



Kids Company
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(717) 462-6044

PARENT HANDBOOK

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MISSION STATEMENT

WELCOME TO KIDS COMPANY

Our goal is to reduce the conflict between parental responsibility, and to provide the best possible development and recreational care for children. Kids Company is offered as a supplement to, not a substitute for, the family as a primary agent for the care and development of the child. We offer care options with various types of services, location, hours, and fee schedules that are responsive to the needs of the families.

Kids Company is a network of childcare and youth delivery system that is comprised of the following: Child Development Services (CDS); School-Age Service (SAS); Youth Services (YS); Supplemental Programs and Services (SPS); and Family Child Care (FCC).

PROGRAM DISCRIPTION

Kids Company agrees with the position of the National Association for the Education of the Young Child (NAEYC) that a high quality, early childhood program provides a safe and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of families. The following are characteristics of a quality

developmentally appropriate program:

- Programs are based on both age and individual appropriateness.
- Children are encouraged to solve problems, initiate activities, explore, experiments, question, and gain mastery through learning by doing.
- Learning activities are concrete, real relevant to the lives of children.
- Language understanding and use is fostered in an atmosphere, which encourages easy communication among children, and between children and adults.
- Indoor and outdoor areas are arranged to meet the needs of the children in the group, to encourage the children's independence, and to provide a variety of experiences.
- The schedule includes a balance of active and quiet plays periods outdoor experiences for children of all ages and includes group, and individual, child initiated and adult-initiated activities.
- Daily events should follow a reliable sequence that children can learn to depend on. Routines and transitions should be recognized as an important part of the day.
- The program should support parents in their knowledge of early childhood development.

DAILY CLASSROOM SCHEDULES

The daily schedule is posted in each room. Your child's daily schedule will vary depending on whether he/she is enrolled in the preschool/pre-k classrooms, or the before/after school program. However, the preschool and pre-k classrooms have the following activities:

MEALTIME: All children in the preschool/pre-k classrooms are given breakfast

provided by Kids Company. Lunch and snacks should be provided by the parents unless other arrangements have been made.

CIRCLE TIME: Circle time may include music and movement, finger plays, talking about the weather, name recognition, special projects, and planning for the day.

HANDS ON LEARNING TIME: Children actively explore, experience, and create in various learning areas in the room- blocks, housekeeping, art, computer, tabletop toys, library, and sand/water

SMALL GROUP TIME: Teachers and volunteers work with small groups of children on specific skills or concepts. Activities may include color and shape games, alphabet games, and fine motor activities such as stringing beads or cutting with scissors, sorting, or matching items.

OUTDOOR/GROSS MOTOR TIME: Children participate in simple games and activities to help them develop their large and small muscles.

REST TIME: Children attending preschool or pre-k classrooms have a rest time after lunch. Please provide a small blanket and if child needs a small pillow and a crib sheet (these fit on the cots).

CENTRAL REGISTRATION

- An initial registration fee of \$75 per child is required before utilizing any part of Kids Company Program. This fee is non-applicable to childcare fees or teen program activities. Children, youth, and teens must be re-registered on an annual basis.
- Parents or guardians must complete and sign a copy of the following forms for each child before the child is accepted in Kids Company or School Age Service Program:
 - Agreement Form (CY-321)
 - Emergency Contact/Parental Consent Form (CY-867)
 - Child Health Assessment Form (CD-51)
 - Verbal Request for Release of Child Form (CY-863)
 - Medication Log Form (CY-862)

BADGES

Employees are required to wear badges on their uniform or dress clothing while on the property of Kids Company as a form of employee identification.

FEES

Fees for Kids Company programs must be paid in advance of services. No credit will be extended, and payment is to be made weekly, monthly, or bi-monthly. Kids Company reserves the right to deny service for patrons who are in arrears on their payments and a late fee of \$15 will be levied.

Checks returned for insufficient funds are returned to the National Recovery Agency (NRA), our collection agency. Patrons must pay in cash until the debt is paid in full. Services may be denied if repayment of the check is not made within one month. After two bad checks, we will request all transactions be made in cash.

Please remember that you are only allotted so many hours per day for childcare.

