

PARENT HANDBOOK

REVISED SEPTEMBER 2026

FOUNDED IN 1984

OWNER

KATHIE CAIN

VISIT OUR WEBSITE AT

WWW.KCSCHILDCARE.COM

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WELCOME AND INTRODUCTION

Welcome to KC's 24 Hour Child Care Center!

We are honored that you have chosen us to be a part of your child's early years. We understand that choosing a child-care center is an important decision, and we appreciate the trust you place in our staff each day. At KC's 24 Hour Child Care Center, we believe that every child deserves to feel safe, loved, respected, and encouraged to learn. Our center provides a structured and nurturing environment where children can explore, develop new skills, build relationships, and grow at their own pace. We believe that families and child-care providers are partners in a child's development. Open communication, mutual respect, and teamwork between parents, guardians, and staff help create the best possible experience for every child. Our extended hours of 5:00 AM to 8:30 PM are designed to support the needs of working families while continuing to provide quality care in a safe and welcoming environment. We look forward to getting to know your family and being a part of your child's journey.

KC's 24 Hour Child Care Center is committed to providing quality child care in a safe, structured, nurturing, and educational environment. We recognize that children learn and develop in different ways and at different rates. Our program is designed to provide children with opportunities to learn through age-appropriate activities, exploration, play, social interaction, and daily routines. Our staff works to create an environment where children can develop socially, emotionally, physically, and cognitively while building confidence and independence. We believe that consistency is important in a child's development. Clear expectations, positive relationships, appropriate guidance, and communication between the center and families help children feel secure and supported. KC's 24 Hour Child Care Center also recognizes the importance of supporting working families. Our hours of operation, policies, and program structure are designed to provide dependable care while maintaining a positive environment for children. We are committed to following applicable Georgia child-care requirements, including health and safety standards, licensing requirements, and required staff-to-child ratios. Most importantly, we want every child who walks through our doors to know that they are valued, respected, and cared for.

OUR GOALS

At KC's 24 Hour Child Care Center, our goal is to provide children with a strong foundation for learning, development, independence, and positive relationships. Our program goals include:

- **Provide a safe environment** where children are protected, supervised, and able to learn and play safely.
- **Promote healthy development** by providing age-appropriate opportunities for physical, social, emotional, cognitive, and language development.
- **Encourage learning through play** by giving children opportunities to explore, create, discover, ask questions, and develop new skills.
- **Build confidence and independence** by encouraging children to try new things, make age-appropriate choices, and develop problem-solving skills.
- **Teach respect and kindness** by helping children learn how to communicate appropriately, respect others, share, cooperate, and develop positive relationships.

- **Encourage positive behavior** through consistent expectations, age-appropriate guidance, redirection, and positive reinforcement.
- **Support school readiness** by helping children develop foundational skills and positive attitudes toward learning.
- **Partner with families** by maintaining open communication and working together to support each child's individual needs and development.
- **Provide dependable care** that supports the needs of working families while maintaining a safe and nurturing environment.
- **Create a sense of belonging** so every child feels welcomed, valued, respected, and included.

Our ultimate goal is to help each child develop the skills, confidence, and positive relationships they need to continue growing and learning.

PHILOSOPHY

At KC's 24 Hour Child Care Center, we believe that **every child is unique, capable, and deserving of respect, patience, encouragement, and quality care.** We believe children learn best when they feel safe, secure, accepted, and valued. A child who feels comfortable and supported is better able to explore their environment, build relationships, try new things, and develop a love for learning. We believe that **play is an important part of childhood and learning**. Through play and hands-on experiences, children have opportunities to develop their imagination, communication skills, problem-solving abilities, social skills, coordination, and independence. We believe children should be guided with **consistency, patience, positive reinforcement, and age-appropriate expectations**. Our goal is to teach children appropriate ways to express their feelings, communicate their needs, solve problems, and interact respectfully with others. We also believe that children thrive when families and child-care providers work together. Parents and guardians know their children best, and our staff brings knowledge and experience in early childhood care and development. By working together and maintaining open communication, we can better support each child's individual needs. We recognize that each child develops at their own pace. We strive to meet children where they are while providing opportunities to help them grow socially, emotionally, physically, cognitively, and academically. Above all, our philosophy is centered on one simple belief: **Children deserve to be safe, loved, respected, encouraged, and given the opportunity to learn and grow.** At KC's 24 Hour Child Care Center, we are committed to providing an environment where children can do just that.

NON-DISCRIMINATION POLICY

KC's 24 Hour Child Care Center is committed to providing a welcoming, inclusive, and respectful environment for every child and family. We believe that every child deserves the opportunity to receive quality care, participate in our program, learn, play, and develop in an environment free from discrimination, harassment, or unfair treatment. KC's 24 Hour Child Care Center does not discriminate in the admission, enrollment, participation, or provision of services based on race, color, national origin, sex, disability, or other protected status as required by applicable federal, state, and local laws. We respect the diversity of the families and children in our program and strive to create

an environment where everyone is treated with dignity, fairness, and respect. All children will be given appropriate opportunities to participate in the activities and services offered by the center, consistent with applicable laws, licensing requirements, and the center's ability to safely meet the child's individual needs. Our staff members are expected to treat all children, parents, guardians, and coworkers with professionalism, respect, and fairness. Discriminatory, harassing, threatening, or disrespectful behavior will not be tolerated. Parents and guardians who have questions or concerns regarding this policy are encouraged to communicate with center administration. KC's 24 Hour Child Care Center will make reasonable efforts to address concerns appropriately and maintain a safe and respectful environment for everyone. We are committed to creating a child-care community where **every child and family feels welcomed, valued, respected, and supported.**

OPERATIONS

Our school is accredited by the Quality Rated Program. KC's 24 hour Child Care Center is licensed and regulated by Bright From the Start: Georgia Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies, and procedures are met. A copy of the state rules and regulations and a copy of our most recent licensing review are available to review upon request or at www.decal.ga.gov.

HOURS OF OPERATION

KC's 24 hour Child Care Center operates from 5:00 am until 8:30 pm, Monday through Friday. Our program operates year round from January to December. Fees are established on an annual basis; therefore, credit is not extended for school or legal holidays. We reserve the right to alter our business hours when needed. Should the traditional holiday occur during a weekend or be rescheduled for a long weekend, KC's will observe the holiday in accordance with the national Monday Holiday Bill.

The center observes and closes according to the following schedule:

- New Years Eve
- New Years day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

ENROLLMENT

Families are encouraged to have their children with them the first time they visit the school. It is important that the child and the parent feel comfortable with our staff and the facility. To reserve your space in our program you must submit an enrollment application and pay the non-refundable registration fee. Any special needs/ food allergies should be documented and verbally discussed with the teacher.

REQUIRED FORMS AND INFORMATION

There are several forms that should be completed and returned before your child may be admitted to the program. This is to ensure compliance with state regulations and to make sure we are providing the best possible care for all children. All forms must be updated annually, or immediately upon any changes.

