Ohio Department of Job and Family Services. The center will have a refrigerator available for storage of food, which meets the requirements of ODJFS and any relevant regulations adopted by the public health council.

### **BREASTFEEDING**

All Kiddie Kollege daycare centers will provide a designated area in the Infant Room to breastfeed and/or to pump breast milk.

### **DIAPER CHANGING**

All diapered children will be changed every two (2) hours unless diaper is soiled before the two (2) hour schedule. The two (2) hour policy will be followed unless parent specifies, in writing, a preferred diapering schedule.

### **REST TIME**

All children, under the age of 5\*, present at the center between the hours of 12:30 p.m. and 2:30 p.m. are required to participate in a two-hour rest time. They will be required to take a rest for the period of one hour. After the first hour if your child is not sleeping he/she will be provided a quiet activity to do while the sleeping children finish their rest.

***\*Please note: if your child is in the 4 year-old-room and turns 5 rest time will still be required until child moves to the 5-year-old/kindergarten room.***

### **PROGRESS REPORTS**

A written Progress Report will be issued twice a year once in January and once in May.

At this time, center does not conduct formal assessments.

Individual parent/teacher conferences may be scheduled if either party deems it necessary.

### **DRESS**

Children attending day care should dress for PLAY. Be prepared for the fact that we will be sitting and playing on the floor. It is recommended that shorts be worn under dresses and skirts. Tennis shoes are preferable. **Also, please send an extra set of clothing that can be left at the center.**

**CHILDREN SHOULD NOT WEAR FLIP FLOPS TO SCHOOL AT ANY TIME PLEASE.**

Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the wintertime.

### **OUTDOOR PLAY**

Based on research “that children stay healthier when they have daily outdoor play” and the State of Ohio requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 32 degrees or rises above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days, outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

## **SUNSCREEN**

During the summer months, your child will have the opportunity to play outside several times a day. As the summer days are usually very hot and sunny, **you will need to supply the school with sunscreen** that can be applied to your child before he/she goes outside. Please label the bottle with your child's name. An "administration of medication form" (provided and approved by **ODJFS**) permission form and reminder will be sent to you early spring requesting the sunscreen. **Please note: your child will not be able to participate in any outside activities without sunscreen.**

## **SNOW DAYS**

The center will remain open unless extreme weather conditions warrant closing. Kiddie Kollege will report closings as follows:

- **REMIND** is a messaging tool that will enable Kiddie Kollege to share school closings, school delays, power outages, school updates and reminders. We encourage all of our families to join **REMIND** as this will become our main source of communicating important school information. Secondary form of communications will be:
- **FACEBOOK – Kiddie Kollege, Inc.**
- **T.V. – FOX 8 ONLY**

Our day cares will provide a full day program for school agers when school is closed due to snow days, school breaks, delays or cancellations. Parents of elementary school children must call ahead if they will be attending the center when schools are closed due to weather.

## **SWIMMING (WATER SAFETY)**

Our center requires permission from a parent or guardian before the child can be permitted to swim or participate in water play activities in bodies of water two or more feet in depth. Parents will be provided with permission slips ahead of time, which will need to be signed and returned to your Administrator. The permission slip will also include the staff/child ratios that will be followed while the children are at the pool and specify if additional adults will be in attendance.

Swimming activities will be available through Community Pools (where applicable) **for school age children only**. Kiddie Kollege staff will accompany the children to the pool, and remain through the activities to supervise the children.

