



KIDDIE KOLLEGE PRESCHOOL PARENT HANDBOOK



Learn * Imagine * Bloom *

www.kiddiekollegeohio.com

KIDDIE KOLLEGE PRESCHOOLS

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Owned and Operated by Westlake Day School, Inc.

Kiddie Kollege Preschool

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 preschool for children 3, 4 and 5 years of age. Kiddie Kollege preschool is fully licensed by the Ohio Department of Job and Family Services. Each of our locations is staffed with licensed teachers and enrollment in each session is limited to maintain 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.

PRESCHOOL 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>

September 2018

HOURS AND DAYS OF OPERATION

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

3-year-old program	Tuesday and Thursday	8:45 a.m. – 11:30 a.m.
Pre-K program	Monday, Wednesday, Friday	8:45 a.m. – 11:30 a.m.
Extended Pre-K program	Monday through Thursday	12:30 p.m. – 3:15 p.m.

CHILDREN’S ATTENDANCE

Daily attendance is taken. Please notify your child’s teacher before classroom hours if your child is going to be absent.

HOLIDAYS

Please refer to your Kiddie Kollege Preschool calendar.

PREPARING YOUR CHILD

A child’s first experience of being alone in a new environment can sometimes be upsetting for both the child and the parent. From past experience, we have found that the separation anxiety only lasts for a short period of time. The parent should reassure the child with positive statements that will make the child feel comfortable and safe in the new school environment.

CURRICULUM

Our curriculum consists of all the experiences that children participate in throughout the day. It is based on an understanding of children’s individual interests and developmental needs. Teachers observe children and plan “hands on” experiences that allow children to explore their environment and engage in problem solving activities.

Our program offers children experiences which emphasize the emotional and social development as well as the development of language, sensory perception, spatial development, creative impression and self awareness.

Experiences are provided based on an understanding of the social, cognitive, emotional and physical needs of the children in the program. Experiences in art, music, dramatic play, language arts, blocks, science and math are offered daily. The children also have opportunities to explore the outside environment.

HOMEROOM GROUPING (Individual Classrooms)

Kiddie Kollege prides itself in offering small teacher/child ratios during homeroom time. During this homeroom time, the children will have circle time, learning time and snack time.

DAILY SCHEDULE

2 Day Class – Tuesday and Thursday – 3 year olds
3 Day Class – Monday, Wednesday, Friday – 4 year olds

ARRIVAL 8:45 a.m. – 9:00 a.m.

Children report directly to their classroom and teacher. Library books are in classrooms each day for children to experience and share.

GROUP TIME 9:00 a.m. – 9:20 a.m. * “Hoo Nu” – special puppet

Welcome Song - Music and Movement

Welcome to Puppet Ville - Each day Kiddie Kollege provides imaginative lessons that both nurture and build upon the natural development of the whole child through puppets. Its activities help children think more effectively, encourage them to express their thoughts more clearly and capture and enhance their sense of the wonders around them.

***Maximum group size will never exceed twenty-four children at any one time.**

CIRCLE TIME - 9:20 a.m. – 9:35 a.m.

Each classroom engages in small group activities planned by the classroom teacher. Each day specific topics are discussed and children participate in calendar time, group games, songs, and finger plays.

LEARNING TIME - 9:35 a.m. – 10:30 a.m.

STEAM (**S**cience...**T**echnology...**E**ngineering...**A**rt...**M**ath) is an educational approach to making learning fun. **STEAM** is incorporated into our learning time groups each day. The classroom teacher will stimulate new ideas to increase the children’s awareness of themselves and the world around them through a pre-planned curriculum and teacher/child directed games and activities

SNACK TIME – 10:30 a.m. – 10:45 a.m.

Children will be given a snack daily. ***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.***

CREATIVE/FREE TIME – 10:45 a.m. – 11:15 a.m.

Kiddie Kollege has separate developmental areas in which the children can spend their free time. These areas provide an environment which encourages a child to grow emotionally, intellectually, creatively, socially and physically. The new experiences gained in these specially designed areas prepare each child to achieve their individual potential. Free art and planned art projects will also take place during this time.

CLEAN UP/STORY TIME – 11:15 a.m. – 11:30 a.m.

Children help teachers put back materials and toys where they belong. This activity allows them to become involved in sorting, grouping and classifying.

DISMISSAL – 11:30 a.m.