For each child the following forms must be filled out and signed:

- Enrollment application
- Tuition Express
- Income Eligibility statement (Must be done once a year)
- Extra hours sheet
- Infant feeding plan (if child is under 12 months of age)
- Transportation
- Emergency information
- Parental Authorization
- Safe Sleep practices (if child is under 12 months)

ITEMS SUPPLIED BY PARENTS

The following items must be supplied by parents:

- Diapers or pull ups with tabs
- Wipes
- Pre made breast milk or formula labeled with the child's full name and date
- Extra change of clothes
- Diaper cream
- Sunscreen
- Bug spray

If it is necessary to borrow diapers and wipes you will be charged $3 per diaper and $5 per day that you are out of wipes.

Parents are encouraged to dress their children in seasonally suitable play clothes that are appropriate for inside and outside play. Please realize that the hands on way in which children learn can result in messy clothes. Each child should always have a complete change of clothes at the center, including underwear and socks. Children who are beginning to potty train should have three extra changes of clothes in their cubby. Parents should check for soiled clothes each day and replace the extra clothes as needed.

While we love to see our children share, we discourage children from bringing items from home to share. Toys and items brought from home to the center are at risk for bring broken or lost/ The center cannot assume responsibility in the case or breakage or loss. We will provide ample supplies/toys for all children.

All personal belongings should be marked with your child's name. Any personal belongings that cannot be identified will be placed in a lost and found box. If no one claims any of the items at the end of each school year, they will be discarded or donated.

No diaper bags are allowed.

CHILD RECORDS

Kc'S 24 Hour Child Care Center maintains files on each child enrolled. The following items will be included in these files:

- Health records that document the dates of services verifying that the child is current for routine screening tests and immunizations.
- Current emergency contact information for each child. This information should be updated annually or as needed.
- Names of individuals authorized by the family to have access to health information about the child
- Instructions for any child's special health needs such as allergies or chronic illness.

If a child is overdue for any health services, as a parent/guardian, you must provide evidence that an appointment has been made in order for your child to remain in the program. If you choose not to have your child vaccinated for medical or religious reasons, a form stating this must be on file. Children without a current immunization form (or a medical/religious exemption on file) will not be allowed to remain in the program after the 30-day period. Two weeks will be charged if a child has to be dismissed due to a parent's failure to complete this request on time. This is Georgia state law.

EMERGENCY INFORMATION

Parents are expected to provide the center staff with any and all contact numbers we might need in order to reach you. This includes home, work, pager, and cell phone numbers as well as email addresses. We also require the names, relationship, complete addresses, and phone numbers of at least two people from different households who could pick up your child in an emergency. Please be advised that center staff are authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child's condition. Parents must notify the center immediately upon any changes in name, address, phone number, place of employment or any other pertinent information. In the event of a need to evacuate the center (in a weather emergency, for instance), our evacuation location will be designated on a notice posted in the lobby of each school.

AUTHORIZED PERSONS

Children shall ONLY be released from the center to those individuals whose names are on file with the center. If a teacher is not familiar with the person picking up a child, he/she will ask the individual to show identification before the child can be released. Please let anyone that might pick up your child know that they will be asked to show a picture ID so they are prepared and not offended. We care as much about the safety of your child as you do. Please note that children will not be released to anyone who appears to be under the influence of drugs and/or alcohol or who does not have a proper car seat for the child. We are mandated reporters to the Department of Family and Childrens services for any concerns related to a child's wellbeing. This policy is strictly enforced for the safety of your own child. Although you may list additional authorized persons to pick up your child on the enrollment paperwork, we would appreciate knowing if someone other than the parents will be picking up your child. Pick ups not on file will only be accepted if they are added by the parents on the enrollment paperwork in person.

CUSTODY ISSUES

In the case of separated or divorced parents where visitation rights are limited, we will not deny releasing the child to such parents unless a court decree or separation document is in your child's file with us. The document must clearly forbid such parents from picking up the child from our program. The court decree must also be specific to the

rights of visitation and if the parent is allowed, on certain occasions, to pick up the child from the center. At no time, will our school get in the middle of custody issues.

ARRIVAL AND DEPARTURE PROCEDURES

It is important that parents adhere to the procedures for bringing children to school and picking them up as it ensures their health and safety. Upon arrival at the center, parents should accompany their child to the classroom or playground where they will begin the day's activities and sign them in at the front desk on the computer screen. Make sure you sign your child in at the time you arrived as well as sign out when you depart for the day. This is a state law requirement. Greeting your child's teacher(s) when you arrive or depart lets them know when your child is present in the center and gives you an opportunity to discuss any changes in eating or sleeping patterns or any other news about the home that might help them understand your child. To support your child's growing sense of daily, predictable, and secure routines and the learning experiences that are planned for your child and the other children, please plan to arrive in time to help your child settle into the center before the first activities. Breakfast is served at 8:00 a.m. and activities begin directly after that and circle time normally begins daily by 10 a.m. All students must be dropped off by 10 a.m.

TERMINATION

The contract for child care may be terminated by the parent/guardian by giving two weeks written notice in advance of the ending date. While verbal communication with your child's teacher is appreciated, it will not be considered a valid notice. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the center for care. The center may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms. Every effort will be made to prevent the notice of termination of a child from center participation. KC's 24 Hour Child Care Center, however, reserves the right to give notice of termination of enrollment under these conditions:

● Tuition payments are behind and payment is a regular issue.

● Payments have been made late on several occasions.

● Failure to adhere to policies and procedures as communicated in the parent handbook.

● The program is unable to meet the developmental needs of the child. Students may be referred for services to improve their language skills, behavior, or overall enjoyment of the program. If recommendations are not taken, the school may no longer be able to keep a child enrolled.

● Consistent behavioral problems that result from failure to obtain requested child guidance evaluation(s) or if the child's behavior threatens the well being or safety of himself or herself, other children, or staff.

● The parent or guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the school.

● Disrespecting a teacher or presenting aggressive behavior towards a staff member.

● Parental disputes between divorced parents/guardians that become disruptive to the center.

● Immediate withdrawal if there is a threat to the well being or safety of those in the center, including inappropriate language, attire, or behavior.

TUITION AND PAYMENT POLICIES

Tuition costs are averaged over the year; therefore, full tuition is due for all weeks. If a holiday falls on a weekend, we will be closed on a designated alternate day that will be announced in advance. It is important for our teachers to maintain a secure and stable environment for your child. In order to accomplish this, we must offer our staff the security of knowing that their employment with KC's 24 Hour Child care Center is consistent. In order to make this possible we have averaged tuition costs for a period of one year. Your tuition helps to support the staff and is therefore due whether your child attends no days or five days.

