

# Parent Handbook



**Kids CARE Academy**  
Christ Centered Learning

KCA-003

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This handbook will familiarize you with the policies and procedures our dedicated staff will utilize in order to achieve our vision. At Kids CARE Academy we strive to provide a faith based and standards driven curriculum with top quality facilities and care to equip children with resources needed to become Christ-centered lifelong learners. Kids CARE Academy’s vision is to...

**C**onnect with others and the community to

**A**chieve academic success and

**R**eform the educational experience to

**E**quip children to become Christ centered lifelong learners.

**Program Information:**

**Hours:**

Kids CARE Academy will provide a half day preschool for ages 2 years to Transition Kindergarten Monday through Friday 9:00-1:00. The program closes at 1:00. A grace period of 5 minutes will be granted, however after 1:05, \$1 per minute, per child, will be charged for late pick -ups.

**Closings:**

**Kids CARE Academy will follow the Fort Mill School District school calendar in regards to holidays, workdays, and progress reports. A calendar will be given to you at orientation.**

**Tuition:**

Kids CARE Academy requires all tuition payments to be made by electronic funds transfer from your savings or checking account. All tuition is paid in advance, and will be withdrawn on the 1<sup>st</sup> of the month. Tuition is prorated to account for holidays, and workdays, therefore tuition will remain the same each month regardless of the number of holidays. We appreciate your understanding in this matter as we believe quality care and instruction stems from the wellbeing of our employees. In the case of “insufficient funds” a onetime grace period will be extended. You will have one week to pay in full, including a \$25 insufficient fund fee. In the case of a second “insufficient fund” notice, the director will call to schedule a meeting upon which we will discuss a better payment plan or dismissal.

Parents with two or more children receive a 10% discount off the second child

	2 day	3 day	5 day
Tuition	\$200	\$285	\$375

**Enrollment and Withdrawal:**

Kids CARE Academy charges a non-refundable registration fee annually for supplies and curriculum. This fee will be deducted at enrollment and again each year at the start of the fall session. Parents will also need to complete an application upon enrollment and then again at the start of the fall session, to ensure updated information is on hand. A current shot certificate is also requested upon enrollment and must be kept up to date.

Upon withdrawal from the program, a two week notice must be given unless otherwise waived by the director. If no notice is given, no refund of tuition will be given.

Registration fee:

2's = \$90

3's-4's= \$125

**Building Security/Release of Children:**

The building will remain locked at all times. A staff member will open the main entrance from 8:50-9:00, and 12:00-1:00 greeting parents/guardians as they enter. If you arrive to drop off or pick up when the doors are locked you will be asked to call the office. A staff member will verify your identity and let you in.

Children will be accompanied in/out of the building by their parent/guardian daily.

Parents will be issued 4 identification cards to use at pick up. The cards will have a picture of the child/children as well as a list of authorized persons able to pick up. A card must be shown in order to pick up until the teacher becomes accustomed to the "routine pick up person."

However, if any other person other than the "routine pick up person" comes to get the child/ren, please make sure they have an identification card and license available. If you lose the card and need a replacement there will be a \$5 charge.

If someone other than an authorized pick up person is coming, please call the office or provide a written note. Please also advise them that they must show their license in order to pick up that day. Any additions, changes, or deletions to the authorized pick up list must be made by the parent/guardian. Identified biological parents will not be removed from any forms or denied from picking up a child unless a court order prohibiting them is provided. If you are not married and the biological parent arrived to pick up the child and is not listed on the paperwork, that parent has to provide proof (birth certificate with his/her name on it) before the child can be released.

## **Free and Full Access**

Parents are to have free and full access to their children, unless a court order stipulates otherwise and the visit does not disrupt instructional activities or classroom routines

## **Parent Communication and Involvement:**

We look forward to building relationships with our parents. It is important that our children know we are a team. Each classroom teacher will communicate with parents via a newsletter and/or classroom dojo (free app). The classroom teacher may also have her own unique ways of communication which will be addressed at orientation.

Parents can be involved in the following:

- join us for snack or lunch
- read us a story
- send in useful items or items from the classroom wish list
- attend parent teacher conferences twice a year
- Christmas/Easter Program
- Pray for our children and staff
- Join our church in special events like “jersey day”, trunks of treats etc.

## **Medication:**

The director or designee will administer **emergency medication only** (epi pen, nebulizer, and inhaler) provided the following guidelines are met. Due to the fact that we are a half day preschool, parents can administer medication prior to arriving and then again at dismissal. The facility reserves the right to refuse to administer any medication.

