

Parent Handbook

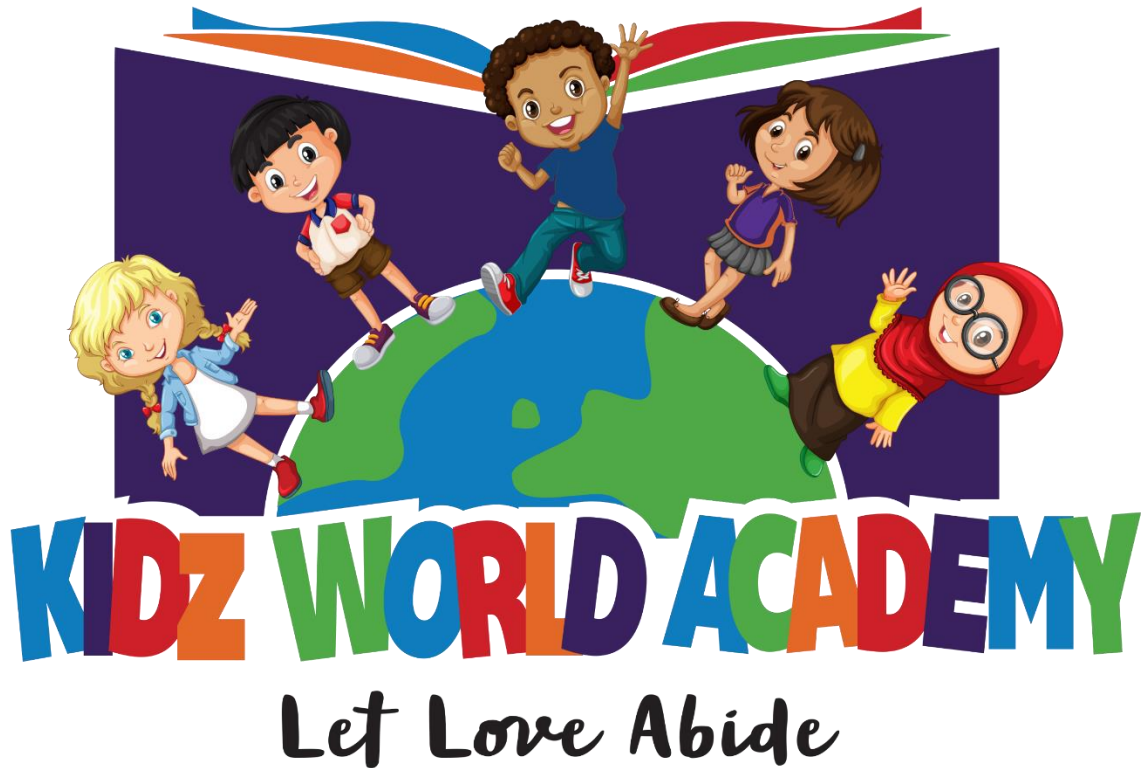
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Director: Jamika Payne



Kidz World Academy parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at Kidz World Academy. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the Kidz World Academy Family.

Hours & Days of Operation

The center is open year-round, Monday through Friday, 6:30 a.m. to 6:00 p.m. The center will be closed on the following days: Memorial Day, Good Friday, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day through the following Monday, New Years Eve, New Years Day, MLK Day, Spring break Summer Break 1 full week in June or July. Parents will be notified each year of the summer break specific days.

Drop Off Time

To ensure your child is getting all of their educational needs from our program Kidz World Academy's drop off time is at 9:00 a.m. There are no exceptions unless parents have a written doctors excuse. Your child is considered absent for the day if not present by 9:00 a.m.

Enrollment Procedure

In order to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific hours of care needed for your child, recognizing that you may need to change these periodically. Prior to your child's start date, please feel free to schedule a visit to help familiarize you and your child with the center. This is an excellent way to

help your child feel comfortable in his or her classroom. During the enrollment process, you must complete forms regarding your child's health and development. These forms include family information, a medical authorization and consent form, and a developmental history. An updated immunization record is required for your child.

Emergency Closings

If Kidz World Academy must close due to a power outage, gas leak or any other event that may create an unsafe situation for the children during Kidz World Academy's regular hours of operation, the parents will be notified and will need to make arrangements for their child to be picked up as soon as possible. The staff will stay with the children until they have been picked up. If an event like this happens during the regular business hours, we will make every attempt to contact families before their normal arrival time to the center.

