

Kiddie Korral

Child Development Centers

Parent Manual

1809 E. Perkins Avenue
Sandusky, OH 44870
419-626-9064

315 W. Follett Street
Sandusky, OH 44870
419-626-9082

Kiddie Korral Parent Manual

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Welcome to Kiddie Korral Child Development Center!

Dear Family,

We are eager to share amazing adventures and experiences with your child, and are looking forward to sharing them with you as your child grows up with us! Our goal is that your child will arrive home every day bursting with excitement, anxious to tell you about the wonders they've discovered and the adventures they've had throughout the day. We will be encouraging your child to ask questions, explore their own ideas, and document what they learn through play as they become independent learners.

For your child to enjoy and benefit from all of our learning opportunities, we ask you to partner with us by preparing them for each day. This handbook will help explain how you can support them, what you can expect from us and what we can expect from you. On occasion, we may find it necessary to add or change the information to this handbook. In that case, we will provide you with a printed addendum.

We welcome your questions, comments, ideas and suggestions. Our preschool is a learning environment - not only for children but also for parents and staff. We look forward to partnering with you in your child's education and care.

Sincerely,

Kiddie Korral Child Development Center

Owner - Beth Ferguson

Administrators:

Denise Gundlach - deniseg.kk@gmail.com

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Mission

Kiddie Korral will provide your child with love, acceptance, guidance and control.

Each child will be encouraged to develop:

At his own rate
To his fullest potential
A healthy self-concept
Self-reliance
Responsibility
A wide range of skills
The ability to think and solve problems
Creativity
Respect for other people
The ability to get along with others
Good health habits
A strong, well-coordinated and healthy body
The ability to care for himself and others
Perseverance
A joy for living

Center Address, Phone, Hours

Kiddie Korral Preschool and Child Development Centers have two locations in Sandusky:

- 315 West Follett Street - 419-626-9082
Open Monday through Friday, 6:30am to 5:30pm. Our state license shows the total number of children care may be provided for is 163. Of this, 50 children may be under 2-½ years of age.
- 1809 East Perkins Avenue - 419-626-9064
Open Monday through Friday, 6:30am to 5:30pm. Our state license shows the total number of children care may be provided for is 108. Of this, 40 children may be under 2-½ years of age.

Licensing

Kiddie Korral Child Development Centers are licensed by the Ohio Department of Job and Family Services. The laws and rules are available at the centers. The centers' licensing records, including compliance report forms and evaluation forms from the health, building and fire departments are available upon request.

The Department of Human Services toll-free number is 1-866-886-3537 for any person to use to report a suspected violation by the center. It is unlawful for the center to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin.

GENERAL INFORMATION

Attendance

Having the same staff and children schedules allows Kiddie Korral to provide consistent, high-quality childcare. Therefore, **Kiddie Korral only accepts full-time enrollment.** Parents

are required to drop off no later than 10am but are encouraged to do so prior to 9am. Important learning activities happen early in the day when students are most alert; therefore, our circle time and small group times start at 9:00am. As later in the day approaches, students are less engaged, become tired, and retain less information - more free-choice play, lunch, nap, and gross motor activities occur during this time for those reasons.

Families are given 10 vacation days per calendar year if they enroll between January 1 - June 30. Families that enroll between July 1 and October 31 are given 5 vacation days, and families that enroll after November 1 will receive vacation days on January 1 of the following year.

Sometimes illnesses can become severe at our centers. If your child is sick for more than 5 consecutive days AND you provide a doctor's note stating that your child was ill for those 5 days and could not attend, you will not be charged for those absences. Anything less than 5 days, you will still be charged for the absences.

If your child is going to be absent, we ask that you call the center by 8:30am. If you do not call or let the center know in advance of the absence, your account will be noted as a No Call / No Show. A fee will be added to the account for those who habitually choose not to follow this policy. We understand that sometimes emergencies happen and a parent is unable to contact us in time, but if we see that it is becoming a habit, we will enforce this rule.

When we know ahead of time that enrollment will be lower, staff can at times take time off prior to their shifts starting. This helps them plan appointments or simply better prepare for their schedule change. Please be mindful of our teachers as we value their time and respect their willingness to be flexible.

Probationary Period

Kiddie Korral exercises a two- to four-week probationary period upon initial enrollment of your child to assess compatibility between your child and our childcare environment before fully committing to long-term childcare services. Until the conclusion of this two- to four-week probationary period, Kiddie Korral or families may terminate childcare services without further obligation. This period is crucial for observing the child's behavior, interactions with other children, and their response to our center's staff.

