

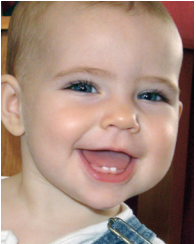


**KIDBUILDERS**

LEARNING CENTER • DAYCARE • PRESCHOOL

# PARENT HANDBOOK





## INTRODUCTION



### OUR PHILOSOPHY:

It is the philosophy of Kid Builders to develop foundational building blocks of learning through individualized care. To be successful in everyday life children must achieve social competence and meet educational goals. It is our responsibility and privilege to guide children in the discovery and interpretation of their world during these building block years.

### OUR PROGRAM POLICY:

In accordance with our Mission and Philosophy, Kid Builders is a play-based program. We believe children learn by doing. Our curriculum is carefully designed to provide engaging, developmentally appropriate activities. We want to create learning activities to match the child's ability and interest. We want each child to develop positive attitudes about themselves as learners; to feel successful, creative, confident and capable. Our curriculum is themed, literature and centered based.

## DROP OFF AND PICK-UP PROCEDURE



In order to assure the safety of your child, we ask that you sign your child in and out each day. The classroom computer is located at the desk in the lobby as you enter the Center. After signing in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity.

If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child.





## AUTHORIZED PICK UP

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required. Please notify the office if there are any changes in pick-up plans or arrangements or changes on the authorization form.

Anyone responsible for picking up a child in the Mattawan location will be required to participate in the registration process; which also includes photo and finger scan.

In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, child will not be released. A ride home or other appropriate assistance will be offered in order to ensure the safety of the child.



PLATE B.

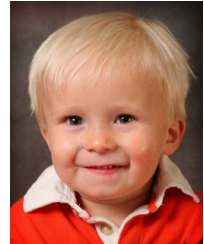
## TOYS FROM HOME

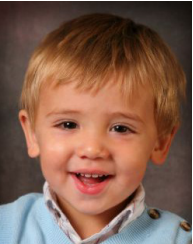
Preschoolers may bring toys and books from home for “Show and Tell.” However, we will not assume responsibility for finding these items if the child misplaces them in the center.

We have plenty of toys and materials at the center, and we encourage children to leave their toys at home. Anything brought in should fit in the child’s cubby.

## DIAPERS

Diapers, wipes, and diaper rash cream must be provided by parents until their children are fully toilet-trained. These items need to be labeled and will be used for your child only. A notice will be sent home when supplies need to be replenished. Please bring these items in promptly upon request.



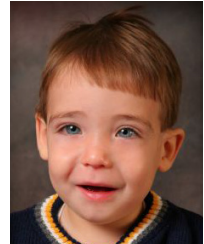


## TOILET LEARNING

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.

## REST TIME

Children need time to relax and regroup. The length of quiet time depends upon the age of the child and individual needs. All children have some time to rest each day. Please bring a small blanket for naptime, blankets will be sent home on Fridays for laundering. If your child has any other security item, they are welcome to bring them to school for naptime.



## GUIDANCE AND DISCIPLINE

Staff members at Kid Builders will comply with the State of Michigan's licensing rule of 400.5107. At no time will a staff member spank, bite, hit, yank, pinch, tie, confine, or isolate a child. Shame, humiliation, or labeling of a child for themselves or others is not permitted.

We believe that meaningful discipline comes from within. Depending on the age of the child, varying degrees of internal control are possible and the development of self-discipline is a process.

Our staff encourages cooperation, independence, and respect of self and others, but realize children's developmental limitations in expressing these ideals! Discipline at this age generally involves redirection and separation as we encourage their curiosity and exploration of their new world and playmates. Consistency in scheduling and planning appropriate and adequate activities will help reduce frustration.



## PARENT/FAMILY COMMUNICATION AND INVOLVEMENT

### **VISITATION:**

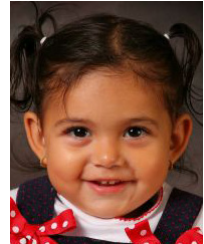
Parents are welcome at the center at any time. All family members are welcome and encouraged to participate in any activities with parental permission.

### **WORKING SATURDAYS:**

Each spring or fall we will seek volunteers to participate in a partial day clean up to help keep our center clean and safe. Refreshments will be provided to boost our energy as we work together. Look for sign-up sheets prior to these days!

### **PARENT-TEACHER CONFERENCES:**

Parents are free to request teacher conferences at any time. Conferences are most beneficial if the teachers are given advance notice so they can prepare for the meeting. Likewise, if a staff member wishes to discuss a problem with parents, they may request a conference. Conferences are a time for mutual exchange of information between parents and teachers about your child, and are utilized to enhance the child's experience.



