

Kidz “R” Us Community Child Care Center Parent Handbook



COMMUNITY CHILDCARE CENTER

“We’re more than ABC’s & 123’s”

(562) 423-0333
1115 E. Market St.
Long Beach, Ca. 90805
www.kidzrus.info

Dear Parent(s),

I am very pleased that you have decided to enroll your child into our program. Our philosophy is that learning occurs through active participation with both the student and teacher. Even more, we also believe that each child learns at their own rate and that we are only here to assist in that process by making available and planning for the children developmentally appropriate activities.

Our vision is that all program and services that we offer will enhance the quality of life for children and their families, while at the same time embracing their diversity and individual potential. We are very excited about building relationships with you and your child/children and are very much looking forward to you getting involved with our program. Rather it is volunteering in the classroom, coming to parent socials, or going on fieldtrips, our doors are always open to you, so we encourage you to get involved.

Again we thank you for choosing us and we look forward to serving you.

In his service always,

Samitha Devens

Director

Rights of Licensing Agency

We are licensed by the State of California, Department of Social Services, and Community Care Licensing Division therefore that gives them the right to perform the duties authorized in Section 101200(b) and (c) of the General Licensing requirements. This section allows an authorized agent of the DSS to come into the center unannounced for the purposes of annual inspection or investigation of complaints against the facility. The agent has the right to interview staff and children without prior notification. Annual Licensing Reports and Complaint Investigation Reports are a matter of public record and copies are available to parents upon request. Any authorized officer, employee, or agent of the department of Community Care Licensing may enter and inspect the center and services at any time, with or without advance notice.

Days and Hours of Operations

- The center will be open Monday-Friday 6:00 a.m. to 5:45 p.m.
- Half-day program hours:
Morning Session – 8:00 a.m. -11:30 p.m.
Afternoon Session – 1:00 p.m. – 4:30 p.m.

Contracted Days/Hours

Hours will be specified on your enrollment contract; any extra days or hours will be at an additional charge.

Registration

All registration forms must be completely filled out and returned before the child's first day at the center. Please make sure that all information is correct and stays updated.

Payment Programs

All payment programs accepted. Once payment assistance has been terminated you are responsible for all payments thereafter.

Returned Checks

There will be a \$25.00 fee for any returned checks. After two returned checks, your check writing privileges will be suspended.

Credit/Debit Card Payments

Credit and debit card payments can be made in the director's office on Monday mornings or on-line. For payments made online you will need to contact director for a password.

Center Fees

- Full-time Non LAUP \$95.00 per week
- Part-time \$85.00 per week
- Extended Care \$85.00 per week

Meals are included in tuition. However, tuition does not include fieldtrips. Tuition may be paid by cash, check, and credit or debit card. Tuition is to be received on Friday for the following week, if tuition is not in tuition box by noon on Friday a \$10.00 late charge will be assessed. If at any time your rate shall increase you will be given a 30-day notice prior to increase. **TUITION IS TO BE PAID IN FULL FOR ALL HOLIDAYS, CHRISTMAS BREAK AND SPRING BREAK.**

Tuition Drop-Box

The tuition drop-box is located next to the Sign-In/Out Book. If tuition is not in box by noon on Friday, late charges will be assessed. **DO NOT PUT CASH IN THE TUITION BOX. CENTER WILL NOT BE RESPONSIBLE FOR CASH PLACED IN THE TUITION BOX.**

Refunds

Full tuition is charged on a weekly basis. Days parents choose to keep children home are to be paid in full, with no exceptions. There will be no refunds for absences due to illness, vacations, or holidays.

Receipts & Tax Information

W-10 forms will be given out by January 31st. Tuition statements are given out upon request. Please give three day advance notice.

Notice of Termination

A notice of termination should be given two weeks prior to child leaving. If no notice is given parent will be responsible for full two weeks tuition; based on your tuition rate.

No Call/No Show

If children do not attend for five consecutive days, they will be dropped from the program roster. You must then reenroll child into the program, fill out all necessary enrollment forms, and pay all applicable fees.

Late Pick-up Charges

Late fee is a \$1.00 per minute and must be paid the following day and/or before child can return to school. Half-day programs are assessed after session time has ended, i.e. 11:30 for morning session and 4:30 for afternoon session. Excessive late pick-ups may result in termination from the center.

