



Kiddie University  
Your Neighborhood Preschool

Family Handbook

Welcome to Kiddie University! We are so excited you have made the choice to join our preschool family. 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



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## Mission

Kiddie University is an early education childcare center rooted in Christian values and 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. 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. This is accomplished by allowing for hands-on experimental 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:

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

A Week around Independence Day

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

Thanksgiving (Wednesday, Thursday and Friday)

A week for Christmas

New Year's 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.
3. Waitlist: 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 nonrefundable \$25.00 fee is required to be placed on the waiting list per child. 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 or your deposit if you have additional children enrolling. First week's tuition, deposit and supply fees will be due the next full week at Kiddie U.
4. 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 60 months.
5. Fees: There is a \$25.00 registration fee and the fees for additional siblings will be waived per family enrolling. A school supply fee of \$5.00 weekly will be added to address Covid-19 supply needs as well as any other consumable materials.
6. 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: Online, during the check-in process or you can set up an automatic draft payment. 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 a discount.
7. Deposit: A two-week tuition deposit is required when enrolling. This covers the last two weeks a child is enrolled at Kiddie U if advanced notice has been provided. Otherwise the deposit is non-refundable.
8. Late payment fee: If tuition is not received by Monday at noon, a fee of 10% of the balance with a \$10 minimum will be applied.

9. Over-time fee: An overtime fee of \$2 per minute per child will be applied automatically.

- If Kiddie U has not heard from the parents about being late, staff will make all attempts to call contact numbers including emergency contact numbers.
- If staff are not successful in contacting anyone authorized to pick up they will call the Department of Human Services.
- Kiddie U staff will not take a child home. NO EXCEPTIONS.

## Child Care Subsidy

If applying for Child Care Subsidy; it is the parent/guardian's responsibility to fulfill all the requirements of the Child Care Subsidy Certificate to maintain the child care subsidy. If a parent is eligible for full subsidy, the parent/guardian is responsible for the difference of the subsidy and the tuition. Tuition is based on enrollment not attendance (Tuition does not decrease for sick/missed days or statutory holidays).

If the parent/guardian becomes ineligible for any subsidy, they will be responsible for paying the full tuition fee.

1. It is the parent/guardian's responsibility to keep all information (i.e.: relationship status, work/school status, family income, reason for care, address, phone number etc....) current with the Child Care Subsidy Branch and Kiddie U.
2. Parents are responsible for the parent portion of tuition that is not covered by certificate subsidy and will be billed monthly for the remaining balance.
3. The monthly balance must be paid within the first 5 business day at the beginning of each month. NO EXCEPTIONS.
4. If fees are outstanding after the first 5 business days of the month the child will not be accepted at the daycare on the 6th business day or any other day until the fees are paid in full. On the 10<sup>th</sup> day of nonpayment, the child will be disenrolled. A spot is not guaranteed to the parent if they wish to re-enroll.
5. If parent/guardian is eligible for subsidy they must provide Kiddie U with copies of application and supporting documents. Subsidy acceptance letter must be received by Kiddie U prior to attendance.
6. Renewal of subsidy must be started at the beginning of the month that subsidy expires, and copies of forms must be kept on file until acceptance letter is received.
7. If parents wish to start their child before the subsidy acceptance letter has been processed, parents will be responsible for weekly payment, fees, and

deposit. The parent will be reimbursed the difference in tuition when subsidy is received.

## Vacation Procedures

After one year with Kiddie U, families will have one-week vacation that they can use at any time. Vacation weeks are then renewable each calendar year. We request a two-week prior notice of when you plan to use your one-week vacation from daycare. If the child is gone for more than the allotted one week, the parent will be required to make their normal scheduled payment for those weeks.

## Class supplies

Parents are responsible for providing the following:

1. At least two full extra outfits 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. 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. A reminder of supply needs will be sent via the Parent Connect app at least a week in advance and subsequently until items have been received.
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 area will be made available for that bonding moment. Otherwise, parents can provide breast milk in bottles. It is highly encouraged that frozen milk should also be stored at the facility in the event of an emergency (or your little one decides they NEED more!)



All bottles must be prepared and labeled with the child's name and date on them. Frozen milk must also be labeled with the child's name and the date the milk was expressed as well as the date left at the center.

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.
6. If applicable but not required, rain boots. Some activities that we engage in would be beneficial to the child if they were able to change into the rainboots. Parents will be notified in advance for activities that could use rain boots so that they may plan accordingly.

## Developmentally Appropriate Curriculum

Kiddie U is committed to creating a safe and nurturing environment where your child can explore, create, and foster their S.T.E.+A.M. (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.

## The first 5 years impact brain development



## Why the A in S.T.E.A.M.? Why not just S.T.E.M.?

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Here are some of the concrete benefits to incorporating the arts into science and engineering:

It helps remove idea inhibition (there is no wrong answer in art!).

It focuses on the process which helps drive innovation.

It teaches the power of observation, of people and your surroundings.

It helps hone spatial awareness and mathematical concepts like geometry.

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Within their individual classrooms your child will explore a variety of themes that incorporate phonics, reading, math, arts, healthy social and emotional environments, health, and wellness, as well as fine and gross motor skills.