CAPS PARENTS: If your child does not attend at least once a week, CAPS will not pay their portion and you will be responsible for the full tuition for that week. For example: if your child is 2 years old and your family fee is $80, this means CAPS covers $95 of the $175 tuition. If your child does not attend, CAPS will not pay the $95 for that week and you will be responsible for $175 instead of just $80.

PAYMENT METHOD

We use Tuition Express and all parents are required to use this simple service that allows us to withdraw funds each week for tuition. All tuition is due by Friday at 8:30 pm for the next week.

TUITION SCHEDULE AND PAYMENT

Tuition is billed each Friday for the following week. You must make your tuition payments on Fridays in order to hold your child's place. Tuition is required on time whether or not your child is in attendance. We will assess a service charge at 8:31 pm of $20. A late fee of $20 will be posted daily until it is paid in full.

Your child's tuition pays for their care up to 20 hours(before/after school) or 45 hours(summer, infants, toddlers, and preschool). If you go over these hours you will be charged $7 per hour. You can sign up for extra hours on Mondays or Tuesdays for $1 an hour in 5 hour blocks.

A late pick up fee of $5 per minute per child will be assessed for children who are picked up after 8:30 pm. KC's 24 Hour Child Care Center may contact the Department of Family and Children's services if a child is not picked up within 20 minutes of the center closing, or for frequent late pick up for children. This is solely at the discretion of the administrative staff.

TUITION CREDITS

After six continuous months of enrollment you will be given one vacation week a year at no cost. Your child may not come to the school during this vacation week. Parents must inform us at least two weeks in advance for billing purposes.

Although our school is run very efficiently, due to the increase in cost of staffing, continuing education and equipment there may be an annual increase in tuition. If there is ever a need to increase the cost of tuition to maintain our high quality of services, parents will be provided with written notice at least 2 weeks in advance.

In an ongoing effort to provide the highest quality of services to our families, there will be an annual supply fee of $20 at the beginning of each year.

If your account becomes past due any collection costs will be borne by you, the account holder. Any legal proceedings required on delinquent accounts will be addressed through the court system with all court costs and legal fees borne by the account holder.

PROGRAM OPERATIONS

Our program is committed to providing a safe, welcoming, and consistent environment for every child and family. Clear operating procedures help ensure that our program runs smoothly and that parents and guardians understand what to expect each day.

Parents and guardians are encouraged to familiarize themselves with the procedures outlined in this section. These policies are designed to support the safety, well-being, and successful participation of all children in our program.

ACADEMICS

KC's 24 Hour Child Care Center offers a challenging approach to education. A traditional academic core is combined with innovative hands-on programs and teaching methods. This format helps our students acquire a solid academic foundation and the critical thinking skills needed to relate the knowledge obtained to applicable uses in the real world. Our teachers challenge and encourage each student to reach his or her greatest level of achievement.

CURRICULUM

The early childhood division of the school bases its academic program on a weekly unit of study for academic advancement. Teachers use lesson plans to guide the delivery of information and address individual issues of advanced skill levels or areas of improvement that are needed. Parents may supplement the curriculum by bringing in books, materials, or ideas related to the theme for the benefit of the class. Lesson plans are posted each Monday for the unit of study. Lesson plans represent the daily planned program that includes language and literacy, cognitive development, emotional and social development, and fine and large motor development. A variety of teaching methods are used to accommodate the different learning styles and abilities of students. A developmental skills checklist created by KC's 24 Hour Child care Center is used once a year. Each group of children at KC's 24 Hour Child care Center is assigned teaching staff who have primary responsibility for working with that group of children. Teachers are expected to provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed to protect children's well-being. On-going assessments of each child, as well as each child's individual interests, are used to inform classroom instruction and to make sound decisions about individual and group curriculum content, teaching approaches, and personal interactions.

DAILY SCHEDULE

Children may begin their day at KC's 24 Hour Child Care Center as early as 5:00 AM. There is a rest time for all children from 12pm to 2pm. If a child does not sleep during this period, they will be asked to rest and possibly participate in a quiet activity. KC's 24 Hour Child Care Center has a open door policy for all children enrolled in the center. Parents are permitted to visit our school and participate in any of our activities. We have special calendar events monthly, which include celebrating children's birthdays, themes and special holidays. Parents are welcome to celebrate their child's birthday at school, but should coordinate plans with the teacher in advance.

GROUPING AND STAFF/CHILD RATIOS

Children are grouped in the Center to comply with Georgia State Licensing Rules & Regulations. Children are enrolled and grouped to maximize learning potential. We strive to exceed expectations throughout the day with lower teacher to student ratios so that maximum developmental standards can be met. Class sizes should never exceed Georgia Licensing Rules & Regulations.

The maximum state ratios are:

- Infants (4 weeks – 12 months) 1:6
- Toddlers(12 months-23 months) 1:8
- Twos 1:10
- Threes 1:15
- Fours 1:18
- Fives 1:20
- Six and up 1:25

Our classrooms will never exceed the required ratio during any time. When field trips or other activities are scheduled that might require additional staffing to facilitate adult-child interaction, supervision and constructive activity among children, the Director will ensure that this is in place.

INFANT AND TODDLER CARE

As much as possible, infants and toddlers should remain in the care of a consistent teacher at the center. Because we are a family oriented center, all teachers may become familiar with these children, but a primary caregiver will be assigned and will be responsible for the basic care of the infant/young toddlers. Unless it is deemed unnecessary or inappropriate by the teaching staff and family, we will work to keep infants and toddlers with their teaching staff for a period of at least nine months to ensure a secure attachment/bond.

PROGRAM INFORMATION

KC's 24 Hour Child Care center provides a variety of educational programs:

- Infant Program - the infant program, developed for children aged 4 weeks through 12 months, provides personalized care in a nurturing environment. Activities include tummy time, language development through songs, fingerplays, reading, and picture identification, and outside blanket time.
- Toddler Program - the toddler program is designed for children age 12 months (and walking independently) through 36 months. Children will grow and learn in a safe and nurturing environment while being encouraged to explore and discover through a series of comprehensive skill building activities.
- Preschool and Pre-Kindergarten Program - the preschool program serves children ages 3 to 5 years old. Our program offers children a rich classroom environment that fosters the development of cognitive, language, math and social skills, as well as creativity.
- After School- Designed as a nurturing, protective, and stimulating second home, our School Age Program welcomes your child at the end of every school day. We offer dedicated study support, vibrant social interaction, and artistic ventures that foster genuine interest and growth. Our afterschool program provides 20 hours of care each week, with extra hours available for purchase as needed. At KC's 24 Hour Child Care Center, we also provide full-day options during breaks for your total ease. Available for children ages 4-14.

- Summer camp- Children enjoy a summer full of nature exploration, artistic creation, hands-on science, and weekly themed excursions that inspire wonder. Our summer camp program includes 45 hours of care per week, with extra hours available for purchase as needed. All field trips are included in the cost of tuition. Available for students 4-14.
- Special Needs – KC's 24 Hour Child Care Center complies with Title III of the Americans with Disabilities Act (ADA). We will work with parents or guardians and any other professionals (such as other educators or health care professionals) assigned to work with the child to create an individualized assessment to determine whether the center can meet the particular needs of the child in a group setting without fundamentally altering our program.

