



*Kingdom Kare Learning
Center
Parent Handbook*

Table of Contents

INTROUDUCTION	
PHILOSOPHY	6
OUR MISSION AND CORE VALUES	
NONDISCRIMINATION POLICY	
CHILDREN WITH SPECIAL NEEDS	
EDUCATION AND CURRICULUM	7
CURRICULUM	
ACCREDITATION	
HOME AND CLASSROOM TRANSITIONS	
DAILY SCHEDULES	
LESSON PLANS	
ASSESSMENT AND PORTFOLIOS	
TEACHERS TRAINING	
FAMILY INVOLVEMENT AND COMMUNICATION	12
OPEN DOOR POLICY	
DAILY EMAILS	
NEWSLETTERS	
FAMILY CONFERENCES	
PARENT SUGGESTIONS AND SURVEYS	
FAMILY INFORMATION BOARDS	
SOCIAL MEDIA	
COMMUNITY RESOURCES	
ENROLLMENT AND TUITION GUIDELINES	14
ENROLLING YOUR CHILD	
CHILD INFORMATION CARDS	
HEALTH APPRAISALS	
INFANT FOOD AGREEMENT	
LICENSING ACKNOWLEDGMENT	
TUITION AND FEES	
REGISTRATION FEES	
LATE TUITION FEES	
OVERTIME FEES	
RETURNED CHECK FEES	
BEFORE AND AFTER SCHOOL CARE	
BACK UP CARE	
SUMMER DAY CAMP	
DISCOUNTS	
PARENT REFERRAL BONUS	
WITHDRAWING YOUR CHILD	
DISENROLLMENT	
CHILD ABSENCES	
SCHEDULE CHANGES	
ADDITIONAL DAYS	

OPERATIONAL POLICIES	19
DAYS AND HOURS OF OPERATION	
EMERGENCY CLOSING	
PERSONAL ITEMS	20
APPROPRIATE DRESS FOR SCHOOL	
POSSESSIONS FROM HOME	
LOST AND FOUND	
NUTRITION AND MEALS	21
SPECIAL DIET REQUESTS	
BIRTHDAYS	
PEANUT AND NUT FREE CENTER	
ACTIVITIES	23
OUTDOOR AND GROSS MOTOR PLAY	
WATER PLAY	
NAP AND REST TIME	
FIELD TRIPS AND TRANSPORTATION	24
FIELD TRIPS	
IN HOUSE FIELD TRIPS	
OFF SITE FIELD TRIPS	
TRANSPORTATION	
BEHAVIOR MANAGEMENT	26
POSITIVE GUIDANCE POLICY	
PROGRESSIVE GUIDANCE POLICY	
SAFETY AND SECURITY	27
DROP OFF AND PICK UP	
RELEASING OF CHILDREN	
VISITORS AND VOLUNTEERS	
FIRE/EMERGENCY DRILLS AND PROCEDURES	
INFANTS AND TODDLERS	30
REQUIRED ITEMS	
SAFE SLEEPING POSITION	
FOOD AND FORMULA	
MILK AUTHORIZATION	
DIAPERS	
TOILET LEARNING	
BITING	
HEALTH AND MEDICAL GUIDELINES	33
MAINTAINING A CLEAN ENVIRONMENT	

MEDICATION DISPENSING	
ILLNESS AND EXCLUSION POLICY	
ACCIDENT AND INCIDENTS	
EMERGENCY MEDICAL PROCEDURES	
PEST CONTROL	
CHILDREN WITH ALLERGIES	
LICENSING AND LEGAL REGULATIONS	37
MANDATED REPORTING	
MICHIGAN LICENSING REQUIREMENTS TEACHERS	
SCREENING	
CONFIDENTIALITY OF INFORMATION	
FAMILY EXPECTATIONS	38
RESOLUTION OF DISPUTES	
APPROPRIATE LANGUAGE IN THE CENTER	
SMOKING	
PHYSICAL AND VERBAL DISCIPLINE OF CHILDREN ON CENTER PROPERTY	
ADDRESSING OTHER CHILDREN	
THREATENING BEHAVIOR	
FIREARMS AND WEAPONS	
CUSTODY AND VISITATION ISSUES	
HIRING OF Kingdom Kare Learning Center Teachers	
PERSONS APPEARING TO BE IMPAIRED BY DRUGS OR ALCOHOL	

Welcome to Kingdom Kare Learning Center!

We are so excited you have chosen to become part of our Kingdom Kare Learning Center family.

Here at Kingdom Kare we want your children to grow into individuals who love learning! Each day our team of dedicated teachers brings their creativity, skills and passion into the classroom to instill lifelong lessons. We feel strongly about going beyond the ABC's and 123's. Your children will spend their days learning about art, science, math, literacy, phonics, how to take care of their earth, community and neighborhoods, nutrition, music and much more! You will receive daily updates about your child's day, including the activities they were engaged in, as well as observations related to their development.