Your hours of care will be based off your current work schedule, which we will ask for a copy of before your child/rens first day. Should you exceed the allotted time a late fee will be imposed. It will be \$5.00 for the first minute you are late and \$1.00 per minute every minute thereafter. The late fee will need to be paid in full before your child/ren return on their next scheduled day.

If you have any questions about our fees or policies, please contact the Director of Operations @ Kids Company, “Caring is our business” ...and we endeavor to be as business-like as possible in order to keep our fees and charges low and or quality of care at its highest.

CONFIDENTIALITY OF RECORDS

A file will be established for each child registered at the Kids Company. The file will contain all information gathered at the time of registration: observation of the child’s growth and development records by the staff; health records and parent conference reports made by the staff. This information is “For Official Use Only” and will not be made available to anyone not directly related to implementing your child’s program without your written consent.

CHILD HEALTH REQUIREMENTS

All children accepted into a Kids Company must:

- Be free of communicable diseases
- Have documentation or records of all age-appropriate immunizations upon initial entry to the center.
- Have had a health assessment completed by parents and medical support personnel within the past calendar year or within 30 days following enrollment.

HEALTH POLICIES

- Children exhibiting suspicious bruises, abrasions, burns, and other physical marks will be reported to the appropriate authorities. If a child is suspected of being physically or mentally abused, a referral will be made for evaluation.
- The parents of a child requiring emergency health care will be notified immediately of the situation and requested to respond immediately.
- A health SOP (Standard Operating Procedure) is available at the front desk. Any child who demonstrates symptoms of a contagious disease as indicated in the SOP will be dismissed and required to seek medical advice. Parents are asked to keep a child home on any day when he/she:
 - Give evidence of a fresh cold
 - Has a fever
 - Has a digestive upset
 - Has a rash
 - Has sore or running eyes
 - Is in the incubation stage of a contagious disease
 - Is over-tired or emotionally upset
- Please notify your program's office if your child has been diagnosed with a communicable disease.
- Re-admission following illness: Children may be readmitted with a doctor's statement after treatment has begun, if the contagious state of the illness has passed as defined by the center's Health SOP; the child is physically able to function in usual daily activities and when the following conditions have been met, as appropriate:
 - Fever has been absent for 24 hours
 - Nausea, vomiting or diarrhea has subsided for 24 hours
 - Children must be on antibiotics for a 24-hour period for known strep or other bacterial infections before being readmitted to the program
 - Chicken Pox lesions are crusted, usually five to six days after onset
 - Scabies are under treatment
 - Lice are under treatment

- Pinworm treatment has occurred 24 hours before re-admission
- Lesions from impetigo are no longer weeping
- Conjunctivitis has diminished to the point that eyes are no longer discharging
- Kids Company staff are authorized to administer medication only to children enrolled in full-day programs with regular attendance. Oral medication will be administered only when prescribed by a physician and parents have filled out our Medication Log Form (CY-862). Children must be on oral medication at least 24 hours before Kids Company staff administers dosage.
- In the case of accidents:
 - Minor: First Aid will be given, such as ice pack or bandage and parents notified in writing at day's end.
 - Serious: First Aid will be given, emergency personnel notified, and parents called immediately.
- Discretion will be shown when a child exhibits symptoms of an illness. Parents will be requested to pick up an ill child within one hour who develops an auxiliary fever of 100.4 degrees F or higher, shows an unusual rash or symptoms of conjunctivitis (pinkeye), or displays symptoms of any other contagious disease

Immunizations

AGE

2 Months..... DPT #1 ...OPV#1 ...HIB-C#1
4 Months..... DPT #2 ...OPV#2 ...HIB-C#2
6 Months..... DPT #3 ...OPV #3 ...HIB-C #3
12 Months..... TB Tine

15 Months..... MMR #1 – HIB-C #4 DPT #4 – OPV #4
18 Months..... (DPT #4 ...OPV #4)
4-6 Years..... DPT #5 ...OPV #5 ...MMR#2 ...TB TINE
7-12 Years..... MMR #3
14-16 Years..... TB BOOSTER ...TB TINE

DEVELOPMENTAL ASSESSMENTS & CLASSROOM PLACEMENT

- **Developmental Assessment:** Children enrolled in the full-day program are assessed monthly. This developmental report covers language development, fine and gross motor skills, social skills, and cognitive development. The staff will meet with parents to discuss their child's progress and/or any other concerns.
- **Advancement:** Children will be advanced to the next age group as soon as your child is developmentally ready, and an opening is available. Parents will be notified in advance. Your child will have opportunities to visit the new setting for two weeks for brief periods prior to the new placement to help him/her through the transition.