Sign-in/Sign-out Procedure

According to DSS children should be signed-in and out daily by an adult (Ask for waiver for persons picking up your children who are under the age of 18 years old). Parents need to sign in with a full legal, legible signature, and record the time of day child is being dropped off. If child is not signed-in you will be called to return to the center to sign them in.

Dropping Children Off

Remind the child to wash his or her hands upon entering classroom and stay until the teacher has seen and greeted the child. Leave a contact number or destination on the sign-in sheet if you will not be at any previously listed number in case of illness or emergency.

Guidelines for Releasing a Child

The center will only release children to whom parent has authorized on enrollment forms. A photo I.D. will be required. If you need to add or delete someone please inform center as soon as possible. If there is a custody issue between parents, there must be a copy of the court order in your child's file in order for the center to enforce it.

Sick Policy

Please use the following guidelines to determine if your child should stay at home:

- Fever within the last 24 hours
- Earache, sore throat, deep cough
- Diarrhea or vomiting within the last 24 hours
- Yellow or green nasal discharge
- Unexplained rash on face, arms, legs, etc.
- Red watery eyes or discharge from eyes

Medication

Staff will administer medication such as Epi-pins, inhalers, etc. for children who have life threatening illnesses. However, will are unable to pass out medication on a daily basis.

Meal Times

Breakfast is served at 8:00 a.m., lunch at 11:00 a.m., and snack at 3:30 p.m.

Half Day Meals

Children who attend A.M. program will receive breakfast and lunch. P.M. program will receive snack.

Allergies

Please make sure the staff is aware of all allergies and that the applicable information is noted on your child's *Health History – Parent's Report* form. Have doctor fill out a food allergy form and return to center.

Clothing

Dress children in play clothes that will not concern you or the child if the clothes become soiled or torn. Washable, comfortable clothing is recommended. Children must wear socks and shoes with a back strap. **OPEN-TOED SHOES ARE NOT PERMITTED AT THE CENTER.**

What to bring

We ask that children have at least one change of clothing at school and have an appropriate size blanket for naptime. Make sure your child's name is written on all items.

What not to bring

We ask that children do not bring their toys to school. Exceptions apply when children show the need for a transitional object, such as a stuffed toy or favorite book, to provide a link between home and school. Teachers do plan "show and tell" days, where children are encouraged to bring something from home. Children do not have to share their special toys with others, but are encouraged to do so. Toys brought from home must fit into the child's cubby and should be labeled with your child's name. We recommend that you avoid toys that are fragile or have many parts. Toys of a violent nature, such as war toys or guns are not permitted. The center cannot be responsible for lost, broken or misplaced items. If you are worried about it (clothing or toys), don't send it!

Birthdays

Birthdays are celebrated during snack time. You may choose to bring a special treat. Plans must be discussed with director/teacher ahead of time and **ALL BIRTHDAY TREATS MUST BE STORE BROUGHT. NO PEANUT PRODUCTS ARE ALLOWED DUE TO ALLERGIES.**

Discipline

Redirection is the primary tool used for the promotion of acceptable behaviors. If an extreme case of inappropriate behavior occurs in which a child endangers him/herself, others, or property, the child will be removed from the group until he/she can return to the group in a controlled manner. **NO CORPORAL PUNISHMENT OF ANY KIND WILL BE USED** as this is a violation of personal rights. In extreme cases parent may be asked to come and pick child up from school.

Dismissal Policies

Repeated inappropriate behavior, and/or excessive late pick-ups may result in dismissal. Please keep center informed of any changes in the household or family that may affect your child's behavior.

Our dismissal policy is as follows:

- You will receive a warning.
- You will receive a written warning.
- You will have a conference with the director.
- 1-day suspension.
- 3-day suspension.
- Termination.

Field Trips

We will follow all safety requirements when going on field trips. All parents are welcomed on our fieldtrips; however parents may have to provide their own transportation and may be limited as to how much participation they are allowed to have while on the fieldtrip.