DAILY SCHEDULE – Extended Pre-K
4 Day Class – Monday, Tuesday, Wednesday and Thursday
4 and 5 year olds

ARRIVAL 12:30 p.m. – 12:45 p.m.

Children report directly to their classroom and teacher. Library books are in classrooms each day for children to experience and share.

GROUP TIME 12:45 p.m. – 1:00 p.m. * Hoo Nu - special puppet

Welcome Song - Music and Movement

Welcome to Puppet Ville - Each day Kiddie Kollege provides imaginative lessons that both nurture and build upon the natural development of the whole child through puppets. Its activities help children think more effectively, encourage them to express their thoughts more clearly and capture and enhance their sense of the wonders around them.

***Maximum group size will never exceed twenty-four children at any one time.**

CIRCLE TIME – 1:00 p.m. – 1:15 p.m.

Each classroom engages in small group activities planned by the classroom teacher. Each day specific topics are discussed and children participate in calendar time, group games, songs, and fingerplays.

LEARNING TIME – 1:15 p.m. – 1:55 p.m.

STEAM (**S**cience...**T**echnology...**E**ngineering...**A**rt...**M**ath) is an educational approach to making learning fun. **STEAM** is incorporated into our learning time groups each day. The classroom teacher will stimulate new ideas to increase the children's awareness of themselves and the world around them through a pre-planned curriculum and teacher/child directed games and activities

SNACK TIME – 1:55 p.m. – 2:10 p.m.

Children will be given a snack daily. ***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.***

CREATIVE/FREE TIME – 2:10 p.m. – 2:45 p.m.

Kiddie Kollege has separate developmental areas in which the children can spend their free time. These areas provide an environment which encourages a child to grow emotionally, intellectually, creatively, socially and physically. The new experiences gained in these specially designed areas prepare each child to achieve their individual potential. Free art and planned art projects will also take place during this time.

CLEAN UP – 2:45 p.m. – 2:50 p.m.

Children help teachers put back materials and toys where they belong. This activity allows them to become involved in sorting, grouping and classifying.

SPECIAL CENTERS – 2:50 p.m. – 3:05 p.m.

During this time, the children will move from one special center to another, the centers being: Math Center, Science Center and a Gross Motor Center.

STORY TIME – 3:05 p.m. – 3:15 p.m.

DISMISSAL – 3:15 p.m.

September 2018

REGISTRATION FEE

A non-refundable registration fee is due when you enroll your child in a Kiddie Kollege program.

SUPPLY FEE

A yearly supply fee will be due for all groups at Parents Meeting.

TUITION POLICY/ABSENT DAY

Tuition for Kiddie Kollege is a yearly fee based on the actual number of days in the school year. There is no credit for sick days.

Tuition may be paid as follows: (one (1) payment), (two (2) payments) or (nine (9) payments). Initial payments will be collected at the August Parents' Meeting as follows:

yearly payment:	<u>one payment</u>	Due at August Parents' Meeting 5% discount if paid in one payment
semester payment:	<u>two payments</u>	1st semester due at August Parents Meeting 2nd Semester due first week of January
*monthly payment:	<u>nine payments</u>	First payment due at August Parents' Meeting Remaining (8) payments due <u>on the 1st</u> of each month October through May

Tuition payments October through May are due on or before the 1st of each month, and payment must be received then. Please refer to the payment schedule and due dates. If payment is not received on time, a late fee will automatically be assessed to your account.

***PLEASE NOTE: YOUR REGISTRATION FEE AND THE FIRST MONTHLY TUITION PAYMENT IS NON-REFUNDABLE.**

Please make checks payable to Westlake Day School. Payments should be placed in an envelope with your child's name clearly marked on the front and sent to school with your child.

If a check is returned to Kiddie Kollege due to non-sufficient funds etc., tuition payment plus a **NSF FEE** must be paid either in cash or by money order. If a NSF check is not replaced in a timely manner, Kiddie Kollege reserves the right to redeposit this check to your bank for payment.

LATE REGISTRATION

For children who are registered and enrolled after September 30th of the current school year, tuition payment for the first month of attendance will be for a full month or one-half of the month. This payment will be determined by your child's actual start date. Start dates before the 15th of the month a full monthly tuition payment will be due, start dates after the 15th of the month, a one-half of monthly tuition payment will be due.

