

Kiddee Korner Management Corporation

Corporate Offices

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POLICY MANUAL

Dear Parents,

By signing your name to this letter you are acknowledging that you have received the Kiddee Korner Policy and Procedures.

Child's Name

Parent's Name

POLICY ON THE RELEASE OF CHILDREN

The policy on the release of children to parents or persons authorized by parents at Kiddee Korner is as follows:

- A child should be picked up by 5:30 p.m.
- A Parent must call to inform the center if someone else is picking up the child.
- The following procedures will be in effect in case of a late pick up:
 - The parent will pay the late fees assessed.
 - Chronic lateness will result in the suspension of the child from the center.
 - Staff member shall call the Division 24-hour child abuse Hotline for assistance if the center is unable to make arrangements for the child's pick up.
- If a person authorized by the Parent or a parent appears to be physically and or emotionally impaired, the Director or staff member, shall attempt to contact the child's other parent or an alternative person authorized by the parent. We will not release a child to a person impaired.

If not able to make alternative arrangements a staff member will contact the Division 24-hour child abuse hotline to seek assistance.

KIDDEE KORNER TUITION AGREEMENT

This agreement dated _____ is between _____, and Kiddee Korner Day Care Center.

All monthly co-payments are due on the 1st of the month. All weekly payments are due on Mondays. All bi-weekly payments are due on Monday covering a two-week period. Any payments made late will result in a \$20.00 late fee. NO EXCEPTIONS! If payment is not received your child will not be admitted into school.

Thank you for your cooperation.

Kiddee Korner Management

CHILDREN's ITEMS LIST

Dear Parents,

Please be advised that no child will be permitted to school without the following items:

- Diapers (pampers)
- Wipes
- Change of clothes
- Blankets and sheets

If your child is missing any of these items they will not be admitted into school.

Thank you for your cooperation.

Kiddee Korner Management

10:122-7.11 Information to parents regarding the management of communicable diseases
To be distributed to parents.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperate of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without physician's note stating that the child presents no risk to himself/herself or others:

Respiratory Illness

- Chicken Pox**
- German Measles
- Hemophilus Influenzae*
- Measles*
- Meningococcus*
- Mumps*
- Strep Throat
- Tuberculosis*
- Whooping Cough*

Gastrointestinal Illnesses

- Giardia Lambliia*
- Hepatitis A*
- Salmonella*
- Shigella*

Contact Illnesses

- Impetigo
- Lice
- Scabies

*Reportable diseases that will be reported to the health department by the center.

**Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child was exposed to any excludable disease at the center, you will be notified in writing.

KIDDEE KORNER CHILD CARE DISCIPLINE AND GUIDANCE POLICY

At Kiddee Korner the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- *Environment* – A place designed for children. Each room is age-appropriate in furniture size, large and small manipulatives, and supplies required for hands-on experiences.
- *Logical Rules* – Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- *Curriculum* – Is developmentally appropriate, based on the children's interest and level of readiness.
- *Positive Behavior* – We reinforce the behaviors we wish to see repeated.
- *Redirection* – Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- *Positive Reminder* – Telling the children what we want them to do rather than using "no" or "don't."

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children!

A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring.

The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical wellbeing of another child or an adult.

- *Initial Consultation:* The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.
- *Second Consultation:* If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.
- *Disenrolled:* When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director. The center director can disenroll any child for physically harming another child, or teacher, repeatedly without going through the consultation process.

***NOTE:** Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

PHILOSOPHY

Kiddee Korner Day Care Centers believes that the methods used for guiding and disciplining young children should be positive and consistent with their developmental needs and applied with full knowledge and understanding of the parents.

Young children develop a positive self-image and acquire self-control from supportive and individualized relationships with adults as well as daily interactions with other children.

It is therefore the responsibility of staff and volunteers working with enrolled children to incorporate our philosophies and goals into the program by setting clear expectations, giving reminders and choices, being reasonable and flexible, using positive reinforcement and redirecting inappropriate behaviors. These methods will enable children to understand themselves and to develop self-control.

