



Dear Parents,

Welcome to the Kingdom Kids Day Care and Academy. Kingdom Kids Day Care and Academy's goal is to provide a warm, safe and developmentally appropriate environment for every child.

This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active childcare consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experience.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice by email. In addition, the handbook will be updated as needed. Come and talk with us should you have any suggestions, questions or concerns.

Sincerely,
Michele Jones
Director
254-224-3672
Kingdomkids254@gmail.com

Our Motto....

“Train a child up in the way he should go: and when he is old,
he will not depart from it.”

Proverbs 22:6

A Word from the Director...

I have been so blessed for this amazing opportunity to be the Director of Kingdom Kids Day Care and Academy! Thank you for the opportunity that allows me to be a part of the most precious gift God gives us, children. As a mother of 3 girls myself, it is truly a privilege to partner with you to raise your child up in the way they should go. It is my heart for these children to grow physically, developmentally and spiritually.

Our Mission...

As a ministry of Community Fellowship Church of the Nazarene, it is our desire to provide you and your children with the following

- ❖ Quality care for your child by qualified and trained staff. Our staff is required to receive training in Child Development throughout the year.
- ❖ Spiritual Development and awareness for your children through daily chapel, Bible stories, memory verses, songs and prayer.
- ❖ Educational class times structured to meet the needs of each child according to their abilities. Learning will include cognitive skills, social interactions, sensory awareness, science and health, cooking, art, music, and creative movement.
- ❖ Physical development through indoor and outdoor recreation.
- ❖ Emotional development through positive reinforcement, encouragement, and love.

Eligibility

Kingdom Kids Day Care and Academy is designed to meet the needs of healthy children 6 weeks through Kindergarten.

Kingdom Kids Day Care and Academy is a fee-based program and reserves the right to ask the parents and or guardians of any enrolled children to make alternate arrangements for the care of their child and or children if any situation deems it necessary to the physical and mental benefit of all other children.

Anti-Bias Statement

Kingdom Kids Day Care and Academy does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability or handicap, veteran status or sexual orientation.

The Early Childhood Education professionals at the Kingdom Kids Day Care and Academy understand that at an early age child can absorb our society's biases of gender, age, color, language, and physical characteristics.

We believe that the anti-bias curriculum that we embrace supports children as they explore, celebrate and understand differences. Our approach acknowledges that children and adults can be empowered to stand up for their rights and the rights of others and to recognize and question social injustice.

We challenge the children and ourselves to:

- explore issues of fairness as seen from a child's perspective
- see conflict as a challenge in problem-solving
- be open to differing perspectives, ideas, attitudes and behaviors
- monitor our words and actions for unconscious bias or prejudice
- recognize and demonstrate respect for diversity among people

Registration / How to Enroll

Registration is ongoing and includes a brief interview with the director, at which time center policies and curriculum, visits and input, children's records, health and immunization records and emergency and health care policy will be explained. The application for enrollment form must be completed in full when submitted for registration. Kingdom Kids Day Care and Academy will need a current copy of your child's shot record, physician statement, a signed provider-parent agreement must be turned in. All forms must be complete and on file before any child can attend. All children are required to visit the center with their parents before their first day. Enrollment fee, curriculum fee, and tuition is required in advance.

Hours

Kingdom Kids Day Care and Academy is open from 6:30 a.m.- 5:45 p.m. Monday-Friday. Arrangements must be made for someone to pick up your child if you are working later than these hours. We will charge a late fee of \$5.00 for late pick up after 5:50 p.m. and \$2.00 every minute thereafter. The fees are due at the time you arrive to pick up your child or the following morning. Children will not be readmitted without payment of the late pickup fee.

Enrollment

Please keep us informed of your current work and home phone numbers, addresses, release information, and updated medical records. Changes may be made to your current information by email to our Director or in person when you are on site. Please do not leave this important updated information with the classroom teacher. We must all respect that their attention is focused on the children in their care.

Before enrollment is official and complete, it is necessary to have the following forms on file:

- Application for Enrollment
- Parent-Prøver Agreement form
- Physician Statement
- Current Copy of Shot Records
- Emergency Form

If legal custody is in question, documents verifying custody will be requested when your child starts attending KKDCA.

Suspension and Expulsion

Kingdom Kids Day Care and Academy's desire is to partner with every parent to help every child succeed; however, certain circumstances may result in a child being dismissed from our care. Kingdom Kids Day care and Academy reserves the right to withdraw any child. We provide daycare in a group setting; we must consider the welfare and wellbeing of all children in our care.

Tuition Rates & Payment

Kingdom Kids Day Care and Academy sets a weekly rate for each age group. This rate is reviewed yearly. Careful consideration is taken to set tuition rates comparable to other high-quality licensed centers in our community. Rates will be set high enough to never compromise the quality of the program. Our weekly rates are due by Friday or Monday in advance of care. If weekly tuition is not paid by Monday at 5:30 p.m., a late fee of 25.00 will be applied to your account balance. If tuition and late fees are not collected by Friday, another \$25.00 late fee will be accumulated. When you pay your tuition, you are securing a space for your child in our center. If not paid by the following week with late fees your child may no longer attend KKDCA. Tuition Rates are as follows:

- ❖ 6 weeks- 12 months \$185.00
- ❖ 12 months- 19 months \$170.00
- ❖ 19 months-35 months \$140.00
- ❖ 35 months- Kindergarten \$135.00

Additional Fees

If you pay online via Brightwheel there is a \$0.60 processing fee. A non-refundable registration fee of \$100 due before your child may start school along with their curriculum fee of \$50.00 (19-35months) or \$55.00 (36months-Kindergarten) per child is required upon enrollment. This curriculum fee is also annual in and due again in August.

Attendance

Your child needs to be at school by 9:30 a.m. to ensure that your child will participate in all curriculum-based activities. In PreK it is important you're your children get to school by 8 a.m. as we prepare them for Kindergarten. Please call or message by 9:00 a.m. if your child will not be attending for the day. This enables Kingdom Kids Day Care and Academy staff to turn in lunch counts and assess child/staff ratios.

Inclement Weather Closings

Although we make every attempt be open all other days, we may have to close due to extreme weather conditions. Kingdom Kids Day Care and Academy will follow the decision of the Waco Independent School District.

**There will be no reduction in tuition if a closing occurs.*

Holidays

Kingdom Kids Day Care and Academy will be closed for the following Holidays each year if a holiday falls on a weekend the nearest weekday will be closed to observe that holiday.

New Year's Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

Kingdom Kids Day Care and Academy will close early at 4:00 p.m. on the following holidays:

Day before Thanksgiving

New Year's Eve

Withdrawal

Please give two weeks' notice of withdrawal when possible, so children on the waiting list may be called. Tuition will be due before withdrawing is accepted.

Guidance/Discipline

Discipline at Kingdom Kids Day Care and Academy is:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A care giver may use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-discipline, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and

- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

An expectation of group child care and education is that the children enrolled are able to participate safely and productively without the consistent need of one on one care. As routine challenging behavior may occur a teacher may refer a child to the administrative staff. When a discipline problem persists, a parent conference with the teacher and administrative staff will be scheduled so we may better collaborate with families and develop an action plan that helps the success of the child and parents will be kept up to date on their child's progress. A child who does not respond to positive methods of discipline and guidance shall be subject to dismissal from the school after the parents have been advised of the problem.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bit:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The Incident form on Brightwheel is filled out documenting the incident as well as a paper incident form to be filled out by parents that day.

For the child that bit:

1. The teacher will firmly tell the child "No, we do not bite. That Hurts."
2. The child will take a break for no longer than the child's age (One minute per their age).
3. The teacher will message the parent letting them know of the incident as well as a paper incident form to be filled out by the parents that day.

If Biting Continues:

- ❖ The child will be shadowed to help prevent any biting incidents.
- ❖ The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- ❖ The child will be given positive attention and approval for positive behavior.

