

## **Kids' Kingdom Child Care & Learning Center**

19 Bates Road  
Laurel, Mississippi 39443  
601-649-1299

**Director: Katie Walley**

Dear Parents,

Opened January 2008

Welcome to Kids' Kingdom Learning Center! Our center's purpose is to provide your child with love, guidance, and opportunities for developmentally appropriate learning experiences within an environment that fosters Christian beliefs and principles. As a Christ-centered facility, we will strive to provide your child with biblically sound curriculum that nurtures your child in all facets of a healthy development: spiritual, cognitive, social, emotional, and physical. Kids' Kingdom values children and believes in families; therefore, cooperation between parents and staff is imperative for the success of each child.

The parent handbook was designed so that you are informed of Kids' Kingdom Policies & Procedure. We believe this handbook will aid in your understanding of our program, which will result in an exciting and successful year for you, your child, and the caregivers of Kids' Kingdom Learning Center.

Non-Discrimination Statement: Kids' Kingdom and the U.S. Department of Agriculture (USDA) prohibit discrimination against their customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

# Parent Handbook

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## **KIDS' KINGDOM OPERATING PROCEDURES**

### **Philosophy & Purpose of Kids' Kingdom**

Believing that it is imperative for the Church to provide the parents of today and tomorrow every opportunity to "raise up a child in the way he should go...and when he is old he will not depart from it..." (Proverbs 22:6), Mt. Vernon Church's purpose is to provide childcare for the children of the parents of Mt. Vernon Church, the Glade Community, and Jones County that will nurture the child in all graces-spiritually, cognitively, socially, physically, and emotionally of a well-balanced life.

We are committed to providing biblically-based, developmentally appropriate experiences that allow each child to advance in these graces of life at his or her own pace in a safe and loving environment. These experiences are facilitated through an effort to consistently provide hands-on learning opportunities in a child-centered environment where the staff models Christ-like characteristics.

Positive communication between the parent and center will assure program success.

### **Facility Licensure**

Kids' Kingdom Learning Center operates under the laws and policies outlined in the Mississippi Department of Health "Regulations Governing Licensure of Learning Facilities" and are inspected regularly by the Jones County Health Department and the Local Fire Department.

### **Kids' Kingdom Programs**

\*Full -Time Child Care: 8 weeks to Pre-School Age 5

\*After School Care: Kindergarten to 6<sup>th</sup> Grade (Elementary Age Children)

### **Hours of Operation & Holiday Schedule**

Kids' Kingdom operates Monday - Friday from 6:00 a.m. to 6:00 p.m.

**Drop off by 9:00 a.m. daily**

\*Child Care: 6:00 a.m. to 6:00 p.m.

\*After School Care: 3:00 p.m. to 6:00 p.m.

Kids' Kingdom observes the following holidays and will be closed on these days:

\*New Year's Eve and New Year's Day

\*Good Friday

\*Memorial Day

\*July Fourth

\*Labor Day

\*Thanksgiving Day and Friday following

\*Christmas Eve and Christmas Day

\*Weather Day (TBA)

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

## PROCEDURES FOR ADMISSION & ENROLLMENT

### Tuition & Fees

#### \*Tuition Costs per week:

- \*Infants (8 weeks) - Toddler: **\$115.00 Weekly**
- \*2/3/4 years: **\$105.00 Weekly**
- \*After-Schoolers: **\$ 60.00 Weekly (All-Day during school \$22.00 Daily)**
- \*Summer Campers: **\$140.00 Weekly**
- \*Daily Drop Off **\$ 28.00 Daily**
- \*Part-Time **(Must be at least two days per week or more when available)**
- Professional Discount **5% off each week, but must pay for summer and holidays**

Tuition is due by 6:00 p.m. each Monday. Tuition may also be paid monthly for those parents or guardians that prefer not to pay on a weekly schedule as long as it is paid in advance. Accounts that are not paid in full by Tuesday at 6:00 p.m. will be assessed a late fee of \$30.00 (Unless prior arrangements are made with the Office.) If the delinquent account is not paid in full before the next week's tuition is due, another late fee of \$30.00 will be assessed to the delinquent account. To avoid a second late fee charge of \$30.00, the late tuition must be paid by 6:00 p.m. on Tuesday before the next payment is due on Monday. Please note that we do not have a vacation policy in effect and you must pay even if your child misses daily care and After-school care. We allow families of more than one to take a 10% discount on tuition weekly.