Kiddee Korner does not advocate the use of hitting, physical punishment, abusive language, ridicule, or harsh humiliating treatment. We do not allow any other form of child abuse, neglect or exploitations; associating disciplining with the behavior of children in regarding to rest, toilet training or food: isolating children without supervision; associating discipline withholding of emotional responses or stimulation and/or requiring children to remain silent.

DISCIPLINE

The methods of guidance and discipline used shall be positive, consistent with the development needs of the children and applied with the full knowledge and understanding of the parents(s).

Posted on prominent locations in our day care centers is the Policy on the disciplining of children (methods of guidance and discipline used) by staff members.

EXPULSION OF CHILDREN FROM ENROLLMENT AT THE CENTER

Unfortunately, in some cases we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSE FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required form including the child's immunization records.
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- excessive tardiness or absence

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/ angry outbursts.
- Outgoing physical or verbal abuse to staff or other children
- Excessive biting
- Other (explain)

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parents will be advised verbally and in writing about the child's parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare and safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of licensing regarding a center's alleged violations of the licensing requirements
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation of evaluation by local district child study team

RULES AND REGULATIONS

If your child has a doctor's appointment, we require a 24 hours' notification.

If your child has a doctor's appointment, they will not be admitted into school after 11:00 a.m.

If your child has an injury that occurred outside of school such as bruises, burns, rashes, or fractures, we must be notified immediately. You must provide a doctor's note for your child to be accepted into school.

If your child is sick, please arrange to have someone pick him/her up if you are not unavailable.

All children must maintain 85% attendance. Any child that does not meet the attendance requirements will be terminated from the program.

We are not responsible for your child's missing personal items.

Children are not allowed to wear open toe shoes or shoes with a high heel.

Parents are responsible for keeping your child's nails short for the safety of all children.

If your child develops any food allergies we must be informed immediately.

Parents are not permitted to stay in classrooms after your child is signed in.

Parents are welcomed to speak with their child's teacher regarding any concerns during a scheduled conference time. You can schedule a conference time with the front office.

Children are not allowed to bring outside food or toys unless permitted for show and tell.

Parents must read our discipline policy.

Parents must speak in a respectful manner to all staff. We do not tolerate foul language or threatening behavior. Your child will be terminated from the center if this occurs.

If you have any complaints or concerns, you are welcomed to speak to our office staff at any time. We will try our best to resolve the problem.

Breakfast is over at 9:00 a.m. No child will be served after this time.

Birthday parties are allowed. All party snacks must be healthy snacks. No candy allowed in party bags. All deserts for parties must be store bought. Due to limited space in the classrooms, we only allow two guests per child for birthday parties. All parties are 30 minutes. Please give the teacher a five-day notice if you are requesting a party for your child.

All children in the Pre-K 3 program must arrive by 9:00 a.m. If your child is late they will not be admitted into school. Children in the infant toddler program must arrive by 10:00 a.m. Children who are continuously late may be terminated from the program.

All children must have a clean sheet and change of clothes every Monday. The sheets will be sent home every Friday to be washed.

The center closes at 5:30 p.m. If you are going to be late you must call before 5:30 p.m. If your child is picked up late, a late fee will be assessed. We understand emergencies do occur, that's why you must have an alternate pick up person in place.

If your child is not picked up by 6:30 p.m., we are mandated to call DYFS and the police department to pick up your child.

If your phone number, address, or emergency contact person changes, please inform us immediately.

Your child's belongings must be labeled.

Everyone on your child's pick up list must have a valid I.D. to pick up your child.

Children under the age of 12 years old are not allowed to pick up children from the center.

Your child must be signed in/out daily.

Any Parent who receives a card to swipe for attendance is responsible to swipe their child in/out daily. Failure to comply will result in your Urban League contract being terminated.

Children are not allowed to wear jewelry. Only small earrings are permitted.

Hair beading is only permitted for children in the 3-year-old program.

Please dress your child appropriately for weather.

Parents are not permitted to Double Park at any time in our parking lot. You must park in a parking space for drop off and pick up. Any car that does adhere to this will be towed.

All tuition and co-payments must be made on time; if they are not a late fee will automatically be added to your next payment due.

Please call the center if your child will be absent. If your child needs to leave early you must inform the teacher during drop off time. If your child is out more than two days you must provide a note.