There is no tuition refund for emergency closings.

Withdrawal Procedure

Parents may withdraw their child from the program at any time. A two week written notice is required. Parents who withdraw their child without providing a two week notice will be liable for an additional month of tuition. Withdrawal and subsequent re-enrollment is subject to space availability and will entail an additional registration fee and contracted rates based on the rate schedule at the time the new contract goes into effect. A child must be at their regular absent a minimum of one month, with a written advance notice given to the Center Director, to be considered withdrawn from the program. Children absent for less than thirty (30) days, or failure to submit a written notice, will be billed contract rate. The center is unable to guarantee that space will be available for withdrawn children unless full payment is made during their absence. If Kidz World Academy finds it necessary to discontinue services once again for non-payment the family will be unable to resume services at Kidz World Academy. The center has final determination on refusing a child's attendance at Kidz World Academy, for any reason including but not limited to behavioral concerns that compromise the safety of the other children in the program. All Children are given a two weeks notice to observe behavior and see if the child is a good fit for our center. At any time a child is not a good fit services will be terminated effective immediately.

Activity Fee

An activity fee is a fee for each enrolled child. This fee covers special activities and supplies in your child's classroom. This fee will be due each year in March.

Each child enrolled fulltime: \$75.00 yearly. There is no refund on enrollment fees or weekly tuition.

Registration Fee

Kidz World Academy's Registration fee does not hold a slot for your child, **ONLY** registration and weekly tuition hold your child's slot.

Tuition

1. Tuition must be paid on a weekly basis. Payment must be made on the first day of each week. A late fee of \$25.00 will be made to any account that payment has not been made by Tuesday at 5:00 p.m. If full payment has not been made by the end of the week (Friday) daycare services will be discontinued until the account is paid in full. Re enrollment will require the full registration fee. Tuition is based on enrollment NOT attendance. Full payment is required even if the child is not in attendance, regardless of absences or closings.

2. A written (2) weeks notice is required prior to terminating a child's enrollment. Payment will be required for two weeks after notice is given.

3. Vacation

4. You will earn one-week vacation per year only after completion of 6 months of continuous enrollment. You must give written notice prior to using your vacation days.

5. Vacation must be used in the year it was earned.

Sick Days

1. Full tuition will be charged for the first three consecutive enrolled days during a child's illness. You will be charged 50% of regular tuition for consecutive days beyond three days.

Maximum Hours

1. The maximum number of hours that Kidz World Academy allows is 9 ½ hours per day. Additional hours will be charged (\$5.00) each hour after 9 hours.

Late Policy

1. Kidz World Academy closes at 6:00 p.m.

Late fees are charged as follows

1. 6:00-6:05 \$15.00
2. 6:06 -6:10 \$17.00
3. 6:11- 6:15 \$20.00

An additional \$5.00 will be charged for each additional 5 minute interval.

If a parent fails to pick up a child after closing time the staff will attempt to contact the parents and all emergency numbers. If unable to contact anyone within one (1) hour the police will be notified to pick up the child.

Termination Policy

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.

You must give a two weeks notice when voluntarily withdrawing your child from Kidz World Academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the two week termination policy.

The child care arrangements will be terminated immediately for any of the following reasons (but not limited to):

- * Failure to comply with the policies set forth in the parent handbook.**
- * Failure to comply with the contract.**
- * Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.**
- * Non-payment of childcare or late fees and/or recurring late payment of fees.**
- * Repeated failure to pick up the child at scheduled times.**
- * Failure to show up for 5 consecutive days without any communication.**
- * Inability to meet the child's needs without additional staff.**
- * Blatant disrespect towards the provider or provider's staff.**
- * If a parent knowingly brings their child ill.**
- * Consistent child-rearing style differences between the parent and provider.**
- * False information given by a parent either verbally or in writing.**

Child Illness Policy

Our Child Illness Policy is based upon the standards developed by the American Academy of Pediatrics. Kidz World Academy understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. Mild illnesses are common among children and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day, but will find it necessary to exclude them from the child's care setting for the following reasons:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spreading harmful disease to others.
- Fever (100° axillary (armpit), 101° orally, 102° aural/ear) * and behavior change or other

signs and symptoms such as sore throat, rash, vomiting, diarrhea, lethargy, irritability, constant crying, or difficulty breathing.