CHILDREN WITH SPECIAL NEEDS

KC's 24 Hour Child care Center will make every effort to include children with special needs. Staff will assess each child on a case-by-case basis in cooperation with the parents/guardians and other professionals, as appropriate. Every effort will be made to make reasonable accommodations and adaptations that are reasonably achievable.

TRANSITIONAL PLANNING

Transitions are especially difficult for children. We work diligently to minimize the number of transitions that children must make between groups and teaching staff. Every attempt is made to maintain continuity of relationships between teaching staff and children throughout the year. When a child is ready to transition to another group and/or teacher, the Director, all teachers involved and the child's family will work together to ensure a smooth transition. We also schedule our day and activities to reduce the transitions children experience during the day. Children will be given sufficient notice as well as sufficient time to transition from one activity to the next. Giving children specific tasks with clarity and consistency is important as is flexibility and attention to individual needs. If you will be picking your child up early, you should consider allowing a few extra minutes to provide your child with an opportunity to transition out of an activity in which he/she may be participating.

TRANSITIONING OF CHILDREN BETWEEN GROUPS

Children are transitioned between groups in the center to ensure that individual developmental needs are met and NOT strictly according to chronological age. The classroom placement of children is determined by administration, based on a number of factors, one of which is parent input regarding their child's needs and space availability. Conferences are scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with day-to-day routines in the child's new group. Children may sometimes be in mixed age groups including having three year olds in the two year old class when developmentally appropriate. Decisions are made on a case by case basis. Classroom placement may be made at other times of the year if the program staff and parents feel that the move is in the best interest of the child. If at any time you feel your child is not in the most appropriate classroom, please discuss your concerns with the Director.

OUTDOOR PLAY

BFTS Rules and Regulations require outside play time for all children. Infants must be provided with one hour of outdoor time each day. All other children must have 1 ½ hours of outdoor time each day when weather permits. Children in the infant class may receive up to one hour of time outside of the classroom per day. Teachers will use the Child Care Weather Watch Chart to determine if it is safe for outdoor play and to ensure that the children wear the appropriate layers of clothing for the type of weather. When outdoor opportunities for large-motor activities are not possible because of weather conditions, teachers will be prepared to offer similar activities inside.

DISCIPLINE PHILOSOPHY AND PROCEDURES

Positive guidance techniques will be used as a first measure in redirecting a child's improper behavior. Techniques should always be consistent and based on the child's specific needs and development. We have found that these methods are most effective when coupled with the cooperation of the parents. Although children under three usually cannot remember problems that may have occurred earlier in the day, we ask that you discuss the proper way to act with your child. Children strive to receive approval and praise. Should these methods not succeed, we will make several attempts to work together to resolve the conflict. Conferences with the teacher and administration may be necessary for a child who does not respond to these guidance techniques. If you have concerns about your child's behavior or development, you may schedule an appointment with the Director and she will arrange a conference. Staff members are trained to praise and encourage children while setting limits for behavior. They modify their classroom environment to prevent problems before they occur. Children are treated as individual people, and we try to respect their needs, desires, and feelings. Every attempt is made to make their early learning experiences as positive as possible. However, in the event a child remains unresponsive to continued attempts at positive disciplinary methods and becomes aggressive towards other students, classmates, teachers or administrative staff, KC's 24 Hour Child Care Center reserves the right to dismiss the child immediately from its program.

SUPERVISION

Teaching staff at KC's 24 Hour Child Care Center are assigned to a specific group of children for whom they have primary responsibility. Teaching staff supervise by positioning themselves to see as many children as possible. All children are actively supervised at all times. Classrooms and outdoor space must be designed so that there are no areas where children can hide or be out of sight. Teachers should take extra precautions, and ask for assistance if needed, when supervising children during high-risk activities or when near equipment where injury could occur. All employees are expected to use developmentally appropriate guidance and supervision skills. These guidance and supervision skills include awareness, positioning, scanning, redirection, and close supervision.

- Awareness requires basic knowledge of the children, including knowing each child's range of skills, interests, and ability to interact with others and the development stage. Knowledge of children helps teachers to monitor and enhance skills that promote children's positive behavior.
- Positioning requires being able to see all of the children. Staff should position themselves to be aware of the entire classroom and to see as many children as possible. Teachers should regularly move around the classroom or outside play area.
- Scanning involves regularly glancing around the classroom and playground to see children's involvement and what is happening.
- Redirection is a skill used as an aid in preventing undesirable and unsafe behavior. Children are redirected to other areas/activities when undesirable behavior is about to happen or occurs. This skill helps ensure the safety of all children.
- Close Supervision is required for all children in areas that are near where injury may occur. This requires the use of all of the above methods as well as teachers being in close proximity to the children. Close supervision is especially needed when children are waiting to be picked up due to illness or injury and need to be kept safe and comfortable.

BITING

With young children biting is, unfortunately, common. Though our teachers use best practices to prevent biting, children occasionally do bite each other. When it happens, the area where the child was bitten is immediately washed with antiseptic soap and water. Both children are then given care. An accident/incident form is filled out and the parent of the child who was bitten is given a copy. The name of the child who did the biting will be given only to the parent of that child so that they can work with the staff to eliminate the behavior. An accident/incident form is completed and given to the parent of the child who did the biting. The lead teacher will work with the parents/guardians to help them form a plan to reduce any future occurrences. If intervention by the lead teachers in cooperation with the parents/guardians does not bring resolution and the problem continues, the Director will help plan additional interventions. Only after all options have been exhausted will a child who bites be asked to withdraw from the program.

PARENT/CENTER RELATIONS

We understand how important your child's health, safety, and well-being are to you. Our goal is to provide a safe, caring, and supportive environment where your child can thrive. We will do everything we can to support your family and ensure that your experience with us is a positive one.

Please take a moment to carefully review the following policies. They are designed to help us maintain a healthy, safe, and happy environment for all children and families.

CONFIDENTIALITY

In order to provide the best care possible, we do collect a great deal of information about your child and your family. We know that much of this information is personal, and we take special precautions to ensure the confidentiality of this information. All confidential files are maintained in a locked file cabinet. Information about children or their families is only shared on a "need to know" basis. If a need arises to discuss a child with someone outside of KC's 24 Hour Child Care Center, written parental permission will be obtained. Please note that your child's teacher will have access to your child's file to assist him/her in meeting your child's needs. Regulatory authorities may also have access to these records on request to ensure that we are maintaining all required information. As the parent/legal guardian, you may request to review your child's file at any time. All documents and information on file is the property of KC's 24 Hour Child Care Center. We are not required to give you copies of any information. To this end, we also request that our families respect our confidentiality policy. Please do not discuss another child and/or family or ask questions about any child other than your own. Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property: Examples include any verbal assault, threat of violence; threat or act of unwanted physical touching Disrespectful conduct toward teachers, administrators, or other school personnel: Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Disrespectful conduct toward other students, school visitors or persons attending school-related functions: Examples include use of vulgar or profane language; verbal assault, including threat of violence; verbal or physical taunting; any threat or act of unwanted.

