

# KIDDIE UNIVERSITY PARENT HANDBOOK

## **KIDDIE UNIVERSITY MISSION STATEMENT:**

The primary mission of KU is to provide high quality services for families who need infant, toddler, and pre-school care for their children. Activities with children aim to be child-directed and teacher assisted. Classrooms are set up to allow children to explore, to question, and to work independently in a group or with a teacher. Play is a tool for learning that helps to formulate healthy relationships with peers and adults. We focus on Gross and Fine Motor development, Cognitive Development, Physical Development, Social Development, Mathematical Skills & Critical Thinking, Emotional, Family Involvement, and Community Development. By providing enriching experiences that stimulate learning and focusing on the whole child, Kiddie University Capitol Hill helps the child to develop life-long learning skills and positive experiences. Our goal is to strengthen the bridge between your work and family life by creating a special place that supports them both.

## **STATEMENT OF SERVICES:**

KU is a year-round program that offers all day care for children ages 6 weeks to 5 years old. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and age appropriate learning experiences for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, Spanish Immersion, STEM, music, outdoor play, story-time and family and community involvement. We offer a full-time contract, which is for children present at the center 5 days per week, and we offer part-time, hourly or daily services, on a first come first serve and space availability basis.

## **HOURS AND DAYS:**

KU is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. We are closed New Year's Day, Martin Luther King Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and the day after Christmas. If holidays fall on a weekend day, the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – KU will be closed on Monday and Tuesday) These days will be decided in January of each year and will be posted on our website for your convenience. All holidays have been calculated in the tuition rate therefore there is no addition or deduction in the tuition rate for holidays.

## **SNOW DAYS:**

KU will make every effort to remain open during the snow and ice. However, in the event we must close or delay opening, for the health and safety of our families and staff, we will make the information available via WJLA Channels 7 & 8, Kiddie University web-site ([www.kiddieuniversity.com](http://www.kiddieuniversity.com)), by email, and Facebook. There will be no addition or deduction in tuition for closings due to inclement weather.

## **OTHER CLOSURES:**

Due to KU continued training and education requirements, KU will be closed a minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided in January of each year and will be posted on our website for your convenience. There will be no addition or deduction in tuition rates due to these closings.

## **STATE LICENSING**

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for children in our care. KU complies with and in some cases exceed the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

## **ADMISSION REQUIREMENTS:**

Enrollment in our program is open to all families for which we have the applicable training and experience to accommodate. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child's parent or legal guardian may enroll a child (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend

KU. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. KU must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

**ADMISSIONS AND WITHDRAWAL:**

Parents wishing to enroll their child or children in the center are encouraged to set up an appointment with the center office to take a tour of the center and meet the director and/or their child's teachers. Tours are scheduled at any time that is convenient for parents, however, due to rest time and other responsibilities in our schedule, we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child's average day. At this time we will give you a copy of the parent handbook and any forms necessary to enroll your child in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section titled "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER".

**GUARANTEED START DATE:**

KU works on a "Guaranteed Start Date" or a "Waiting List". If a "Guaranteed Start Date" is available, your child's space in the center is guaranteed, however, if you choose to join the "Waiting List" and pay a non-refundable fee of \$100, we will contact you if and when a space becomes available. Upon deciding that KU is the place for your family, you will be asked to fill out a "Tuition Agreement" and pay a non-refundable deposit of \$750. This non-refundable deposit covers a one-time enrollment fee of \$400 to guarantee the space, application processing, and set-up on "Smart care" payment and parent communication system. The deposit also includes the annual/nonrefundable registration, program activities and materials fee of \$350 which is due each year to cover the cost of paperwork updated (as required by OSSE) and additional program activities such as, but not limited to, family luncheons, language immersion, physical fitness, replacement of materials, and refreshment of facilities. Once the non-refundable deposit is paid, you and the director will decide on a "Guaranteed Start Date" which must be within 2 weeks of the date the deposit is paid, unless the Director determines that a later start date is feasible. Your weekly tuition will be charged in advance on the agreed upon start date, whether your child is in attendance or not, until you officially withdraw your child according to the policy contained herein. Prior to your first day you must bring your child's enrollment packet(s) (one for each child) along with Birth certificate, and shot records for verification. Parents are required to notify the center in writing one month prior to their child withdrawal including withdrawal from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" for more details.

