



Kids World Academy

Parent Handbook

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WELCOME

We are elated that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers and your child an opportunity to meet and become better acquainted with our staff. This will make separating on the first day a little bit easier.

Kids World Academy Policies and Procedures has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Kids World Academy would be glad to address any of your questions or concerns. Our contact information is on the very front page.

The Policies and Procedures will be kept current along with the Rules and Regulations set forth by Bright from the Start Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parents, guardian, and Kids World Academy.



Our Philosophy

We Believe...

- That ALL children are precious and must receive care from adults who are capable and caring, whose values enable them to be excellent role models.
- That ALL children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That ALL children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental, and cognitive, level to another.
- That parents contribute to, and enhance the quality of care offered at Kids World Academy.

➤ **KIDS WORLD ACADEMY** welcome those of diverse faiths, ethnic groups, color, age, creed, race, and disability although we do sponsor any type of religions, we do observe holidays and cultured events.

Admission

Upon admission, the following forms will be required for completion and returned before enrollment.

- Parent Handbook signature page
- Child enrollment application
- Immunization record
- Safety sleep for children

Age Served

Kids World Academy provides care for infants (0-12 months), Toddlers (1 and 2 year olds), and preschoolers (3 and 4 year olds), and after school services (4 year olds attending school-12 year olds).

Operation Schedules

The center operates from 5:30 am – 8 pm on every calendar day excluding weekends and the following holidays

New Year's Eve	New Year's Day
Martin Luther King	Memorial Day
Independence Day	Labor Day
Thanksgiving and the Friday after	Christmas Eve
Christmas	

Unexpected Closing

On a rare occasion, our center may be forced to close due to a situation beyond our control. (Inclement weather, electrical outage, sewage or water problems). Every attempt will be made to inform parents of an emergency closing via phone, text, email.

***In the event of any disaster warning or emergency, emergency plans are posted on the parent's board in the front lobby of the center.**

In-service Day It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this, we include two in-service days per year. These dates will be discussed in a timely manner, but the center will be closed f

CHILD CARE FEES

There is a registration fee of \$65 due once the director has assigned a start date. This is a one-time nonrefundable charge. If a child is withdrawn then re-enrolls at a later time, an enrollment fee will be expected. Tuition amounts are different depending on the age of the child. A service fee of \$30 will be charged for any returned checks.

- **Semi-monthly payment**

Payments are due the 1st and 15th of each month. Payments are considered late after the 2nd and the 17th. Tuition x 51 weeks ÷ 24 pay periods = Rate due

- **Weekly payment**

Payments are due by 6pm every Monday and considered late by 6pm Tuesday. Tuition is based on 52 weeks.

Late Tuition

A \$30 fee is charged for late tuition payment. This late fee will be applied for every week thereafter until the tuition is paid in full.

ABSENCES

Absences are expected due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. After a child has been enrolled for one full calendar year, the parents will receive a week of free tuition.

CHILDCARE ASSISTANCE

Parents who receive child care assistance must pay the full regular tuition rate (by cash, check, or money order) until the authorizing paperwork is complete and delivered to us. Upon our receipt of the completed paperwork, you will be reimbursed whatever you have paid with the exception of your co-pay. You are responsible to directly us your co-pay. Rates may vary according the the agency. If the agency billing lapses, it is your responsibility to pay the full tuition amount until the agency notifies us otherwise.

WITHDRAWING

A two week notice is required before withdrawing a child from our center. Accounts must be paid in full before withdrawing—including your child's tuition for that two week period. Any accounts past due at the time of disenrollment will be sent to a collection agency.

The director at Kids World Academy reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Nonpayment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations and/or physical.

TRANSPORTATION

Kids World Academy provides transportation to school and field trips only. If your child will be dropped of at school by us he/she will need to be at the center no later than 7am.

COMMUNICATION

Proper communication between our parents and he teachers and staff is extremely important. Teachers will be sending home information on a regular basis. Infant parents will receive daily reports. You are welcome to call to

arrange a meeting with your child's teacher, even just to become more acquainted. Concerns about any aspect of our program , or your child's care may be expressed to the center director.

Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick up your child on the Child Information Record. Please remember for safety reasons try to limit pickup names to three adults.

Please make sure that we are notified if any of your personal information changes as soon as you can. In an event of an emergency, we must have correct contact information.

DROP OFF AND PICK UP

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is very important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the teacher when you are ready to leave and the teacher will assist. Only the individuals listed on the Child Information Record or on a written permission note from the parent will be allowed to pick up the child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Kids World Academy has the right to deny a person's request to pick up a child. Your child's classroom teacher may be available at pick up time for short questions. For longer discussions or concerns please schedule an appointment. Parents are expected to assume full responsibility of their child once they enter the classroom. Do not allow your child to touch the exit doors. Children enrolled on a part time basis are expected to be picked up at the agreed time or additional fees will apply per child and should be given directly to the director.

VISITORS

Parents are always welcome to visit the center during operational hours, all other visitors must sign in at the office and have proper identification to move about the center.

CUSTODY ORDERS

Until custody has been established by the court, one parent may not limit the other from picking up the child while in our care. The center must be notified immediately of any changes in custody orders. The director must receive a certified copy of custody orders.

POSSESSIONS

A blanket with the child's name on it is required for nap time.

*******WE STRONGLY ENCOURAGE THAT TOYS, TOY GUNS, GUM, CANDY, MONEY, ELECTRONICS, AND JEWELRY ARE LEFT AT HOME!!!!*******

CLOTHING

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Smocks are provided by the center for art and water activities. Occasional bathroom accidents will arise; therefore, it is necessary that an extra set of clothing be kept at the center at all times. All clothing and person items should be labeled with the child's name and should include underwear, socks, bottoms, and a top. If soiled clothes are sent home, please return a clean extra set of clothing the next day.

OUTDOORS

Licensing requires that children be taken outdoors each day. The children will play outdoors if the weather is acceptable. Children should be dressed accordingly. An extra sweater or jacket is recommended for sudden changes in temperature. All jackets and coats must be labeled clearly with your child's name.

DIAPERS AND POTTY TRAINING

Parents may supply diapers and wipes or Kids World Academy will supply them for an additional fee. Infants are checked and changed every 1-2 hours; teachers will wash their hands with warm water and soap, diaper the baby and again wash their hands again. Toddler training will begin when the child shows interest; the teacher will wash their hands and the toddler hands before and after every bathroom visit. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when training, your child be dressed in "user friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage; especially if they are rushing or waiting until the last minute.

BOTTLES AND PACIFIERS

You may send an extra bottle and pacifier for your child. Staff will make every effort to keep track of the pacifier, but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

SLEEPING

Resting time is 12:00-2:00. Infants are placed safely in a crib on their back without any blankets or toys. Enclosed is a safe sleep form for infants, please be sure to return it with this packet. All other children are placed down with a personal blanket. Sheets and blankets will be sent home every Friday to be washed and returned on Monday.

BIRTHDAY CELEBRATIONS

Parents are welcome to send cookies, cupcakes, or cakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is celebrated away from our center and the entire class is not invited, please mail invitations. If the entire class is invited, you may distribute the invitations, but we will not distribute mailing lists or phone numbers.

PHOTOGRAPHS/PUBLICITY

Photos of children participating in our program may be taken from time to time and may possibly appear in the local newspaper, magazines, brochures, or other publicity materials. Your permission for photographs including your child, to be used without compensation, is part of this agreement.

CENTER HAPPENINGS

Kids World Academy makes every effort to keep parents up to date on events that go on at the center and in the community. Occasionally, we will send out classroom newsletters throughout the year.

MEALS

We will provide a nutritious breakfast, lunch, and afternoon snack that meet states standards. We also provide dinner for the evening shift children. The children will participate in preparing the snack as much as possible.

Meal times are listed below:

- Breakfast8am – 9am
- Lunch.....11am – 12pm
- Afternoon snack...2:30pm – 3:30pm
- Dinner.....5pm

Weekly menus are posted on the bulletin board in the front lobby.

