

KIDDIE UNIVERSITY
YOUR NEIGHBORHOOD PRESCHOOL

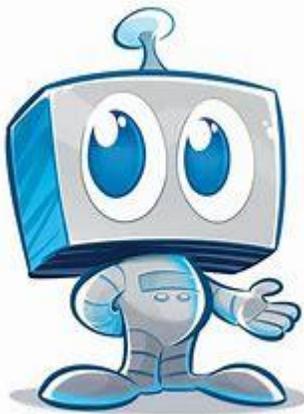
Parent Handbook

Welcome to Kiddie University! We are so excited you have joined our preschool family and are now an official Bitty Bot. As part of our family, please know the door is **ALWAYS** open. Parents are welcome to visit anytime or stay and “play” in our classroom during our day. If you have any questions about our handbook, classrooms, or our policies, please never hesitate to ask.

Warmest regards,

June Caldwell

Director



Contact information:

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Our Mission

Kiddie University is an early education child care center created with you and your families in mind. We believe that a childcare facility should be more than a baby-sitting service but an extension of each child's family. We want to be known as the neighborhood preschool where everyone is involved in the development of the community's children.



Our Vision

At Kiddie U, we are dedicated to creating a nurturing, stimulating and welcoming environment for all children and their families. We believe that a childcare facility should be an extension of each child's family. Kiddie U teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements!

Our unique program incorporates a variety of educational theories, while always keeping the child's best interest in mind and allowing for hands-on, experiential learning wrapped up in a lot of love. Within our care, children develop skills that promote physical, emotional, social and intellectual growth. Our focus is to

provide opportunities for children to explore, discover, create, and foster their Science, Technology, Engineering, Art and Math (STEAM) skills.

Our Beliefs

We believe children learn best through play and experiences. That means things will get messy, games will be played, imaginations will run wild, "why?" will be asked a million times, and emotions and social interaction are expressed and at times learned the hard way.

We will provide intentional play activities and opportunities to explore that meets the needs of our children. We will ask questions and develop high level thinking and play to help them learn and grow.

So, we say...

Let them...

Let them Discover.

Let them Observe.

Let them Experiment.

Let them Create.

Let them Play.

About Us

Kiddie U offers childcare services and an advanced curriculum with STEAM components at the heart of our program. Our developmental programs will reinforce basic social, listening, independence, and motor skills and prepare students for future related interactions with others. At Kiddie U, our services are offered to everyone without regard to race, religion, sex, national origin, color, creed, or any other protected status.

Hours of Operation

The facility will be open for children from the age of 6 weeks to 5 years. Normal operating hours will be 6:45-5:30, Monday-Friday. We will be closed for observance of the following holidays:

New Year's Day

President's Day (Staff In-Service)

Good Friday

Memorial Day

Independence Day

Labor Day (and Friday prior for Staff In-Service)

Thanksgiving (Thursday and Friday)

Christmas Eve and Christmas Day

Enrollment Process

1. **Tour our facility and meet our teachers!** Schedule a time to visit us at Kiddie U. A team member will be available to share our program goals and listen and answer any questions you may have.
2. **Complete an application packet.** An application will be provided to families once you have decided that Kiddie U may be a fit your child. Please note there is a non-refundable \$25.00 registration fee and the fee will be waived for additional siblings. If we do not have a spot available at the time you desire, you are welcome to still complete an application and then your child will be placed on the waiting list. A non-refundable \$25.00 fee is still required to be placed on the waiting list. When an opening is available, parents have 5 business days to decide if they would like to place their child in our program. If you decide to do so, the \$25.00 fee will be transferred and applied to your registration fee. Tuition, deposit and fees will be due the next full week at Kiddie U.
3. **Medical Forms.** Per state regulations, every student must provide an up to date immunization record. The top right portion of the form must also be completed for children under the age of 30 months.