We are excited to introduce you to our new early learning curriculum from Learning Beyond Paper, Inc. Learning Beyond (LB) Curriculum is a research-based, classroom-tested curriculum for infants to Pre-K 4. As a social-constructivist curriculum, LB is designed to create learning opportunities for children through peer-based activities and intentional interactions with their teachers. Our teachers will have access to the full curriculum from tablets, providing real-time support for our learners, opportunities for differentiated instruction, and social-emotional development. LB also includes a STEAM (Science, Technology, Engineering, Art, and Math) focus throughout, and @HomeConnections Newsletters to keep you informed on everything your children are learning. This program will encourage involvement of family members and naturally incorporate cultural diversity into each child's learning. All activities will be aligned with our Early Learning and Development Continuum and TN State Standards.

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.

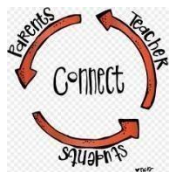
Curriculum standards will be visible in each classroom and periodic developmental assessments will be conducted for parent review.

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 at least twice per year and additionally as needed. This will be a time we can talk about your child in all areas of development, review their student portfolio, and set goals for your child. If you need/want to address your child's progress and would like a meeting outside of conference times, please let your teacher and/or director know.

## Parent Advisory Committee Meetings

Kiddie University believes parents are their children's first and most important teachers. The Parent Advisory Committee (PAC) is a sounding board for decisions, ideas and questions that shape the future of Kiddie U. Parental involvement in decision-making is the key to having policies and programs that support families' strengths and needs. When parents and teachers work together in collaboration, a positive and healthy environment is created in which children flourish.

The PAC is made up of parents and family caregivers of children

enrolled and members will represent the unique experiences and perspectives of their families, including but not limited to:

- Have diverse family structures (for example, headed by both or single parents, grandparents, kinship care, foster parents, military families or are blended families, etc.)
- Experience with being new to a community
- Impacted by incarceration
- Cultural, linguistic and ethnic diversity
- Have children with varying developmental and special needs

Parent Advisory Committee meetings are held six times per year to discuss various topics. PAC meeting dates will be set for the year and announced through the ProCare Connect calendar.

## 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

Resource: <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

# Developmental Milestones

AGE-APPROPRIATE SKILLS TO LOOK FOR	4 - 5 months	9 - 12 months	18 - 23 months	3 years	4 years
<b>Movement</b> (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?
<b>Thinking and Learning</b> (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?
<b>Communication</b> (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?
<b>The Senses: Vision, Hearing and Touch</b> (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?
<b>Relating to Self and Others</b> (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)?
<b>Self Care</b> (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?

## 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 Parent Connect app is a great way to keep in contact with the school and is highly encouraged. Understand, teachers may not be able to respond right away.



Parents can expect ongoing communication with staff concerning

- Their child's progress
- Program activities
- Center Operation
- Parents can expect information regarding community resources

Parents concerned with the care of their child, or any incidents at the center are urged to speak with their child's teacher, and if not satisfied talk to the Director.



## Class Schedules

While it is not required, it is highly encouraged that our preschool age children arrive by 8:15. We make every attempt to 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.



# Daily Routines 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 Snacking	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 Cafeteria	Pray and Play Family Style Dining
2:40-3:10	Wash up/Snack/Set Table		
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		Talk with children about their experiment results. Wrap up day with discussion and pack up projects to take home
4:00-4:30	Storytime	Classroom	
4:30-5:30	Curiosity and Wonder Indoor Play	Classroom	

## Confidentiality

All student information is kept confidential.

An alliance between local community colleges and Kiddie U will be 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.

## 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](http://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 Procure Connect app where only parents can view.

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 the parent's wishes.

## Security System



Parents will be able to view their child's classroom via the WatchMeGrow app. Parents will be assigned to view only the classrooms their child is enrolled in.

## Check in-Check Out Policy



Only custodial parents/guardians and those listed on approved pick up lists will be allowed to pick up a student. Each family will be given two key fobs for entering through the main doors for drop off and pick up. 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 Procure 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.
- Please share custody/court papers or any other pertinent information with the Director on site.

## Nutrition

Meals will include a variety of vegetables, fruits, 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, Procure Connect 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 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 area 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 and the date 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

This is a Well Child childcare facility. This means that if your child is not feeling well, for any reason, you need to find alternate care. Control of communicable illness among children is a prime concern. These policies and guidelines related to outbreaks of communicable illness in Kiddie U with the help of Health Department Recommendations and our parent advisory board. In order to protect the entire group of children as well as your own child, we ask that parents assist us by not bringing your kiddo if he/she has a contagious illness or exhibits the following symptoms.

