

PARENT HANDBOOK

WELCOME TO KIDDIE KOLLEGE!

WE ARE PLEASED TO OFFER YOUR CHILD THIS EXCITING PROGRAM.

WE BELIEVE THAT CHILDREN NEED A BALANCE OF EDUCATIONAL CURRICULUM AND PHYSICAL ACTIVITY IN A SAFE AND NURTURING ENVIRONMENT.

OUR TEACHER'S ARE STATE CERTIFIED, MEANING EACH TEACHER IS TRAINED IN BOTH CPR AND FIRST AID AND PASSED A COMPLETE BACKGROUND CHECK. IN ADDITION, EACH TEACHER RECEIVES A MINIMUM OF 15 HOURS OF CONTINUING EDUCATION/TRAINING PER YEAR.

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FORMS

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FACEBOOK & SOCIAL MEDIA WEBSITES
NUTRITION PROGRAM ENROLLMENT

1. PROGRAMS OFFERED

PRESCHOOL AND FULL CHILD CARE FOR THE FOLLOWING AGE GROUPS:

- 2 & 3 YEAR OLDS
- 3 & 4 YEAR OLDS
- 4 & 5 YEAR OLDS

TEACHER TO STUDENT RATIO:

- 2 & 3 YEAR OLDS-1:8
- 3 & 4 YEAR OLDS-1:10
- 4 & 5 YEAR OLDS-1:12

BEFORE SCHOOL AND AFTER SCHOOL CARE AND FULL-TIME SUMMER CARE IS OFFERED FOR CHILDREN KINDERGARTEN & UP TO 12 YEARS OF AGE. TRANSPORTATION IS PROVIDED TO MANY CHEYENNE SCHOOLS. THE RATIO FOR THIS GROUP IS 1:18.

2. NONDISCRIMINATION STATEMENT

IN ACCORDANCE WITH FEDERAL CIVIL RIGHTS LAW AND U.S. DEPARTMENT OF AGRICULTURE (USDA) CIVIL RIGHTS REGULATIONS AND POLICIES, THE USDA, ITS AGENCIES, OFFICES, AND EMPLOYEES, AND INSTITUTIONS PARTICIPATING IN OR ADMINISTERING USDA PROGRAMS ARE PROHIBITED FROM DISCRIMINATING BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS CREED, DISABILITY, AGE, POLITICAL BELIEFS, OR REPRISAL OR RETALIATION FOR PRIOR CIVIL RIGHTS ACTIVITY IN ANY PROGRAM OR ACTIVITY CONDUCTED OR FUNDED BY USDA.

PERSONS WITH DISABILITIES WHO REQUIRE ALTERNATIVE MEANS OF COMMUNICATION FOR PROGRAM INFORMATION (E.G. BRAILLE, LARGE PRINT, AUDIOTAPE, AMERICAN SIGN LANGUAGE, ETC.), SHOULD CONTACT THE AGENCY (STATE OR LOCAL) WHERE THEY APPLIED FOR BENEFITS. INDIVIDUALS WHO ARE DEAF, HARD OF HEARING OR HAVE SPEECH DISABILITIES MAY CONTACT USDA THROUGH THE FEDERAL RELAY SERVICE AT (800) 877-8339. ADDITIONALLY, PROGRAM INFORMATION MAY BE MADE AVAILABLE IN LANGUAGES OTHER THAN ENGLISH.