OPEN DOOR POLICY AND CHILD ACCESS

KC's 24 Hour Child Care Center understands the value of the parent and child relationship as the family serves as the child's first teacher, and the bonds of a child and their family is crucial to healthy development. It is for this reason that we maintain an open door policy for all the families of the children served. Parents and family members (those

listed as authorized persons) will have open access to their children who are enrolled in the program at all times. The only exception is if there is legal documentation on file in the center that forbids access. Parents of children enrolled in our programs are not required to call prior to arriving or entering the program and may visit unannounced at any time during center operating hours. Our only request is that the child's reaction be considered for visits that will not result in the child leaving with the parent, as this can sometimes be very upsetting for young children. However, we do ask that during drop off and pick up you do not linger as this can disrupt learning time and supervision.

PARENT INVOLVEMENT AND COMMUNICATION

Parents are the most instrumental part of a child's development, and we encourage your participation in our program. However, when your child begins school at KC's 24 Hour Child Care Center, we recommend not visiting the classroom until he/she is well adjusted in his/her new environment. Thank you for entrusting us with the care and education of your child; we hope you will feel free to visit and participate throughout the year.

Parents are asked to address any concerns or suggestions directly with the administrative staff or in written format through email at kcs24hrccc@bellsouth.net. This gives our school the opportunity to improve programming and answer questions that may arise. We do not recommend discussing concerns with other parents since it does not bring resolution to the matter. Positive relationships between parents and the teaching staff are crucial to maximizing the potential of your child's education. Parents should support the school in all ways, including resolving issues of concern directly with the administrative staff. Because children learn from observation, parents are also expected to treat all members of the administration and teaching staff at KC's 24 Hour Child care Center with respect and in a professional manner. KC's 24 Hour Child Care Center does not tolerate abusive or inappropriate behavior against its teachers or administration staff by parents, nor does it tolerate such behavior in front of students of any age.

CONFERENCES

Parents are encouraged to talk about their child's progress with the teacher on a regular basis in order to keep the lines of communication open. Conferences are held once a year for infants through preschool. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. Student records and related communications are deemed confidential. Teachers and administrators do not divulge any confidential information obtained from observations, conversations, correspondence, personal records, clerical materials or other sources except as may be legally required.

PHOTO RELEASE

The teachers at KC's 24 Hour Child Care Center regularly take pictures to document the experiences of the children. By signing the enrollment application, you give permission for your child's photograph to be used for marketing purposes and on social media and our website.

GRIEVANCE PROCEDURE

Although the center makes every attempt to offer the highest quality of care to all children and families, there may be occasions when parents have concerns about particular events, situations, or staff. If this occurs, parents are encouraged to talk to their child's direct caregiver as a first point of contact. If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the center Director. The Director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director's inquiry and action taken. Again, our goal is quality child care and we encourage parents to bring their concerns to us so that we can work together to ensure that quality.

COMMUNICATION BETWEEN FAMILY AND CENTER

Good communication between families and the center is essential to maintain the level of service that it is our intention to offer. There are many avenues for maintaining this connection:

- Please avoid using cell phones when in the center, your child is excited to see you and looking forward to sharing all of their wonderful day with you.
- One to one conversations with Teachers/Director at daily arrivals and departures.
- Telephone conversations with Teachers/Director at mutually convenient times.
- Conference appointments at mutually convenient times with teachers/Director to ensure plenty of time to talk over matters of interest or concern.
- E-mail conversations when time constraints limit direct conversations.

OFFICIAL NOTICES

Changes in policies and procedures and official notices will be communicated in writing and placed in your child's cubby. A posted menu will also be available in the lobby and on the bulletin board outside your child's classroom.

CUBBIES

Each classroom has a designated place for parents to check every day to collect their child's belongings and for any communications about the day's activities. It is important that your child's cubby be checked daily to ensure that you do not miss any important communication.

PARENT DRESS CODE

When entering the building, all parents must be dressed appropriately. Adults are role models for children and as such, we expect our parents to be dressed appropriately.

GENERAL OPERATING POLICIES

Please read the below general policies.

SPECIAL EVENTS AND BIRTHDAYS

Parents are welcome to celebrate birthdays at the school. Advance notice with the teacher is required in order to allow planning. Any food items must be store bought. Food cannot be homemade due to allergies.

PROHIBITED SUBSTANCES

KC's 24 Hour Child Care Center is a smoke-free facility. Smoking or vaping is prohibited on the grounds , within the center premises, or any vehicle being used to transport children.

PROHIBITED ITEMS

Absolutely no firearms are allowed on KC's 24 Hour Child Care Center premises. If you are caught with a firearm of any type, you will be immediately asked to leave. The only exception to this policy is for active law enforcement officers required to carry a firearm.

EMERGENCY CONDITIONS

In case of emergency, we will make every effort to contact you as soon as possible. Keeping your child's forms updated will eliminate delays in reaching you. In emergency situations, it is important that parents pick up their children within one hour of initial contact . In the event of a medical emergency, KC's 24 Hour Child Care Center premises will administer First Aid or seek emergency medical attention if it is deemed necessary. If the center must be evacuated for any reason, the children will be transported to Calvary Baptist Church on 278. Once the children are situated, phone calls will be made to all parents. Emergency conditions, such as severe weather, power outages, or fire, can disrupt operations and interfere with our operating schedule, as well as endanger our families and employees. These extreme circumstances may require the closing of the facility. When operations are closed due to an emergency, tuition will not be prorated. In the event of an emergency or severe weather, you will be notified of any schedule changes or closures.

EMERGENCY PROCEDURES

In the event of a localized emergency such as the loss of power , the Director is authorized to close the center to protect the health and safety of children and staff. There are emergency procedures and equipment in place to ensure the safety and wellbeing of our children, families and staff. Each classroom has posted evacuation and emergency procedures. Be sure to familiarize yourself with these upon arrival. All families will be provided with a written plan for handling all emergencies including severe weather, loss of electrical power or water and death, serious injury or loss of a child. In emergency situations, please refer to these procedures. Do not call the center as we will be busy taking care of the children. Please note that no center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

CONFLICT OF INTEREST/CONTRACTING EMPLOYEES

The teachers in our center are professionals. As such, we expect them to abide by the Code of Ethical Conduct as set forth by the National Association for the Education of Young Children. This principle reads "We shall not use our relationship with a family for private advantage or personal gain, or enter into a relationship with family members that might impair our effectiveness in working with children". We ask for your cooperation and support by refraining from asking any of our teaching staff working in the center to provide care for your children at any time other than when they are in the center. We understand the level of comfort that you feel with the teaching staff and how hard it is sometimes to find quality after hours care, but we also know that you expect excellence and high quality from our centers and we expect it of ourselves. Your support helps us achieve those goals.