WITHDRAWAL

If you intend to withdraw your child from Kiddie Kollege, a 30-day advance notice is required. Without this notice, tuition for the month of withdrawal is due in full. After a 30-day notice is received, a final tuition payment may or may not be due. This determination will be made by calculating the actual number of days that have elapsed in the school year versus the actual amount of tuition paid.

FIRST DAY OF SCHOOL

- **3 Year Olds (Tuesday and Thursday)**
Parent and Child orientation - 9:00 a.m. – 10:00 a.m.
Please bring a full change of clothing for your child on the first day of school. Please place clothing in a zip lock bag and mark your child's name on the outside of the bag
- **Pre-Kindergarten (Monday, Wednesday, Friday)**
Parent and Child orientation - 9:00 a.m. – 10:00 a.m.
- **Extended Pre-Kindergarten (Monday through Thursday)**
Parent/carpool drop off and pick up as usual – 12:30 P.M. – 3:30 p.m.

CAR NUMBER - DROP OFF/PICKUP

If you form a carpool, please notify your child's teacher as soon as possible. Notification should be done in writing, listing the children's names in the carpool and each parent involved should sign his/her name on this written notification. **PLEASE TRY TO ORGANIZE THESE CARPOOLS WITHIN THE FIRST TWO WEEKS OF SCHOOL.**

All individual drivers and carpoolers will receive a "Car Number." This number **MUST** be displayed in your car window throughout the entire school year when picking up your child from school.

CHILDREN'S ENROLLMENT AND MEDICAL RECORDS

Children's enrollment records must be on file by the first day of attendance. Kiddie Kollege will also need to keep on file children's medical statement which will be due by the first day of attendance. Medical statements will need to be updated annually and be signed by your child's physician.

The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating young children. ALL Kiddie Kollege Preschools 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.

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.

NAME TAGS

The school will provide a name tag for your child to wear for the first two weeks of school. If your child has a nickname or goes by a middle name for example, please correct the name tag by printing that name on the reverse side of the name tag.

SCHOOL BAGS

Please send your child each day with a school bag to carry home papers, crafts, etc. The school bag should be labeled with your child's name in large letters. Please make sure all bags are large enough to accommodate large papers.

DRESS

Children attending pre-school 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. If we have hot weather in September, feel free to let your child wear shorts. In the winter months, slacks or tights are fine for girls. If your child wears shoe boots in the winter, please send a pair of shoes for use in the classroom. Footwear: Tennis shoes are preferable. **CHILDREN SHOULD NOT WEAR FLIP FLOPS TO SCHOOL AT ANY TIME PLEASE.**

LABELING

Label all outer clothing - especially mittens, boots and hats. Also label any item your child may bring to school.

STAR STUDENT OF THE WEEK

Each school year, beginning in January, one child will be selected as the Star Student of the week. Every child will be a Star Student during the second half of the school year. Your child's teacher will send home a note advising the dates and all the details for this special time.

During Star Student Week, your child will:

- have special jobs in the classroom
- bring a show and tell item from home
- family pictures to share
- special treat from home (please see snack policy – no peanut butter please)
- special person to read child's favorite book to classroom (last 30 minutes of day)

BIRTHDAYS

Birthdays are very important to children at this age. Please contact your child's teacher if you wish to send in a snack as a treat for a birthday or "unbirthday." An "unbirthday" is a day especially chosen for your child as a substitute for his/her actual birthday which may fall in the summer or during a holiday. Please send only for your child's individual class. You may send in small cookies as a treat - **NO CAKES OR CUPCAKES PLEASE!**

SNOW DAYS AND INCLEMENT WEATHER

When the Public Schools in your community are closed due to inclement or severe weather, Kiddie Kollege will also be closed. However, there could be days when the Public Schools are open and Kiddie Kollege determines that due to a weather situation preschools will be closed. In either case, when Kiddie Kollege is to be closed due to inclement weather, please check one of the following, which will confirm school closings of each Kiddie Kollege preschool:

- **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**

You may also check at: www.kiddiekollegeohio.com as this information will be posted on our website.

Please note: When preschool is closed due to any incident that is out of our control, tuition fees will still need to be paid in full. Make up days cannot be guaranteed.

NEWSLETTER

A monthly Newsletter will be given to all parents to advise them of upcoming events, things we have done, things we will do, volunteers we may need and craft items that we may request.

September 2018

COMMUNITY RESOURCE PEOPLE

The community helpers who visit the children throughout the year include: Fireman, Policeman, Doctor, Nurse, Veterinarian, Dentist, etc.