Homework Program

Homework is available on our website under the "CURRENT PARENTS" tab. Pages can be printed and turned in to child's teacher on a weekly basis. The website is updated monthly with activities that are an extension of what we are currently exploring in the classroom.

Parent/Teacher Conferences

Conferences are scheduled twice a year and/or upon request. This is an opportunity to discuss your child's progress, how the program is fitting your child's needs, and his or her development in relation to adults and peers. The child's strengths are highlighted, areas of concern are addressed and potential areas of growth are discussed. The dialogue between teachers and parents provides an opportunity to help all parties assist the child in his or her growth and development. The teachers' comments are not intended to be a judgment of a child or his or her parents. Parents are given a copy of the conference form.

Center Schedule

Morning Program

7:45-7:55	Morning Greeting/Hand Washing
7:55-8:25	Indoor Activities
8:25-8:35	Hand Washing
8:35-8:55	Breakfast
8:55-9:05	Circle Time
9:05-9:25	Small Group
9:25-9:55	Indoor Activities
9:55-10:05	Clean-up/Bathroom
10:05-10:55	Outside Activities
10:55-11:00	Hand Washing
11:00-11:20	Lunch
11:20-11:30	Story time/Music and Movement

Afternoon Program

1:00-1:10	Greeting/Hand Washing
1:10-1:45	Indoor Activities
1:45-1:55	Clean-up/Bathroom
1:55-2:45	Outside Activities
2:45-3:05	Hand Washing/Bathroom
3:05-3:25	Snack
3:25-3:35	Circle Time
3:35-3:45	Small Group
3:45-4:15	Indoor Activities
4:15-4:20	Clean-up
4:20-4:30	Story time/Music and Movement

Phone calls & Visits

Parents are welcome to visit or phone at anytime during Center hours.

Complaints

Complaints can be directed at any staff person; you can be assured that complaints will be handled in an appropriate and timely manner. You are always welcomed to leave a message on Administrator's private voice mail or send a message by email sgivens@kidzrus.info.

Immunization

All children must be up to date on required immunizations and have a valid TB test to attend school.

Medical Emergency

In case of an emergency your child will be taken to:
Lakewood Regional Medical Center
3700 South St
Lakewood, Ca 90805

Parent Information Board

On the parent information board you will find all necessary information for the activities going on for the month, the monthly menu, licensing information, and any other information that you need to know. Make you sure you read it everyday.

Holidays & Vacations

The center is closed for all major holidays and also for Christmas and Spring Break. Tuition is still due for all holidays and vacations. (See holiday list for exact dates)

Modification & Amendments

The center reserves the right to modify and/or amend this hand book at any time.

Enrollment Contract

Enrollment terms and conditions

1. I agree to the policies, rules and regulations of the Kidz “R” Us Community Child Care Center Inc. parent handbook. I am aware that the center has the right at any time to change this handbook, with or without notice and that the center reserves the right at any time to terminate this contract to ensure the safety of their employees and/or other children at the center.

2. I agree to pay all fees for the program(s) in which my child is to be enrolled, according to the current tuition rate listed in the Parent Handbook. .

3. I understand that weekly tuition is due on Friday for the **UPCOMING WEEK** and is considered late if not paid Friday by noon. I understand that if it is not paid by Friday at noon I will be assessed a \$10.00 late charge. I agree that if tuition is not paid according with this agreement, Kidz “R” Us Community Child Care Center has the right to refuse admission of my child to preschool.

4. I understand that Kidz “R” Us Community Child Care Center cannot carry any account in arrears more than (7) days,

4. I agree that enrollment as specified within this contract and that this contract may be canceled by the parent without penalty, with a two week written notice to the program director. I agree that if no notice is given, I will be responsible for two weeks tuition, regardless of attendance.

5. I understand that Kidz “R” Us Community Child Care Center reserves the right at any time to terminate this contract with or without written notice to ensure the safety of our employees and/or other children at the center.

6. I have received, read, understand, and will comply with all that is written in this handbook and if married, I have discussed these policies with my spouse and we are fully aware of all polices associated with Kidz “R” Us Community Child Care Center Inc.

My signature below confirms that I have read this contract and accept its terms and conditions.

Parent/Legal Guardian Signature _____

Date_____

Director’s Signature _____

Date_____