If biting becomes excessive:

- ❖ If a child inflicts 3 bites in a one week period (5 business days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- ❖ If the child again inflicts 3 bites in a one week period (5 business days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
- ❖ If a child once again inflicts 3 bites in a one week period (5 business days) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.

Parental Involvement / Volunteering

Families are encouraged to take an active role in the Kingdom Kids Day Care and Academy. Teacher's make every effort to keep parents involved in the day to day activities at Kingdom Kids. Every effort will be made to accommodate individual input and requests for each child. It is important for us to have an updated contact information for all family! If you have extended family who would like to be on your child's Brightwheel account, please provide us with their information.

You are welcome to observe your child at any time. Please keep in mind that if your child sees you, he or she may be confused about your visit. Your child may expect to leave with you. If your child is older, you may find it helpful to explain your visits. When you visit the classroom, we ask that you follow the example set by the teacher for relating to your child in a positive way. We also ask that you adhere to classroom rules and routines.

If your stay during drop off, pickup or during the day visits last longer than 10 minutes in duration, you will be asked to follow the same guidelines as other volunteers at our center. This involves the following:

- Criminal History Background Check
- FBI fingerprinting (\$42.00)
- 8-hour orientation

At no time will a parent visiting the classroom be allowed to reprimand or converse with another child about behavior. All concerns must be related to the classroom teacher, away from the classroom.

Fire/ Lock Down and Severe Weather Drills

Kingdom Kids Day Care and Academy will conduct monthly fire drills and quarterly severe weather and lockdown drills. These drills help children practice and stay calm if a real situation happened. If an actual emergency were to happen, we will notify all parents as soon as all children are safe. In each classroom and in the office, are emergency evacuation procedures.

Health

If your child shows signs of illness such as fever, diarrhea, or vomiting, open runny sores or signs of a communicable disease after arrival, you will be contacted to pick them up.

It is common for young children to have six to ten illnesses a year. Illness of children in group childcare settings is a difficult problem for parents and staff. It is inconvenient for the parent who must leave school or work and difficult for staff trying to care for the ill child. Everyone shares a concern for the child's well-being, and everyone can get frustrated under the circumstances. Parents are strongly encouraged to arrange back-up childcare for the inevitable days when their child will be too ill to attend the program. Our licensing guidelines do not allow a sick child to remain at school.

You will be asked to keep your child home until all symptoms of any illness have passed and the child is no longer contagious. By keeping your child at home, you will help us keep contagious illnesses to a minimum.

Please notify the school immediately if your child has a communicable disease.

Notices of contagious illnesses such as flu, chickenpox, pink eye, etc. appearing in a class will be posted on the bulletin boards near the classroom doors.

The Communicable Disease Regulations Chart (included in this manual) clearly defines when your child has a communicable disease.

If your child will not be attending school due to illness, please notify the school. Please refer to **Guidelines for determining ill Children on the second to last page.**

Relationships and Communication

Parent communication boards are in each classroom, and in the hallway. This center has an email address. Always feel free to utilize email as a communication tool. On the parent communication board, you can easily find how to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, CCL website. You may feel free to reach out to our Director in person or via email at kingdomkids254@gmail.com.

Our center operations software known as Brightwheel also has the capability to send and receive communications. You will receive an invitation to set up access. This is one avenue for parent/teacher communication.

Arrival

Upon enrollment, a code for gate entry will be provided. All parents must clock in their children on Brightwheel and are to be taken to their classroom by the parent or designated adult. Please be certain the teacher is aware of the child's arrival. Upon arrival children will be observed for any noticeable health or safety concerns.

In order for your child to benefit from the entire program, your child need to be here before 9:00 a.m. It is important that your child have a routine to make the most of the learning time in the center. This regularity will assist them in their endeavor toward kindergarten as they are here during learning sessions. On occasion late arrival or early departure happens but regular of either can also disrupt the learning efficacy for others in the class. Please be consistent. Children will not be accepted after 9:30 a.m.