4. **Fees.** There is a \$25.00 registration fee and the fees for additional siblings will be waived per family enrolling. An annual supply fee of \$75.00 is due each August or upon enrolling your child into our program. \$50.00 supply fee is required for part time children in the 3-year-old classes and above.
 5. **Tuition.** Tuition is due by noon on the Monday of each week even if the child is absent or if it is a partial week. There are several ways you can pay: Cash, Check, Online, during check-in process or you can set up an automatic draft payment.
 6. **Deposit.** A two-week tuition deposit is required when enrolling to cover the last two weeks a child is enrolled at Kiddie U if advanced notice has been provided. Otherwise the deposit is non-refundable.
 7. **Late payment fee.** 10% of the full balance or a minimum of \$10.00.
 8. **Over-time fee.** \$10.00 for every fifteen minutes late. No exceptions.
- All fees will be added to the child's account.*

| Classroom | Age | Full Time Rates | MWF Rates | T TH Rates |
|--------------------|-----------------|-----------------|-----------|------------|
| Dreamers | 6 wks. - 11 mo. | \$195 | N/A | N/A |
| Explores | 12 - 17 mo. | \$190 | N/A | N/A |
| Creators | 18 - 23 mo. | \$185 | N/A | N/A |
| Imagineers | 24 - 30 mo. | \$180 | N/A | N/A |
| Discoverers | 31 - 36 mo. | \$170 | N/A | N/A |
| Innovators | 3-year-old | \$175 | \$135 | \$105 |
| Researchers | 4-year-old | \$165 | \$125 | \$105 |
| Leaders | Pre - K | \$165 | \$125 | \$105 |

Public School Officials, Police Officers, Firefighters and Active Military will receive a 3% Discount on Tuition. Copy of employer ID is required as proof of employment to receive discount.

Class supplies

Parents are responsible for providing the following:

1. An extra pair of clothes (or two) for potty accidents or spills. If clothes must be changed, please provide additional clothing the following day. Ensure that the clothing is seasonally appropriate. A reminder will be given to consider changing clothes as the seasons/weather changes. A cubby will be provided for items to be stored. Make sure all clothing items have been labeled with your child's name.
2. A crib sized sheet and blanket. Pillows and other toys are not allowable during nap time. Make sure all items have been labeled with your child's

- name. Blanket and sheets will be sent home each Friday to be washed and returned on Monday.
3. Diapers/pull ups and wipes. Make sure your child has the necessary pull ups or diapers along with wipes. We support families that have opted to use cloth diapers. A wet bag must be provided to place soiled items inside.
 4. If applicable, prepared bottles and food to follow the infant feeding schedule. We support families that have opted to nurse. If mothers would like to visit during the day to nurse their child, a comfortable room will be made available for that bonding moment. Otherwise, parents can provide milk in bottles and it is highly encouraged that frozen milk also be stored at the facility in the event of an emergency (or your little one decides they want more!) All bottles must be prepared and labeled with the child's name on them. Frozen milk must also be labeled with the child's name and the date the milk was expressed.
 5. If applicable, a spill proof water bottle with the child's name on it. Each child will have unlimited access to water if desired.

The Take Care Code

Positive Behavioral Interventions & Supports (PBIS) is an approach to discipline that:

- ✓ Defines appropriate behavior that is expected.
- ✓ Teaches expected behaviors.
- ✓ Reinforces appropriate behavior when it occurs.

The goal of PBIS is to provide and maintain a safe learning environment for our students and teach them social expectations they will need to interact in society. The Kiddie U staff has embraced the philosophy of PBIS throughout the program. All staff members are teaching the same four behavior expectations. Your child learns by repeatedly being acknowledged for doing the right thing!

TAKE CARE OF....

Yourself



Each Other



Your School/Home



Your Community



These are the PBIS reinforcers that we use at Kiddie U:

School to Home Connection

Students will receive notes from their teachers. Please celebrate with your child when you see one in the backpack.



Homes



When you send houses back to school with your child, the whole class celebrates your child. Blank houses will be available for parents in the parent resource area in the front foyer.

Take Care of ... Projects

Throughout the school year your family will be asked to participate in projects that take care of others and the community. For example, we may participate in a toy drive, food drive, craft projects for veterans, etc.

Food Drive



Care and Share Bags

Some point during the school year your child will receive a bag of fun activities to be completed at home. You and your child will get to play and learn about "taking care of ..." at home.

