



# Parent Handbook

**7515 Preston Hwy.  
Louisville, KY 40219**

**Tel: (502) 618-4700  
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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.**

**Effective 7/15/1998**

**Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601  
502-564-7962**



This handbook is prepared for the parents of all children enrolled in (insert program name). It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

## **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 positive self-image. A wide variety of experiences are planned in order that each child has 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 self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills

**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 is a pro-social program. 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.

### **Center Policies**

**Hours of Operation** – The center is open **from 6.00 am until 12 midnight**, Monday through Friday. A charge of **\$(insert amount)** for every fifteen (15) minutes past **(insert time)** will be imposed and **due immediately**. Continued tardiness in picking up children could result in dismissal from the program.

**Eligibility** – Children may enroll between the ages of 6 weeks and 12 years old.

**Tuition Fees and Payment** – **Fees are subject to change with written notice.**

There is a one time non-refundable \$ **(insert amount)** registration fee for each child enrolled in the program.

There is a yearly supply fee of \$ **(insert amount)** per child due in January.

There is a \$ **(insert amount)** per child activity fee due each June for all students Toddler age and older.

**There is a charge of \$30.00 on all returned checks. After a second returned check we will accept cash only.**

**Tuition is to be paid each Monday morning on a continuous basis until the child is withdrawn from the center.**

**There is no refund for daily absences.**

**There is no reduction for holidays. New Years Day, Memorial Day, Labor Day, Fourth of July, and the day after Thanksgiving.** The center will close at **(insert time)** PM on Christmas Eve. The Owner/Board will make decisions as to center closing should these days fall on the weekend or in the event of other closings. Parents will be notified in advance of such decisions.

**There is a 10 % discount for the oldest child enrolled when there is more than one child from the same immediate family.**

When a child is hospitalized for a week or more, tuition will be suspended for the first week. **Full tuition** must be paid for additional absence if the child's place is to be reserved (**note temporary withdrawal procedures.**)

**Note: If by Wednesday of the second week, the previous week's fees are not paid there is a mandatory meeting of parents and the Director. If there is no payment by the end of the second week, the child may not return to the program unless some acceptable payment arrangements have been made. We cannot permit ongoing delinquent tuition.**

**Vacation Policy** – One week of tuition free vacation is given at the end of each twelve (12) month enrollment.

**Withdrawal** – The center requires two weeks notice of the child's permanent withdrawal from the center.



**Temporary Withdrawal** – Temporary withdrawal is available for those parents who deem it necessary. A deposit of one month's tuition must be paid to reserve a place for your child with notice of the expected return date. Upon the child's return, two weeks of the deposit will be credited toward tuition.

If your child is withdrawn from the program and then re-enters the program, [the registration fee must again be paid](#). (Except for temporary withdrawal plan)

**The program reserves the right to remove a child from the program if the child, parent/guardian is unable to adjust and function within the program.**

**Meals:** Infants on bottles and requiring baby food are to provide their own formula/food. Parents are to bring the food and bottles properly labeled and sealed. Bottles/formulas are to be prepared at home and stored in unbreakable bottles with nipple covers. Bibs and baby's spoon should be included with the child's food and written instructions provide to the teacher.

All other children will be provided meals and snacks that meet the USDA federal food guidelines.

A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.

**Clothing:** Infants need several complete sets of extra clothing, including socks, each day. Diapers and wipes should be sent daily or weekly. A plastic bag in the diaper bag for soiled clothes is always helpful. To avoid confusion, all clothing should be labeled with the child's name.

Children being toilet trained need six to eight pairs of disposable training pants. Clothing should have snaps in the legs or be styled to take up and down easily.

All children need an extra set of clothing to be kept at the center, or included each day in the child's bag. A plastic bag for soiled clothes is always helpful. To avoid confusion, all clothing should be labeled with the child's name. Other items of clothing such as a sweater, jacket, hats, mittens, etc., should be clearly labeled.