We ask parents to refrain from using their cell phone during arrival and drop off. This time is best dedicated to your child where conversation with staff can occur as necessary as well as the child feeling their importance as your attention is on their departure or their pickup.

Departure

Only authorized persons may pick up your child. At enrollment, you will have the opportunity to clarify who can pick up your child. Staff will release children to the parents or authorized persons only.

Any person picking up your child should be aware of this system and be prepared to show their picture I.D., preferably a driver's license.

If someone is picking up your child and they are not on the release form, you must call the office with a name and make sure the person is aware of showing a photo ID. If calling by phone, you will be asked to verify your identification by DL number. *If you do not inform the office, we will not release your child, so please call ahead.*

Kingdom Kids Day Care and Academy has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permitted custody to one parent or to a third party. Kingdom Kids Day Care and Academy must be furnished a copy of the document.

If a parent appears to be under the influence of drugs or alcohol upon arrival to pick up a child the police will be called.

Personal Belongings

We encourage children to leave personal toys and games at home. This policy prevents hurt feelings and lost or broken belongings. We will provide plenty of toys, games, activities, etc. If in the event that it is asked that a child brings a toy Kingdom Kids is not responsible for lost or broken items.

Student may bring 1 stuffed animal and need a blanket or nap mat for nap time. We will be happy to distribute invitations if they include all the children in the class. We do not distribute addresses or phone numbers for security reasons.

Medications

When you bring medication to school for your child, please sign the medicine on the medication sheet located in the office. Because of the seriousness of dispensing medicine, only our center Director may store and administer any medication.

Child Care Licensing policy require that all medications must have current expiration dates and, in the case of a prescription, have been prescribed to the child receiving the medication. The following guidelines must be followed when bringing medications to the school:

Both prescription and over-the-counter medications must be in the original container.

The label must include the following information:

- Child's Name
- Date
- Directions
- Physician's name (if prescription)

Over the counter medications must have correct dosage labels for your child's age and weight, *if the label does not have these instructions, we must have a physician's note stating directions.*

Medicines are stored in specific labeled storage areas in office or office refrigerator. It is unsafe and not allowed to leave medications in your child's cubby or diaper bag.

Sunscreens, bug spray, diaper ointments, topical ointments may be administered by the classroom teacher. A form provided by your child's teacher will be given to you to sign.

Child's Schedule

A schedule of classroom activities will be posted in each room. Each child will have the opportunity to participate daily in inside / outside activities, active/passive activities, and group/individual activities. Infants follow individual schedules to fit their daily needs.

Nap Time

A rest period from 12:15 p.m.-2:30 p.m. will take place in each classroom.

Arriving to pick up your child during these hours can be disruptive to other children napping in the classroom.

Rest cots are provided. A blanket and pillow (storage space is limited) may be brought to the center and taken home for a wash each Friday.

All sleep cots are assigned to children and sanitized daily.

Child/Staff Ratio

We feel that it is important to keep class numbers low and encourage one-on-one interaction between each child and their teacher. Therefore, classes are kept to the lowest number possible to encourage a positive environment.

Curriculum

We use ABC Jesus Loves me curriculum Academic, Bible, Developmental Learning for Preschool. This curriculum teaches about the Bible, God, Jesus, The Holy Spirit, That Jesus saves man, and Our future.

Image Policy

Kingdom Kids Day Care and Academy reserves the right to take photographs and or videos of any and all participants and utilize it in event media in all forms and in all manners of marketing, promotions, and future event development unless we have a form on file stating otherwise.

Assessments / Portfolio

Each child will participate in a semi-annual checkpoint assessment of areas containing cognitive, social, and motor skills functioning.

Portfolios are collections or samplings of information relating to each child's developmental progress in an educational setting. A portfolio should be a celebration of the child's unique abilities, achievements, and progress, displayed through authentic samples. Because portfolio development is an ongoing, never-ending process, the sharing of each child's progress can occur whenever desired by staff or parents.