- Diarrhea — more watery stools or decreased form of stool that is not associated with change of diet. Exclusion is required for all diapered children whose stool is not contained.

in the diaper, and toilet-trained children if the diarrhea is causing "accidents." Diapered children with diarrhea will be excluded if the stool frequency exceeds two or more stools.

above normal for that child.

- Blood or mucus in the stools not explained by dietary change, medication, or hard stools,

and/ or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or

toilet. Special circumstances that require specific exclusion criteria include the following:

- Toxin-producing E. coli or Shigella infection, until the diarrhea resolves and the test

results of two stool cultures are negative for these organisms. – Salmonella serotype Typhi 36infection, until diarrhea resolves. In children younger than 5 years with Salmonella serotype Typhi, three negative stool cultures are required.

- Vomiting more than two times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores with drooling unless the child’s medical provider or local health department authority states that the child is noninfectious.
- Abdominal pain that continues for more than two hours or intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes, until a medical provider has determined it is not a communicable disease.

We ask that for your child’s comfort and to reduce the risk of contagion, children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms. Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child’s medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child’s medical provider may be required before returning.

*Infants less than 4 months of age will be excluded if they have a fever of 100° axillary. (armpit) or 100.4° aural (ear) and should receive medical attention as soon as possible.

*Any child with a fever of 104° will be excluded and should receive medical attention as soon as possible. Any infant younger than 2 months with a fever should get urgent medical attention.

Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours. – Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting “accidents.”
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething)

unless:

- The child's medical provider signs a note stating that the child's condition is not contagious.
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.

Anti-Bullying Policy

Kidz World Academy recognizes that a center that is physically and emotionally safe and secure for all children promotes good citizenship, increases student attendance and engagement and supports academic achievement. To protect the rights of all children enrolled for a safe and secure learning environment, Kidz World Academy prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interfere with both a school's ability to educate its students and the student's ability to learn. All staff and parents, volunteers and students are expected to refuse to tolerate bullying and harassment and also demonstrate behavior that is respectful and civil.

Children Injuries

If your child sustains a minor injury while at the center (e.g., scraped knee), you will receive an Accident Report outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head or needs medical attention. If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance, and a staff member will contact you (or a designated emergency contact if you cannot be reached).

Infant Sleep Positions and Crib Furnishings

At Kidz World Academy, your child's health is our primary concern. The First Candle/SIDS Alliance, the American Academy of Pediatrics, and the Association of SIDS and Infant Mortality Programs strongly recommends that infants be put to sleep on their backs in a crib on a firm mattress to reduce the chance of Sudden Infant Death Syndrome (SIDS). At first, some babies do not like sleeping on their backs, but most quickly get used to it, and this is the best sleep position for your baby. At Kidz World Academy, infants will be put to sleep on their backs. Where allowed by state regulations, parents/guardians who choose to have their child put to sleep on his or her side or stomach (or any other variation other than to sleep on their back) must sign a release authorizing Kidz World Academy to make an exception to its policy and to release Kidz World Academy from any liability. This release must also be signed by the

child's physician. Infants who fall asleep, in any position, in the activity area, on a chair, boppy, or any other type of furniture or equipment that is not a safety-approved crib, will be gently picked up and placed in a crib on their back for the duration of the nap time. In keeping with our safe sleep practices, if your infant arrives at the center asleep in a car seat, he/she should immediately be removed and placed in their assigned crib on their back. The standard practice at Kidz World Academy is to not allow soft items (such as stuffed animals and blankets) in the crib as recommended by the First Candle/SIDS Alliance and the American Academy of Pediatrics. Exceptions to this practice should be requested in writing and may depend on the licensing regulations in your state. Some states may require a physician's note as well, or may disallow the practice completely. If requested, infants may be swaddled with signed, written permission from the parents/guardians and the child's physician. Swaddling is for nap time only and will be stopped when any of the following occur:

- The child begins to roll over
- Swaddling begins to limit the child's movements
- The child becomes overheated

Parents/guardians will demonstrate the proper way to swaddle their infant. The use of one-piece blanket sleepers and sleep sacks are permitted.

Reporting Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff members receive training in identifying and reporting suspected abuse or neglect. The particular state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Kidz World Academy will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

Diapering

Children's diapers will be checked at least every two hours and upon awakening and will be changed promptly when soiled or wet. We understand that as part of the diaper changing process, you may request that we use baby powder. However, it is Kidz World Academy's policy not to use baby powder. While using baby powder, it can get into the baby's lungs, causing swelling and irritation, and could lead to breathing problems. It can also cause an inflammatory reaction in some children when exposed to the broken skin of a diaper rash.