Developmentally Appropriate Curriculum

Kiddie U is committed to creating a safe and nurturing environment where your child can explore, create, and foster their science, technology, engineering, art and math skills. Our mission is to care for the emotional, cognitive, social and physical health of your child while simultaneously allowing, encouraging, and orchestrating their creativity in a quality learning environment. Our goal is to lay a solid foundation of learning through structured activities in S.T.E.A.M. Students will be involved in the activities daily centered on the theme.

learning standards and guidelines for the state of Tennessee. Pocket of Preschool is a theme-based curriculum. It is designed to facilitate learning through hands-on activities that are both teacher-led and student-led. It offers lesson in language and literacy, math, science, creative arts, fine and gross motor skills, and character education.

Research shows that relationships play a critical role in the brain development of infants and toddlers. Activities for infants and toddlers are planned to help adults build strong relationships by paying attention to children's feelings, interests, and needs. Active learning and choice are encouraged so that children can grow and develop in a loving environment. As toddlers' transition to preschool age, they learn by doing, and they need many opportunities to explore and grow. Preschool activities foster creativity and promote emotional, cognitive, social, language and physical development. Appropriate activities build self-esteem and enthusiasm for learning.

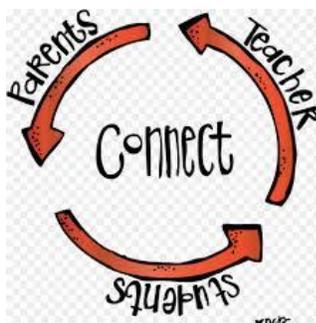
This objective will be achieved through stations centered on the thematic unit under discussion. Each classroom will consist of a meeting station, literacy station (reading/writing tasks), construction station (building components), math station (applied math concepts), science station (sensory activities), dramatic play (changed monthly based on the thematic unit), and teacher time (small group or individual students). Encouragement from one of the teachers will be available by asking open ended questions to expand on higher level thinking.

Curriculum standards will be visible in each classroom and periodic developmental assessments will be conducted for parent review.

*Question like a scientist. Design like a technologist. Build like an engineer.
Create like an artist. Deduce like a mathematician.
- and, most importantly - play like a kid!*

~Anonymous

Conferences



Parent-teacher conferences will be held in the fall and spring. It is a time we can talk about your child in all areas of development, review their student portfolio, and set goals for your child.

Kiddie Care Team

When teachers need additional strategies for a child or several children in the classroom they may request the assistance of the Kiddie Care Team. The purpose of these meetings will be to brainstorm new ideas in the areas of development, behavior, or any other area that affects the child's education. Parents are encouraged to participate as you are the expert on your child.



Developmental Milestones

| AGE-APPROPRIATE SKILLS TO LOOK FOR | 4 - 5 months | 9 - 12 months | 18 - 23 months | 3 years | 4 years |
|--|---|--|---|---|--|
| Movement (physical development) | Does Baby do push-ups or bring hands and toys to his or her mouth? | Does child sit independently, crawl, creep or scoot forward? | Does child climb into chairs, walk forward, turn pages in a book? | Does child run easily, falling rarely, or kick a ball forward? | Does child run easily, or copy a circle and a square? |
| Thinking and Learning (cognitive development) | Does Baby listen to conversations or follows conversations with eyes? | Does child explore with hands and mouth or find hidden objects? | Does child put small toys into a cup, basket or box? | Can child tell his first name (or nickname) and last name? | Does child know the difference between boys and girls? |
| Communication (receptive and expressive language development) | Does Baby imitate some sounds you make (like a cough)? | Does child respond to own name (for example, look up when called)? | Does child point to objects or people to express a need? | Does child use words that describe things (like "It's icky" or "I'm hungry")? | Does child refer to self as "me" or "I" in addition to name? |
| The Senses: Vision, Hearing and Touch (sensory development) | Does Baby turn head or eyes toward a sound? | Does child enjoy or put up with different types of touch? | Does child respond when name is called? | Does child move to or hum along with music? | Is child mostly comfortable with change or going from one activity to another? |
| Relating to Self and Others (social and emotional development) | Does Baby usually quiet or calm down when talked to, held or rocked? | Does child enjoy watching (and may play) games like "peek-a-boo"? | Does child approach other children? | Does child take turns in games? | Does child enjoy humor (for example, laughs at silly faces or voices)? |
| Self Care (daily living skills) | Does Baby sleep regularly for three to four hours at a time? | Does child feed self with fingers? | Does child pull off simple clothes (such as socks)? | Does child wash his hands without help? | Does child brush his teeth by self or with help? |