**Transportation:** **Kiddo's Academy** does or does not (**select preferences**) provide transportation service. [Children using the program's transportation program must have car seats or booster as outlined by the law.](#)

**Rest Time:** Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed two hours. Cots and sheets are provided for this period. Each child needs a favorite blanket for rest time. Blankets should be labeled with the child's name. Blankets will be sent home on Friday of each to be laundered and returned on Monday. If possible, avoid picking up your child during rest time. If you do need to pick up your child during this time, please advise the teacher in advance to keep from disturbing the other children.

**Play:** Play is a vital part of a child's growth. Children will be taken outside each day except when it's too cold, wet, or extremely hot or the pollution index is considered dangerous. When your child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the director or assistant director.



**Field Trips:** The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of a field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guest to come into the program to share with the children. If you maybe interested in chaperoning a field trip, please let the director know right away as we are now required to have a Child Abuse and Neglect Check (CAN) and a Criminal Record Check (CRC) on all parents going on field trips with us.

**Immunization:** Each child is required to have a current up-to-date immunization certificate on file in the office within 30 days of enrollment. Updated certificates should be provided to the program as a child receives further immunizations.

**Birthdays:** This is a special day in a child's life. Please make arrangement with your child's teacher for this special day. You may send a treat for this special occasion, however due to health regulations; they must be store bought rather than home made. We encourage you to join us for the celebration if at all possible.

**Toys:** Children should be discouraged from bringing personal toys and books to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

**Discipline:** The goal of Kiddo's Academy is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the center's property. Should continual behavior problems occur, a meeting between program staff and the parents will be held in order to determine an appropriate course of action that is agreeable to all.

**Communication:** Kiddo's Academy considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with teachers regularly to stay informed. Daily reports will be available each afternoon. If there are concerns, we will be happy to schedule a conference with you. We would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you.

Parent meetings may be scheduled from time to time. You will be notified in advance of the time and place. A phone call can be arranged for a specific time.

The teachers cannot accept verbal messages from children. Please send a note or telephone the program office at (502) 618-4700

Monthly newsletters will be issued to inform you of your child's activities. Each class of children between 1 1/2 – 5 will have a monthly calendar to keep you informed of daily activities.



## Third Party Therapy Sessions

If you desire for your child to receive therapy sessions provided by an outside service agent (First Steps, Speech Therapy, etc.), we are happy to work with you in scheduling these session during your child's regular time within our program. You will need to sign a permission slip and service agents will be required to sign your child out of the classroom and then back into the classroom for each therapy session. A special attendance sheet will be made available by this program for this purpose. Service Agents must provide adequate supervision of your child during each session. Adequate supervision is defined as, devoting full-time attention to children and ensures the children are with in scope of vision and range of voice. Scope of vision and range of voice is the range of ones awareness allowing for the sight and sound supervision without physical barrier or obstruction. The service agent must also provide a photo id.

**Arrival and Departure:** The children may arrive as early as 6.00 am and stay as late as 12 midnight. **A charge of \$(insert amount) for every fifteen (15) minutes past (insert time) will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the program.**

A responsible adult should always escort the children into and out of the building. All children must be signed in and out on a daily basis.

A parent or an authorized adult must pick up each child. No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person, who is not known at the center, will be required to show a drivers license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

**Health and attendance polices:** Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

Children should **remain at home in them have any of the following symptoms:**

- ❖ **A fever (may return to care when child has been fever free for 24 hours)**
- ❖ **Acute cold, coughing, sneezing, and/or runny nose**
- ❖ **Sore throat**
- ❖ **Earache**
- ❖ **Skin eruptions or rashes**
- ❖ **Nausea and/or vomiting**
- ❖ **Headache**
- ❖ **Diarrhea**

Please notify the center if your child or family member contracts any communicable diseases.