Toilet Learning

Toilet learning is of no small concern to all the adults in a child's life — at home and at the center. In our environment, a family-teacher partnership that supports the child is the most important factor in making this experience successful and as low-stress as possible. There are different views on the when and how of toilet learning, and every culture approaches it differently. Research indicates that young children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Thus, toilet learning is generally most successful when it is started around that age or later. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

The following guidelines will be followed:

- Children will be supervised during toilet learning, and will be encouraged for their efforts and accomplishments.
- Toilet learning will not be coerced. The individual developmental abilities of each child will be considered. Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide sufficient extra clothing for their children to change into in the event of a toileting accident. Any extra clothes that are worn home should be replaced the

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other Communication Apps.

Upon enrolling a child into the center, all parents or guardians must complete the social media consent form. This form is used as an approval on allowing a parent or guardian's child to be seen on our social media platforms.

Injury Prevention

Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three.

Natural Disaster

In the Event of a Natural Disaster or Fire, Where the Evacuation of The Building Becomes Necessary, The Following Will Apply:

- The staff and children will be removed from the center and relocated to Bible Way Church 1 mile from Kidz World Academy. Staff will maintain supervision of their group with attendance sheets in hand and proceed to notify parents by cell phone as to the whereabouts of their child or children.
- The staff and children will be removed from center and relocated to Mississippi Children's Museum 5 miles from Kidz World Academy. Staff will maintain supervision of their group with attendance sheets in hand and proceed to notify parents by cell phone as to the whereabouts of their child or children.
- In the event of a power outage, we will contact Energy Mississippi to find out the estimated time for repair and return of power. If it is longer than one hour during either extreme summer heat or a cold winter, parents will be notified to pick up their child or children.

In situations where the closing of our center is necessary, due to weather or other unforeseen occurrences, Kidz World Academy will notify Parents through our Brightwheel App, local broadcast services and radio stations accordingly.

Arrival

Upon arrival at the Center, we ask that you inform the Staff of his/her arrival. This not only ensures the safety of your child, it is Day Care Regulation. Make sure that you say good bye, and reassure him/her of your return. It is also a good idea to communicate with the Staff about how your child may be feeling (if he/she had a bad night etc.), special events that he/she may be excited about, or events that may have an effect on the

child's well-being. If your child has not arrived by 9:00 a.m., we will assume he/she will not be attending for the day. It would be greatly appreciated if you could call the Center to let us know if your child will not be attending especially if he/she is sick. It is regulation that we monitor illness and report 2 or more cases of the same symptoms.

Departure

At the end of the day, it is important to notify the Staff when your child is leaving. Do not assume that everyone is aware that you are picking up your child. Please inform the Staff if someone other than yourself will be picking up your child. Please be advised that your child will only be released to the persons on the authorized pick-up list on the registration form. Staff will ask for picture identification if the authorized person has not been to Kidz World Academy. If someone other than what is on the list will be picking up the child, the Parent/Guardian must inform the Center with a signed letter or put this person on the authorized list if it will occur again. It is the Parent/Guardian's responsibility to ensure the child will have the proper safety restraint/car seat when the child is picked up from the Day Care. Children will not be released to anyone that appears to be under the influence of alcohol or any form of drugs. If this should happen, alternate arrangements will be made to ensure the safety of the child, at the Parent/Guardians expense. If there is a discrepancy regarding this matter, proper authorities will be notified.

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Transitioning A Student To The Next Age Group

Students will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Kidz World Academy's transitioning schedule is based off of how the student reacts to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified with detailed messages through the school's app on the student's progress. We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

Attire For Children

It is very important that your child wear clothing that is easy to manage and safe for the activities they will be participating in while at school. Dressing your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue and participate in large movement on a daily basis. Children must also be dressed appropriately for the weather. Children must wear comfortable shoes that are closed toed. No flip flops allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's backpack, in case of emergency. All clothing items must be labeled with the child's name. The school is not responsible for any lost or damaged clothing items.

We are always looking for ways to better our services so please note our parent handbooks are often updated, but we will always give copies when things change.

Today's Date:

We _____ the parents of _____ have received a copy of the Kidz World Academy Parent Handbook.

I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.

I understand that this policies and procedures listed in this handbook are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date