PETS

From time to time our center may include animals as part of the curriculum. If your child has any allergies to pets, please indicate those on your enrollment/admission materials and talk with the Director and your child's teacher.

TRANSPORTATION

KC's 24 Hour Child Care Center will provide transportation for many schools in Newton County. KC's 24 Hour Child Care Center assumes responsibility for children when they are received by KC's 24 Hour Child Care Center staff or delivered to our facility. A $10 fee will be added to your account if you do not let the center know your child will not be getting picked up by us by 12:30pm.

OUTDOOR PLAY

Children must wear shoes that have a back on them to keep them safe during outdoor play. The equipment is always kept in good condition, but sandals and flip flops are dangerous while climbing and running outside.

PERSONAL PROPERTY

While visiting the center, it is important that you never leave your personal property accessible to children. You are asked to leave all belongings in your vehicle OR ask the Director to place your items in a secure location inaccessible to the children.

UNSAFE OR UNHEALTHY CONDITIONS

If you become aware of an unsafe or unhealthy situation or condition in any portion of the facility (indoors or outdoors), you are asked to immediately make the Director aware.

CENTER SECURITY

The center is accessed through the front door by fingerprint. Do not let anyone you do not know through the door. KC's 24 Hour Child Care center has multiple cameras in each classroom and around the premises, the cameras are not accessible to parents.

HEALTH AND SAFETY

- Snow and ice: In the event of snow and ice, administration will make the decision based on all available information in conjunction with the Newton County Emergency Management Department regarding closing. A message will be sent out to parents in the event of a closure.
- Tornado warnings and severe thunderstorms: in the event of severe weather warnings, there are procedures in place to keep the children safe. We practice our severe weather and fire drills regularly so your child will feel safe when it is necessary to remain in the drill position for an extended period of time.
- First Aid Treatment: The front office will administer first aid for minor injuries. You will be notified of the injury and the action required. If we feel your child has received a serious injury or illness, the following emergency plan will be followed: 1. Contact parents or emergency contact (if parents cannot be reached). 2. Transport to nearest hospital or call 911 Emergency Medical Services (EMS)
- Emergency Drills: In order to prepare for unexpected emergencies, there will be unannounced fire/emergency drills during the school year. Instructions for evacuation of the building are posted in each classroom.

SCREENING AND ASSESSMENTS

Screening and assessments are an important part of high quality early care and education programs. There are many reasons to utilize appropriate screening and assessments. The primary reasons include:

- To learn about the development, interests and needs of each child so that appropriate individualized teaching strategies that extend, enhance, and guide each child's learning and continued development can be implemented.
- To detect early signs of delay in development so we can get early intervention from specialists.
- To improve curriculum and teaching practices which contribute to overall program improvement.
- To improve and/or adapt the learning environment if needed.

- To communicate with families about their child's progress and needs.

KC's 24 Hour Child Care center uses the Ages and Stages Questionnaire(ASQ).

SAFETY PRECAUTIONS

The infant classroom is a "shoe-free zone." Teachers and other visitors are asked to remove their shoes before entering the infant classroom. Baby walkers are not permitted at KC's 24 Hour Child care Center . A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is removed from the classroom and hand washed using water and detergent, and then rinsed, sanitized, and air dried before it can be used by another child.

HAND WASHING

Our center is dedicated to providing a healthy and safe environment for the children, families, and employees that enter our program every day. Your support is needed to prevent the spread of germs. Adults should assist children with hand washing as needed to successfully complete the task. If you decide to remain at the center after you have signed your child in, we ask that you wash your hands in accordance with the guidelines listed below.

Children must wash their hands at the following times:

- Upon arrival for the day.
- After diapering or using the toilet (use of wet wipes is acceptable for infants).
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit).
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry).
- After playing in water that is shared by two or more people.
- After playing in the sand.
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- When moving from one group to another (e.g., visiting) that involves contact with infants and toddler/twos.
- After re-entering from outside play.
- After contamination by any other means.

Adults must also wash their hands:

- Before and after preparing a bottle and/or feeding a child.
- Before and after administering medication.
- After assisting a child with toileting.
- After handling garbage or cleaning. Proper hand washing procedure must always be followed.

Adults and children should wash their hands with liquid soap and warm running water. Hands must be rubbed vigorously for at least 30 seconds, including back of hands, wrists, between the fingers, under and around any jewelry, and under fingernails. Hands should be rinsed well and then hands should be dried with a single-use paper towel. The paper towel should be used to turn the water off and should then be discarded. Our efforts to minimize the spread of germs include daily cleaning of infant and toddler toys, certain equipment and classroom

areas, kitchen areas and bathrooms. Children's cots, mats and cribs are also kept separate and marked for use by one child only. Sheets are washed at least once a week or when visibly soiled. Cribs and mattresses are cleaned weekly or before use by a different child.

PROTECTION FROM WEATHER CONDITIONS AND INSECTS

To protect against cold, heat, sun injury, and insect-borne disease, KC's 24 Hour Child Care Center takes the following precautions:

- Parents are requested to dress their children in clothing that is dry and layered for warmth in cold weather and in sun-protective clothing (light with a tight weave) during hot weather.
- Children will have the opportunity to play in the shade while outside. If necessary, children may have sunblock/sunscreen applied to their skin for protection. This sunscreen or sunblock should have UVB and UVA protection of SPF 15 or higher. It will be applied to exposed skin and only when written permission from the parent or guardian is on file. (You may obtain a consent form from your child's enrollment packet.)
- When public health authorities recommend the use of insect repellents due to a high risk of insect-borne disease, repellents will be used, and these will be applied only on children older than two months. The insect repellent will be applied no more than once a day and only with written parental permission.

MEDICATION

KC's 24 Hour Child Care Center does not give any form of medication. If your child has an epi pen we will store it in a secure location and we must have an action plan on file.

FIRST AID TREATMENT AND EMERGENCY MEDICAL CARE

Minor bumps and scratches are inevitable, but it is our responsibility to make every effort to keep children safe by maintaining close supervision and a safe environment. All of the employees at KC's 24 Hour Child Care Center are trained in CPR and First Aid. Minor injuries will be treated with the appropriate first aid following universal precautions. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, the child will be transported by ambulance to Piedmont Newton at 5126 Hospital Dr. NE in Covington, GA where you will be asked to meet us. An employee will be assigned to stay with your child until a parent arrives, or longer if necessary. If your child has a dental emergency, you will be asked to pick your child up to seek appropriate care. All injuries will be documented on an injury report form. A copy of this documentation will be filed and a copy will be provided to you. If required, the Director will make a report to Bright from the Start.