Possible conditions resulting in termination at any time may include but are not limited to:

1. Lack of fulfilling payment obligations.
2. Refusal to complete child's enrollment forms or medical assessments.
3. Behavior by parent or child in which other children, staff or other families are threatened or placed in threatening or dangerous circumstances.

Departure of Children from the Center

Release of a child from the center to anyone other than the parent or guardian will only be allowed when the center is notified. A child will not be released unless prior arrangements with the center are made. The person picking up the child must present their ID to the administrator. If a parent is not permitted to pick up a child, the center must have a copy of a court order on file.

Visitation

Any custodial parent or guardian of a child enrolled in the center will be permitted unlimited access to the center during its 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 custodial parent or guardian shall notify the manager of his presence. If you have any questions regarding your child or the program, please do not hesitate to ask.

Parent Participation

Kiddie Korral has an open-door policy, and parents are encouraged to share their thoughts, concerns and suggestions with the administrator. Parents may schedule an appointment, if they choose.

The center has various activities in which parents are encouraged to participate:

- The Valentine's party, Easter party, Muffins with Mom, Doughnuts with Grown-Ups, Halloween party, Thanksgiving feast and Christmas party - these activities occur during the operational hours of the center.
- Our preschool graduation ceremony and Christmas program take place in the evening. Parents, along with relatives, are encouraged to attend these activities.

Parents and relatives are encouraged to share skills, talents, and family or cultural traditions with the children at the center.

Parents interact on a daily basis with the staff that provide care for their child. Parents are invited to speak directly with the staff at arrival and departure times. Notice of conferences for preschool children will be posted.

Holidays

Kiddie Korral is closed on the following holidays to allow our staff time to spend with their families:

- New Year's Day*
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day & Friday after Thanksgiving
- Christmas Day*

*All holiday closure dates are subject to change. Closure dates will be posted a month in advance if any additional days will be added.

Additionally, Kiddie Korral may close for Professional Development Days for our staff. Closure dates will be posted a month in advance.

Tuition rates remain in effect during closures. Our weekly tuition rates cover the child's spot within the center. It is not determined by attendance unless a child has "vacation days" available.

Inclement Weather

Kiddie Korral will make reasonable efforts to remain open in inclement weather; however if Erie County is under a Level 3, the center will be closed. Parents should check email, Class Dojo and the Kiddie Korral Facebook page regarding closings.

Fees and Payments

Current tuition and fees are posted in the office and are also attached (Appendix A). Payments are to be made weekly. If payment is not received by 5:30pm Friday, your child will not be permitted to attend the following week and a \$25 late fee will be added to your account. For your convenience, we offer Tuition Express, a service that will automatically withdraw tuition charges each week.

A registration fee of \$75.00 is due at the time of enrollment and is nonrefundable. A Supply/Activity fee is assessed based on the date of enrollment for all ages annually.

A security deposit of one week's tuition is required upon enrollment. This deposit will be applied to the last week of your child's attendance.

Tuition paid a month in advance is discounted 5%. Families will provide a schedule prior to payment being made with no credit being given for days missed.

Kiddie Korral closes at 5:30pm. \$2 per minute per child will be charged for every minute past 5:30pm. Consistent lateness will be cause for dismissal.

Summer Program Fee

Our summer program starts the week after preschool graduation (the week of Memorial Day) and ends the Friday before preschool begins (Tuesday after Labor Day). Our Summer is geared more towards play-based learning and a freer flowing schedule of activities. We increase our outside play time as well.

Some parents choose to remove their child(ren) from the summer program but want to return for the following school year. If you are removing your child(ren) for the summer but wish to secure a spot for the following school year, we require one week's tuition prior to departure for the summer. This fee reserves their spot in the center for the following school year and cannot be filled once the fee has been paid. **This fee is non-refundable to let us know that you are serious about your child returning for the following school year.**

Outdoor Play

Research has shown that children stay healthier when they have the opportunity for active play indoors and out. Outdoor play is included in our program on a daily basis. Generally, when temperatures with low wind chill factors or when the high heat indexes, managers will carefully consider whether or not outside play is advisable. A chart of weather guidelines for children is posted in the office for reference. Please speak to a manager if you have any questions.

FILE INFORMATION

Application and Medical Form Requirements

Every child must have an application and current medical form on file. The medical form required by state law must be completed and signed by a physician within 30 days of enrollment and annually thereafter. The health record section on the application form must be updated when any changes occur.

Your child's immunization record must be on file at the center the first day of attendance.