TO FILE A PROGRAM COMPLAINT OF DISCRIMINATION, COMPLETE THE USDA PROGRAM DISCRIMINATION COMPLAINT FORM, (AD-3027) FOUND ONLINE AT: http://www.ascr.usda.gov/complaint_filing_cust.html, AND AT ANY USDA OFFICE, OR WRITE A LETTER ADDRESSED TO USDA AND PROVIDE IN THE LETTER ALL OF THE INFORMATION REQUESTED IN THE FORM. TO REQUEST A COPY OF THE COMPLAINT FORM, CALL (866) 632-9992. SUBMIT YOU COMPLETED FORM OR LETTER TO USDA BY:

- (1) MAIL: U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY FOR CIVIL RIGHTS
1400 INDEPENDENCE AVENUE, SW
WASHINGTON, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; OR
- (3) EMAIL: program.intake@usda.gov.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

3. STANDARDS

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT OUR DIRECTORS- LORI STEELY OR STACY CLOUD. THEY WILL BE HAPPY TO ANSWER ANY QUESTIONS AND PROMPTLY ADDRESS ANY CONCERNS. KIDDIE KOLLEGE

COMPLIES WITH ALL GOVERNMENT STANDARDS AND IS LICENSED BY THE WYOMING DEPARTMENT OF FAMILY SERVICES. DAILY OPERATIONS OF KIDDIE KOLLEGE ARE THE RESPONSIBILITY OF THE DIRECTORS, ASSISTANT DIRECTOR, AND STAFF MEMBERS. CONTACT THE STATE LICENSING OFFICE IF YOU ARE CONCERNED THAT OUR CHILD CARE CENTER IS NOT IN COMPLIANCE WITH THE STATE REQUIREMENTS. A RECORD OF ALL COMPLAINTS ARE KEPT ON FILE AT THE STATE OFFICE. YOU CAN FIND OUT ABOUT ANY CHILD CARE (HOME OR FACILITY) BY CALLING THE STATE LICENSING OFFICE AT (307) 777-5151.

4. TUITION

A NON-REFUNDABLE \$30.00 REGISTRATION FEE IS TAKEN AT THE TIME OF THE APPLICATION. THIS WILL HOLD YOUR SPOT FOR 2 WEEKS. AT LEAST ½ OF THE TUITION IS DUE ON THE 1ST OF EVERY MONTH. THE REMAINDER MUST BE PAID BY THE 15TH OF EVERY MONTH. A FEE OF \$20.00 WILL BE CHARGED IF PAYMENT IS NOT RECEIVED ON TIME. IF TUITION IS NOT RECEIVED WITHIN 5 DAYS AFTER THE DUE DATE, YOUR CHILD CANNOT RETURN UNTIL TUITION IS BROUGHT CURRENT.

TUITION CAN BE PULLED AUTOMATICALLY WITH A DEBIT/CREDIT CARD ON FILE IF YOU CHOOSE THAT OPTION. OTHER WAYS TO PAY ARE CASH, DEBIT/CREDIT CARD, MONEY ORDER, OR CHECK. NOTE: A \$25.00 RETURN CHECK FEE WILL BE DUE ALONG WITH THE AMOUNT OF THE RETURNED PAYMENT IN THE FORM OF CASH, MONEY ORDER, OR CREDIT/DEBIT CARD. YOUR CHILD WILL NOT BE ALLOWED TO RETURN UNTIL PAYMENT IS BROUGHT CURRENT.

BECAUSE KIDDIE KOLLEGE INCURS EXPENSES ON A DAILY BASIS WHETHER OR NOT YOUR CHILD IS IN ATTENDANCE, NO REFUNDS WILL BE GIVEN FOR ILLNESS, VACATION, OR SNOW DAYS. AFTER ONE YEAR OF CONTINUOUS ENROLLMENT, PARENTS WILL BE ALLOWED ONE WEEK OF VACATION PER CALENDAR YEAR. IF YOU HAVE AN ELEMENTARY SCHOOL AGED CHILD THAT WILL BE ON VACATION OVER THE SUMMER, YOU WILL RECEIVE THE VACATION RATE OF THE SCHOOL YEAR.

ELEMENTARY SCHOOL AGED CHILDREN- AN EXTRA CHARGE OF \$15.00 PER DAY FOR EACH EARLY RELEASE DAY AND AN EXTRA \$20.00 PER DAY FOR NO SCHOOL DAYS WILL BE ADDED TO TUITION THAT MONTH.