### **PARENT BULLETIN BOARDS/NEWS:**

From time to time you will receive a newsletter containing a wide variety of information. These are usually placed in the child's cubby. Messages and special dates will also be posted on the Parent News Board. Please check your child's cubby for important papers and projects every day.

### **BABYSITTING:**

Staff is not allowed to provide private duty childcare services for families enrolled at Kid Builders.

### **BACKPACK:**

Please purchase a full size backpack for your child. Label it with your child's name but not their address (for their safety). Please check these daily for papers.





## MAKING YOUR CHILD COMFORTABLE

### **PLAY CLOTHES:**

Appropriate dress is durable play clothes. We recommend that you dress your child in clothing that is suitable for “sometimes messy” art and play activities. Avoid over-dressing! Self-help is very important for each child. Be sure that your child has clothing he/she can manage.

All children need at least one complete, labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the Center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

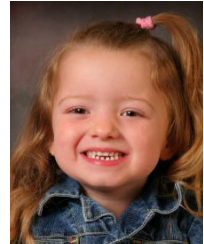
### **OUTSIDE:**

It is important to know that the children go outside every day except in rain and severe weather. Parents must, therefore, appropriately dress their child so they can enjoy the outside activities.

Please remember that all articles of clothing should be absent of obscene words or obscene hand or body jesters.

## FIELD TRIPS

Parents sign a general permission slip at time of enrollment that authorizes us to take their child on our regular and special field trips. However, field trips where a vehicle of any kind is used, a specific permission slip will require a parent signature. Staff vehicles or a bus may be used for special trips.





## BIRTHDAYS AND CELEBRATIONS

### **BIRTHDAYS:**

If you wish to celebrate your child's birthday at the Center, please discuss your plans with the classroom teacher. He or she can advise you of any food allergies or scheduling conflicts. Your child's birthday may be celebrated in the classroom during snack time. You may provide party hats, napkins, plates, and cups if you wish. Your child may wish to donate a book, puzzle, or CD to the classroom in lieu of goodie bags. Please discuss specific plans with your child's teacher. Please consider the age of the child when selecting food for the celebration.

### **CELEBRATIONS:**

There will be school parties for the following occasions: Valentines Day, Halloween and Christmas.



## HEALTH AND SAFETY

### **IMMUNIZATION AND HEALTH RECORDS:**

Kid Builders maintains updated immunization records for each child, as required by the state of Michigan. We follow the immunization schedule published by the Michigan Department of Public Health.

A yearly physical signed by the child's pediatrician is required by the State of Michigan. Infants require updated health appraisals at each well-child exam.



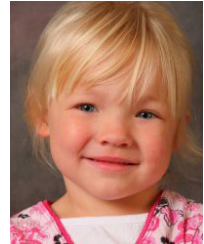
PLATE B.



## HEALTH POLICY

To protect your child, the staff, and the other children, we request that your child not be brought to the childcare center when ill. Please keep child at home if any of the following exist:

- *Oral temperate of 101 or more*
- *Red, puffy, draining, itchy or burning eyes*
- *Child cannot participate comfortable in routine activities*
- *Sluggishness or unusual drowsiness without explanation*
- *Extreme irritability or inconsolability*
- *Difficulty with breathing*
- *Diarrhea*
- *Blood or mucus in stool*
- *Vomiting*
- *Mouth sores or drooling*
- *Unexplained rash*
- *Child needs more care than the staff can give while they care for the other children*



We post notices on the parent information boards when children have been exposed to any communicable disease. We will care for a child that has symptoms of a communicable disease until a parent or authorized adult arrives.

Teachers will give a verbal report and/or send home a notice anytime they believe a child may not be feeling well. Parents may be notified at home or work to pick up a sick child.

We provide this information so you can obtain appropriate treatment and/or plan for the possibility of your child needing to stay home. If we send a child home sick (i.e., with any of the above symptoms), the observation form will indicate that the child should not return to the center until he or she is well or being treated by a physician and meets our other criteria for particular illnesses.





## FOOD ALLERGIES

Allergy accommodations will be made on a child-by-child basis if the condition is not severe or life threatening.

Mattawan Center is a nut-free center and there will be no exception! Staff will take reasonable precautions with the understanding that complete protection may not be possible. We need parent cooperation to ensure the safety of all students.

Allergies that are a major health problem will be posted on classroom doors.

## MEDICATIONS

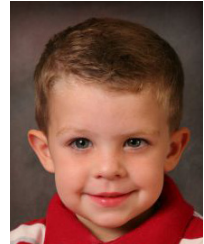
Prescription medication can be administered upon written request by the parent. The medication must be in its original container marked with the child's name and proper dosage from the pharmacy.