Any parent two weeks late with tuition results in Kids' Kingdom Learning Center not being able to continue services for child care to that family.

#### \*Annual Registration Fee: (Non-refundable) - Changed January 2010

(Due at the 12 month anniversary of attendance - Office will notify you when due) Annual registration fees are due one per child. If you have a 0-5 year old your annual registration fee will be \$125.00. If you have Afterschoolers your registration fee will be \$75.00.

\*Weekly Learning : **\$125.00**

\*After School Care: **\$75.00**

\*Part-Time **\$75.00**

\*Summer Camp: **\$75.00**

### Insurance

Kids' Kingdom Learning Center maintains a liability insurance policy.

## **\*\*KIDS' KINGDOM POLICIES & PROCEDURES\*\***

### **Dismissal of a Child**

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

### **Withdrawal Policy**

**The parent/guardian is responsible for giving a two week notice, in writing, stating the reason for withdrawal and the final date the child will attend. They are also responsible for the tuition during this two-week notice.**

## **ARRIVAL & DEPARTURE PROCEDURES**

### **Release of Children from Kids' Kingdom**

**The procedures are as follows:**

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance a parent/guardian may call the Office and give authorization for someone else to pick up their child with recognition approval of parent voice by Office Staff. If authorization is not received by the parent/guardian prior to pickup, the child will not be released. **ALL** individuals authorized to pick up your child, except parent/guardian, must bring a valid driver's license because their license number & information will be checked against the information provided on the authorized pickup form. It is the responsibility of the parent/guardian to immediately notify the Administration of **any** changes to the pickup list.

## Policy for Late Pick-up

### \*Late Pick-up Fee:

\*\*After 6:00 p.m. -- \$5.00

\*\*After 6:05 p.m. -- \$15.00

\*\*6:10 p.m. ----- \$20.00 + \$3.00 per each minute after 6:10 p.m.

(Example: If Late Pick-up Time is 6:18 p.m. the Late Fee = \$44.00)

A fee of \$30.00 will be assessed to an account when a check is returned to the Learning Center.

## PROGRAM & ACTIVITIES INFORMATION

### Child's Personal Belongings

Please **AVOID** bringing toys or other unnecessary personal belongings to the center unless requested by your child's teacher. "Special" toys and belongings might become lost or damaged if brought to the center and this would greatly upset your child. Help us to avoid hurt feelings and upset children by leaving your child's toys at home. Your cooperation is greatly appreciated. If your child has a very "special" toy that he/she would like to share with his/her classmates, please talk to your child's teacher and/or the director before bringing the toy to the center. Usually a "special" toy day can be scheduled. On "special" toy day, your child will be allowed to share information about his/her toy at a time specified by the teacher. After the sharing time is over, the toys will be placed in a safe area and returned to your child when they go home.

### Clothing

1. Please mark your child's jackets, sweaters, etc. with his or her name. This will help minimize the confusion of similar clothing.
2. Your child should wear comfortable, washable clothing. Clothing should be appropriate for a variety of activities and easy movement.
3. Tennis shoes with socks are considered appropriate footwear. Tennis shoes aid in enjoyable and comfortable playtime for your child.
4. Shoes **MUST** be worn at all times. (This does not apply to Infants: 8 weeks - 1 year.)
5. Some footwear is inappropriate for the playground and other activities. There are also some types of footwear that are dangerous because children may easily slip or fall. The following footwear is **unacceptable**: cowboy boots, thong sandals, and flip-flops. These types of footwear will **NOT** be permitted.