If the center requests an immunization record, physical/medical care plan or any other necessary medical documents from a doctor's office, the Childcare Record Transfer Request Form (Appendix F) must be completed by a parent/guardian. If these documents are not received by the requested time frame, your child will not be allowed to attend until the documents are submitted.

Contact Information

Contact information of the parents or guardians of children attending the center are available upon request. We will not give any names or telephone numbers of parents who request their contact information not be given.

Labeling

Please write your child's name on all belongings. This will help identify your child's belongings especially when another child's may be similar.

Please discourage your child from bringing toys from home. Toys get lost, misplaced or accidentally taken home by other children. Kiddie Korral is not responsible for lost, stolen or broken items.

Ages & Stages Questionnaire

The Ages & Stages Questionnaire (ASQ) is an online developmental screening tool used by childcare professionals and healthcare providers to screen children ages 1 month to 5 years old. It is used to highlight the child's strengths as well as any developmental concerns a parent, guardian or teacher may have about their child. Parents are responsible for completing the ASQ within 60 days of enrollment and once annually thereafter. The ASQ takes about 10 minutes to complete. Once completed, lead teachers/managers will meet with parents/guardians to discuss the results of the ASQ and referrals will be made if necessary within 90 days.

Medications

Medications will only be administered in life-threatening emergencies with the following exceptions:

- Food supplements, such as vitamins, modified diets, or fluoride supplements must be in their original container. Parents must provide instructions on the form provided by the center.
- Topical ointments, creams or lotions. Parents must provide instructions on the form provided by the center.

Emergencies and Accidents

All parents or guardians are required to grant consent to allow transportation for emergency treatment. If a parent or guardian refuses to grant consent for transportation, Kiddie Korral will not be able to provide childcare.

In the event of an emergency or accident, the parents or guardians will be contacted. If the child is very ill or has had an accident that requires emergency treatment, a designated person will transport the child to the medical or dental facility listed on the application form. If the child's condition warrants transport by an emergency vehicle, the local ambulance will be called.

All safety and communicable disease policies of the center will be followed. Medical and dental emergency plans along with fire and weather alert plans are posted in each room. If the parents or guardians are unable to be reached, the emergency contacts listed on the application form will be notified.

Information on the application form must be kept current. When there is an address change, job change, telephone number change, or any change in the information provided, the administrator must be notified to update the information. This helps ensure the center's ability to contact you in the event of an emergency. Updated information is required by the state yearly.

NUTRITION

Meals and Snacks

Our centers provide breakfast, lunch and an afternoon snack. Kiddie Korral is a member of the Ohio Child & Adult Care Food Program. The weekly menu is posted in the office and in the kitchen. We begin each meal with a prayer. No more than 4 hours will pass without a meal or snack being offered.

Breakfast is offered until 915am and will include 3 of the 5 basic food groups.

The lunch meal will include all 5 food groups which supply $\frac{1}{3}$ of the child's recommended daily dietary allowance. The lunch meal will be offered to every child present at the center from 10am through 12pm.

A snack, which includes 2 of the 5 basic food groups, will be served after naptime.

On special occasions and holiday parties, the child may bring a treat to share. **Both centers are peanut-free facilities.**

Breastfeeding

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. This area will have an electrical outlet, comfortable chair and nearby access to running water.

Naptime and Comfort Policy

Rest time is important for all children so they have the chance to relax from their day in an active classroom. Toddlers are encouraged to bring either a blanket or stuffed animal for nap time.

Please put your child's name on all blankets and stuffed animals. A plastic bag to store the items is recommended. Children who do not nap may have quiet play on their cots.

Infants are allowed to sleep as their body dictates. No blankets, pillows, comforters or stuffed toys are allowed in cribs of infants under 1 year of age.

Care and comfort procedures for all children, including a child with disabilities, include communicating on the child's level, using familiar routines, and complementing appropriate behavior.

TRANSITIONS

From Home into Kiddie Korral

The parents and child are invited to tour the facility as our program is explained, observe the classes, ask any questions and complete the required registration and family information forms. The child can stay for a time to help with adjustment. Families are introduced to the room staff and the child is given an assigned area for his/her belongings.

From One Classroom to Another

A child transitions to a new room depending on age and maturity. When a child is ready to move to a new room, the staff, with manager approval, will discuss the upcoming change with the family. The parents will be asked to sign a transition letter (Appendix C) that will outline the schedule for orienting the child to the new environment. The family and child are introduced to the staff in the new room and a cubby, cot, etc., are prepared. Typically, the child begins spending an hour each day in the new room, increasing to a full day in the new room prior to the move. Once the child moves, he/she may visit the previous room to assist with the transition and adjustment.