ANY UNPAID TUITION WILL BE TURNED OVER TO COLLECTIONS. YOU ARE RESPONSIBLE FOR PAYING ANY FEES ASSOCIATED WITH COLLECTION SERVICES, ALONG WITH THE PAST DUE TUITION.

5. HOURS OF OPERATION

KIDDIE KOLLEGE IS OPEN MONDAY THRU FRIDAY, FROM 6:30 AM TO 6:00 PM. WE CLOSE PROMPTLY AT 6:00PM. PARENTS WILL BE CHARGED \$1.00 PER MINUTE AFTER 6:00PM AND THIS FEE IS DUE THE NEXT DAY.

HOLIDAY CLOSURES: NEW YEARS DAY, PRESIDENT'S DAY, MEMORIAL DAY, 4TH OF JULY, CHEYENNE DAY, LABOR DAY, THANKSGIVING, THANKSGIVING FRIDAY, CHRISTMAS EVE, CHRISTMAS DAY, THE DAY AFTER CHRISTMAS.

IF A HOLIDAY FALLS ON A SATURDAY, WE WILL BE CLOSED ON THE FRIDAY BEFORE; IF THE HOLIDAY FALLS ON A SUNDAY, WE WILL BE CLOSED ON THE MONDAY AFTER THE HOLIDAY.

PLEASE REFER TO THE POSTED HOLIDAY CLOSURES TO SEE ANY ADDITIONAL DAYS WE ARE NOT OPENED

KIDDIE KOLLEGE WILL BE CLOSED IF LARAMIE COUNTY SCHOOL DISTRICT #1 IS CLOSED DUE TO BAD WEATHER. IF LCSD1 CLOSES DURING THE DAY DUE TO WEATHER, **WE WILL CLOSE ONE HOUR AFTER THEY DO.** YOU WILL BE RESPONSIBLE FOR PICKING YOUR CHILD UP AT ELEMENTARY SCHOOL. **BUS RUNS WILL BE CANCELED FOR THAT DAY.**

*******WE WILL NOTIFY YOU THROUGH FACEBOOK OF ANY CLOSURES*******

6. PARENT PICK UP AND DROP OFF

PARENTS AND/OR LEGAL GUARDIANS MAY PICK UP YOUR CHILD UNLESS OTHERWISE STATED IN THE CHILD'S RECORDS. A PERSON NOT LISTED WILL NOT BE ALLOWED TO PICK UP YOUR CHILD WITHOUT YOUR WRITTEN OR VERBAL PERMISSION. **PLEASE NOTE THAT A PHOTO ID IS REQUIRED FOR ANY PERSON PICKING UP YOUR CHILD.**

IF WE TAKE OR PICK UP YOUR CHILD FROM ELEMENTARY SCHOOL, PLEASE NOTIFY KIDDIE KOLLEGE AS SOON AS POSSIBLE IF THEY WILL BE ABSENT OR THERE IS A CHANGE OF PLANS THAT DAY. WE LEAVE PROMPTLY AT 7:55 AM. PLEASE HAVE YOUR CHILD HERE BY 7:45 OR BY 7:30 IF YOUR CHILD NEEDS BREAKFAST. NOTE- WE STOP SERVING BREAKFAST AT 7:45 AM FOR ELEMENTARY SCHOOL CHILDREN.

IF YOUR CHILD MISSES THE BUS FOR ANY REASON, IT WILL BE THE RESPONSIBILITY OF THE PARENT TO TAKE OR PICK UP THE CHILD. THIS INCLUDES ALL FIELD TRIPS, ETC.

YOU MUST SIGN YOUR CHILD IN/OUT EVERY DAY AT THE ENTRYWAY DESK.

NOTE: WE ARE **NOT RESPONSIBLE** FOR YOUR CHILD OUTSIDE THE BUILDING OR IN THE PARKING LOT WHEN YOU DROP THEM OFF AND OR PICK THEM UP. THEY ARE IN **YOUR** CARE DURING THAT TIME.