6. Each child should bring **ONE** complete (shirt, pants, underwear, socks) set of extra clothing, which will be left at the center. As the seasons/weather changes, it is the parents' responsibility to maintain the appropriate types of extra clothing. If your child is in an infant or toddler class, bring the clothes and diapers requested by your child's teacher. When your infant or toddler is enrolled, a letter from the teacher will be included in your parent packet explaining the required supplies for your child.

## Discipline Policy

Kids' Kingdom Learning Center purposes to provide your child with love, guidance, and opportunities for developmentally appropriate learning experiences within an environment that fosters Christian beliefs and principles. Since we believe in providing an age appropriate and actively engaging program, few discipline problems should occur because children who are actively involved do not have time to act out in a negative manner. We do realize that sometimes a discipline problem may occur, and we have outlined an appropriate discipline policy that never involves any form of corporal punishment. Kids' Kingdom believes that children should be treated with love and guidance. Children will never be punished, mistreated, embarrassed, ridiculed, or left alone as a form of discipline. Children **will not discipline** other children.

Appropriate behavior is expected of each child; however, when a discipline problem does arise, Kids' Kingdom will strive to teach acceptable behavior and self-control through the following practices.

### Discipline Practices:

1. The teacher will **guide** the child in focusing on the **appropriate behavior**.
2. The teacher will **help the child realize** why his/her behavior choice was not appropriate.
3. The teacher will **guide** the child in a manner that **builds self-esteem** and **teaches self-control**.
4. The teacher will be **consistent** with the child and create a guidance plan that is **individualized** and **specific to the child**.
5. The teacher will **guide** the child in a manner that is **developmentally and age appropriate**.
6. The teacher will **never** use embarrassment, humiliation, making an example of the child, or physical/verbal punishment as an attempt in changing a child's behavior.

## Biting Policy

1. It is not uncommon for children to bite one another. There are many reasons why children bite including frustration, hunger, lack of self-control and/or a fear of personal space violation. Biting is often an impulsive way of gaining attention. Our caregivers give their undivided attention to the children, but preventing biting 100% of the time is virtually impossible.
2. If a child is bitten, our caregivers will focus their attention on the victim, thereby avoiding negative reinforcement of the biter. Our caregiver will clean the bite with antiseptic and apply a bandage. This procedure will be followed even if the skin is not broken. To avoid swelling, an ice pack will also be applied. The biter will be encouraged to "stroke" the victim in an effort to reinforce positive interaction.
3. Biting will remain confidential in our center. Both parents will receive an accident report concerning the biting. The parents of the victim will be notified at home or work if the bite is in a prominent place on the body, and/or is considered to be a serious injury,
4. The biter will be shown where he or she bit the victim. The biter will be advised that this caused pain and sadness for the victim. We want to teach the children how to love each other and interact with one another in a positive fashion. Our caregivers will monitor the "biter" in an effort to redirect him/her as needed.

Three occurrences of biting in a day warrant a call to the parents from the Director and is considered the first warning. Normally, a plan to deter biting will be discussed and a probationary period will be determined. However, if it is the opinion of the Director or the Board of Directors, that the biter's behavior poses a severe threat to the children, the biter may be suspended or discharged without notice.