Developmental Concerns

If parents feel there are possible developmental concerns (gross/fine motor skills, social-emotional skills, Cognitive skills, adaptive skills or communication skills) the following resource may be beneficial:

TN Early Intervention System (TEIS): Birth-2

Contact Number: 423-425-4779

Cleveland City Schools: Age 3-5

Contact number: 423-472-9571

Bradley County Children: Age 3-5

Contact number: 423-476-0620

Communication

It is important for us to work as a team to ensure your child's success in preschool. If you ever have any questions, concerns, or other important information that you believe the director or teacher should know, please do not hesitate to contact the school. Downloading the KidReports app is a great way to keep in contact with the school.



Newsletters

Each month, a newsletter be provided to update parents on the upcoming thematic topics as well as other happenings in preschool. The newsletter will include important dates, upcoming activities and events, a summary of previous learning, as well as previewing new centers and studies. An email with the attached newsletter and a post on KidReports will be provided to all the families. The parent resources section in the front lobby will also display the current newsletter.



Class Schedules

While it is not required, it is highly encouraged that our preschool age children arrive by 8:15. We make every attempt adhere to the schedule for each classroom and we hit the ground running to address the topics of each day!

If your child will be out for whatever reason, we request parents notify their child's teacher through the parent portal app.

At 9:00 a.m., a notification will be sent asking for verification. This is just our part in preventing babies from being accidentally left in vehicles in the mist of busy mornings or routine changes.



Daily Routines and Provocations Designed to Prompt Curiosity, Wonder, and Exploration

Example schedule

(Daily schedules will vary depending on the needs of the children, families, and the teacher's lesson plans)

| Time | Activity | Location | Purpose |
|-------------|---------------------------------------|-------------------------------|--|
| 7:00-8:15 | Arrival/Free Choice | Classroom | Allow time for varied drop off times, free play and individual conversations |
| 8:15-8:45 | Morning Meeting | Meeting Station | Morning routine, begin investigations, discuss weekly theme, orient to daily activities |
| 8:45-9:15 | Wash up/Set Table/Morning Snack | Cafeteria | Family Style Dining |
| 9:15-9:30 | Restroom | | |
| 9:30-10:00 | Outdoor Play | Playground | Opportunities for children to explore and engage in outdoor play that support their experiments |
| 10:00-11:30 | Investigation Adventures/Explorations | Various stations Classroom | Engage children in opportunities that support their experiments and promote higher order thinking |
| 11:30-11:45 | Restroom/Transition/Think Time | | |
| 11:45-12:30 | Lunch | Cafeteria | Family Style Dining |
| 12:30-12:45 | Transition/Restroom | Classroom | Opportunities for listening to a relaxing story, poetry, music, and/or rest |
| 12:45-2:00 | Dream Time | | |
| 2:00-2:15 | Restroom/Music | | |
| 2:15-2:40 | God's Time | Classroom | Pray and Play Family Style Dining |
| 2:40-3:10 | Wash up/Snack/Set Table | Cafeteria | |
| 3:10-3:25 | Music Movement | Classroom | Opportunities for children to explore and engage in multisensory activities, small and gross motor skills with music |
| 3:30-4:00 | Outdoor Play | Playground | Opportunities for children to explore and engage in outdoor play |
| 3:50-4:00 | Restroom/Think Time | Classroom | Talk with children about their experiment results. Wrap up day with discussion and pack up projects to take home |
| 4:00-4:30 | Storytime | | |
| 4:30-5:30 | Curiosity and Wonder Indoor Play | | |

Confidentiality

All student information is kept confidential.