Younger children will be provided with water play opportunities at the center if feasible. These would include sprinklers and small wading pools with less than 18 inches in wall height. Parents will be asked to sign written permission slips prior to children engaging in this type of water play. Please remember to send bathing suits, water shoes, towels and sunscreen for your children. Sunscreen must also have a medication form completed for it. **(Please see Sunscreen policy – page 15)** If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

## **VACATION**

After 30 days of attendance at the center, full time day care children (5 full days per week) are allowed five (5) scheduled vacation days once per year and a second week at 50% the contracted rate. Vacation days for part-time day care children will be equal to that of their regular attendance per week. A 14-day advance written notice must be submitted to the office in order for us to credit your account accordingly. Vacation days may be used individually or for an entire week. If your child is on vacation more than your allotted vacation days, the normal rate will be charged after the allotted days off. **If a tuition payment is due during your vacation, this payment will be due prior to your vacation time.**



## **HOLIDAYS**

Full tuition is due for any periods including holidays. **If a holiday falls on a Monday that tuition is due, tuition will be due on the Friday prior to the holiday and tuition due date.**

## **ATTENDANCE**

Scheduled days of attendance are confirmed upon registration. Any change in schedule requires a two (2) week notice. Scheduled days may not be exchanged. Additional days may be added if space is available.

## **ELECTRONIC DEVICES**

Electronic devices may **NOT** be brought to Kiddie Kollege on a daily basis. Special electronic device days will be planned by your Administrator throughout the school year. ***Kiddie Kollege will not or cannot be responsible for these expensive items that could be damaged or lost.***

## **CELL PHONE**

If your child is permitted to carry a cell phone to school, the cell phone must remain in his/her school bag while attending Kiddie Kollege. Cell phones are not permitted in our classrooms.

## **PERSONAL BELONGINGS**

It is imperative that all personal items are permanently labeled before they are brought into the facility. Kiddie Kollege shall not be held responsible for the lost or damage of any personal items which are brought into a Kiddie Kollege facility.

## **TUITION/TUITION ABSENT DAY**

Kiddie Kollege tuition is based on enrollment not attendance. You must pay your contracted rate whether or not your child is in attendance. This also includes any holidays that the center is closed. All scheduled days must be paid for. There is no credit for sick days. Tuition is based on a ten-hour day. If it is necessary for your child to exceed a 10-hour day, the Administrator must be advised in advance for scheduling purposes. An additional hourly charge will be assessed.

## **TUITION AGREEMENT/PROCEDURES**

In accordance with the tuition agreement/procedures provided at time of enrollment all fees must be paid and kept current. Please retain the agreement/procedure information for future reference. If an account becomes overdue, Kiddie Kollege will seek collection of the overdue tuition, late fees and any additional collection costs including attorney fees incurred by Kiddie Kollege.

Financial and/or tuition payment issues should be discussed with the Administrator only. Our teaching staff do not address financial concerns.

## **LATE DEPARTURE**

**Children left at the center after closing will be subject to a late fee for every 15-minute increments per child.** This fee will be paid directly to the attending teacher(s). After a half hour a staff member will contact one of the two persons designated in the child's file if a child has not been picked up. Our staff needs to be out of the building at closing time. Parents need to give themselves extra time to gather their children and their belongings before the center closes.

### **WITHDRAWAL**

When withdrawing from Kiddie Kollege you may be asked to participate in an exit interview to help us understand your reason for leaving and your satisfaction level while at our center. A 14 day (two weeks) advance written notice must be submitted to the office in order for the one-week deposit to be applied to the child's last week of tuition at Kiddie Kollege. If original deposit exceeds the remaining balance owed, a check will be issued and mailed to your home address which is on file with Kiddie Kollege. This refund will be received within two weeks of your child's last day at Kiddie Kollege.

### **SUMMER WITHDRAWAL**

If your child is currently enrolled in Kiddie Kollege day care and you wish to withdraw your child for the summer, the following procedures must be adhered to in order to hold a spot for the fall:

- \*14-day notice for withdrawal
- \*Re-registration fee must be paid (non-refundable)
- \*1st week of tuition must be paid (non-refundable)

### **PROBLEM RESOLUTION**

Any issues or concerns you may have can be addressed as follows: teaching staff, Center Administrator, Corporate Day Care Administrator. Please keep in mind that profanity of any kind will not be tolerated in or around any Kiddie Kollege Day Care nor in the presence of its children, families and staff. Any persons using profanity or communicating in an aggressive or violent manner will be asked to leave the premises. Persons may be subjected to their family being immediately dis-enrolled from the daycare without notice.