HEALTH ASSESSMENTS

Physicals are due on each child in our program within 30 days of enrollment. It should be updated according to the recommended schedule for routine health supervision as referenced in the most current edition of the American Academy of Pediatrics (AAP) Guidelines for Health Supervision.

MEDICATION PROCEDURE

If your child is on medication, he/she should not be sent to school unless the doctor has authorized attendance. If your child is on any daily medication, please contact your child's teacher or other appropriate center staff immediately. Please be sure to share any new information concerning allergies or medical problems relating to your child, with the teacher or other center staff. Please note that before your child can be given medication at the center, we must have on file a written completed medication instruction form signed by your child's physician. A signed consent form from the parent or guardian must be on file to allow us to

give the medication. Medications to be dispensed must be in the original container with label attached.

NUTRITION SERVICES

(Currently N/A, Parents provide lunch and snack)

The focus of the nutrition service area is providing homemade and nutritious meals and snacks for our children. We have our own cook who prepares the food for our children. The meals provide 1/3 to 2/3 of the children's daily nutritional needs.

If your child has a food allergy, is on a special diet, or is not allowed to eat certain food items due to religious or other reasons, please let either your teacher or other center staff know immediately. We will work with you to make sure that your child follows these restrictions at the same time meeting 1/3 to 2/3 of their daily nutritional needs. If your child has a food allergy or is following a special diet, we must have a written doctor's excuse.

ARRIVAL AND PICK-UP TIMES

Our center opens at 6:30am and closes at 6:00pm. All parents must sign an agreement sheet, which states their children's arrival and departure times. Any parent that is habitually late picking up their child may be subject to a late fee and/or terminated from the program. No child shall be left in the program for more hours than his or her signed agreement.

NOTICES SENT HOME WITH CHILDREN

Often, important information is sent home with your child. Please check your child's coat, bin, or book bag for notices. There is a parent area in

both rooms of our center. Please check these areas frequently for important information.

HOLIDAYS

Kids Company recognizes the following Federal Holidays.

Programs will be closed on these days accordingly.

- Labor Day (September)
- Columbus Day (October)
- Veterans Day (November)
- Thanksgiving Day (November)
- Day after Thanksgiving (November)
- Christmas Day (December)
- New Year's Day (January)
- Martin Luther King Day (January)
- Presidents Day (February)
- Good Friday (April)
- Memorial Day (May)
- Juneteenth (June)
- Independence Day (July)

DRESS CODE

Children should wear comfortable play clothes to school. The children have a regularly active day at preschool and their clothes may get dirty. Painting, gluing, drawing with markers, and playing outside regular activities. Tennis shoes are also recommended for safety.

It is important that each child has a spare set of clothes that can remain at the center. This change of clothes should include underwear, pants, shirt, and socks and should be labeled with the child's first and last name. Accidents, such as

spilled milk or bathroom mishaps can happen at any time. When this happens, teachers will help children change into their spare set of clothes and will send the dirty clothes home for washing. If your child wears the extra clothes home, please send in another set of clothes the next day. Should Kids Company need to provide the extra clothes you are expected to wash and return them in a timely manner.

Coats, hats, and mittens should be labeled with the child's name. This helps prevent mix-ups. Outdoor play is a regular part of the daily schedule; keep this in mind when sending your child to school.

It is advisable that children do not come to school with valuable jewelry or clothes. We cannot be responsible for those items.

FIELD TRIPS

Special trips are taken on occasion to augment the developmental program.

Parents will be notified in advance when trips are planned. Parents/guardians will be required to sign a permission slip, transportation will be provided by Kids Company. Other childcare arrangements should be made for your child if you do not wish him/her to participate in these outings.

INCLEMENT WEATHER ANNOUNCEMENTS

In extremely bad weather, or other emergencies, the center may close. Please check our Facebook page for any information regarding any type of shutdown, closers, or early dismissals. You may also call into the center, and we will do our best to be able to answer all calls. Please see page 12 of this handbook for the correct Facebook page.