An alliance between Cleveland State Community College and Kiddie U has been established to help the education department continue to develop students desiring to become teachers. As part of your application packet, permission is requested for outside agencies to come and observe classes for educational purposes.

Additionally, as part of your application packet, permission is requested for photography release. At any time, a parent requests for pictures to be removed or changes their mind concerning the release, Kiddie U will honor parent's wishes. Please share custody/court papers or any other pertinent information with the Director on site.

Photographs & videos

To document and share all the wonderful activities and learning happening in our classroom, photos and videos of our learning may be posted on the website (www.kiddieuniversitytn.com) and on various school social media accounts. We post individual work and student observations as it relates to their portfolio on the KidReports app where only parents can view.

Security System



procare
SOFTWARE®

Kiddie U rents out a portion of their building to Mix 104.1 radio station. Direct access to Kiddie U can only be made by parents and staff with a personalized code to enter the building. Members associated with Mix 104.1 will not have access to Kiddie U and the parents and staff will not have access to the radio station.

Parents will be able to view their child's classroom via a parent app through Procare. Parents will be assigned to view only the classrooms their child is enrolled in as well as the common areas such as the playground, cafeteria and the Multipurpose room.

Check in-Check Out Policy



Only custodial parents/guardians and those listed on approved pick up list will be allowed to pick up a student. Identification is required at pick up. It is required that anyone listed on your emergency contact list be at least 18 years of age. We cannot release your child to anyone under the age of 18 per state regulations.

Using Procare Software, each family will have their own individual entry code to track and utilize for digital tracking of check in and check outs.

Health and Safety

Kiddie U is a smoke and tobacco free facility. Weapons of any kind are not permitted on the property at any time per state regulations.

We are understanding of allergies and will work with parents in addressing any special needs a child may have. We will send notices to parents reminding them that a student in their child's class has an allergy so that they may be cognizant of what they bring to school especially during birthdays and special events.

Students and staff are required to wash their hands before every meal and after returning to the classroom from outside, after blowing noses and using the restroom.

Nutrition

In many early childhood education classrooms, meals are served "family style." Children and teachers sit together at tables, serve themselves from child-size platters, pour drinks from small pitchers, and share thoughts and experiences as they eat. It reinforces learning and development, exposes children to mealtime practices, encourages social interactions with peers, families and communities, and instills lifelong healthy habits. Kiddie U has adopted the use of family style dining for snacks and lunch. Meals will include a variety of vegetables and fruit, whole grains, and less added sugar and saturated fat as defined by Child and Adult Care Food Program (CACFP) and in partnership with Our Daily

Bread. A monthly menu is posted on the school website, KidReports app and on the information board in the school foyer.

If parents would like to provide treats for birthdays, the staff at Kiddie U ask that you let the teacher know in advance, so it can be posted for the class parents. This helps parents with children with allergies to have a backup treat for their child to have when the rest of the class are having the special treat.

Infant Feeding Plan

The staff at Kiddie U will adhere to the infant feeding plan as outlined by the parents. Parents are required to provide prepared bottles and update the infant feeding schedule as needed.

We support families that have opted to nurse. If mothers would like to visit during the day to nurse their child, a private and comfortable room will be made available for that bonding moment. Otherwise, parents can provide milk in bottles and it is highly encouraged that frozen milk also be stored at the facility in the event of an emergency (or when your little one decides they want a little more!)

All bottles must be prepared and labeled with the child's name on them. Frozen milk must also be labeled with the child's name and the date the milk was expressed. Once milk has been heated, any unused milk will be discarded per state regulations. Any unused food will also be discarded.

Illness Policy

Children are not permitted to come to school if they are contagious (fever of 100 degrees or higher, vomiting, diarrhea, thrush, lice/nits, or any other signs of infection. If a child becomes ill while at the facility, parents or emergency contacts will be notified to pick the child up immediately. Children cannot return to school until they are symptom free for 24 hours without the need for medications. This includes a fever reducer. A child may return to school if a child has seen by a doctor and has a note clearly stating that the student has been seen and may return on a specific date.

If your child will be out for any reason, we request parents notify their child's teacher through the parent portal app.