**PAPERWORK, FORMS and ANNUAL RENEWALL:**

We are required by the state to have current and updated information on each child in our center. This is also for your child's safety. As mentioned above, we require all forms to be filled out for each child prior to their initial attendance at KU. Also, each year in June we will have you renew and refresh all your paper work and all forms. There will be a deadline given for compliance to this requirement. Failure to renew and refresh paperwork does not constitute withdrawal from the program and tuition and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. Annual registration fees and material fees will also be added each year at this same time.

**DROP-OFF:**

Parents must accompany their child into their designated classroom at KU every morning and sign their child in at the Smart care kiosk immediately upon dropping him/her off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be given the necessary instructions for logging each child in. The clock in/out system is located across from the office. The children are not allowed to come into the KU area alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

**PICK-UP:**

All children must be picked up and signed out by an adult and/or person approved by the parent and the center. All children must be signed out before being picked up from their classroom. Anyone, including all parents, who can pick the child up, *must* be listed on the Registration Record form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto KU property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a government issued picture ID. In the event anyone out of the ordinary is to pick-up your child, please alert them to bring a government issued photo ID and alert the office prior to pick-up time. This is in addition to them being on the Registration Record form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is updated annually.

**PARKING POLICY:**

KU does not have a particular drop-off area but there is plenty of street parking adjacent to the Center for drop off and pick-up. Please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child. KU is not responsible for items lost or stolen from your cars or any incident that may occur from leaving your car unsecured.

**REGISTRATION RECORD:**

All persons authorized to pick a child up from the center must be listed on the REGISTRATION RECORD. To avoid confusion, it is the responsibility of the parent enrolling the child into our center to properly fill out all forms. In a custody dispute situation, the parent enrolling the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the REGISTRATION RECORD. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick-up the child in question. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

**EMERGENCY MEDICAL TREATMENT FORM:**

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Registration Record. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. These forms will be updated annually. Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

**INFORMATION CHANGE**

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your child's safety so that we may reach you in an emergency. The center requires that someone listed on the Registration Record of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that KU has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

**IMMUNIZATION REQUIREMENTS:**

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition.

**MEDICATION:**

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor’s prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child’s name on the script. All non-prescription medicine must have a permanent sticker with the child’s name and the date the medication was left at the center. A “Medication Authorization” form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the “Medication Authorization” form (Filled out and signed by the parent and/or the child’s doctor). KU reserves the right not to give medicines if the dosage is questionable or not according to the label. KU reserves the right to request a doctor’s consent via hand written prescription for any non-prescription medications. A copy of the “Medication Authorization” form along with the medication bottle and any remaining medication will be returned to the parent upon completion of the course of medication.

**ALLERGIES:**

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to highlight that information in the Child Profile. This allows us to alert all staff to be aware of their allergy. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a “Non-Food Allergy Medical Statement” which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out an “Medication Authorization” form if your child requires an Epi-pen or other emergency treatment. These forms are not included in this handbook but will be provided by the Director upon request from the child’s parent or guardian.

**ILLNESS AND CONTINUED HEALTH:**

These guidelines are for the welfare of all of our children. To provide a safe and healthy environment for all of our children, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child’s development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for in another area of the center away from other children until the child can be picked-up. The child will be sent home if he/she is running a temperature of over 100 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up your child who is ill, you must pick your child up within one hour, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Registration Record. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician’s note prior to returning.

**INCIDENT REPORTS:**

Safety is a top priority at KU. Yet, there are times when a child will have an accident/ incident. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this incident report, signed by the teacher in charge at the time of the incident will be filed with the Director’s office. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. Management and staff will handle any and all behavior problems in-house in a professional and appropriate way.

**CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:**

KU complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child’s file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

**DISCIPLINE:**

At KU the staff are trained to use positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy.

**TOILET TRAINING**

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults both at home and at the center. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at KU. Several complete changes of clothes should be kept at the center during this process.

**TOYS:**

KU has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. KU is not responsible for stolen, lost or broken toys or clothing.

***Please do not bring toy guns, war toys or other toys of destruction.***

**CLOTHING:**

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration, your child WILL get dirty!! Sometimes. Children will experience outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 95 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought to the center or outer garments worn to the center have the child's name on it.**

**DIAPERS:**

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained child. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions please check with the office.

**SUPPLIES:**

Each child will be provided with all the instructional supplies necessary here at KU. The annual materials fee is included in the \$350 annual registration fee charged each June. Children who enter the center after June or prior to June will pay an initial supply fee upon registering and an additional supply fee added on June 1 of the following year. No pro-rations will be given on this fee.

Additional personal items which are needed are based on the age of your child. This list will be provided upon registration.

***Please mark all items clearly with your child's name.***

**CURRICULUM:**

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of each child and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class schedule are posted on the parent board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the

children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children’s learning

**INFANT CURRICULUM:**

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring the outdoors.

**PRESCHOOL CURRICULUM:**

The preschool curriculum will cover the following areas with emphasis on age appropriate STEM development:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patters and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time (past, present, future)
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)

Technology and Engineering

- Interactive Media
- Block Play
- Simple Machines (ramps)

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

**DAILY SCHEDULE:**

Although your child’s schedule varies somewhat day to day, a typical flow of a day’s activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sit with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age, all are posted weekly in each room.

**ACCREDITATION:**

KU will distinguish itself as one of the top child care centers in the city by seeking outside accreditation with the National Association for the Education of Young Children (NAEYC). After 1 year of operating, approximately 2017 KU will be eligible to start the accreditation process.

**CLASS DIVISIONS AND CLASS SIZE:**

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

**STUDENT TO TEACHER RATIOS:**

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
0-12 Months	3	1	9
0-12 Months	4	1	8
12-24 Months	3	1	9
12-24 Months	4	1	8
24 – 30 months	4	1	12
30 months through 3 years	8	1	16
4 – 5 years	10	1	20
Under 6 (School-Age)	12	1	24
Over 6 (School-Age)	15	1	30

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

**MIXED-AGE GROUPING**

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child’s development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- o Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- o Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- o Individual differences in development are better accommodated.
- o Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

**TRANSITION PLAN**

KU will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child is ready to move to another classroom.

### **SUMMER CAMP**

A summer camp program is offered during the summer months for children of all ages. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. These activities will be covered in the annual material fee.

### **OUR STAFF:**

At KU we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approved education requirements of the District of Columbia
- Approval by the District of Columbia through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

### **STAFF AND PARENT RELATIONSHIPS:**

KU discourages staff from soliciting parents and clients or parents and clients soliciting staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by KU. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of KU while currently employed by KU or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

### **WRITTEN COMMUNICATION:**

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Bi-weekly parent newsletters to keep you informed as to the overall program.
- Periodic child assessments to inform parents of the progress of their child.
- Smart care App communication in the form of a "Daily Report" feed, detailing all diaper changes, feedings, nap times, special activities, pictures, and much more.
- Parent/Teacher meetings twice each year.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

### **VERBAL COMMUNICATION:**

We will endeavor to communicate during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is because many children spend 10 hours a day the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the class room development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your



child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use your Smart care app to leave information for Management, or you can e-mail us through our web center at info@kiddieuniversity.com

**PARENTAL INVOLVEMENT:**

We encourage all parents and/or guardians to get involved in the activities. We believe that parental participation is key to any successful child care program. At KU, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the KU office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. Parent Google group list serv
4. Programs and Special activities, such as the Christmas Program
5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Come and eat lunch with your child
8. Classroom Volunteer
9. Send special treats for snack or meals (please notify the teacher a day or two in advance)
10. Help with center Fund Raiser
11. Participation in a parent's group
12. Reverse Field trips (When we bring a "field trip" type activity to our property)

**We also expect parental involvement in discipline and behavior intervention as outlined in these policies.**

**POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:**

In the event that a parent would like to be more involved in the center but cannot due to work schedules, or due to other conflicts, we will help find a project or area which can be done on your own time. A member of the leadership staff will meet with you to find out your area of interest. We will offer suggestions to parents based on your interests and time. For example, if you like to sew, we may offer to have you make doll clothes or repair mat sheets.