STAFF AND PARENT PROGRAMS

- Kids Company caregivers receive on-going training and workshops, with included subjects such as: Safety; Health; Environment; Guidance; Communication; Creativity; Self-Esteem; Physical and Cognitive Development; Red Cross First Aid and CPR; Nutrition; Recognition and Reporting Child Abuse; and Preventing and Responding to Child Abuse.
- Parents are welcome at the Kids Company training sessions. In addition, special Parent Education Workshops are planned throughout the year. Call Kids Company Training and Curriculum Specialist at (717) 462-6044 for more information on these parenting sessions.

CHILD ABUSE

Kids Company has implemented many ways to prevent child abuse from happening to your child. **Pre-employment background checks** are done on all employees, including a **criminal background check** and **child abuse history clearance**. Kids Company has door alarms on exit doors from, the activity rooms and doors leading to the playground to prevent a child from leaving the facility with an unauthorized person. Staff have ongoing, required training in the recognition, reporting, responding to and prevention of child abuse, and training in appropriate behavioral guidance techniques.

To report suspected child abuse or neglect, contact:

Child Line Number: 1800-932-0313

OR

Staff members are required to report child abuse allegations to Kids Company. Federal and State law to report all suspected child abuse and neglect mandates them. The appropriate Social Work Services agency will make notifications to the parents.

Withdrawal

Seven-day notice is required to obtain release from financial obligations on the Agreement form (CY-321 Agreement Form). Sponsors are responsible for notification to the director or clerk when withdrawing a child from Kids Company.

Dismissal Policy

The goal of our center is to provide quality childcare programs. We will make every effort to serve all children and will work with parents to meet the individual needs. However, families may be asked to withdraw from the center for inappropriate or unacceptable behavior from the parent or the child toward center staff, enrolled children, or directors, endangering the physical or mental health of others, 5 or more consecutive absences without communication to the center director, lack of payment or breach of contract.

Financial Obligations

ALL PAYMENTS are to be made on the first day of each week (Monday), unless previous arrangements have been made with the Owner or Director. Failure to comply is a direct breach of your agreement form and could lead to termination. **Payments will be received in the office or payment box only.**



Facebook.com/KidsCompany2020/

Kids Company uses social media to stay in contact with parents and family and to keep you posted as to what we are doing daily. Please sign below stating that you are allowing Kids Company to post your child's picture on our social media pages and or website.

(Signature of Parent or Guardian)

Kids Company

(Date)

SUBJECT: Nondiscrimination in Services

TO: Clients

FROM: Director of Operations

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aid, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Kids Company**500 E. North St Unit 2****Carlisle, PA 17013**

Department of Public Welfare Bureau of Equal Opportunity Room 225, Health and Welfare Building PO Box 2675 Harrisburg, PA 17105	PA Human Relations Commission River Front Office Building 1101-1125 South Front St 5 th Floor Harrisburg, PA 17110-2123
U.S. Department of Health & Human Services Office for Civil Rights Suite 372, Public Ledger Bldg. 152 South Independence Mall West Philadelphia, PA 19106-9111	Bureau of Equal Opportunity Northern Regional Office Room 331, Scranton SOB 100 Lackawanna Avenue Scranton, PA 18503-1972

ATTACHMENT 5 – Communications with Parents/ Guardians

Parents and Guardians need to be informed of provision in the Emergency Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.

To the Parent(s)/Guardian(s) of

This letter is to assure you of our concern for the safety and welfare of children attending Kids Company. Our Emergency Plan Provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuating* – Students are evacuated to a safe area on the grounds of the facility in the event of a fire etc...

- *In-place sheltering* - Sudden occurrences, weather or hazardous materials related may dictate that taking cover inside the building is the best immediate response.
- *Evacuations* – Total evacuation of the facility may become necessary if there is a danger in the area.
- *Modified Operation* – May include cancellation/ postponement or scheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to **your local radio/television stations ABC27, FOX43, WGAL8** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the mail telephone line free to make emergency calls and relay information.

The facility director may provide an alternate phone number (i.e. cellphone number, etc.) to call in an emergency event.

The form designated for persons to pick up your child is included with this letter for you to complete and have returned to the day care facility no later than one week. This form will be used every time your child is released. Please ensure that only those you list on the form attempt to pick up your child.

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency.