

KIDDO'S ACADEMY



Our business is all about your child



Kiddo's Academy

Board Policies

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Children And Parents Rights

Pursuant To KRS 199.898

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certifies pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**
 - a. The right to be free from physical or mental abuse:
 - b. The right not to be subjected to abusive language or abusive punishment: and
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

- (2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**
 - a. The right to have access to their children at all time the child is in the care and access to their provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

- (3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.**

Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601
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Kiddo's Academy Board Policies and Procedures January 1st. 2012

Philosophy

The programs of Kiddo's Academy will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions: Where a child receives love, security, acceptance, values, self control, independence, protection, and guidance and teachers earnestly try to involve a child in the excitement of learning.

The curriculum of each class encircles the vital objective of helping a child to develop a healthy self- image. A vast variety of experiences are planned in order that each child will have opportunities for success.

The program provides for the total child: His/Her particular needs within their social, emotional, physical, and mental development.

Social - To help the child:

1. Grow in ability to work and play with others.
Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

Emotional - To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Mental - To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices, and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers and encourage self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills

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Physical - To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

Kiddo's Academy promotes pro-social activities. Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and creative movement. Our curriculum also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.



I. The Board

This board will consist of a minimum of six (6) members. Positions will include the Owner, Director, parents with a child(ren) in the program, and community members interested in early care and education. [All Board members shall comply with the policies and procedures of the child-care center which includes having a criminal record check and child abuse and neglect check \(CAN\) on file. \(Optional\)](#)

Sub Committees:

Sub Committees will consist of a:

Long range planning committee:

Parents Advisory Committee: (AD-HOC)

This committee will consist of 1 teacher, 1 committee member, 2 - 3 parents and the director. This committee will meet to address concerns of parents, and minor program concerns. Any parent bringing an issue to this committee and not satisfied with the outcome may then address the Kiddo's Academy Board.

Meetings:

Meetings will be held on the **1st week** of the month of January, March, June, August and December. Other meetings may be called as deemed.

Job Descriptions:

President: The President shall be the principal executive officer of the corporation, but shall be subject to the decisions of the Board. The President shall be responsible for carrying out the directions of the Board of Directors and, in general, supervise and control all the business and affairs of the corporation. When present, the President shall preside at all meetings of the Board.

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Vice President: The Vice President will fulfill the duties of the chair in his or her absence.

Secretary: The Secretary shall keep the minutes of the Board meetings, and file all past official minutes in the child care office. The Secretary shall include in the minutes the attendance of each Board member. A current roster of Board member names and addresses shall also be on file with the Secretary and the program office.

Book Keeper/Treasurer: The Book Keeper/Treasurer will serve as Chairperson of Finance and oversee expenditures. He/she will submit a detailed financial report at least quarterly.

II. Enrollment

Enrollment shall be based upon the capacity of the Center as set forth by the Kentucky State Fire Marshal and the Cabinet for Health and Family Services, Licensing Division. Other elements of enrollment will be determined by availability of space, need and demand.

III. Registration

Registration will be throughout the year as needed. Registration is based on availability of space as per the regulations set forth by the Cabinet for Health and Family Services, Licensing Division. A non-refundable registration fee of (???????) per child will be paid prior to enrollment. A yearly supply fee of (?????????) will be paid each January by all students and a summer activity fee of (?????????) will be charged to each participant of the summer school age program and to all children of toddler age and older. This fee will cover field trips and/or on-site extra curricular activities.

Equal Opportunity Statement: Children may enroll Kiddo's Academy regardless of race, creed, color, sex, disability, nationality, or religion.

IV. Fees

Fees will be set each year and approved by the Child Care Board. Fees will differ according to the age of the child and the type of the program. The programs consist of **part-time, full time weekly child care, before and after school care as well as summer care**. Fees are due the first day of each week. A registration fee will be collected at the time of enrollment and yearly supply and activity fees will be collected in January and June.

Late fees will be charged for late weekly payments as well as late pick up. These fees will be provided to families on the tuition rate sheet.

Returned Check Fees:

Returned checks will incur a surcharge of **\$30.00**. This charge is set by the bank and subject to change. This fee will be applied to all returned checks and will be in addition to the late weekly fee charged by Kiddo's Academy.

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Refunds:

There will be no refund on registration fees. Parents are required to give a two (2) week notice of withdrawal as stated in the parent handbook or full payment is expected for withdrawal without notice.

V. Finances

Budget:

A budget will be prepared annually and voted on by the Child Care Board. A budget will run from calendar year to calendar year.