Infant Care

Parents are always welcome to visit during the day. Breastfeeding is also welcome.

Infant Activity and Sleep Practices

- Crib sides must be checked to ensure they are locked and secured.
- When being placed in a crib, infants must be placed on their back

- After being placed on back to sleep infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.
- Infants are never to nap in car seats, bouncy seat, infant seat, swing, jumping chair, stroller, or highchair.
- Infants who arrive in a car seat asleep must be moved to a crib specifically designed and approved for sleep.
- Infant sleep positioners may only be used under a doctor's authorization
- Pillows, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants.
- Blankets are not allowed in cribs
- Infants head must remain uncovered during sleep
- Lightweight swaddling material may be used if wrapped securely and no higher than the child's shoulders.
- Cribs with meeting SPSC standards are provided for infants to sleep.
- When infants wake, they must be removed from their crib

Infant Feeding

- All bottles must be labeled with child's name.
- Bottles must be pre-made for liquid formula.
- Bottles must be pre-made with water amount if powdered formula.
- Bottles may not contain solid foods unless the child's health care provider supplies written instructions and provided by family.
- If formula or breastmilk is warmed, it is warmed in water no more than 120 degrees F. no more than 5 minutes
- Discard after one hour any formula or breastmilk that is served but not completely consumed.
- No milk, including breastmilk may be warmed by microwave.
- Solid food is not offered to infants younger than four months unless it is recommended by the child's health care provider and approved and provided by family.
- Infants may never carry bottles, sippy cups or regular cups with them while they move around crawling or walking
- Regular cups are used only when parent and teacher agree they are ready to use cup.
- Cow's milk is not served to children younger than 12 months of age.

Breastfeeding

Kingdom Kids Day Care and Academy Supports breastfeeding by:

- Providing space to store breastmilk in the refrigerator
- Accepting breastmilk in ready to feed containers
- Each bottle labeled with the child's full name, date and time the milk was expressed
- Bottles are gently mixed by tipping bottle back and forth, no shaking the milk before feeding to preserve special infection-fighting and nutritional components in the human milk.
- Coordinate feeding with the mother and provide comfortable space if she would like to breastfeed on site.

Clothing

Your child will need an extra change of clothing with each item labeled. If your child has toilet accidents, please arrange to have several changes of clothing available each day. *Soiled clothes will not be rinsed out due to sanitary issues; any solids will be disposed of. The soiled clothing will be put in a bag to go home for washing.*

Play Clothes must be worn so that your child may participate in all planned activities. A part of each day is spent outdoors year-round. Please dress your child accordingly. Our outdoor classroom may offer outdoor kitchen opportunities for mud pies!

Shoes are necessary for children over the age of 12 months old and will not be accepted without them.

You will need to dress your child in seasonally appropriate clothing. Coats daily in cold weather!

Outside Play

We feel daily outside play, weather permitting, is a must. We do go outside winter and summer, if only for a few minutes. All children will go outside if weather permits. Please remember:

- Even if it is too cold to stay outside for more than 15-20 minutes, there is still an advantage to children in the physical release and stimulation of interest they derive from outside play. We sometimes forget that being active outdoors in cold weather keeps one warm.
- Children must have a chance to exercise their growing muscles.
- Our outside play space provides for shade and sun. During sunny days feel free to send hats and sunscreen or bug spray. You will be asked to complete an authorization for us to apply sunscreen or bug spray.

Birthday Parties

We will enjoy celebrating your child's birthday at school. Let your child's teacher know in advance. Simple celebrations for toddlers & preschoolers are appropriate. Food items must be purchased from the store in a sealed box or package. If you are having a party away from the school, we will be happy to distribute invitations if they include all the children in the class. We do not distribute addresses or phone numbers for security reasons.

Meals and Nutrition

Kingdom Kids Day Care and Academy provides A.M snack, Lunch, and P.M snack. We eat by class in the lunchroom. A menu is posted on the Parent Communication Board as you come in the entryway. We will encourage, but not force, children to eat. You may choose to send your children with a packed lunch from home, we will send home any candies or sugary sweets.