7. DISCIPLINE

CHILDREN WILL BE DISCIPLINED WITH KINDNESS AND UNDERSTANDING. DISCIPLINE WILL NOT BE ASSOCIATED WITH FOOD, REST, OR TOILET TRAINING. AT NO TIME SHALL CHILDREN BE FRIGHTENED BY DISCIPLINE MEASURES. DISCIPLINE IS USED TO KEEP THE CHILDREN SAFE AND TO BE AWARE OF THEIR WRONGS IN ORDER TO LEARN FROM THEM. IN ORDER TO DO THIS, KIDDIE KOLLEGE USES TIME OUT AND REDIRECTION AS THE ONLY FORM OF DISCIPLINE. BEFORE TIME OUT IS GIVEN, THE TEACHER(S) WILL GIVE THE CHILD A WARNING. TIME OUT WILL BE TAKEN IN THE CLASSROOM OR RIGHT OUTSIDE THE DOOR OF THE CHILD'S CLASS. WE WILL NOT ISOLATE YOUR CHILD COMPLETELY. TIME OUT SHALL BE FOR ONLY ONE MINUTE OF THE CHILD'S AGE AND NEVER TO EXCEED 5 MINUTES.

IF WE CONTINUE TO HAVE ON-GOING BEHAVIORAL PROBLEMS, THE PARENT WILL BE CONTACTED BY A PHONE CALL OR A NOTE WILL BE SENT HOME WITH THE CHILD. IF THE BEHAVIOR PERSISTENTLY CONTINUES, YOU WILL BE ASKED TO FIND ANOTHER DAY CARE.

IN BITING INSTANCES, A NOTE WILL BE SENT HOME AS WELL AS AN IMMEDIATE PHONE CALL TO THE PARENTS. IF BITING BECOMES A PROBLEM WITH YOUR CHILD, YOU WILL BE ASKED TO FIND ANOTHER DAY CARE.

PARENT'S ARE NOT ALLOWED TO USE ANY FORM OF CORPORAL PUNISHMENT (HITTING, SPANKING, BEATING, SHAKING, PINCHING AND/OR ANY OTHER MEASURES THAT PRODUCE PHYSICAL PAIN) WITH THEIR OWN CHILDREN IN OUR FACILITY. IF THIS SHOULD HAPPEN, WE ARE REQUIRED BY THE STATE TO REPORT THE INCIDENT TO THE AURHORITIES.

8. HEALTH INFORMATION

YOUR CHILD MUST BE KEPT HOME IF ILL- NO EXCEPTIONS!

TEMPERATURES ARE TAKEN EVERY MORNING DURING DROP OFF. IF TEMP IS 99.5 OR HIGHER, THEY CANNOT STAY AT KIDDIE KOLLEGE AND WILL BE SENT HOME WITH THE PARENT THAT BROUGHT THEM. IF YOUR CHILD DEVELOPS A TEMP OF 99.9 OR GREATER, A COUGH, A RASH, DIARRHEA, VOMITING, ETC. THEY WILL BE SENT HOME AND CANNOT RETURN THE NEXT DAY. WE WILL NOTIFY THE PARENT IMMEDIATELY AND THE CHILD MUST BE PICKED UP WITHIN

30-45 MINUTES. ALL ILLNESSES TREATED BY ANTIBIOTICS REQUIRE 24 HOURS AFTER THE FIRST DOSE IS GIVEN BEFORE THE CHILD MAY RETURN.

NOTE: ALL STUDENTS MUST HAVE A CURRENT COPY OF IMMUNIZATION RECORDS ON FILE AT KIDDIE KOLLEGE.