From Kiddie Korral to Another Setting

When children transfer out of our program to attend a different program/center/school due to a move or other reason, the Childcare Records Transfer Request Form (Appendix F) must be completed by the parent/guardian. This signed form will give permission for Kiddie Korral to transfer child care applications, physical forms and any other state-required forms to another setting. If the center is requesting an immunization record, physical/medical care plan, or any other necessary medical document from a doctor's office, the Childcare Record Transfer Request Form must be completed by the parent/guardian. Once the parent and program have determined which records to transfer, the Childcare Record Transfer Request Form will be completed and signed by the parent/guardian of the child. The program will gather the records to transfer and use a cover sheet when faxing records to another program/center/school or doctor's office. If the parent requests a hard copy, records will be copied and given only to the parent/guardian.

From Kiddie Korral to Kindergarten

In the spring, parents are invited to meet with teachers to discuss their child's progress and the move to kindergarten. Children participate in a year-end graduation ceremony to celebrate their accomplishments at Kiddie Korral.

BEHAVIOR

Guidance

We believe that the foundations for all healthy social-emotional development include:

- Nurturing, trusting relationships
- A safe, peaceful environment
- Effective, positive guidance

We encourage teachers to:

- Spend quality time every day talking and listening to each child
- Give children the same respect given to adults
- Set realistic expectations for children
- Create classroom environments that promote independence and engagement. Materials should be organized so children can easily access and use them. The classroom should have both noisy and quiet areas, and plenty of soft spaces.
- Model positive communication and social interactions. Teach social skills directly when needed.

Discipline

Kiddie Korral staff shall use constructive, developmentally appropriate techniques to guide a child to positive behaviors. These include redirection, separation from problem situations, and talking with the child about the situation. Appropriate behavior will be praised.

The center's methods of discipline shall be restricted as follows:

- There shall be no cruel, harsh, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline technique shall be delegated to any other child.
- No physical restraints shall be used to confine a child.
- No child shall be placed in a locked room or confined in an enclosed area.
- No child shall be humiliated or subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as a discipline, shall be brief (1 minute per # of years old) and appropriate to the child's age and circumstances. The child shall be within sight and hearing of a staff member in a safe space.

Suspension and Expulsion

Unfortunately, there may be reasons we have to expel a child from our program either on a short-term or permanent basis. We will do everything possible to work with the family in order to prevent this policy from being enforced.

The following are reasons we may have to suspend or expel a child from Kiddie Korral:

- Physical aggression (hitting, kicking, biting, throwing objects)

- Destroying Kiddie Korral or other's personal property
- Leaving the classroom
- Verbal abuse (screaming, talking back, profanity, violent language)
- Showing little self-control and/or lack of discipline
- Showing private body parts
- Any other action that may cause harm to self or others

In situations such as these, our staff will document periods of aggression on behavior report forms. Parents will be notified and invited to discuss the issues when they occur and how to prevent them from happening. The termination policy follows a progressive process - please refer to our behavior policy, Appendix B.

Certain instances may require immediate withdrawal. If a child is at risk of causing serious injury to him/herself or other children, the child will be expelled immediately. The center reserves the right to terminate the enrollment of a child at any time.

PROGRAMS

Infants (6 weeks - 18 months)

Kiddie Korral's infant room serves ages 6 weeks to 18 months. When there are up to 5 infants, 1 staff worker is present. If 6-12 infants are in attendance, 2 staff workers are present. Three staff workers are present when there are more than 12 infants.

Each infant is provided with his or her own crib. Cribs are sanitized and sheets are laundered weekly or when soiled.

Parents are requested to fill out a schedule and review it monthly to enable the staff to be aware of the infant's needs and routines. The monthly review also enables the staff to keep the parents informed of their infant's progress. A daily report of eating, sleeping and changing times is also provided, along with any items the infant may need.

Breast milk must be labeled with the date it was expressed, the infant's name, and the number of ounces it contains, and our staff will label it with the date it was brought into the center. Breastfeeding and pumping is encouraged, but we must follow state regulations. Please see the office staff for details.

Diapers are changed every 2 hours or as needed.

Playtime is provided for the infants according to their level of development. Sensory perceptual motor materials, gross motor activities and manipulative equipment are some of the activities your infant will be doing. They will have story time daily throughout their play time. Most importantly, infants will receive love and attention.

Daily schedules and weekly lesson plans are posted in the classroom.