***If a child bites five times in one week the parent will be given a written warning and with three warnings the child will be dismissed OR 15 incidents of biting in a two month period they will be dismissed. Furthermore, the responsible teachers of each incident will have documentation placed in their personnel files.***



## Discipline Policy and Procedures

1. The teacher will remove the child from the situation by redirecting the child's attention and/or providing the child with new opportunities or choices.
2. The teacher will explain in a firm but respectful manner the appropriate way for the child to deal with his/her problem.
3. The teacher will be consistent with this procedure for the duration of 3 times.
4. After the third attempt to redirect the child, the teacher will let the child take a "time out" so that he/she may think about their behavior, concentrate on self-control, and realize the importance of respecting others. After a brief "time out," the child will begin interacting with the other children again.
5. Once the child re-enters the group of children, if he or she is unable to regain control, the director will provide assistance by following the same steps as the classroom teacher.
6. After an intervention by the director, if the child still refuses or is unable to regain control, the parents will be asked to intervene. The parents will be of help by offering reinforcement from home for their child's appropriate behavior(s) and/or suggestions of how to handle their child's inappropriate behavior(s).
7. In **extreme** situations, the dismissal of a child might occur after a conference involving the director, parent(s), and the MTVC Personnel Committee. Situations that may result in dismissal are outlined in the **Kids' Kingdom Policies and Procedures** section of this handbook under the heading of **Dismissal of a Child**.

## Transportation Policy

1. It is the responsibility of the parents to arrange transportation for their child to and from Kids' Kingdom Learning Center.
2. Glade Elementary School bus will pick up and drop off students with authorization from the parent.
3. After school pick up will be at Northeast/South/West Jones Elementary Schools with prior authorization from the parent.

## Photography & Videos

My child may be photographed/videotaped at/by *Kids Kingdom*: \_\_\_Yes \_\_\_No

This photo/video consent form is included in the Enrollment Packet. This is only a sample and does not need to be signed.

## Field Trips & Extracurricular Activities

My child may take approved field trips sponsored by *Kids Kingdom*: \_\_\_Yes \_\_\_No

1. Parents will be notified of all field trips and extracurricular activities prior to the date of the trip or activity.
2. Parents will sign a permission form regarding the field trip or activity. The form will contain a section that allows parents to indicate their consent for their child to participate or to decline their child's participation in the field trip or activity. Each child must have a signed field trip or activity form on file even if the parent declines participation.
3. Parents are responsible for all costs.
4. Field trips or activities may be cancelled without advanced notice due to weather conditions or unforeseen situations.
5. \*\*\*Kids' Kingdom Learning Center will **NOT** be responsible for your child's participation in or transportation to and from trips or activities that are not sponsored by the center.

## Birthday Activities

1. Help make birthdays a special occasion at school for your child. You may visit and provide refreshments, if desired. Please notify the teacher a few days in advance.
2. NO birthday gifts are given at the center, and no party invitations are passed out UNLESS EVERY CHILD in the class is invited.

## Sun Safe Practices

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

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

## **HEALTH & EMERGENCY PROCEDURES**

### Allergies

Please list your child's allergies on the enrollment form, if applicable: Please attach a doctor's statement for these allergies.

Food Allergies: \_\_\_\_\_  
Any Other Allergies: \_\_\_\_\_

### Medication

The consent forms in the enrollment packet **DO** have to be signed and returned to the center's office. Upon receipt of the consent forms, the office will place the forms in your child's file for future reference. **All** steps of the medication procedure must be followed or the center **will not** administer **any** type of medication to your child.

<p><i>Kids Kingdom</i> is authorized to administer first aid or seek <b>emergency medical treatment</b> for my child: ___Yes ___No</p>
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In order to administer the medication, I must bring the medication & method of dispensing from home on the day it is to be given. The medication must be in the original labeled container, imprinted with the child's name, original date prescribed, and dosage. (I must also sign the medication logbook, filling in all sections including medicine to be administered, dosage, last given, time to be given, date, and signature.) Medicine prescribed to someone other than the child will never be accepted or administered.