INJURY AT THE CENTER

If your child is injured at the center, an accident report will be completed within 24 hours by your child's teacher through the ProCare app. If the injury is to the head or the injury causes the child to bleed a paper incident report will be written and a copy will be given to you for your signature, you will also receive a phone call. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel called, if needed, and you will be contacted by phone for further instructions. The child's parent/guardian shall assume responsibility for any fees incurred in seeking medical treatment per your contract.

ILLNESS/COMMUNICABLE DISEASES

This program is operated as a "well-child" facility. We are not equipped to provide care for sick children. The following illness policies are mandated by our licensing agency and will be strictly enforced for the health, well-being, and safety of all concerned.

- Sick Child Policy Every course of action is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. Under no circumstance may a parent bring a sick child to the childcare program. If a child shows any signs of illness or is unable to participate in the normal routine and regular activities, the child should be kept home. Sick children expose other children, as well as the center staff, to the spread of germs and require additional care and attention that is not available in a group care setting. Because illness can be a great disruption for all involved, your cooperation in preventing the spread of germs/illness is extremely important. Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to pick the child up. In accordance with state regulations and best practices, a sick child will not be permitted to return to care for 24 hours after the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they received the first dose of an antibiotic, or as otherwise indicated by a doctor's note. If you aren't sure about whether or not to bring your child to care, please call the center to discuss it. Confirmed allergy-related symptoms and non-communicable illnesses typically will not require exclusion.

Symptoms Requiring Removal of Child from Care NOTE: A fever is defined as having a temperature of 100°F or higher. A child must be fever free for a minimum of 24 hours before returning to care. Please note that this means the child must be fever free without the aid of Tylenol or other fever-reducing medication.

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or two or more loose stools within the last four hours.
- Vomiting: two or more times in a 24-hour period.
- Breathing trouble: sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- Runny nose (other than clean), draining eyes or ears.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- The child is irritable, continuously crying, and requires more attention than can be provided without risking the health, safety, or well-being of the other children in care. In accordance with BFTS rules, the current communicable disease chart of recommendations for the exclusion of sick children from care and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. Ill children may return to care 24 hours AFTER symptoms of the illness end, which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom-free for 24 hours without the aid of medications.
- Parent Notification Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child such as, but not limited to, any of the following: elevated temperature, vomiting, or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

INFANT SLEEP PRACTICES

When infants and young toddlers are sleeping, staff will maintain active supervision. When actively engaged with other children, teachers will be positioned to hear and see any sleeping children. Teachers will also regularly check to ensure that cribs are secure and safe for the child. In accordance with state law and best practices, all infants MUST be placed to sleep on the infant's back unless the center has provided a physician's written statement authorizing another sleep position for that particular infant. This practice is to reduce the risk of Sudden Infant Death Syndrome (SIDS). All infants will be placed to sleep on a firm mattress with a tight-fitting sheet in a crib with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. If a child falls asleep outside of the crib, he/she will be placed in a crib as soon as possible. The infant's head will stay uncovered at all times. The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees, depending upon the season. When an infant can easily turn over onto his/her stomach, he/she will continue to be placed to sleep initially on his/her back but will be allowed to roll over onto his/her stomach as preferred by the child. Positioning devices that restrict an infant's movement in the crib will not be used unless a physician's written statement authorizing its use is provided for that particular infant.

DIAPERING PRACTICES

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversations about what is happening. A changing table is located in each classroom serving diapered children. Caregivers' hands are always washed before and after a diaper change, the child's hands are washed after a diaper change, and the changing surface is cleaned and disinfected after each use. Parents are requested to supply diapers and wipes for their children while in care. For children who are not able to use disposable diapers, parents must provide documentation from their health provider. Please check your child's supply of diapers and wipes regularly to ensure there is an ample supply. Diapers are checked/changed a minimum of every two hours, or as needed. Wet and/or soiled diapers are always immediately changed. All program staff have been trained in the proper procedure for changing a child's diaper.

POTTY TRAINING PROGRAM

Children are moved to our Two-year-old classroom beginning at the age of 26 months depending on readiness, maturity, etc. Children may begin potty training in this age group. Parents should speak with the teachers to discuss an action plan for mastery of toileting skills. Pull-ups with tabs are recommended based on the needs of the child. Remember that toilet training for a child occurs over a period of time that can range from a few weeks to several months and include several stages of development. Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or child care center, or a new baby in the family. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control (or during naps taken during the day). Children must master potty training before being moved to the next preschool classroom. They should be able to go to the bathroom without being prompted. Children should be independent enough to go on their own.

SUSPECTED ABUSE/NEGLECT

All employees of KC's 24 Hour Child Care Center are Georgia-mandated reporters of child abuse and neglect. We are required, by law, to report any suspected instances of child abuse and/or neglect to the local Department of Family

and Children Services. If a staff member is accused of abuse or neglect of a child in the program, Bright from the Start will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

NUTRITION

KC's 24 Hour Child Care Center participates in CACFP through BFTS. You can find the USDA non discrimination statement here: https:// www.usda.gov/non-discrimination-statement.

One of the most important ways that we can help a child improve their academic ability is to provide a well-balanced meal plan. Each meal that we prepare meets or exceeds the USDA requirements for a nutritious meal or snack. Parents will hopefully mimic this at home and limit fast food and outside-prepared food. Students are taught that healthy meals should include vegetables and fruit.

Breakfast is served at 6:00 am for before school students and 8:00 am for infants through preschool. Students will be offered a balance Breakfast, Lunch, Snack, Dinner, and PM snack.

Students are transitioned and led through a series of self-help skills in order to master feeding themselves in the toddler program. The mastery of independent feeding should be achieved, in most cases, by the age of 2.

FOOD SAFETY

We comply with all the standards of the USDA Food Program. You are responsible for notifying us, in writing, if your child has any dietary restrictions. Employees will encourage children to try new foods, but will never require a child to eat particular foods if they do not want to. Food will never be used as a method of discipline.

FOOD FROM HOME

One of our goals is to introduce children to an array of foods to diversify their palate and introduce nutrient dense foods. Occasionally, if a child has a very limited range of tolerated foods, special arrangements may be made with the Director for meals to be provided from home while feeding therapy is in place. The Center must have a physician's note on file in order to accommodate any special arrangements. Meals provided from home must meet the USDA guidelines for nutritionally sound and well-balanced meals. If the food is provided from home, it must be provided consistently every day and must be labeled with the child's name and date. As the center promotes healthy eating practices, please do not send chips, snack food, sweet desserts, or carbonated beverages to school with your children. Food brought from home for sharing among the children must be either whole fruits, healthy homemade foods, or commercially prepared packaged foods in factory-sealed containers. All unused portions of food will be returned to the parents (depending on the arrangements made). Except in these special cases, food should not be brought into the center.

