

Parent Handbook

The Kids' World Center

Comfort, Safety and Fun



Information in this handbook is subject to change at any time without previews notice. To get the latest version of this handbook consult our website at theKids'worldcenter.com.

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II. About Us

Our Mission It is the purpose of The Kid's World Center to offer the community a quality childcare center to meet the needs of as many families as possible. It is our aim to provide a loving and safe environment for the children, which will inspire them in their daily learning and growing process.

Philosophy Comfort, safety, and fun.

Our Vision Children receive quality care and enriched environment that promotes learning and the development of the whole child, while offering peace of mind to their parents and a tangible return on investment to our clients.

Services The Kids' World Center offers child care services from six weeks to five years old. Hours of operation are from 6:30 A.M. to 5:30 P.M., Monday through Friday.

The Kids' World Center exists to provide Premier Child care services that are aimed at enhancing traditional day care methodologies and integrating extracurricular interests (such as arts and crafts, dance, theatre and sports) into one comprehensive program. Our activity based in well-known curriculum is specifically tailored for children and mirrors the classes taught at the arts and science schools around the state. Finally, our developmental programs reinforce basic social, listening, independence and motor skills and prepare children for future related interaction. All of our learning and child care services employ qualified personnel that support and promote higher learning.

In addition to the extensive services and curriculum offered will also offer children birthday party hosting services, providing great activities for kids and an easy experience for parents. Activity instructors will be assigned for these events and will lead the activities, ensuring a memorable celebration.

III. Management & Curriculum

MANAGEMENT

Tomas Sanchez Owner / Director

She holds a Bachelor degree in Education and she has twenty years of experience in teaching-learning process and childcare Teacher leader.

CURRICULUM

We are a bilingual facility and provide the basic skill to learn Spanish as a second langue.

Infants are unique and have their own patterns for play, feeding and sleeping. We use these patterns as our guide to introduce daily activities that will prepare your infant for life. Our highly trained teachers and staff offer a peaceful and creative environment for infants to develop their bodies and minds. We are committed to making this first transition away from home easy and natural for you and your child.

Toddlers learn through sensory experiences that enhance their cognitive, language, motor and social skills. They turn ideas into words and phrases to better express themselves, and practice the value of sharing and cooperating through group play.

Two Years Old Children at this age are curious about the world around them. They are busy exploring their environment and learning to communicate their thoughts. While they begin to exert their independence, they are also gaining a better understanding of group play.

Three & Older preschooler's world opens up in new ways as children improve coordination, learn complex games, and begin to interact more with others.

IV. Policies & Procedures

POLICIES AND PROCEDURES

Attendance

Tuition and other fees are to be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as “make up” days. **Our tuition charges are “all-inclusive”**, meaning there are no additional charges for regular activities, snacks, meals, or supplies.

Hours of Operation

The Kids’ World Center opens at 6:30 a.m. and closes at 5:30 p.m. sharp. We ask that when picking up your child, you arrive no later than 5:25pm so that you may have time to gather your child’s belongings and speak with your child’s teacher. Your children are anxious to see you and we are eager to be with our own family. We appreciate your calls if you are going to be late, however a call will not excuse you from a late fee.

Holidays 2013

The Kids’ World Center will be closed on the following holidays:

- | | |
|-------------|------------------------|
| ➤ January | Martin Luther King Day |
| ➤ April | Easter, Good Friday |
| ➤ May | Memorial day |
| ➤ July | Independence Day |
| ➤ September | Labor Day |
| ➤ November | Thanksgiving Days |
| ➤ December | Christmas Days |
| ➤ December | New Year’s Days |

Consult our website for more details:

<http://thekidsworldcenter.com/>

No discount from tuition will be made for holidays or other days on which the facility does not operate or opens late (i.e. snow days, etc.).

Drop off / Pick up Area

Please turn your car off and take the keys out of the ignition before entering the Building in the morning and afternoon even if you have another driver remaining in the vehicle. Please turn off or turn down loud music. Please drive very slowly when approaching the facility. Please do not leave small children unattended. We know it's convenient not to have to bring in your small ones or infants while you take their older siblings to class or pick them up at the end of the day, but the following can happen:

- The child or another child can jump into the driver's seat and change gears.
- A lot of times little ones can lock themselves or the parent may lock them in unintentionally.
- The child or baby can choke.
- Someone can abduct your child.
- Children can climb out of the car and get hit by a moving car or wonder off.
- Children can go into your purse and open medicine bottles.
- Heat exhaustion or hypothermia may occur since your car should not be left running.
- Heads, necks, and arms can get caught in power windows.
- Children can sometimes lock parents out of the car or parents may accidentally lock themselves out of the car.

Arrival and Departure

From time to time, your child may experience some separation anxiety. This is normal, experts suggest you hug and comfort your child, let them know you are leaving and will see them later, then promptly leave the house. While leaving a crying child can be a difficult thing, most children stop crying within five minutes. You are welcome to call.

Outdoor Time

State Health Department regulations require that children spend 2 hours per day outside. With the exception of an extremely cold or hot days or smoggy days in summer, understand that your children will spend time outside each day. If a child is not well, and you do not want them to go outside, they are not well enough to be at school and need to be kept at home that day.

Clothing and Personal Belongings

Please leave an extra set of clothes for your child at all times. This applies to our full time children of any age. Accidents happen and this will save calling you from work. Please label all clothing with your child's first and last name. We cannot be responsible for lost articles. Please send children to school in play clothes. Avoid (Long dresses, jellies shoes, cowboy boots, and flip-flops) can be dangerous. Rubber soled or non-slippery shoes are best for school. We require that you leave all food, gum, and toys at home. A soft sleep toy or pillow is OK for naptime only. As seasons change, please send your child to school with appropriate jackets or coats labeled with their name.

Activities

Every child must follow the same schedule; we cannot make exception, everybody will be doing the same activity at the same time according the schedule. (Reading, writing, sleeping, eating, playing outside, etc.).

Food / Birthdays

Birthdays are important days for young children and we share your desire to make your child's day a special one. We celebrate birthdays during regular afternoon snack times. Parents may provide a special snack for all the children, with advance notice you can participate in the celebration.

Due to the fact that certain children have severe food allergies, please speak with the director ahead of time about the appropriateness of the snack. Peanuts, peanut butter, and snacks with peanuts or peanut oil in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food.

Transportation

The Kids' World Center only has capacity to provide after school transportation for maximum 6 children.

The Kids' World Center does not provide any other type of transportation; in case of emergency we have two locations to relocate the children.

1.- Mannsdale Elementary School *443 Mannsdale Rd. Madison MS.*

601-879-0309.

2.- Broadmoor Baptist Church *1531 Highland Colony Pkwy, Madison, MS 39110*

601-898-2345.

In that event, The Kids' World Center will provide transportation for 6 children; the rest will be relocated with the volunteer parent's vehicles.

V. Health & Safety Policies

HEALTH AND SAFETY POLICIES

Immunizations

We ask that your child's immunization record (MS Form 121) be presented with enrollment forms. You must update and provide a new form as appropriate. Failure to maintain a current Form 121 will result in your child staying home.

Illnesses / Medical conditions

Please understand that for your child's protection and the protection of our other children, we strictly enforce our illness policy. We kindly request your full cooperation by not bringing in sick children, and picking up a sick child within one hour when you are called to do so. ; The Kids' World Center cannot care for sick children except for brief periods when the child becomes ill at the center. If a child becomes sick at the center parents will be contacted by a phone call and expected to come for the child as soon as possible. The child will be made as comfortable as possible until a parent arrives.

We cannot allow children with contagious diseases in the Center. A child with fever, diarrhea, or vomiting, must go home. You understand that if your child is ill, including, but not limited to a severe cough, undetermined rash or spots, boil, congestion, non-clear runny nose, pink-eye, head lice, temperature over 100 degrees, severe headaches, nausea, diarrhea, or severe sore throat, he/she cannot be accepted into the center until well or has been without fever or other symptoms for 24 hours.

In the event your child has a contagious disease, please notify the center immediately so we may notify other parents. A release form from a doctor may be required before your child re-enters the center. The Kids' World Center will notify parents if a contagious disease has been introduced into the center. A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. **A child who is too sick to go outside must stay at home.** Any child with special medical conditions or needs must have written documentation from a physician stating his/her individualized medical plan and protocol for action in an emergency.

Medicines

The Kids' World Center does administer medicine. The Parents have to provide written instructions signed.

Emergency Information

It is incumbent upon parents to keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell phone numbers for parents and any other emergency contacts. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. We are trained in first aid and CPR.

Accident Reports

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered. Also, for pre-school children, an accident report is filled out, and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident which we do not see.

Emergency Medical Care

Should your child become ill during the time that he/she is in the care of The Kids' World Center, or suffers a serious accident, the center will contact a parent or guardian immediately and shall be authorized to secure such medical attention, transportation, and care for the child as may be necessary (The parent shall assume responsibility for the cost of any such care).

We will make all attempts to contact you and other emergency contact numbers first, so it is important that you keep the center informed in writing as to changes in your telephone numbers (cell, pagers, work, home), as well as those of emergency contacts.

Biting Policy

Periodic outbreaks of biting occur between infants and toddlers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frightening, frustrating, and stressful for children, parents, and teachers.

Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething and biting may be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet part of a child's mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order to minimize biting. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm "NO". The bitten child is consoled and the bitten area cleaned. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand and then redirected.

A written bite report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior. We work with each biting child on resolving conflict or frustration in an appropriate manner. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

Food and Nutrition

Meals are included in the price of your tuition. Meals include a morning snack, lunch (for preschoolers), and an afternoon snack. We will serve milk or water for lunch or a drink may be sent with the child's lunch. Children are not allowed to share food. Our meals comply with the State and Federal Minimum Nutrition Standards. We use a menu that rotates on a regular basis. Children are encouraged to take at least one bite of each food offered; however, they are not forced to eat. For safety reasons (i.e. children with severe allergies, etc.) and behavioral reasons (it is better if all children are served the same food).

In the case of special dietary needs as prescribed by a physician, parents must furnish the food items and/or make arrangements with the Director. Please notify the Director of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food.

Nap Time / Rest Time

Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are always allowed to nap as needed but as your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All toddlers are provided their own and are encouraged to sleep or rest for a period of time appropriate for their age. Blankets and/or stuffed animals that are special to your child are encouraged to help your child feel more comfortable and secure.

Toilet Training

We will be happy to assist you in the toilet training of your infant. Parents are asked to initiate the training at home before starting at The Kids' World Center. Once training has begun, consistency is crucial. Please bring training pants with plastic pants or pull-ups and dress your child in easily manipulated clothing.

Diaper Changes

Diapers are checked and changed as frequently as necessary to maintain the health and cleanliness of the child. Hand washing and area sanitization is performed before and after each change.

Discipline

At The Kids' World Center we use a positive and consistent approach to problem solving in the classroom. Discipline is developmentally appropriate and promotes positive problem solving among the students. Children may be removed from a group activity when acting inappropriately. However, these children will be under the supervision. If a child is removed from the group activity, it will be for a reasonable and appropriate period of time. This is usually defined as one minute for each year of the child's age.

A child will never be physically or corporally punished. When using discipline with a child, we will use appropriate language, tone, and approach to the situation. At The Kids' World Center we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior. We use the "red, yellow, or green light" system at the Pre-school as a way of keeping the children and parents informed of behavior.

We will work with children and parents as much as possible to correct negative behavior patterns. School-age children receive written discipline reports for serious behavior problems. Three discipline reports within 12 months will result in the child being removed from our program. Behavior that invades the rights of other children, such as stealing, fighting, or using foul language, may result in immediate permanent removal from our program.

Building Safety and Evacuation Policy

We conduct fire drills each month to insure that all staff and children are able to evacuate our buildings quickly (under 2 minutes).

Mandated Reporting Information

Teachers and Directors are required by law to report evidence of child neglect or abuse. Those who fail to report according to state regulations can be held accountable under the law. No one, including school management and/or a child's parents, can interfere with this reporting requirement. Alcohol, Drugs and Tobacco The use or presence of alcohol, tobacco or illegal drugs is prohibited in the building or anywhere on the grounds by any staff, parent or visitor. Smoking is NOT allowed in the facilities or on the parking lot and we ask parents to not dispose of cigarettes on the grounds.

Insurance

The Kids' World Center does not carry liability insurance. It is the parent's responsibility to maintain a health and accident insurance policy for each child.

Daily Reports

Each day you will receive a Daily Report that contains details about your child's day, including how they ate, slept, played, and what they learned. For younger children, the report includes information on diaper changes.

VI. Daily Activities

06:00	Welcome – Greetings.
07:00	Breakfast / Brushing Teeth.
07:30	Diapper change / Potty Time
08:00	Circle Time / Story Time.
08:30	Arts / Craft Time.
09:00	Diapper change / Potty Time.
09:30	Snack / Drink.
10:00	Diapper change / Potty Time.
10:30	Physical Education / Outdoor Time.
11:00	Lunch Time / Brushing Teeth.
12:00	Diapper change / Potty Time.
12:15	Nap Time / Reading Time
14:15	WakeUp Time.
14:30	Diapper change / Potty Time.
15:00	Snack / Drink.
15:30	Free Time.
16:00	Outdoor Time.
16:30	Diapper change / Potty Time.
17:00	Music time / Fix to go home.
17:30	CleanUp Time.