9. MEDICATIONS

A MEDICATION AUTHORIZATION FORM IS REQUIRED FOR ANY MEDICATIONS GIVEN TO A CHILD (THIS INCLUDES OVER THE COUNTER MEDICATIONS). ALL MEDICATIONS WILL BE KEPT IN THE OFFICE. MEDICATIONS THAT NEED REFRIDGERATION WILL BE STORED IN THE LITTLE REFRIDGERATOR IN THE OFFICE IN THE BOTTOM CONTAINER.

10. MEALS AND SNACKS

KIDDIE KOLLEGE DOES NOT PROVIDE MEALS, IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE BREAKFAST AND LUNCH. A WATER BOTTLE MUST GET SENT EVERYDAY AND TAKEN HOME AT PICK UP. SNACK IS PARENT PROVIDED, PLEASE BRING (2) BOXES OF SNACK PER MONTH. WE ALSO ASK THAT LUNCH IS BROUGHT IN A LUNCH BOX WITH AN ICE PACK AND THE LUNCH BOX WILL GET SENT HOME, ALONG WITH THE WATER BOTTLE, AT THE END OF THE DAY DURING PICK UP.

FOR BIRTHDAYS, PARENTS ARE WELCOMED TO SEND TREATS TO CELEBRATE WITH THE CHILD'S CLASS.

11. CONFIDENTIALITY OF A CHILD'S RECORD

CHILDREN'S RECORDS ARE KEPT IN STRICT CONFIDENCE AND ARE AVAILABLE ONLY TO THE DIRECTORS, AND AUTHORIZED EMPLOYEES OF KIDDIE KOLLEGE AS WELL AS THE CHILD'S PARENT OR LEGAL GUARDIAN.

12. WITHDRAWAL PROCEDURES

A TWO-WEEK WRITTEN NOTICE IS REQUIRED BEFORE TAKING YOUR CHILD OUT OF KIDDIE KOLLEGE. YOU WILL STILL BE RESPONSIBLE FOR THE TWO-WEEK TUITION PAYMENT EVEN IF NOTICE IS NOT GIVEN. **NO EXCEPTIONS TO THIS RULE.**

13. REPORTS OF ABUSE

ALL EMPLOYEES ARE REQUIRED BY LAW TO REPORT ANY AND ALL CASES OF CHILD ABUSE AND NEGLECT TO THE STATE OF WYOMING. KIDDIE KOLLEGE IS THEREFORE OBLIGATED TO REPORT ANY SUSPECTED CASES OF CHLD ABUSE AND/OR NEGLECT WITHOUT REGARD TO WHOM MAY BE INVOLVED.

14. LETHAL WEAPON POLICY

NO GUNS OR OTHER LETHAL WEAPONS WILL BE ALLOWED IN OUR CHILD CARE FACILITY OR ON OUR PREMISES UNLESS PARENTS ARE REQUIRED TO CARRY FIREARMS AS A FUNCTION OF THEIR JOB (EX: LAW ENFORCEMENT, MILITARY, ETC...)

15. SUSPENSION/EXPULSION POLICY

AT KIDDIE KOLLEGE WE STRIVE TO MAKE EVERY CHILD'S EXPERIENCE A POSITIVE AND NURTURING ENVIRONMENT. HOWEVER, SOMETIMES BEHAVIORAL ISSUES MAY ARISE THAT CREATE A DIFFICULT LEARNING ENVIRONMENT FOR CHILDREN. IF WE FIND YOUR CHILD IS CONTINUALLY EXHIBITING INAPPROPRIATE AND DISRUPTIVE BEHAVIOR, WE WILL SHARE OUR CONCERNS AS WELL AS OUR INTERVENTION METHODS WITH YOU THROUGH WRITTEN

DOCUMENTATION, PHONE CALL, AND/OR CONFERENCE. EVERY EFFORT WILL BE MADE TO CONNECT STAFF AND FAMILIES WITH LOCAL AND NATIONAL RESOURCES THAT ADDRESS CHALLENGING BEHAVIORS PRIOR TO AN EXPULSION/SUSPENSION.