<b>Disease</b>	<b>Incubation Period</b>	<b>Return to Program</b>
Chicken Pox	7-21 days	When all pox marks are scabbed over
German Measles	14-28 days	One day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 days	When child is under doctor's care
Head Lice		When child has a doctor's note stating he/she is nit free



**Accidents or emergencies:** In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES** including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person are vital.

**Illness:** Children with any form of illness should remain at home. If a child arrives at the center with a temperature, the parent will be asked to return home with the child. A child may return to the center when they have been fever free for at least 24 hours. When a child becomes ill at the Center, the parent will be requested to take the child home within an hour of being notified. A parent will be asked to pick up a child with a temperature of 100\* or more. The center is not allowed to dispense over the counter medication without a doctors note indicating dosage.

**Medication:** The program will dispense medication prescribed by a physician if the medicine is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent. Parents must sign off daily for continuous medication use. Medication permission forms may be obtained from the office. The program is not allowed to dispense over the counter medication without a doctors note indicating dosage.

**Policy for Custody Dispute:** Children will only be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

**Fire, tornado, earthquake and transportation drills:** Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency. [Monthly evacuation drills will be held with children using program provided transportation.](#)

In the event of complete evacuation of Kiddo's Academy and the surrounding area, the children will be transported to [Pizza Hut next door](#) and may be picked up there.

**Right of Dismissal:** Kiddo's Academy reserves the right to dismiss a child due to non-compliance of the policies by the parent. The child will be dismissed with two weeks notice. In extreme circumstances immediate dismissal will be given at the discretion of the director. Refer to fee schedule of this handbook for financial obligation dismissal. The program always reserves the right to dismiss a child if circumstances warrant.

**Licensing:** Kiddo's Academy is licensed by the Cabinet for Health and Family Services. The center has also been inspected and by the Jefferson County health department and the state fire marshal's office. We are currently licensed for [\(insert number\)](#) children.

**Curriculum:** Each age group has established units of basic skills, which are age appropriate. Curriculum is planned for the month and parents will receive a calendar indicating the themes and concepts being worked on each month. Curriculum calendars will also be posted in each classroom along with the daily schedule.



## Infant -Toddler Routines & Daily Schedule

Caring for infants requires individualized routines and schedules based upon the needs of each child. Typically, the younger the child, the more flexible the schedule must be. Care givers must also be responsive to the child's biological rhythms and interest.

Below are examples of the routines and experiences an infant might experience throughout the day.

- Hellos and good-byes
- Diapering and toileting
- Eating and mealtime
- Sleeping and nap time
- Dressing
- Playing with toys
- Imitating and pretending
- Enjoying stories and books
- Enjoying music and movement
- Creating art
- Enjoying and exploring the outdoors

Characteristics of an appropriate schedule may include:

- A schedule that is flexible and adaptable and is changed to meet the individual needs of the child
- A schedule that is unhurried, allowing the child to enjoy daily routine experiences
- A schedule allowing sufficient time for routines, play and transitions.
- A schedule that balances active and quiet times
- A schedule allowing children to play alone, with supervision
- A schedule that allow children to experience small group of 2-3 children
- A schedule allowing children in full day programs to go outside twice a day.



## Sample Daily Schedule

This is a sample schedule actual schedules vary by age group and class.

6:30 - 7:15	Free Play in centers
7:15 - 7:30	Transition time – clean up, wash hands, and prepare for breakfast.
7:30 - 8:00	Breakfast – children are free to leave the table and play after they have eaten.
8:00 - 8:15	Transitional times for classroom activities (children are activity involved in transitional type activities).
8:15 - 9:00	Circle time (calendar, weather, finger plays, songs, story, daily events)
9:00 - 9:35	Music or Creative movement, or outdoor play
9:35 - 10:15	Craft activity and theme discussion
10:15 - 11:00	Learning center activities
11:00 - 11:15	Clean up, use restroom, wash hands, prepare for lunch
11:30 - 12:00	Lunch
12:00 - 12:15	Clean up from lunch, restroom, and prepare for rest/quite time
12:15 - 2:45	Rest time (children waking early may engage in quite table activities)
2:45 - 3:00	Put cots away, restroom wash hands, prepare for snack
3:00 - 3:20	Snack time
3:20 - 4:20	Outdoor activities (if weather prohibits outdoor play, children will engage in large motor activities.)
4:20 - 6:00	Activities will vary according to age group and teacher preferences.