**CHILDREN'S BIRTHDAYS**

Birthdays are special days for children. If you wish to celebrate your child's birthday at KU, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

**VISITING THE CENTER:**

You are welcome to visit your child at the center at any time. We do ask that you check in with the office and sign-in at the desk before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Registration Record" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. The custody challenges of our current society demand that we follow strict guidelines in this regard. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain pre-arranged situations. Parents or guardians must contact the director if you wish to set up a "visit" from an extended family member.

**CLASSIFICATIONS:**

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Child who is in our care (all paperwork has been filled-out)

- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor’s – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore anyone who is in the building or on the property for an extended period of time must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

#### **VOLUNTEERS:**

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

#### **INTRUDERS:**

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

#### **MEALS AND SNACKS:**

Our meal and snack service consists of a breakfast, a hot lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

#### **FOOD FOR INFANTS:**

Parents must provide food/ formula/ liquid/ milk for children in the Infant rooms. The Infant rooms are equipped with crock pots and refrigerators. All bottles are required to have a sticker with the child’s name and the date the bottle was made. Please be certain to inform staff in the classroom of the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

#### **BRINGING FOOD FROM HOME:**

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the director. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks that do not meet nutritional guidelines may be brought from home for birthdays and parties only. (Please notify the child’s teacher prior to bringing special treats.)

#### **PORTRAITS AND PICTURES:**

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proofs before purchasing. In addition, we may take pictures of the children playing or for use on their

cubbies or for use with a project or we may need pictures of children for promotional use. There is a “Photo Release form” (page Z-14) with your paperwork giving us permission to take your child’s picture or include them in short video footage.

**ADMISSIONS AND MATERIALS FEES:**

There is an admissions fee and **materials fee** of \$750.00 that are due prior to your child’s first day at KU. These fees are due upon initial enrollment. These fees shall suffice for the “School Year” materials fee provided your child remains continuously enrolled in the program. Children who withdraw from the program for a specified or un-specified length of time will be required to pay an admissions fee as well as an additional materials fee upon returning. The exception to this will be children who are physically withdrawn from the program but whose parents continue to pay their full bi-weekly tuition to retain the spot in our program. Children who attend in a “Drop In” capacity who pay the “Drop In” rate will be considered as continuously enrolled for that school year and will only be required to pay one registration and one material fee provided they continue to fit the definition of our “Drop In” program.

**WEEKLY TUITION FEES:**

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent(s) upon enrolling the child into the program. These contracts may be adjusted from time to time as needed with a 30 day notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of June. Since your tuition fee consists of equal bi-weekly payments, no bill will be given to remind you of these fees. Add on fees may occur such as in the case of late fees, or School aged children who are in need of additional services due to an irregularity in the school schedule such as an early dismissal, schools out day or school break. In the case of summer break for school aged children, a new contract will be entered into by the parent’s specifying the charges for this period.

**PAYMENT POLICIES AND PROCEDURES:**

Tuition fees are due bi-weekly in advance on Monday. There will be a \$10.00/day late payment convenience fee added if the account is not paid by the close of business on Wednesday of the tuition week. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance after Wednesday of the tuition week, unless arrangements have been approved by the Director. There will be a \$50.00 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by credit or debit card, certified check or money order only. Fees for 1 (one) month will be added if 1 (one) month written notice is not given prior to your child leaving the center. Clients may pay by ACH (Smart care system) check, credit card or Money Order. All payments will be **payable to: KIDDIE UNIVERSITY.**

**Payments may be given directly to the Director or made via ACH through Smartcare. No Cash payments will be accepted.** All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the 1 (one) month notice. All clients will pay the last month tuition fees in advance of departing from our program. This may also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration and material fees are non-refundable once your child begin attending our program. KU may seek collection of fees due and clients will be required to pay a 1 (one) month termination fee (if the withdrawal notice is not timely), and any collection costs and attorney’s fees incurred by KU to collect this amount. KU, at its option, has the right to immediately terminate any and all services provided, including but not limited to the immediate dismissal of the child from the center.