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.

PARENT CONTACT INFORMATION

The center will prepare a parent contact list for each child's group. This list is available to you upon request. Please see your Administrator.

PARENT CONFERENCES

Individual conferences will be held with the parents once a year. This conference will take place in January and a written progress report will be issued at that time. This progress report may be taken home but must be returned to the school within five days. **PLEASE DO NOT BRING YOUR CHILD WITH YOU TO THESE CONFERENCES.** A second progress report will be sent home with your child at the end of the school year.

PARENT PARTICIPATION

The following are some examples of activities that provide parents the opportunities to participate in our program: holiday programs, open houses, volunteers, parent meetings, conferences, and school picnics.

You should check your child's book bag daily for information about the program. You are welcome to take the opportunity to discuss your child's needs and progress with his or her teacher at any time.

PARENT VISITATION

Parents are welcome to stop in to visit your child at any time. We do request that all visitors immediately announce their presence to the teachers. While you are at the preschool, 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 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.

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.

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:

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.

EMERGENCY AND ACCIDENT (continued)

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.

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.

CHILD GUIDANCE AND MANAGEMENT (continued)

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
- 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

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.

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.

BITING POLICY (continued)

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.

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.

MANAGEMENT OF ILLNESSES: (Communicable Disease) (continued)

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 preschool 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 MEDICATION

The school's policy regarding the administration of medication, vitamins, modified diets or fluoride supplements is:

- The school will not administer any medication. Parents must give any medication prior to school time.
- The school will not administer any vitamins.
- The school will not administer any modified diets or fluoride supplements. The school will, however, avoid giving a child any foods or drink to which he/she may be allergic. Parents are requested to supply the school with a list of any foods or drink or other substances to which the child may be allergic. The list will be clearly posted on the bulletin board above the desk of the teacher in charge of the "Homeroom" in which the child is included.

SAFETY POLICY

1. Kiddie Kollege's policy governing arrival and departure of children so that all teachers are aware of each child's presence at the school is as follows:

For Arrival:

Each child is delivered to the premises by a parent, guardian or custodial parent. At this time, a teacher takes the child from the parent and brings the child to his/her assigned classroom where the child is supervised by another teacher in a small group until school begins. No child will be left alone or unsupervised while arriving at school. No child will be admitted before school begins.

For Departure:

Each teacher is responsible for his/her small group of children. As a parent arrives, each child is delivered by a teacher to the parent, guardian or custodial parent. No child will be left alone or unsupervised during departure time or in the event that a parent does not arrive on time. All parents must line up - please do not come to the door - **PLEASE do not move your car while we are loading or unloading the children.**

Early Departure:

Parents, guardian or custodial parents may pick up child no later than fifteen (15) minutes before the session ends. A note must be sent in with your child prior to early departure.

SAFETY POLICY (continued)

2. No child shall ever be left alone or unsupervised.
3. Our school has immediate access at all times to a working telephone within the building used for the preschool.
4. Our school has a fire drill each month at various times.
5. A record of fire drills is available at the school.
6. The use of spray aerosols shall be prohibited when children are in attendance at the school.
7. Our school has a fire emergency and weather alert plan posted in each classroom which explains action to be taken and teacher responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes.

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, 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 .

“This institution is an equal opportunity provider.”

TRANSPORTATION

Transportation is not applicable. If a parent(s), guardian(s) or custodial parent(s) of children enrolled in our program, cannot provide personal transportation to our facility, they will need to contract with an outside source that will provide transportation to and from school for their child/children.



GRADUATION

At the end of the school year a Graduation program is held and only the children in our 4 year old and extended 4 year old programs who will attend Kindergarten in the fall will take part in the program.



KIDDIE KOLLEGE LOCATIONS

AMHERST KIDDIE KOLLEGE

7684 Leavitt Road (Rt. 58)
Amherst, OH 44011
(440) 984-4499- Day Care

AVON KIDDIE KOLLEGE

941 Center Rd. (Rt. 83)
Avon, OH 44011
(440) 937 – 5347- Pre-School
(440) 937 – 5346- Day Care

BAY VILLAGE KIDDIE KOLLEGE

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

NORTH RIDGEVILLE KIDDIE KOLLEGE

Mills Creek Plaza
33169 Center Ridge Road
North Ridgeville, Ohio 44039
(440) 327-2180 – Pre-School
(440) 327-5435 - Day Care