****NO OUTSIDE FOOD IS ALLOWED IN THE ENTER WITHOUT DISCUSSING WITH THE DIRECTOR****

Infants

Parents are responsible for all premixed labeled bottles and for the child cereal id applicable as it is produced. A feeding form is required to be completed and updated frequently.

IMMUNIZATIONS

All children who attend Kids World Academy are required to be fully vaccinated. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunization records. It is your responsibility to maintain up to date immunizations for your child. All updates must be presented to the director.

ILLNESS

You are the best judge of your child's health and we trust that you will not bring a sick child to the center. However, if while in our care your child becomes ill or displays an unknown rash, your child's teacher will consult with the director and you may be called to pick up your child. When called, you or another authorized emergency person are expected to come immediately. This is to protect the health of your child and his/her classmates.

The following criteria will be considered in determining if your child must go home

- **Unknown rash**
- **Fever of 101° or higher.** For a mild fever, muscle aches, toothache, or headache, Tylenol (supplied by parent) may be administered.
- **Highly contagious** condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- **Diarrhea or vomiting** more than twice.

If your child is too ill to play outside with classmates, then your child is too ill to attend the center. Your child may return to the center after:

- Obtaining written verification from a doctor.
- Being fever-free for 12 hours without aid of fever reduction.
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment.

If questions arise on the appropriateness of a child's return, the final decision will be that of the child's physician. Parents will be contacted via phone, text, or email if the child needs to be picked up.

Notice to Parents

In case of a contagious disease, all notices will be posted in the lobby of the center.

MEDICATION

- Non-prescriptive medication (Tylenol, cough medicine, nose drops, etc.) will only be administered after a parent signs and dates the appropriate forms for Medical Permission and Instruction. The parent must provide all medications.
- Prescriptive medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage; never the center staff. Please inform a teacher if your child has medication that needs to be refrigerated. Any adverse effects to any medications will be notated and the parents will be called to pick the child up.

INJURY

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, that doesn't require an ambulance, first aid will be given and an accident report will be completed by the teacher and signed by the director. A copy of the report will be available for the parent or guardian. A parent or guardian will be notified regarding any injury suspected of needing immediate care by a physician.

MAJOR MEDICAL EMERGENCY

In the event of a major medical emergency or an accident, the center teacher or director will call 911 first. The child will be transported to the hospital by ambulance to Memorial Hospital of Bainbridge. The parent or guardian will be called immediately and a report will be written and signed by the parent or guardian and the director.

DISCIPLINE GUIDANCE POLICY

At Kids World Academy, the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center.

CHILD ABUSE

Teachers at Kids World Academy are trained to recognize neglect and abuse in children and are mandated by the State of Georgia to report neglect and abuse to DFCS Child Protective Center.

CORPORAL PUNISHMENT WILL NOT BE ALLOWED. This is defined as the use of negative physical touching (spanking, slapping, pinching. Etc.). No unusual punishment will be allowed such as humiliation, ridicule, threats, or coercion.

ENVIRONMENT

A place designed for children. Each room is age-appropriate in furniture size, large and small manipulatives, and supplies required for hands on experiences and activities.

- **Logical rules-** Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum-** Is developmentally age-appropriate, based on the children's interest and level of readiness.
- **Positive Behavior-** We reinforce the behaviors we wish to see repeated.
- **Redirection-** Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder-** Telling the child what we want them to do rather than telling them "no" or "don't".
- **Renewal Time-** Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior when this happens. **the teacher will use age appropriate for no more than one minute per age of child.**
- **Difficult Behavior-** We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately.

I have read and fully understand these policies and procedures. I agree to abide by the policies and procedures. I have received an exact copy of the *Policies and Procedures* handbook for my own records.

I understand that I will be advised of my child's progress, issues relating to my child's care, and to individual practices concerning the special needs of my child during the time my child is enrolled in this facility for care.

I also understand that I am encouraged and welcomed to participate in activities at the facility while my child is in care.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Facility Director Signature _____ **Date** _____

Child's Name _____

Child's Enrollment Date _____