1. Fever of 99.9 degrees or above
2. Signs of a newly developing cold or severe coughing/sneezing
3. Vomiting, in excess of typical infant spit ups
4. Diarrhea
5. Difficulty breathing, chronic coughing or wheezing.
6. Unusual or unexplained loss of appetite, fatigue, irritability, or headache/stiff neck
7. Constant complaints of ear or stomach pain
8. Sore throat or difficulty swallowing
9. Excess colored discharge from eyes or nose indicating possible infection
10. Any contagious condition such as head lice, pink eye, bed bugs.
11. Unexplainable rash

A good rule of thumb is, if your child is too sick to go outside and play, then your child is too sick to attend childcare. If your kiddo becomes ill during daycare you will be contacted and asked to pick up your child immediately. If your child has a common cold (slight cough, sneezing, CLEAR runny nose and no temperature) your kiddo may attend daycare. However, if your kiddo reaches the point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home.

If your kiddo is sent home, all siblings enrolled will also need to go home even if they are not currently exhibiting symptoms. Due to experience, too many outbreaks began due to siblings attending class and spreading the illness to others.

In addition, kiddos that are sent home due to illness cannot return to school the next day regardless of the time they showed symptoms at school. After that full day, they can return after they have not exhibited any symptoms without the aid of medication for 24 hours. Please do not send your child to school after administering fever reducing medications as they are contagious at this time.

If for some reason, we are unable to reach parents, we will begin contacting those on the child's emergency contact list. In the meantime, your child will be offered a mat and made as comfortable as possible until someone comes for them.

We will continue to notify parents within 24 hours if a communicable disease is reported in your child's class.

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 and after breakfast, lunch, and snack. 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 except for rescue medications such as inhalers or epi pens. Rescue medications will be kept in classroom "Go bags" and kept out of reach of children.

Parents are responsible for making sure any items are not left in the child's backpack that would fall under the "keep out of reach" category. This includes but is not limited to lotion, hand sanitizers, medications, etc.

## Allergies

Parents/guardians need to inform the daycare staff if their child has any allergies. (Complete allergy form.)

1. The required forms will be provided to staff as soon as an allergy is reported and protocol of what needs to happen in the event of an allergic reaction.
2. Allergies will be posted in the kitchen for all staff to see.

3. A Care Plan card will be written up on the steps to take if the child has an allergy attack.
4. Extra training will be provided if deemed necessary.
5. Parents will be informed immediately of any allergy attack and the steps taken.

## Weather

All parents will have access to the Parent Connect 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 the weather.
2. We are unable to keep the preschool between 68-78 degrees per licensing regulations
3. Other situations seen as potential issues/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 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.

Friday's are school spirit days! Wear your Kiddie U T-shirt!

## Procure Connect



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. Parents will receive daily progress notes of their child (bathroom/eating habits for the day, nap, temperament) and pictures of various activities. This will be the primary method to communicate between home and school. Parents must be cognizant that teachers may not be able to respond right away, but a response will be provided during their planning period.

If a response is needed quickly, feel free to contact the Director.



## 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 a current hard copy of class rosters, student emergency contact information and the 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 life saving medication such as epi pens, inhalers, etc.).

The safety walking rope is utilized daily in all room transitions for our toddlers. Older students will use safety rope during emergencies only. Teachers will also have their tablet with all student information and through the device, the classroom teacher will use the app to notify all parents of the emergency once and keep them updated as soon as 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 the 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/incident, the teacher will complete documentation about the events that occurred, and the actions taken through the parent app. Parents will sign an incident form when they arrive to pick their child up at the end of the day.

## 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 first infant room, the teacher will place all babies in the designated evacuation crib (yellow frame) to move locations. In the second infant room, the teacher will place all babies in the multi-passenger stroller to move locations. Prior to leaving, the infant teachers will do a quick sweep of the room and bring the Go bag.

When arriving at the designated area, all teachers will check roll and notify via their walkie talkie 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 at least 2 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 rolling cribs 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 the director via their walkie talkie 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) as soon as it is safe to do so.

**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 (or when the earthquake appears to be over) 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 walk 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 rooms, the teacher will turn cribs to their side and place all babies inside the designated evacuation crib near a table where the teacher will be. When the teacher deems it safe, the teacher will perform a quick sweep of the room and then exit to the designated area outside of the building following the fire drill protocol.

After the director or designee confirms an all clear of the entire building, the children will be permitted to re-enter the building. Teachers will send a class notification to parents informing them of the drill (or actual event) when it is safe to do so.

**Intruder Drill/Shelter in Place.** 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 Mountain View Inn and will notify parents via the parent portal app for pick up procedures.

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 verbiage used will be incorporated into the regular day to day schedule. The use of Green and Red choices will be used and taught school wide. 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! We will continue to 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 (biting, pinching, etc.) may happen at times. In those cases, teachers will document the incident via the parent portal app and parents will also be notified in writing 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 to determine what is best for the child. If after several attempts to intervene with the behavior are deemed unsuccessful, the center, unfortunately, 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 are not 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 students 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.

Options shall be considered prior to expulsion, such as but not limited to reducing the number of days or amount of time the child may attend, or if applicable, referrals to the Center on the Social and Emotional Foundations for Early Learning (CSEFEL), Early Intervention System, or Individuals with Disabilities Act (IDEA). Procedures shall be developed to allow for a planned transition of a child to another program if expulsion must occur.

A Disenrollment Notification Form will be completed on all children leaving the program.