**OSSE SUBSIDY PROGRAM (OSP)/ STATE PAID TUITON CLIENTS:**

KU is seeking authorized to receive payments from OSP and other Federal/State daycare assistance programs, however at this time we are not authorized to receive payments from the OSSE subsidy program. If you qualify for free or reduced meals at a public school you might be eligible to receive help through OSP. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use OSP assistance must make these arrangements on their own and list us as their OSP Childcare provider. You may enroll in the program as an OSP client once the office has received a letter of authorization from OSP or a phone call from the OSP case worker, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to an OSP client must come to the office and complete an OSP Start Agreement. The annual registration fee and material fee is generally the responsibility of the client and not that of OSP. All OSP clients are also required to give a two week advance notice of withdrawal or pay the last bi-weekly termination fees in advance. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the director.

KU also requires that all OSP clients pay for any absence above 2 per month. OSP clients will be allowed to be absent for one vacation week each year (September through August) without being charged the weekly fee provided that it is pro-approved through the office at least one week prior. OSP clients may also be required to pay the difference between our private pay rates and the rates that OSP has established. Refer to the OSP Start Agreement for clarification concerning these issues.

OSP clients may also have a daily co-payment that is set by OSP. This is based upon family income. KU requires that all OSP co-payments be made bi-weekly on Monday in advance of service. KU does the book keeping on OSP accounts once per month after the service has occurred. All PAYMENT POLICIES AND PROCEDURES listed above for self billed clients will also apply to OSP clients. It is the responsibility of each OSP Client to insure that they have no balance when the previous months fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with OSP whether you stay at KU or move on to another center.

**DISCOUNTS:**

KU is pleased to offer a 10% discount for each additional sibling currently enrolled full time in the program and are being charged weekly fees.

**REFUNDS:**

We do not issue refunds. In the event you have over-paid the credit will be applied to your next bi-week tuition. In the event you have a balance after your child's last day, all applicable fees including the 1 (one) month notice required will be subtracted from any balance prior to a final refund being issued. We will process such credit within 4-6 weeks of your departure from our program. Checks will be mailed to the last address in our files unless you notify us with a different mailing address.

**RECIPTS AND STATEMENTS:**

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

**LATE PICK-UP FEE:**

There will be a \$15 fee added plus \$1 per minute if your child is picked-up after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking your child up, are required to notify the center if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day is given a "reasonable period of time" (1 hour) to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after a child have been left 15 minutes past closing and the center has not been notified. Children left at the center later than 60 minutes past closing, with no contact from anyone about the pick-up status, will be considered abandoned and Child Protective Services will be informed.

**VACATIONS, ABSENCES AND LEAVING THE CENTER:**

Vacations, illnesses, inclement weather or any absences of your child from the center or center closures will be charged at the regular bi-weekly rate. We request that all absences be reported to the KU office prior to or the day of the absence. We require a one month's written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added to your account if a one month written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a one month written notice of leaving the center. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

**QUIET TIME:**

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on their cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories,

etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured learning and quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

#### **CHILD ABUSE REPORTING POLICY:**

The District of Columbia requires that KU and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At KU our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member. If so, the staff member will be immediately suspended until the matter is resolved or terminated if the abuse allegation is confirmed.

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will, based on the advice of our licensing agent, terminated the staff member from their position at the Center:

**TRANSPORTATION POLICY:**

Parents are responsible for their child's transportation to the center and for arranging their own car pools. KU will provide transportation for school aged children to and from school at the locations that this service is offered. KU will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center.

**INSURANCE REQUIREMENTS:**

KU complies with the minimum insurance coverage as suggested by our independent agent. Parents are encouraged to carry their own insurance policy for their child. KU is not responsible for medical or related payments for children who have accidents or become ill at the center unless such is due to gross negligence of the center. For more information concerning policies and liability see the director.

**ADDITIONS AND CHANGES:**

KU reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Parents and Clients will be notified of these changes through the normal written communication system of the center at the time they are made effective.