Kiddie U will do our part to keep germs to a minimum. Children and staff will be required to wash up after coming inside from outdoor play, blowing noses and using the restroom. They are also required to wash up before lunch, snack and S.T.E.A.M. activity. Hand sanitizer stations will be found throughout the school.

Medications

Doctors must prescribe all medications administered at Kiddie U. The medication must be in the original bottle/box with the pharmacy label adhered to it. A completed medical form must accompany the medication signed by the child's doctor before medication can be administered at the facility or left with the director. All medication will be stored in a locked cabinet in the director's office with only the director or assistant director having access to the cabinet. Parents are responsible with making sure any items are not left in child's back pack that would fall under the "keep out of reach" category. This includes but is not limited to lotion, hand sanitizers, medications, etc.

Weather

All parents will have access to the KidReports app. Through this app, parents will be sent mass notifications to include closings due to weather. Please notify the director at any time your contact information has been changed. It is vital you keep your emergency contact information up to date.

The director may choose to close Kiddie U if:

1. There is a severe threat in weather.
2. We are unable to keep the preschool between 68-78 degrees per licensing regulations
3. Other situations seen as potential issue/threat for staff and families traveling to and from the facility.

Outdoor play

Learning and encouraging health and fitness at a young age is a gift that lasts a lifetime. Good physical health is a critical component of brain development. All students will go outside daily as weather permits per TN State Licensing and Regulations. (Temperature factoring wind chill and heat index between 32 and

98 degrees). On rainy days, the use of the multipurpose room will be utilized for organized physical activity.

Dress Code

Children are required to wear closed toe shoes. Flip flops, slippers and sandals are not permitted. Comfortable play clothes are requested. We will be busy with various activities and do not want to damage our “cute” clothes. Clothing should be appropriate to the weather and cover bellies and backsides.

KidReports



As a parent, you see your child growing every day—perhaps too fast. At Kiddie U, we will never take a single moment of your child’s growth potential for granted. We feed your child’s curiosity and instinct to learn with days filled with age-appropriate activities designed to treat every experience as an opportunity to learn.

Through a parent portal app, parents will be able to view activities for the day and see how their child is progressing developmentally. Teachers will post pictures of students “playing to learn” to the individual child’s portfolio that parents can access. Through this app, parents will receive daily progress notes of their child (bathroom/eating habits for the day, nap, temperament), pictures of various activities, and be a method to communicate between home and school.



Emergency preparedness

Kiddie U will utilize the latest smoke & CO2 monitoring system. Each classroom will have a "go bag" prepared in the event of an emergency/evacuation. Each go bag will consist of current hard copy of class rosters, student emergency contact information and Emergency Response Plan. Additionally, the go bag will consist of a first aid kit, flashlight, safety rope, non-perishable snacks, water, gloves, wipes, and hand sanitizer. The director or designee will have a go bag consisting of any lifesaving medication such as epi pens, inhalers. Etc.).

The safety walking rope is utilized daily in all room transitions for toddlers. Older students will use safety rope during emergencies only. Teachers will also have their tablet with all student information and through device, classroom teacher will use the app to notify all parents of the emergency all at once and keep them updated as soon it is safe to do so.

An additional plan will be developed as needed for students enrolled at Kiddie U that may require special accommodations to evacuate the child from the building safely.

Accidents/Incidents

First aid and CPR training will be required of all Kiddie U staff. In the event of an accident, staff will apply gloves and attend to the student. All first aid items are kept in each classroom's "go bag" and the office. If the injury is severe, 911 and then the parent will be notified. As part of the application process, parents are required to sign a release allowing Kiddie U to send a student with EMT's if necessary. If there are any head injuries (even minor), parents will be notified. Parents can decide the next course of action, if any. After each accident or incident, the teacher will complete documentation about the events that occurred, and the actions taken through the parent app.

Emergency Drills

Kiddie U staff are trained in all emergency procedures and designated safe locations. Maps and drill information will be posted in the director's office.