In addition to the daily communication you will receive from your child's teachers and our Administrative team, we have created this Parent Handbook to provide you with the

guidelines, policies and procedures of our center. These policies have been created with your child's best interest in mind to provide them with the best possible care.

This handbook has been developed in accordance with Michigan State Child Care licensing standards, National Early Childhood Program Accreditation standards (NAEYC and NECPA) and guidance from the American Academy of Pediatrics.

At times it may be necessary to change, revise or amend one of our policies and procedures contained in our handbook. If this occurs we will provide you with reasonable notice of any modification that may impact your family or your child. You will be notified of any changes in writing ten days prior to the change.

We welcome any questions that you may have regarding the information found in our Parent Handbook and encourage you to speak to Kingdom Kare Administrative team at any time.

Thank you again for becoming part of the Kingdom Kare Learning Center family. We are thrilled to be a part of your family and are eager to watch your little one grow with us!

INTRODUCTION

Kingdom Kare Learning Center is a privately owned and operated childcare facility dedicated to providing the highest quality programming and care for. Kingdom Kare Learning Center opened its doors in 2013 and since then has continued to strive to reflect the highest of standards set by NECPA (National Early Childhood Program Accreditation).

We accept children ages 2 weeks through 10 years of age, on a full-time, part-time, or weekly basis.

PHILOSOPHY

Here at Kingdom Kare Learning Center we believe each child is a unique individual and our programs and curriculum are designed to support the developmental needs of each child in an age appropriate and supportive environment. We are committed to supporting a child's social, emotional, physical, and cognitive development, respecting a child's individuality, and helping children learn to live and play cooperatively. We strive to promote children's health, self-awareness, selfworth and resiliency.

OUR MISSION AND CORE VALUES

Here at Kingdom Kare Learning Center we are focused on caring for our children Gods way by maintaining a Christ-like artistic Learning Center. We believe that from birth to five is the creative and formative time of a child's life. We dedicated to providing a stimulating and challenging environment for each child. Good manners as well as being polite, considerate and helpful are encourage always, as stated in Proverbs 22:6 Train up a child in the he should go: and when he is old, he will not depart from it. Our mission is to ensure that all children enrolled at our centers have daily experiences which result in positive outcomes. To some, this might seem like a daunting task; but here at Kingdom Kare Learning Center, we accomplish these everyday by adhering to our core values:

1. Children are Lifelong Learners
2. Every Child Deserves a Clean and Safe World
3. Parents are Our Customers
4. Creating a Safe Environment
5. Teachers are Facilitators of Learning and Development
6. Good Nutrition is Fundamental for Creating Strong Learners

These values make us who we are today and are what set us apart from other child care centers.

NON-DISCRIMINATION POLICY

Kingdom Kare Learning Center subscribes to a policy of non-discrimination of any type, including discrimination based on race, color, age, religion, sex, national origin, disability, veteran status, sexual orientation, marital status, parental status, genetic information, political beliefs or any other characteristic protected by law.

CHILDREN WITH SPECIAL NEEDS

In acting with compliance with the American with Disabilities Act and other federal laws pertaining to the provisions of services with children with disabilities; our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all children and teachers.

EDUCATION & CURRICULUM

CURRICULUM

Kingdom Kare Learning Center is committed to providing your child with the highest quality early childhood education and care in an enriching environment. Our program is designed to encourage each child to reach their full potential and develop a love for learning through numerous activities and experiences throughout the day.

Kingdom Kare Learning Center believes that children and adults learn best through hands-on experiences with people, real materials, events and ideas. This is the basis of the Highscope curriculum implemented at Kingdom Kare Learning Center. Each day, children are experiencing a program that has complete teaching practices, defined content areas and assessment tools for each age group. The Highscope Curriculum encompasses the classroom environment and learning materials, the daily routine and the way teachers engage in the children's learning. Children and teachers follow a consistent daily routine that encourages open ended activities and interactions independently and as a group. The Highscope Curriculum offers children the opportunity for

hands-on learning each and every day and the teachers have the freedom to plan lesson plans based on the children's interest and choices.

ACCREDITATION

We are strong advocates of accreditation programs sponsored by the National Association for the Education of Young Children (NAEYC) and the National Early Childhood Accreditation (NECPA).

At Kingdom Kare Learning Center you will find many of the policies and practices used by our center exceed Michigan State Child Care Licensing standards as they are based directly on the more stringent standards and criteria established by these accrediting institutions.

HOME & CLASSROOM TRANSITIONS

A positive transition from home to our center is a collaborative effort between you and our teachers. As each child reacts differently to separating from their parents, it is important to meet the teachers in your child's classroom and let them know if your child has a difficult time separating and what our teachers can do to ease the situation for you and them.