## KIDDIE UNIVERSITY (KU) DISCIPLINE POLICY

The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **KU** we are continually focused on building positive relationships between the teacher and the child. We also continue to provide interesting and challenging programs which to the child so that discipline problems are at a minimum. **If negative behavior does occur, we begin with all positive approach techniques to change the negative behavior.**

**The following is considered negative behavior:**

Leaving the area or group without permission	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Inappropriate Physical Touching of other students
Aggressive behavior	Using toys and materials inappropriately
Abusive, or inappropriate language	Arguing with team members or other children
Lack of Cooperation	Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

**The teacher has the prime responsibilities to use positive discipline techniques when handling negative behavior in children. We use the below positive discipline techniques:**

- 1) **Establish Clear Rules**
  - A) We make sure rules are clear and consistent. We offer choices as a way to teach decision-making, while allowing children input into their day.
  - B) Routines, schedules, and activities are planned so children are involved constructive activities and interacting positively.
- 2) **Redirection** - Encourage child's good behavior and/or redirect his or her activity. The teacher will create another event or activity to draw the child's attention away from the inappropriate behavior.
- 3) **"Think time" within their area**
  - A) If a problem still exists, the child is then redirected away from the situation
  - B) Teachers will direct children away from the group for "think time"
  - C) "Think time" shall be defined as an area away from the group or activity yet within supervision the teacher or other classroom adult.
  - D) The child will be allowed to return to the group as soon as possible.
  - E) The teacher will allow the child to decide when they are ready to return..
  - F) If redirection and "think time" periods are not sufficient or appropriate, staff members may intervene as soon as possible to prevent physical or emotional injury.
  - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives.
- 4) **Demonstrate appropriate ways of seeking attention**
  - A) Demonstrate appropriate way to communicate and get attention, like a gentle tap on the arm.
  - B) Model appropriate behaviors such as negotiating for a toy instead of grabbing it.
- 5) **Reward Positive Behaviors**
  - A) Give lots of attention to children who are behaving in appropriate way
  - B) When the child has several triumphs at changing a behavior, we let the child know that we have noticed the change. We recognize the change and reward with a kind word, a hug, or a sticker.
- 6) **Behavior Report**
  - A) If the child's behavior continues to be inappropriate
  - B) OR the severity denotes an un-resolved problem.
- 7) **Behavior Intervention Meeting**
  - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
  - B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
  - C) This may be called by any of the individuals listed above.
- 8) **Sending a child home**
  - A) When the child becomes out of control
  - B) And/or when the child fails to respond to the measures taken by the **KU** Team.
  - C) This is at the discretion of the most senior Leadership Team member present.

**9) Suspension**

- A) Three written behavioral reports within a nine week period constitute the child’s being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child’s space in the **KU** program.
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.

**10) Termination of services**

- A) When the severity of a problem is great enough that it could endanger the safety of the child’s welfare
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being him/her self or one or more of the other children or team members and, that threat cannot be eliminated.

**In addition to the above, the center will use two methods to communicate with parents about their child’s need for disciplinary actions.**

- 1) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 2) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

**Staff at KU** strives to work together with parents in all aspects of heir child’s development, including discipline. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. Our goal is to provide all children, in our program, with a warm and loving atmosphere in which to grow and learn.

**No corporal punishment of any kind will be allowed or used at this center.**

**Threats, ridiculing, and other forms of verbal aggression does not meet with the center’s approval.**

**KU prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or status as a protected veteran.**

**I have read, understand, and I agree with the KIDDIE UNIVERSITY’s Discipline Policy:**

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*(Separate file copy provided to Sign and Return to office)*



## KIDDIE UNIVERSITY (KU) BEHAVIOR INTERVENTION POLICY

At **KU**, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. Although very seldom needed, we created the Behavior Intervention Policy as a guide if needed to ensure the well-being of every child in our program.

This policy is a last resort after our Discipline Policy options are exhausted with little or no results. At **KU** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we take a positive approach to rectifying the situation.**

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
3. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

**KU expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.**

The Behavior Intervention Policy's purpose is to establish procedures for the parents, teachers, and a member of the leadership team to utilize when planning to meet the needs of the child with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

## **KIDDIE UNIVERSITY BITING POLICY**

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly because of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective ways of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at the center. However, in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

To ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

**KIDDIE UNIVERSITY CDC  
PARENT HANDBOOK ACKNOWLEDGMENT FORM**

The KIDDIE UNIVERSITY Parent Handbook was created to promote an understanding of the policies and procedures at KIDDIE UNIVERSITY.

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and regulations, guidelines and expectations. I agree to comply with these rules and regulations, guidelines and expectations of the school.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Signature Received by (Center Staff)

\_\_\_\_\_  
Date Received

*(Separate file copy provided to Sign and Return to office)*