Toddlers (18 months - 3 years)

Children ages 18 months to 3 years spend their day in the toddler room. There is 1 staff person for every 7 toddlers. Group sizes are 14 toddlers to 2 staff persons.

Until a child is potty trained, parents provide disposable diapers. The staff will help potty train toddlers. It is recommended that an extra set of clothes always be at the center in case of potty accidents.

The toddlers engage in various activities. Kiddie Korral begins a more structured educational program at this age level.

Daily schedules and weekly lesson plans are posted in the classroom.

Preschool (Ages 3, 4 & 5 years)

Children ages 3, 4 and 5 years spend their day in preschool. The 3-year-old class has 2 staff members for 24 children. The 4-5 year old class has 2 staff members for 28 children. It is strongly encouraged that children in these rooms be potty trained; however, if a child is age 3+ and not potty trained, their tuition payment will be the toddler rate. Please see Appendix A for rates.

Children in preschool have group activities utilizing gross motor equipment, dramatic play materials, art activities, fine motor manipulative materials and sensory perceptual materials.

Daily schedules and weekly lesson plans are posted in the classrooms.

When the weather permits, the schedule in the morning and afternoon is altered to allow for outside play. Please dress your child appropriately for the weather.

Lessons concentrate on the skills every child needs to develop for kindergarten. A graduation ceremony for the 4-5 year old children is held in the evening at the end of the school year (week of Memorial Day).

All classes open with the Pledge of Allegiance. The children engage in activities that involve letters, numbers, shapes, colors, weather, and calendar. Game and storytime is followed by a lesson and art project. Afternoon activities also involve songtime, games and storytime.

Management of Communicable Disease

1. Staff will take the 6-hour Communicable Disease training course as outlined in the Ohio Child Care law. All staff and substitutes will be provided with written information on communicable disease and hygiene procedures.
2. Staff members will not be in the center when exhibiting any signs or symptoms of a communicable disease. If a staff member becomes ill while working, they will be replaced with a substitute.
3. A child will be isolated and/or discharged from the center with any of the following signs or symptoms of illness:
 - a. Temperature of 100.0 degrees Fahrenheit taken by the axillary method**
 - b. Diarrhea (more than 3 abnormally loose stools within a 24-hour period)
 - c. Vomiting
 - d. Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound
 - e. Difficult or rapid breathing

- f. Yellowish skin or eyes
- g. Conjunctivitis
- h. Untreated infected skin patch(es)
- i. Unusually dark urine and/or gray or white stool
- j. Stiff neck
- k. Unusual spots or rashes
- l. Sore throat or difficulty in swallowing
- m. Evidence of lice, scabies or any parasitic infestation. See #7.

****IMPORTANT NOTE:** A fever in and of itself is not all bad, given that it is not too high. A fever is our body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our body's abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from our center. Please be respectful. If your child is showing obvious signs of illness and is visibly uncomfortable, please keep them home so we can attempt to keep the other children in our care healthy.

The parents or guardians will be notified of the child's condition and arrangements will be made for the child's removal from the center **within an hour** of being notified. The child will be moved to a space apart from the other children until a parent or guardian arrives. The child will be cared for in a room or portion of a room not being used for the other types of childcare, will be within sight and hearing of an adult at all times, and observed carefully for worsening condition. No child will be left alone or unsupervised. The child will be made comfortable and provided with a cot. All linens and blankets used by the ill child will be laundered before being used again. After use, the cot will be cleaned with soap and water, and then disinfected with an appropriate germicidal agent. **A child will be readmitted to the center when he/she can meet the requirements listed on the Ohio Department of Health "Child Care Center Communicable Disease Chart" or accompanied by a note from their doctor.**

- 4. The Ohio Department of Health "Child Care Center Disease Chart" is posted inside of the kitchen pantry door at the Perkins Avenue location and in the copy room at the Follett Street location.
- 5. Parents will be notified of their child's exposure to a communicable disease through a sign posted on the room door or room bulletin board, and on Class Dojo. The information will consist of the date the center was notified and the age group in which the communicable disease occurred.
- 6. A child who is experiencing minor cold symptoms but does not have any of the symptoms listed in #3 of this policy may attend the center. If the child's condition worsens, the parents will be notified and the child will be discharged from the center according to the procedures listed prior in #3. A child who is not feeling well enough to participate in activities but is not exhibiting any of the symptoms in #3 of this policy will be isolated from the child's group. Parents will be notified if the child's condition worsens.
- 7. Kiddie Korral follows a no-nit policy. A child is not allowed to attend with any nits (lice eggs) in the hair.