### **NO SMOKING**

Smoking is not permitted in the center or on any outdoor area considered part of the center.

### **NO WEAPONS**

Kiddie Kollege prohibits all weapons on its premises at all times. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises.

### **DISMISSAL**

Children may be dismissed from the center for the following reasons:

- bi-weekly tuition not received
- failure to comply with center policies
- inability to function within the center

### **TAX I.D. NUMBER**

Kiddie Kollege Day Care is owned and operated by Westlake Day School, Inc. All payments are made to Westlake Day School Inc.

Our Tax I.D. number is available upon request

### **INDEPENDENT CHILD CARE AGREEMENTS WITH KIDDIE KOLLEGE EMPLOYEES**

Please note: All Kiddie Kollege employees are subject to employment agreements that restrict their ability to work directly for Kiddie Kollege families. Your receipt of this handbook is your acknowledgement and agreement that Kiddie Kollege (including its owners, officers, employees, insurers, and affiliates) is not responsible or liable to you in any way for the actions of any current or former Kiddie Kollege employee that performs services for you outside of a Kiddie Kollege facility or outside the scope of their employment with Kiddie Kollege.

### **CACFP NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW., Washington D.C. 20250-9410; or
2. Fax: (202) 690-7422 ; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

“This institution is an equal opportunity provider.”

**Kiddie Kollege Daycare Parent Handbook**  
**April 2018 - Updated**

## Sample Schedules

- Infant Schedule (Infants and Infant Walkers)
- Toddler Schedule
- Pre-K Schedule (3-year-old and 4-year-old classrooms)
- School-Age Schedule (Kindergarten and Primary Grades)



Learn \* Imagine \* Bloom \*

<b>INFANT SCHEDULE</b>		
<b>Sample Schedule - Times are approximate</b>		
5:30 a.m. -	8:30 a.m.	Arrival/Breakfast/Free Play/Exploring Materials
8:30 a.m. -	9:00 a.m.	Diaper Checks
9:00 a.m. -	9:30 a.m.	Songs/Sensory Activities
9:30 a.m. -	10:00 a.m.	Small Group Time
10:00 a.m. -	10:30 a.m.	Outdoors/Indoor Gross Motor
10:30 a.m. -	11:00 a.m.	Diaper Checks/Clean Up for Lunch
11:00 a.m. -	11:30 a.m.	Lunch
11:30 a.m. -	11:45 a.m.	Clean Up from Lunch
11:45 a.m. -	2:00 p.m.	Individual Activities for Those Awake/Diaper Checks
2:00 p.m. -	2:30 p.m.	Songs/Prepare For Snack
2:30 p.m. -	3:00 p.m.	Snack
3:00 p.m. -	3:30 p.m.	Outdoors/Indoor Gross Motor
3:30 p.m. -	4:30 p.m.	Small Group/Exploring Materials
4:30 p.m. -	5:00 p.m.	Diaper Checks
5:00 p.m. -	5:30 p.m.	Floor Time Play
5:30 p.m. -	6:30 p.m.	Quiet Activities/Parent Pick Up
<b>APPLIES TO AMHERST DAY CARE CENTER ONLY</b>		
6:30 p.m. -	7:00 p.m.	Quiet Activities/Parent Pick Up
<b>Feeding and diapering vary-Infants on their own schedules</b>		