- All medications must be locked in the office with the director or person in charge to ensure proper handling
- no medications (including topical solutions, such as diaper creams and sunscreen) can be left in classrooms or **diaper bags**. They must be locked in the cabinet.
- parents must sign in any needed medications by filling out the medication log in the office. We must have complete information before medications can be administered (times to be dispensed and dosage)
- all medication must be in original containers and labeled with child’s name and current date. We cannot give medication that is not in the original container or prescribed for someone other than the child. Medicine will be dispensed as directed on the container. The first dose must be given at home in case there is an allergic reaction.
- If your child needs special medical procedures (ex: nebulizer treatments), we need a signed note from your physician stating the types and amounts of medication to be given, times and any other specific information.**
- If your child has severe allergic reactions to certain foods or insect bites, you may keep a prescribed Epi-pen at the center. Written instructions from a physician on when to**

**administer it must be provide, as well as written permission from the parent for us to administer it in an emergency.**

-Information will be logged immediately following the administration of the medication and a copy will be provided to the child's parent/guardian.

-If there is an error in administering the medication, parents/guardians will be notified immediately and it will be documented in writing. If the error required medical attention, DSS will be notified.

**\*\*Tylenol or other fever reducing medications will not be administered\*\***

### **Illness:**

Our main priority is the safety and wellbeing of our children and staff. Please take that into consideration when determining if you should bring your sick child to school. This is a zero tolerance policy and must be upheld.

If your child develops a fever (101 degrees) overnight, or shows any signs of illness please keep them home. If your child develops a fever (at the discretion of the director depending on symptoms), diarrhea, or vomits while in our care, you will be informed immediately and will be expected to pick your child within the hour. If possible, we will remove your child from the environment for the safety of the others.

If your child is sent home with any of these symptoms please keep them home until they have been free of these symptoms for at least 24 hours or you have a doctor's note stating otherwise. For example, if your child is sent home with a fever at 11:00 am but their fever does not break until 9:00pm. Then the child must be 24 hours fever free from the time in which the fever broke. Thank you for your cooperation with this.

### **Children sent home with vomiting can return when:**

- all vomiting has stopped (24 hours after the last time he/she vomited)
- child can eat and drink normally
- child is not on medication to prevent vomiting

### **Children sent home with diarrhea may return when:**

- Stools are back to normal for your child both in frequency and consistency-no diarrhea within 24 hours
- child is not on medication to control diarrhea

### **Children sent home with fever may return when:**

- child's temperature has returned to normal and remained normal for 24 hours without the use of medication.

**Discipline:**

Corporal punishment is not used at our facility. At Kids CARE Academy we believe that children display unwanted behaviors due to a variety of issues. It is our job to figure out what is causing the behavior and try to teach the child how to deal with the issue in a positive way. Children are always learning even in regards to social emotional growth. We believe it is important to focus on the root of the problem and help the child find a way to solve it. We will model appropriate behaviors and have the child go to a “thinking” area for 1-3 minutes (depends on age) to think about how they could handle the situation differently the next time. If physical behaviors are observed (ex: hitting, biting, kicking) we will remove the child from the situation and talk with them about why they are behaving this way and offer accommodations to give the child an alternate outlet for aggression or teething (ex: teething necklace to wear). If continued physical or social emotional behaviors persist we will have a parent conference to discuss other possibilities. If the implemented procedures discussed at the parent conference do not solve the problem, the director reserves the right to dismiss the child.

Parents should not be alarmed if their child exhibits new behaviors when joining a group of children. It is typical for children to try out new behaviors they observe from their peers. Through appropriate direction, the staff will guide the child towards more appropriate interactions.

**Confidentiality:**

It is important that the confidentiality of all files, staff and children be kept. All files are kept locked in the director’s office. Children’s files will be accessible only to the parent/guardian, director, and director’s designee and DSS Child Care Licensing. Parental permission must be obtained to use photographs of your child. You can designate your preference on our permission form.

**Tracking/Logging attendance:**

Parents are also asked to sign in as they drop off their child. As you enter the classroom locate the attendance clipboard and sign in using a phone number and your initials. Upon dismissal you will initial again to check out your child. All children will be accounted for as they enter and exit the building so please be sure to sign in and out daily. Please also make sure that the caregiver is fully aware that you have dropped off your child. Please do not assume the caregiver saw you leave the child. When the children leave their classroom throughout the day (recess, extra-curricular activities), the teacher will take this attendance log to account for the children as they exit and re-enter the classroom.

**Transportation:**

This facility does not transport children.

## **Emergency Medical Plan:**

In the event that a medical emergency should occur at Kids CARE Academy, the following steps will be taken.