Here at Kingdom Kare Learning Center we schedule a pre-visit for you and your child. We like to schedule the pre-visit one or two weeks prior to your child's first day. Pre-visits are usually done from 9:30 a.m. until 11:30 a.m. The goal of the pre-visit is to acquaint children and parents with our center and the classroom environment. You will also want to use this time to talk to the teachers about how they can best meet your child's needs. If you would like to have more than one pre-visit, we are more than happy to accommodate you – we want you and your child to feel comfortable and secure in our center.

When the time comes for your child to transition up to another classroom we will contact you to discuss the move. The move will always be a collaborative decision between you and our teachers. Prior to the transition day we encourage you to schedule a pre-visit as there may be specific policies and procedures in the new age group and classroom.

DAILY SCHEDULES AND ROUTINES

INFANT		HighScope KDI Focus
Arrival Children are greeted warmly by teachers. Teachers help children separate from parents, often times with a daily morning ritual for infants to depend on. Friendly goodbyes and warm wishes for return allow infants to feel more comfortable from day to day. Teachers acknowledge the child's feelings about separation and engage children with a toy or some special one on one time like reading a book or sitting with them. Arrival time is a great time to exchange information with the parent about infant's previous evening and morning.		* Social & Emotional * Approaches to Learning * Language, Literacy & Communication
Choice Time Choice time allows infants to explore and investigate with peers and teachers. Teachers allow opportunities for children to explore safely and freely and make choices in play based on development and ability. Choice time is an uninterrupted period of play and exploration. Teachers communicate give and take with infants and help problem solve if needed. Children's lead and ideas are followed by teachers and actions tailored according to children's interest. During choice time children are able to participate in planned lesson plan activities based around weekly theme.		* Social & Emotional * Physical Development & Health * Language, Literacy & Communication * Cognitive Development * Creative Arts * Approaches to Learning

<p style="text-align: center;">Outside Time</p> <p>Infants are exposed to outside time twice daily (weather permitting). Infants are provided with a variety of experiences from walks, to playing in the grass to bubbles to exploring nature. These experiences allow infants to explore their senses. Teachers bring classroom items outside for children to play with as well. In the sunlight, infants soak up Vitamin D and absorb calcium for strong bones and teeth.</p>	<ul style="list-style-type: none"> * Social & Emotional * Physical Development & Health * Language, Literacy & Communication * Cognitive Development
<p style="text-align: center;">Group Time</p> <p>During Group Time teachers plan ahead and provide active group experiences~ introduce new materials and actions, revisit favorite materials and actions and provide movement and music experiences. Children's choices are respected and encouraged. Teachers sit with the children and talk to the children about what they are doing.</p>	<ul style="list-style-type: none"> * Approaches to Learning * Language, Literacy & Communication * Cognitive Development * Creative Arts
<p style="text-align: center;">Departure</p> <p>At departure time, teacher's pleasant and friendly good-byes for return allow children to reunite with parents. Even at a young age, this develops the bond of trust between both parents and teachers. Departures are a smooth transition and should be smooth to allow infants to transition from school to home. Departure time is an important time for teachers to fill parents in on their child's day and parents have the unique opportunity to see their little one interact with other infants.</p>	<ul style="list-style-type: none"> * Social & Emotional * Approaches to Learning * Language, Literacy & Communication
<p>The following routines are based on children's needs and schedules and are done throughout the day.</p>	
<p style="text-align: center;">Feeding and Mealtime</p> <p>Feeding and mealtimes are based on each infant's individual needs. Teachers hold and pay close attention to bottle feeding infants, talking with them or singing to them. Older infants are supported in feeding themselves. Mealtime goes beyond the basic need of food and allows personal contact from an attentive teacher.</p>	<ul style="list-style-type: none"> * Approaches to Learning * Social & Emotional * Language, Literacy & Communication * Physical Development & Health
<p style="text-align: center;">Bodily Care Routines</p> <p>Bodily care is scheduled around the child's play and exploration. Teacher's focus on the child at hand during the care routine. Infants are told what is happening as it occurs. Infants are talked to and engaged in conversation. Teacher's respond to infant's coos and babbles. Infants are given choices about parts of the routine even if they cannot respond. Older infants are encouraged to do things for themselves (hold their diaper, wash their hands etc.).</p>	<ul style="list-style-type: none"> * Approaches to Learning * Social & Emotional * Language, Literacy & Communication * Physical Development & Health
<p style="text-align: center;">Naptimes</p> <p>Naptimes are scheduled around each child's individual needs. Infants are rocked and comforted to sleep. Classroom environment and teachers allow for infants to wake on their own in their own way. Quite alternatives for nonsleepers</p>	<ul style="list-style-type: none"> * Physical Development & Health
<p>Daily schedule is flexible based on each child's individual needs.</p>	