**Skills and concepts:** The following is a list of skills and concepts that are age appropriate and may be included in the curriculum.

## 2-Year Olds

<h2><u>2-Year Olds</u></h2>	
<b>Numbers</b>	Introduce numbers 1-5 through games, songs, and hands on activities
<b>Colors</b>	Introduce 8 basic colors: red, blue, green, yellow, orange, purple, brown, black
<b>Shapes</b>	Introduce 4 basic shapes: circle, square, triangle and rectangle through games and puzzles.
<b>Small Motor Skills</b>	Improve hand coordination through play using a variety of materials: play dough, puzzles, finger plays and art.
<b>Large Motor Skills</b>	Involve the children in activities such as running, hopping on two feet and climbing.
<b>Language Arts</b>	Improve language skills through play, listen and discuss stories, and become aware of general body parts.
<b>Weather Seasons</b>	Introduce concepts of what we wear and why. Introduce characteristics of weather, wind, rain, snow, and sun.
<b>Art/Crafts</b>	Make simple crafts and participate in activities using a variety of materials.



## 3-Year Olds

<h2><u>3-Year Olds</u></h2>	
<b>Numbers</b>	Begin to recognize numbers 1-10 and simple counting of objects.
<b>Colors</b>	Begin to recognize and name 8 basic colors: red, blue, green, yellow, orange, purple, brown, black
<b>Shapes</b>	Begin to recognize and name 4 basic shapes: circle, square, triangle and rectangle through games and puzzles.
<b>Alphabet</b>	Begins to recognize and name upper case letters. Recognize his/her own name.
<b>Small Motor Skills</b>	Improve eye-hand coordination with finger plays, cutting, painting, molding a building.
<b>Large Motor Skills</b>	Involve the children in activities such as running, jumping on one and two feet, and climbing.
<b>Language Arts</b>	To speak and enunciate clearly for age, use "finger plays" recognize some upper and lower case letters, recognize own name, know "opposite", see "likeness" and "difference" in objects, know the meaning of the "est" words (longest, shortest), use manners, and know general and specific body parts.
<b>Weather</b>	Know what we wear, seasonal characteristics of animals and how they live in various seasons. Know the days of the week and begin to know months of the year.
<b>Art/Crafts</b>	Show originality and creativity by independently using a variety of Colors and materials



## 4-Year Olds

<h2><u>4-Year Olds</u></h2>	
Numbers	Identify numbers 1-20 by grouping into set, simple addition and subtraction, and matching correct number to a set of objects.
Colors	Identify ten 10 basic colors: red, blue, green, yellow, orange, purple, brown, black, pink, and white.
Shapes	Identify six basic shapes: circle, square, triangle and rectangle, oval and diamond through games and puzzles.
Alphabet	Begins to recognize some letters of the alphabet, including upper and lower case and beginning phonics.
Small Motor Skills	Master cutting with scissors, holding a pencil and crayon correctly, molding with clay/play dough, piecing together puzzles, tracing inside and outside of a stencil.
Large Motor Skills	Master running, jumping, hopping on one and two feet, climbing, and skipping. Skipping is not always possible until age 5 or 6).
Language Arts	To speak and enunciate clearly for age, use "finger plays" recognize and know some upper and lower case letters, recognize own first & last name, know "opposite", see "likeness" and "difference" in objects, know the meaning of the "est." words (longest, shortest), use manners, and know general and specific body parts
Weather	Be aware of what we wear, seasonal characteristics of animals day of the week. As well as some months.
Art/Crafts	To work in a group and individually with aid from the teacher using a variety of colors and materials.