Fire Drills will be practiced monthly. A detailed map of the route the class should take will be placed by the doors of each classroom. Once the alarm sounds, students will line up at the door. One teacher will sweep the room and the other teacher will do a head count. Children ages 19 months and up will utilize the safety walking rope to move locations. In the two infant rooms, the teacher will place all babies in the designated evacuation crib (red frame) to move locations. Prior to leaving, the infant teachers will do a quick sweep of the room and the Go bag. When arriving to the designated area, teachers will check roll and notify via their tablet an "all clear" for the appropriate classroom. The director or designee will check off all classrooms as they receive it. Teachers will send a class notification to parents informing them of the drill (or actual event). Once the all clear has been given, children will be allowed to reenter the building.

The following drills will be performed 4 times a year:

Tornado Drill. Once the alarm sounds, students will line up at the interior door. One teacher will sweep the room and the other teacher will do a head count. Children ages 19 months and up will utilize the safety walking rope to move locations. Once exiting the rooms, the class will sit in the hallway away from windows. In the two infant rooms, the teacher will place all babies in the designated evacuation crib to move locations. Prior to leaving, the infant teachers will do a quick sweep of the room. When arriving to the designated area, teachers will check roll and notify via their tablet an all clear for the appropriate classroom. The director or designee will check off all classrooms as they call. Teachers will send a class notification to parents informing them of the drill (or actual event).

Earthquake Drill. At the sound of the alarm, all children will move to the designated safe space (under a table or doorway). After everyone is in position the teacher will designate areas of the room to line up at the door. Once everyone is in position and in line, the assistant teacher will do a sweep of the room, while the lead teacher does a head count. Once the teacher determines all children are in line, the class will head to the designated area outside of the school. Teachers will call roll and notify the director or the designee that the class is clear. In the infant room, the teacher will place all babies inside the designated evacuation crib and place the designated earthquake board over the

crib. When the teacher deems it safe, the teacher will remove the board, perform a quick sweep of the room and then exit to the designated area outside of the building. After the director or designee confirms an all clear of the entire building, the children will be permitted to reenter the building. Teachers will send a class notification to parents informing them of the drill (or actual event).

Intruder Drill. Details of this drill can be shared with parents if requested. Staff is trained and will adhere to the protocol in place in the event an intruder alert/drill is made. Teachers will send a class notification to parents informing them of the drill (or actual event).

Chemical Contamination. In the case of a chemical contamination that causes an evacuation of the building, children will exit the building following the fire drill protocols. Staff will transport students to Cleveland State Community College and will notify parents.

Flood. In the event of floodwater, children on the lower floor will be transferred upstairs and into the Multipurpose room. Parents will be notified via the parent portal app for pick up procedures.

Discipline

All children are required to adhere to the Kiddie U behavioral expectations. Behavior expectations will be posted in the appropriate areas and reviewed daily. The staff at Kiddie U will focus on positive reinforcement and modeling of the correct behaviors. Children are learning and growing and testing boundaries so trying behaviors are expected! But we will work on teaching appropriate behaviors. If inappropriate behaviors continue after redirection, teachers can opt for use of time out. Time out consists of one minute per year of the age of the child. If the behavior continues, the teacher will contact the director and then if necessary, the parent will be contacted.

Minor incidents may happen at times. In those cases, teachers will document the incident via the parent portal app and parents will also be notified at pick up. If the student is seriously hurt or has hurt his/her head, the parents will be called immediately.

Extreme behaviors consist of repeated behaviors that jeopardize the safety of the child, the other children in the class or the staff member. This includes behaviors that require constant supervision to the point that it hinders the learning of the other students in the class. A conference will be held, and a plan

of action will be developed between parents and teachers. If after several attempts to intervene with the behavior are deemed unsuccessful, the program may have to ask the family to withdraw the child.

Disenrollment Process

Sometimes there are situations where our students must leave us; transitioning to Kindergarten, moving, or sometimes we aren't the best fit for what a child needs. Regardless of the reason, the process for disenrolling is as follows:

- When you are aware of your student's last day, inform the director 2 weeks in advance in writing. The two-week deposit will be applied to the student's last 2 weeks in the program.
- If a student is not meeting the expected behaviors and the behaviors are hindering the safety of the child, the other children or the staff, the director may ask the family to leave the program. A family will not be asked to leave the program without exhausting all avenues to address the child's needs.