Payroll:

The director and the assistant director will be paid a salary. All other employees of the Center will be paid an hourly wage. All hourly employees will be paid for in-service training and staff meetings as required by Wage and Hour Law. The Center will cover the cost of professional training as well as transportation cost for all employees.

VI. Calendar

The calendar will be set by the Director and approved by the Child Care Board. The Center will be closed on **Sunday**, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after, as well as Christmas Day. The Center reserves the right to add to or change these days as deemed necessary. Parents will always have prior notification of any changes. The Center will close at 3:00 P.M. on Christmas Eve. In the event of a severe weather emergency the center will be closed at the discretion of the director and the Board and the parents will be notified.

VII. Personnel

Equal Opportunity Statement: Kiddo's Academy is an equal opportunity employer. Applicants may apply regardless of race, creed, color, sex, nationality, or religion. All applicants must meet the state requirements for employment in a child care setting. All applicants must submit to a criminal record check. The criminal record check must come back free of substantiated child abuse charges before an applicant can be hired.

Reviews: The director will give Employees yearly reviews consisting of a self- evaluation and an evaluation. The director's evaluation will also include classroom observations. These reviews will be discussed by the employee and the director and kept on file.

Hours: The Center will operate from (insert hours). Teachers will be assigned a time frame to work during these hours. There will be ample staff on duty at all times to comply with the child/adult ratios found in the regulations set forth by the Cabinet for Children and Families, Licensing Division. All staff members are expected to attend staff meetings when scheduled by the Director.

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Absences

Sick Leave: Full time employees are allotted up to three (3) days paid sick leave each year after six (6) months of employment.

Personal Emergencies: Up to 3 days of leave may be provided because of critical illness or death in the immediate family. (See employee handbook) For other leaves of absence including personal business and caring for a sick relative, time will be provided up to three (3) days either as deduction from vacation allotment or as time off without pay.

Leaves of Absence: Leaves of absence, fewer than 30 days, without pay may be granted under certain circumstances after six months of employment. (See employee handbook)

Time Off: Time off from regularly scheduled work hours must be requested in advance and granted on a first come basis. At no time will an employee be allowed time off if the Center would be in non-compliance with the regulations set forth by the Cabinet for Health and Family Services, Licensing Division.

Vacations: Paid vacations days for full time employees (30 or more hours a week) are earned under the following terms:

after six (6) months	2 days
after 2nd six (6) months	3 additional days (total 5)
2 - 4 years	10 days
5 - 9 years	15 days
over 10 years	20 days

Allocation of this time is detailed in the employee handbook.

Dues: Dues to Professional organizations will be paid annually for the Director.

VIII. Overview of Board Expectations of the Director

The director is responsible to the Owner/Board. The director must carry out the policies and procedures approved for the day-to-day operation of the Center.

The Director must work directly with the teachers in planning the curriculum for the center. All curriculums should be age appropriate for the children involved.

The Director will follow the following Capitalization policy. Property that is used in the operation of Kiddo's Academy, which includes land, buildings, and major equipment is to be classified as Capital Expenditures/Fixed Assets. Major equipment is defined as having a minimum value of \$500 and a useful life of over one year. Major

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equipment purchased with a minimum value of \$2,000 and over is required to be bid. A minimum of three bids must be obtained. Except for a model change, major equipment \$10,000 and over also require Board approval prior to awarding a bid or signing of any contract. Board members may not benefit from any Capital purchase in order to avoid conflict of interest.

Equipment expenditures of less than \$500 will be expensed at the time of purchase. All contracts require the approval and signature of the Board President.

An annual inventory of fixed assets is recommended.

The Director shall prepare the employee handbook and oversee the execution of the policies and procedures set forth in this book.

The Director and all staff are directly responsible for the report of suspected abuse and or neglect of any child enrolled in the Center. The director will aid any staff that may suspect abuse or neglect of a child if needed. The Director will notify both the Owner and Board of any suspected abuse. The state of Kentucky requires, "You report whenever you suspect abuse or neglect." YOU are responsible for ensuring that a report is made to the proper authorities. Therefore, even if your program requires that you report suspected abuse or neglect to your supervisor, you must either: a) make the report yourself, or b) see/hear a report being made.

When a child IS NOT in immediate danger, call"

- ❖ Your county Department for Community Based Services or
- ❖ When a child IS in immediate danger and need protection call 911 or your local police.

The Director is responsible for the provision of lock boxes for the storage of any medication to the children. Parents must sign daily medicine release forms detailing dosage and other instructions. All medicines must be in the original container and kept in locked storage.



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