Code of Ethical Conduct

For an updated NAEYC Code of Ethical Conduct please go to naeyc.org. Copies of the Code of Ethical Conduct are also available in the preschool office and all staff will receive an updated copy

Communicable Disease Regulations

The following chart provides updated guidelines to help determine when your child should return to the school after and illness:

Period from exposure to:

<u>Disease</u>	<u>Symptoms</u>	<u>Exclusion</u>	<u>Re-Admissions</u>
Chicken Pox	14-21 days	At least 6 days after last crop lesions	When all lesions have scabbed over and dried.
Cold	12-72 days	During acute Stage (2-4) days	24 hours after fever; drainage is clear; Child has energy to Participate fully
Conjunctivitis (pink-eye)	48-72 hours	Until discharge or redness of eyes has disappeared	48-72 hours after medication has begun or see exclusion note
Diarrhea or Vomiting	2 hours-3 days	Until symptoms disappear	12 hours after symptoms disappear; child has had normal bowel movements eating normally
Fever	Varies	100 degrees or more; 99 with other symptoms of illness	24 hours after fever and symptoms are gone
Impetigo and symptoms	Within 5 days	Until physician's brought or scabs disappear	24 hours after fever statement is are gone
Ringworm	10-14 days	Until physician's statement is brought or lesion	Physician statement; see exclusion note is healed
Streptococcus	2-5 days	If under physician care; until symptoms are gone; 7 days if not under Physician Care	Physician statement

Exclusion Note: Children excluded from childcare facility may be readmitted with a certificate from physician or other health personnel

Guidelines for Determining Ill Children

One of the most important steps in avoiding the spread of disease in our childcare center is observation. Each day before you bring your child to the school, make careful observations about your child. If he/she isn't himself/herself, check to see if any apparent symptoms especially fever is present.

You should adhere to the following instructions if your child has the accompanying symptoms:

- If your child's temperature registers 100.0 degrees or more orally, the child should stay home.
- If your child's temperature is 99.0-99.9 with any symptoms listed below or if any of the symptoms marked with an * are present regardless of fever the child should stay home:
- Diarrhea, defined as two or more loose, watery bowel movements within a 24-hour period
- Sore and reddened throat, with possibly a raspy dry cough
- Reddened eyes with a discharge or crusted eyelids
- Earache sometimes indicated by a child rubbing or pulling at ear
- Stomach ache, especially if your child is doubled over and seems very restless
- Nausea and/or vomiting
- Listless and no appetite
- Rashes in any form (small pinpoint or large blisters) located in facial or abdominal areas or possibly covering the total body
- Coughing, sneezing, and runny nose, swelling and pain along jaw line and in front of ears may be mumps

Other problems requiring a child to stay home so treatment may be started include the following:

- **Lice** - a small gray-white insect on the scalp usually accompanied by eggs attached to hair shafts in groups
- **Scabies**- a mite living under the skin surface appearing as small red dots, usually between the fingers, causing intense itching.
- **Ringworm**- a fungus of the scalp or body causing intense itching
- **Pinworms**- an intestinal worm depositing eggs visible to the eye of the perineum or in the feces causing rectal itching
- **Impetigo**- one single or a cluster of small blisters that will break drain and become crusted.

Using the above guidelines, if Administration determines that your child should leave the school, you will be contacted and asked to pick up your child. Your child will be isolated from the other children, in the infirmary, until he/she is picked up.

Above all, your child should have been free of fever for 24 hours and free of diarrhea for 12 hours before returning to school. *Pain reliever and diarrhea medication will not be given without a note from the Physician stating that the child is not contagious.*

Administration will notify all parents if a child in the school is diagnosed with a contagious, communicable disease.