## SICK EXCLUSION POLICY

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

The following conditions require exclusion from childcare:

- |                 |  |
|-----------------|--|
| FEVER           | Defined as 100 degrees F or higher taken under the arm, 101 degrees F taken orally. Child may not return unless provided a doctor's note stating non contagious, <b>OR</b> , free from fever without medication for 24 hours.                      |
| DIARRHEA        | Frequent (3 or more episodes in a 24 hour period) runny, watery, or bloody stools. <b>According to CDC recommendations, a child who is not toilet trained and has diarrhea should be excluded from childcare settings regardless of the cause.</b> |
| LICE            | We follow a No-Nit policy on lice.   |
| VOMITING        | Two or more times in a 24-hour period.   |
| RASH            | Body rash <u>with a fever</u> .  |
| SORE THROAT     | Sore throat with <u>fever</u> and swollen glands   |
| SEVERE COUGHING | The child gets red or blue in the face or makes high-pitched whooping sound after coughing.  |
| EYE DISCHARGE   | Thick mucus or pus draining from the eye   |
| JAUNDICE        | Yellow eyes and skin   |
| IRRITABILITY    | <u>Continuous</u> irritability and crying  |

## Emergency Plan & Medical Treatment

1. The center will use the contact information provided in your child's enrollment form to reach the parent/guardian.
  2. If the parent/guardian cannot be reached at the provided contact information, then the center will attempt to contact the individuals provided in the Emergency Contact(s) section of your child's enrollment form.
  3. While continuing to try to contact someone listed on your child's enrollment form, the center will gather your child's medical information from his/her file.
  4. The center will assess the situation and the director, assistant director, director designee, and/or caregivers will act according to the severity of the situation.
  5. If the situation requires first aid or medical treatment, the center staff will act according to the consent forms and the medical information provided in your child's file.
  6. It is the goal of the Kids' Kingdom Employees to remain calm in an emergency and comfort each child.
- .....

## Reporting Abuse & Neglect

Kids' Kingdom Learning Center employees will follow the procedures for making Abuse and Neglect Reports as outlined in Section 24-10 and Appendix "A" (Child Abuse and Neglect Reporting Statutes) of the Mississippi State Department of Health Child Care Facility Regulations.

## Safety & Evacuation Plans

The center will follow a tornado drill and fire evacuation plan approved by the State Licensing Agency.

### **Procedures for Notifying Parents of Emergency or Relocation:**

1. Once the caregivers have accounted for all children, Administration will begin to make contact calls and inform the parent/guardian or emergency contact (if the parent/guardian cannot be reached) of the situation and the child's status. The caller will inform the parent or emergency contact of the next action that will be taken to ensure the children's safety. The upcoming actions might include relocation depending on the type of emergency.
4. Administration will inform the parent/guardian of when and where they may pick up their child. Relocation sites for Kids' Kingdom Learning Center are Landrum's Country or Center Court of Sawmill Square Mall.

5. It is the goal of the Kids' Kingdom employees to remain calm in an emergency and comfort each child.

### **State Regulations**

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

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

### **Smoking, Tobacco Products, & Prohibited Substances**

The use of Tobacco or Tobacco Products in any form is strictly prohibited on the premises of Kids' Kingdom Learning Center. The use of alcohol or illegal drugs is strictly prohibited on the premises of Kids' Kingdom Learning Center.

### **Parental Access**

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

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

### **Posting of Information**

The following are posted:

1. Facility License
2. Daily Activity Schedule
3. Inspection Form
4. Menu
5. Food Service Permit

6. Evacuation Route/Emergency Plans (Fire/Weather)
7. MSDH Notice: How to Report a Complaint (against the facility)

The following are posted in the Kitchen:

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

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

### **Weapons Prohibited**

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

\*\*\*There shall be no firearms or other dangerous weapons allowed in a Child Care facility.

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

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

### **Closings Due To Weather**

Anytime there is incimate weather parents will be notified via text/email by the following with this procedure. Text @kidskin to the number (769) 305-0768 you will be requested to verify your name and you are automatically set up for text/email which will notify you of any closing, announcement.

### **Emergency Transportation**

The Kids' Kingdom Learning Center will transport children and infants in the vehicles available to the Learning Center such as KKLC vans and personal vehicles in the case of a disaster or emergency evacuation.