### **Medical conditions that would require immediate medical attention:**

Loss of consciousness

Semi consciousness

Breathing difficulties

Severe bleeding

Unequal pupils

Seizure

Neck or back injury

Continuous clear drainage from nose/ears after a blow to the head

Severe headache

Stiff neck or neck pain when head is moved

Hives that appear quickly

Very sick child who seems to getting worse quickly

Repeated forceful vomiting

Vomiting blood

Severe abdominal pain that causes a child to double over

Abdominal pain after a blow to the abdomen

Possible broken bones

Shock

Upon recognizing signs and symptoms that require immediate medical attention the director will call 911 and administer First Aid/CPR if needed. An assigned designee will call the parents and tell them what happened and where they can meet us. We will recommend all 911 emergencies be transported to CMC Pineville. The director will go with the child in the ambulance (with the child's emergency information in hand) and leave the designee in charge to monitor the facility and maintain ratios. Once the director returns, a formal report will be written and DSS will be informed if any negligence is reported. If negligence is reported or the director suspects it could have been prevented, the staff in charge of the child will be under formal investigation.

**Allergies:**

If a child has any food allergies, a doctor's note must be provided verifying this situation. The parent must provide an alternate food item for the child at snack. Please inform us of other allergies your child may have and the expected reactions.

**Liability Insurance:**

The facility does carry liability insurance through Brotherhood Mutual.

**Provisional Employment:**

This facility does not use the provisional hire process. All employees will have a complete background check prior to hire.

**Kids CARE Academy Evacuation Policies:**

**Fire:** Each classroom will exit to the closest marked emergency exit. Fire routes are posted by each classroom door. Monthly fire drills will take place to ensure children are comfortable with the evacuation process. Teachers will account for all children by checking attendance logs and reporting to the director or designee as soon as possible.

**Nuclear Evacuation:**

In case of evacuation the children will be taken to Indian Land Elementary for 4 hours and then will be transported to Lancaster High School. Children will be evacuated as quickly and safely as possible using the staff vehicles.

**Inclement Weather:**

In inclement weather we will follow the recommendations from the Fort Mill School District. We will post all information on our facebook page, email, and Remind App.

If emergency weather conditions occur during the day, resulting in a possible early closure, listen to your local news and radio stations, check the fmcog.com website and look for e-mail for information.

**Tornado:**

In the event of a tornado we will move all children to the center of the building where we will "duck and cover." We will practice this procedure in a role play situation once a year.

**Intruder:**

In the event we have an intruder, all children will hide in the bathrooms, closets and other hidden areas of the classroom. We will practice this procedure in a role play situation once a year. We will explain to the children that if someone mean tries to hurt us we will all hug and keep each other safe.

\*\*See the director for further explanation/questions or to see the complete plan\*\*

**Birthday Celebrations:**

Birthdays may be celebrated by a special snack provided there is enough for all children in the class. Please inform the teacher at least a few days in advance to ensure it does not conflict with other scheduled activities. All snacks provided MUST be store bought with ingredients clearly labeled. Birthday invitations may be passed out only if ALL children are invited.

**Lunch and Snack:**

Snack and water/juice will be provided every morning. See a posted menu each week. Lunch is to be provided by the parent/guardian. Kids CARE Academy will provide milk to go with your child's lunch, however if you prefer your child have an alternate beverage please provide it in the child's lunchbox. A microwave will be provided to ensure designated food is warmed however, please make sure these items are fully cooked prior to packing them. We will only warm food.

**Clothing:**

Please dress your child in comfortable play clothes. Your child will get dirty when participating in daily activities and exploring outside. Please bring extra clothes (under garments, clothing, socks, shoes) clearly labeled with your child's name. We also ask that all jewelry be kept at home as it may be the cause of an accident. Please no open toe shoes or flip flops. All children are also required to keep a pair of rain boots at school, in case the play area is muddy and wet.

**Please sign and return to the office along with all other enrollment paperwork and shot certificates.**

I have read the policies and procedures of Kids CARE Academy and agree to comply with them.

\_\_\_\_\_ Date \_\_\_\_\_ Child(ren) Name(s)

Parent/Guardian signatures:

\_\_\_\_\_ Signature \_\_\_\_\_ Relationship to child

\_\_\_\_\_ Signature \_\_\_\_\_ Relationship to child

**Discipline Policy**

Kids CARE Academy does not use corporal punishment.

I \_\_\_\_\_ (parent name), have read and understand the discipline policy for Kids CARE Academy.

Parent/Guardian signatures:

\_\_\_\_\_ Signature \_\_\_\_\_ Relationship to child

\_\_\_\_\_ Signature \_\_\_\_\_ Relationship to child