Immunizations

You must present evidence of current immunizations and routine screen or evidence of a date of appointment before your child's entry into our program. As a condition to remain enrolled, immunization records and routine screenings must be kept up to date according to CDC-USPHCS and the Academy of Family Practice available at <http://2.aap.org/immunization/izschedule.html>

If your child is under immunized due to health reasons, documentation from your physician is needed on file. If your child is under immunized due to "Family Beliefs" or "Religious Exemption", your child may be excluded from care if a vaccine-preventable disease occurs to which the child is susceptible.

Kingdom Kids Day Care and Academy Emergency / Illness Plan

A. Emergency Telephone Numbers

- EMERGENCY.....911
- Emergency Medical Service (Waco).... (254) 750-7500
- Police (Waco) (254) 750-7500
- Fire (Waco)..... (254) 750-1740
- Poison Control 1(800) 222-1222
- Hospital..... (254) 751-4000

B. Emergency Procedure

When a child becomes sick or an accident occurs, determine the severity of the situation and contact the parent/authorized person or arrange for transportation to the hospital. Call for an ambulance. One staff member (lead teacher or director) should accompany child to the hospital and take the child's folder containing emergency information. Remain with the child until the parent or alternative pick-up arrives. If parent cannot be reached, contact the designated person on the child's permission form.

C. First Aid Equipment

Supplies checked on a regular weekly basis. The first aid boxes are located in each classroom, and in the office. Supply of kit is regularly checked at the beginning of each semester by the program assistant and restocked. First aid administered by any staff trained in first aid/CPR. Contents of First Aid Kit:

- Gauze bandages
- Scissors
- Band-aids
- Triangular bandage
- Cotton
- Thermometer
- Rubber gloves (next to box)
- tweezers

D. Plan for Evacuation

- Evacuation plans are posted in every room.
- Each teacher leads classroom children out of the building.
- All meet at the youth house for head count by Director.
- Director arrange fire drills every month (at different times of the day)
- Director keeps a log of each drill on white board in office.

E. Injury Prevention Plan

- Daily monitoring of the environment by the Director and teaching staff. All staff required to bring to their attention any problems, repairs, or hazards.
- Conduct regular safety checks of the center. Preschool teacher conducts a daily check all daily of outdoor playground area.
- Equipment and toy purchases carefully examined and all donated materials checked for safety and health concerns.
- Parents are given a written incident form informing them of any injuries. Parents and staff sign form and then file it in children's folder. The written form is given to parents upon pick up, same day of injury.

F. Plan for Managing Infectious Diseases

- Children are greeted by the teacher upon entering, observing any possible health problems.
- If a child exhibits any of the symptoms listed in the exclusion list (listed on the communicable disease chart), the Director will ask the parent to take the child back home.
- If a child becomes ill at the center, parent or authorized person is contacted to pick up the child. A quiet area within the school is set up for the child until parent arrives and a staff member accompanies the child.
- A note from child's physician is required in order for child to return to school after any communicable disease/illness (i.e. Chicken Pox, Measles, Strep). The note is placed in child's folder. * Same procedure for all staff members.
- Director will notify all parents and staff in writing when any communicable disease/illness has been introduced to the preschool immediately by posting on the classroom parent board.
- Hand-washing procedure for staff and children posted at the preschool.
- Staff will use commercial disinfectant or prepare 1/4 cup bleach to one gallon of water solution or 1 tbsps. of bleach to 1 quart of water, labeled, and placed out of children's reach.
- Parents are responsible for the weekly washing of each child's rest blankets and pillows

G. Universal Health Care Precautions

1. Employee's must wash their hands when:

- After toileting (self or child) or diapering
- After handling any bodily fluids blowing nose, coughing, blood vomit, etc.
- Before meals and snacks, before preparing or serving food, or handling any raw foods that requires cooking (meats, eggs, poultry) 17

- After water play
- After handling any pets or any materials such as sand, dirt or surfaces contaminated by contact of animals; after handling any animals or their equipment
- Before or after feeding a child
- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning
- Before leaving the preschool (recommended)