<b>TODDLER SCHEDULE</b>		
<b>Sample Schedule - Times are approximate</b>		
5:30 a.m.	-	8:30 a.m. Arrival/Breakfast/Supervised Free Choice Time
8:30 a.m.	-	9:00 a.m. Diaper Checks/Toileting Older Children
9:00 a.m.	-	9:30 a.m. Songs/Sensory Activities
9:30 a.m.	-	9:50 a.m. Outdoors/Indoor Gross Motor
9:50 a.m.	-	11:00 a.m. Small Group Time/Art/Self-Directed Activities
11:00 a.m.	-	11:30 a.m. Diaper Checks/Toileting Older Children/Prepare for Lunch
11:30 a.m.	-	12:00 p.m. Lunch
12:00 p.m.	-	12:30 p.m. Transition to Naptime
12:30 p.m.	-	2:30 p.m. Naptime
2:30 p.m.	-	3:00 p.m. Wake Up/Diaper Checks/Toileting Older Children
3:00 p.m.	-	3:15 p.m. Snack
3:15 p.m.	-	3:45 p.m. Group Activities - Story time/Art/Manipulatives
3:45 p.m.	-	4:15 p.m. Outdoors/Indoor Gross Motor
4:15 p.m.	-	4:45 p.m. Diaper Checks/Toileting Older Children
4:45 p.m.	-	5:15 p.m. Table Toys
5:15 p.m.	-	5:30 p.m. Story Time
5:30 p.m.	-	6:30 p.m. Self Directed Activities/Parent Pick Up
<b>Amherst Day Care Only</b>		
6:30 p.m.	-	7:00 p.m. Self Directed Activities/Parent Pick Up

<b>PRE K CLASSROOM SCHEDULE</b>		
<b>Sample Schedule - Times are approximate</b>		
5:30 a.m.	- 8:45 a.m.	Arrival/Breakfast/Free Choice/Table Centers
8:45 a.m.	- 9:00 a.m.	Clean Up
9:00 a.m.	- 9:30 a.m.	Small Group Time/Weather/Stories
9:30 a.m.	9:45 a.m.	Restroom Break
9:45 a.m.	- 10:00 a.m.	Centers/Art
10:00 a.m.	10:10 a.m.	Clean Up
10:10 a.m.	- 10:30 a.m.	Outdoors/Indoor Gross Motor
10:30 a.m.	- 11:00 a.m.	Learning/Science/Centers
11:00 a.m.	- 11:15 a.m.	Clean Up
11:15 a.m.	- 11:30 a.m.	Prepare for Lunch
11:30a.m.	- 12:00 p.m.	Lunch
12:00 p.m.	- 12:30 p.m.	Restroom/Transition to Naptime
12:30 p.m.	2:30 p.m.	Naptime
2:30 p.m.	- 3:00 p.m.	Wake Up/Restroom Break
3:00 p.m.	- 3:15 p.m.	Story Time
3:15 p.m.	- 3:45 p.m.	Outdoors/Indoor Gross Motor
3:45 p.m.	- 4:15 p.m.	Snack
4:15 p.m.	- 5:00 p.m.	Self-Directed Activities/Centers
5:00 p.m.	- 6:30 p.m.	Quiet Activities/Parent Pick Up
<b>APPLIES TO AMHERST DAY CENTER ONLY</b>		
6:30 p.m.	- 7:00 p.m.	Quiet Activities/Parent Pick Up

<b>SCHOOL AGE CLASSROOM SCHEDULE</b>		
<b>Sample Schedule - Times are approximate</b>		
5:30 a.m.	-	8:00 a.m.
Arrival/Breakfast/Quiet Activities		
8:00 a.m.	-	8:45 a.m.
Quiet Activities/Departure for School		
11:45 a.m.	-	12:00 p.m.
Arrival from Kindergarten		
12:00 p.m.	-	12:30 p.m.
Restroom/Lunch		
12:30 p.m.	-	2:30 p.m.
Quiet Activities		
2:30 p.m.	-	2:45 p.m.
Arrival from Primary /Restroom		
2:45 p.m.	-	3:15 p.m.
Outdoors/Indoor Gross Motor		
3:15 p.m.	-	3:45 p.m.
Wash Hands/Snack/Clean Up		
3:45 p.m.	-	4:45 p.m.
Center Time/Homework/Free Time		
4:45 p.m.	-	5:00 p.m.
Story Time/Reading		
5:00 p.m.	-	6:30 p.m.
Self Directed Activities/Parent Pick Up		
<b>APPLIES TO AMHERST DAY CARE CENTER ONLY</b>		
6:30 p.m.	-	7:00 p.m.
Self Directed Activities/Parent Pick Up		