INFANT NUTRITION

Infants on formula or breast milk will be fed on demand in accordance with the feeding plan provided by the parents. Mothers wishing to breastfeed their children are always welcome. Infants and other young children requiring feeding assistance will be closely supervised. Feeding time is used as an opportunity to bond and communicate one-on-one with the children. Younger children will be held while eating while older children will be joined by their teachers during meal/snack time and enjoy pleasant conversation. A written feeding plan is required to be furnished by the parent for any child less than one year of age. The plan should include information about the time and amount for each food and/or beverage that is to be provided to the child. This plan should be updated whenever the child's

feeding habits change. Infants who have not learned to sit will be held for bottle feeding. Those who are sitting may be held or may sit to be fed, but will still be interacted with during the feeding. Teaching staff will offer children fluids from a cup as soon as you and the teacher decide together that a child is developmentally ready. No infant or toddler may be fed while in his/her crib. Children may NEVER be fed with a propped bottle. Toddlers/Twos may not be allowed to carry bottles, sippy cups, or regular cups when crawling or walking.

ALLERGIES

When your child is enrolled, you should note all allergies on your child's enrollment form. Allergies will be posted in the classroom and special monitoring will be followed by the teacher and any food service staff to ensure the child is not served any items that are on your child's list. We advise you to also let the teacher know of any allergies.

CHOKING HAZARDS

Staff will be on alert for any food or other items that may pose a choking hazard. If a child begins to choke on any food or other foreign object, First Aid procedures will be followed. Due to state rules, hair beads and jewelry are not allowed because of the possibility of loose parts that may be picked up by your child or a friend in the class. Teething beads are also not allowed.

STANDARD PROCEDURES AND PRECAUTIONS

- Parents, staff, children, or any other person entering the building should not do so if they knowingly have or present symptoms of a fever or diarrhea.
- Water bottles are allowed for you to provide for your child. They must be labeled with your child's name and they are cleaned and sanitized between use. Students that do not have a water bottle will be provided with a disposable, single-use cup for water or beverages
- Outside book-bags are not allowed
- Outside food is not permitted

K.C's Additional Rates

*These are additional charges that could be added if policies and procedures are not followed thoroughly.

Enrolled Children:

No clock in/out fee	$5.00 per child
Late fee	$20 per day

*late fee applies if tuition is not paid by 12:00 a.m. Monday morning until balance is paid in full

Service charge	$20

*fee applies if there is a balance of $1+ owed by 12:00 a.m. Sunday morning

Overtime fee	$7.00 per hour (anything over 20 hrs for before/after care or 45 hrs for full time care.)
Extra hours	$5.00 per 5 hours
Late Pickup	$5.00 per minute after closing time

School Pick Up Children:

No call no bus run fee	$10.00

*cut off time to call and let the center know your child will **NOT** be riding the bus is 12:00 p.m.

Non-potty trained children:

No diaper fee	$3.00 per diaper
No wipes fee	$5.00

Shaken Baby Syndrome:

Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) is dangerous condition resulting from violent shaking or shaking and impacting of the head of an infant or small child (important to note this does not necessarily include rough play or bouncing your child but involves violent and forceful shaking like in moments of extreme frustration). This condition is a form of child abuse that has the potential to result in death or permanent neurologic disability.

Why is Shaking a Baby Dangerous?

Violent shaking for just a few seconds has the potential to cause severe injuries. While shaking may cause injury to children of any age, children are most susceptible to being injured during their first year of life. Factors that contribute to a baby's vulnerability include:

- Babies heads are heavy and large in proportion to their body size.
- Babies have weak neck muscles.
- Babies have fragile, undeveloped brains.
- There is a large size and strength difference between the victim and the perpetrator.

Shaken Baby Syndrome can cause serious and even lifelong consequences such as :

- Learning disabilities
- Physical disabilities
- Visual disabilities or blindness
- Hearing impairment
- Speech disabilities
- Cerebral Palsy
- Seizures
- Behavior disorders
- Cognitive impairment
- Death

Possible Signs and Symptoms of SBS/AHT:

- Lethargy / decreased muscle tone
- Extreme irritability
- Decreased appetite, poor feeding or vomiting for no apparent reason
- Grab-type bruises on arms or chest
- No smiling or vocalization
- Poor sucking or swallowing
- Rigidity or posturing
- Difficulty breathing
- Decreased level of consciousness
- Seizures
- Head or forehead appears larger than usual
- Soft spot on head appears to be bulging
- Inability to lift head
- Inability of eyes to focus or track movement
- Unequal size of pupils

SBS can be prevented by raising awareness of the causes and consequences of violently shaking an infant or small child. It is important for parents to know and understand their own limitations for dealing with exhaustion and stress and to be able to recognize when they are overwhelmed. Parents should come up with a plan for when they find themselves feeling overwhelmed or overly frustrated with their child. This plan can include asking loved ones for help caring for their child or setting their child down in a safe space and taking a quick break to calm down and compose themselves.

For more information on Shaken Baby Syndrome you can visit the National Center on Shaken Baby Syndrome at www.dontshake.org

K.C.'s 24Hr Child Care Center

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **K.C.'s 24Hr Child Care Center** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: K.C.'s 24 Hr Child Care Center 5119 Hwy 278 NE. Covington Ga, 30014. 770-787-9000**

2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) benefits can get free meals. Foster children and children enrolled in Head Start are also eligible for free meals. Children in households participating in WIC may be eligible for free meals.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application. Children in households participating in WIC may be eligible for reduced price meals.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get $1000 each month, but you missed some work last month and only got $900, put down that you get $1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children should contact **[name, address, phone number].**

9. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

10. ***(Pricing program only)*** **Will the information I give be verified?** Maybe. We may ask you to send written proof to verify the information you submitted on the form. **What if I disagree with the decision about the information I complete on this form?** You should talk to K.C.'s 24 Hr Child Care Center

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call **770-787-9000.**

Sincerely,



June 2011

Dear Parent/Guardian:

If your children qualify for free or reduced price meals, they may also be able to get free or low cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to become sick.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, *unless you tell us not to.* Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children in this health insurance program. Filling out the CACFP Meal Benefit Income Eligibility Forms does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send it with your Income Eligibility Form to [address] by [date]. (Sending in this form will not change whether your children get free or reduced price meals.).

□ No! I DO NOT want information from my CACFP Meal Benefit Income Eligibility Form shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Signature of Parent/Guardian: _____

Today's Date: _____

Print Your Name: _____

Address:_____

For more information, you may call _____ at _____October 2008

PARENT ACKNOWLEDGEMENT

THANK YOU!

Thank you for the opportunity to serve your family. We look forward to a long, positive relationship!

I/We, _____, the parent(s)/Legal Guardian(s) of _____, acknowledge that I/We have read and understand the Early Childhood Parent Handbook. Furthermore, I/We fully agree to comply with all policies and procedures as set forth. I understand that this document is also available on the website for review.

Parent Signature Date Signed _____ Date Signed _____

Parent Signature Date Signed _____ Date Signed _____