2. Latex gloves must be worn when:

- Toileting a child
- Contact with blood, vomit, nose discharge, etc.
- Cleaning surfaces that have been contaminated
- Wash your hands after you remove gloves

3. Use disinfectant to:

- Sanitize all table surfaces before snack/lunch time
- Sanitize toys/objects used by children

H. **Plan for Meeting the Needs of Mildly Ill Children While at the Preschool**

- If a child becomes ill while at the preschool, parent or authorized person is contacted immediately to pick the child up. A quiet area is set up for the child with the child's blanket
- A staff person is assigned to child until parent arrives. Time of departure is noted in Brightwheel.

I. **Plan for Identifying Special Health Care Needs/Allergies etc.**

- Parents provide information regarding any allergies or other health care concerns at registration. Information is listed in child's folder and updated every semester.
- A list of all allergies is posted in the kitchen and lunchroom and on Brightwheel. Allergies and other medical information are posted in a manner that protects the privacy of each child. All staff are made aware of the list and the children identified. List is updated every semester or as needed.
- The preschool will provide reasonable accommodations to meet allergy or special environment conditions to staff and children without undue financial hardship to the center. Information on children with specific conditions including allergies will have a food allergy form and special care form completed by parents at enrollment or before a child is permitted to attend.

Gang Free Zone

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Child Abuse Policies Mandating Reporting

As professionals in contact with young children and their families, we at the center are required by law to help the Department of Family Protective Services (DFPS) become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/childcare workers, are mandated reporters. Thus, it is the policy of the Kingdom Kids Day Care and Academy to report any and all suspected cases of child abuse and/or neglect to DFPS, the immediately by telephone. Our center will offer full cooperation of its staff during the investigation of the reported incident. A staff member should follow these steps if abuse/neglect is suspected:

Definition-

Child Abuse is the non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child's physical and emotional well-being, including sexual abuse.

Child Neglect is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

Reasonable Cause means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse and/or neglect.

Parental Child Abuse

The following procedure has been established regarding the reporting and/or recording of suspected child abuse and neglect:

1. Any staff person that suspects a child has come to school abused or neglected must report that information to DFPS.
2. It is the policy of the preschool program that there shall be no corporal punishment of children.

Institutional Child Abuse

No child shall be subjected to cruel or severe punishment, humiliations, or verbal abuse, including, but not limited to, the denial of food.

The following procedure has been established regarding the steps taken if a staff member is suspected of abusing and/or neglecting a child at the preschool program:

1. Whoever has reasonable cause to believe that a staff member or family day care provider may have been abusive or neglectful to a child(ren) shall immediately notify their supervisor and/or director.

2. The director will prepare, within 24 hours, but no later than 36 hours, a written report of the situation, the report shall include dates, times, names of all parties involved (adults and children), places, and description of incident.
3. The director must immediately notify the MDECA campus Principal or designee; the designee will assess the situation and, if warranted, report the suspected abuse or neglect to DPFS
4. The suspected or alleged employee shall immediately be removed from working directly with children until a written investigation has been completed DPFS and authorized to return as appropriate.
5. Confidentiality will always be maintained.

Confidentiality

Each child is a unique individual with specific needs. Our teachers are trained to observe and plan for the child. Our environment will be supportive of each child's growth and development.

Therefore, every adult visiting our school will be asked to respect the needs of the individual and the ability of the Kingdom Kids Day Care and Academy staff to plan an appropriate program for that child. It will not be appropriate to discuss children or incidences in the school with anyone other than your child's teacher or the Administrative staff. The teachers are interested in answering your questions and discussing your concerns but will ask that this *not be done in the presence of the children*. Kingdom Kids Day Care and Academy will maintain confidentiality and respects the family's rights to privacy. We will refrain from disclosure of confidential information. However, in the event that staff members are concerned about a child's welfare, we will reveal confidential information to agencies or individuals who are empowered to act in the best interests of the child.

If you have concerns or questions, please feel free to schedule a conference with the center Director and your child's teacher.