### **We cannot administer the first dose of any medication.**

Note: When filling a prescription for your child, ask the pharmacist to divide the medicine into two containers – one for use at home and one to be kept at the child care center.

### **SICK DAYS/ABSENCES:**

We ask that you always call the center to report your child's absence for whatever reason. Staff will need this information to plan their day, and to talk with the other children about their playmates absence. Parents must pay for all contracted care. Rates remain the same regardless of absence for illness or any other reason.





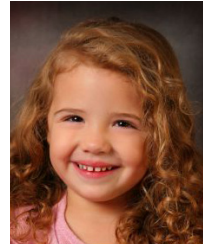
## CENTER OPERATIONS

### **SNOW DAYS/INCLEMENT WEATHER/BUILDING EMERGENCIES:**

Kid Builders will not routinely close when public schools are closed for bad weather. Although it is our desire to remain open, our first priority must be the safety of our staff and families. When weather is bad and there exist the possibility of closing or delays, please call the center for information.

### **PUBLIC SCHOOL VACATIONS/INSERVICE DAYS:**

On days there is no public school, parents may register their school-age child for care at Kid Builders. Registration must occur in advance (sign-up sheet) and is on a first come / first serve basis. Care will not be guaranteed for children who do not sign up. Children who are signed up and do not attend will be charged. Cancellation must be made one week prior to care.



### **PAYMENTS/LATE PAYMENTS:**

Payments are due per your contract, regardless of absence for any reason. Tuition is paid weekly. There is a \$25.00 late payment charge for any payments RECEIVED by Kid Builders after the 5th business day for which payments are due. A \$35.00 fee will also be assessed for NSF charges for any reason.

### **LATE PICK-UP FEE:**

Children left in our care past our stated closing time, 6pm EST, will be charged \$1.00 per minute per child. A telephone call to the center, if an emergency arises, is appreciated and will be considered in assessing this fee.



## CENTER OPERATIONS (CONTINUED)

### **VACATION PLANNING/TIME AWAY:**

Annually, each family is allowed one pre-scheduled vacation week in which payment is not required. Please submit request in writing two weeks in advance. Teachers – your daycare schedule will accommodate your contractual vacation time. Please ask for more information.

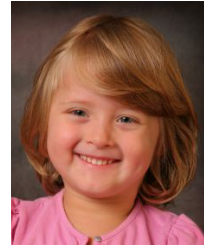
### **WAITING LIST PRIORITIES:**

Children are given priority for placement based on these guidelines:

- Currently enrolled children seeking schedule change
- Siblings of currently enrolled children
- Children living in the center's elementary school district
- All others interested

### **WITHDRAWAL POLICY:**

Two weeks notice in writing is required if a child is to be withdrawn from the center.



## EMERGENCY PROCEDURES

### **INJURIES:**

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your information card.

Appropriate First Aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your information card.

We will notify you for injuries that are not of an emergency nature (pinched fingers, bumps on head..) that may require a physician's consultation, but are not serious. We believe that these decisions should be made by each family individually.



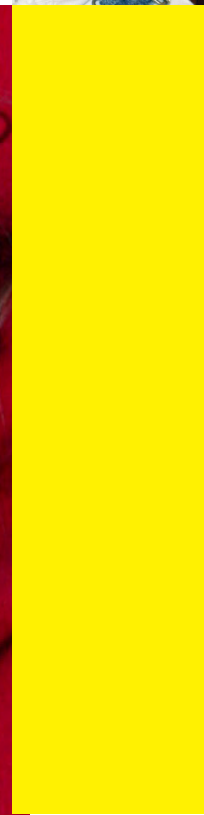
# KIDBUILDERS

LEARNING CENTER • DAYCARE • PRESCHOOL

Mattawan Facility 269.668.7777

Hartford Facility 269.621.4440

[www.kidbuilders.biz](http://www.kidbuilders.biz)





## EMERGENCY PROCEDURES (CONTINUED)

### **FIRE:**

In the event of a fire, the children will be evacuated from the center using the nearest exit and be removed to a safe place away from the building. All exits are clearly marked and each center practices regular fire drills.

Our center is equipped with smoke detectors, fire extinguishers and sound devices that are inspected regularly.

### **TORNADO:**

During a tornado warning, the children will move to a safe area (e.g. the interior of the building, away from doors and windows). Children and staff will remain there until an all clear has been sounded by the city sirens or over the radio. We also practice tornado drills regularly during the tornado season.

### **OUR MISSION:**

It is our mission to care for children in a trusting environment that is stimulating and fun, igniting their desire to learn.