6:30-8:30	<p style="text-align: center;">TODDLER</p> <p style="text-align: center;">Morning Routines/ Learning Centers/ Outside</p> <p>Children are free to explore a limited number of Learning Centers selected by the teacher as they arrive and get settled in for the day. Classrooms may open up outside if weather is permitting.</p>	HighScope KDI Focus
8:30-9:00	<p style="text-align: center;">Breakfast</p> <p>Good nutrition is fundamental for creating strong learners. Teachers serve fresh and homemade foods, including organic fruits and vegetables. Meals are served family style so children can interact with each other and with their teachers while sharing a healthy meal.</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication
15-30 minutes	<p style="text-align: center;">Diaper Changing and Toileting Times</p> <p>Teachers interact individually with children and converse with them about what is happening. Open ended questions are asked and children are encouraged to help with the process (retrieve own diaper, get own paper towel after washing hands etc)</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication
15 minutes	<p style="text-align: center;">Large Group Time</p> <p>Children participate in songs, fingerplays and music that involve movement and props. New materials and introduced while teacher talks about plan for the day as part of Message Board. ZooPhonics friends are discussed.</p>	* Approaches to Learning * Language, Literacy & Communication * Cognitive Development * Creative Arts
60 minutes	<p style="text-align: center;">Small Group Time</p> <p>□ Teachers and children carry out a teacher planned activity.</p> <ul style="list-style-type: none"> Teachers have a back up plan to add to activity if necessary. Children plan of where they want to spend their Work Time & what they would like accomplish that day. Teachers interact with children, observing & documenting their interests and scaffolding their learning through conversation and questioning techniques. 	* Approaches to Learning * Social & Emotional * Physical Development * Language, Literacy & Communication * Cognitive Development * Creative Art
15 minutes	<p style="text-align: center;">Work Time</p> <ul style="list-style-type: none"> Children carry out their plans in each of the Learning Centers that teachers enhance based on children's interests, weekly theme and planned lesson plan activities. Teachers interact with children, observing & documenting their interests and scaffolding their learning through conversation and questioning techniques. Snack is made available at 10am Free play choices are available. All centers are open. 	* Approaches to Learning * Social & Emotional * Physical Development * Language, Literacy & Communication * Cognitive Development * Creative Art
10 minutes	Clean Up Time	* Approaches to Learning
30 minutes	<p style="text-align: center;">Outdoor Experiences</p> <p>Children need time to exercise their bodies as well as their minds. Teachers provide enhancements to outdoor play time such as balls, hula-hoops, bubbles, binoculars, etc.</p>	* Physical Dev & Health * Social & Emotional Development
15-30 minutes	<p style="text-align: center;">Diaper Changing and Toileting Times</p> <p>Teachers interact individually with children and converse with them about what is happening. Open ended questions are asked and children are encouraged to help with the process (retrieve own diaper, get own paper towel after washing hands etc)</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication
5 minutes	Transition to Lunch	* Approaches to Learning
30 minutes	<p style="text-align: center;">Lunch</p> <p>Teachers serve fresh and homemade foods, including organic fruits and vegetables. Meals are served family style so that children can interact with each other and with their teachers while sharing a healthy meal.</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication
2-3 hours	Transition & Rest Time	* Physical Dev & Health
15-30 minutes	<p style="text-align: center;">Diaper Changing and Toileting Times</p> <p>Teachers interact individually with children and converse with them about what is happening. Open ended questions are asked and children are encouraged to help with the process (retrieve own diaper, get own paper towel after washing hands etc)</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication
20 minutes	Afternoon Snack	* Physical Dev & Health
10 Minutes	<p style="text-align: center;">Movement & Music / Yoga</p> <p>Teachers and children stretch, sing songs, play musical instruments, dance or recite fingerplays.</p>	* Physical Development * Language, Literacy & Communication * Creative Arts
30 minutes	<p style="text-align: center;">Outdoor Experiences</p> <p>Children need time to exercise their bodies as well as their minds. Teachers provide enhancements to outdoor play time such as balls, hula-hoops, bubbles, binoculars, etc.</p>	* Physical Dev & Health * Social & Emotional Development
60-90 minutes	<p style="text-align: center;">Open Learning Centers & Teacher Facilitated Theme Activities</p> <p>Children have the opportunity to play and learn in each of the Learning Centers. Teacher facilitated thematic activities enhance afternoon Learning Center time.</p>	* Approaches to Learning * Cognitive Development * Creative Arts
15-30 minutes	<p style="text-align: center;">Diaper Changing and Toileting Times</p> <p>Teachers interact individually with children and converse with them about what is happening. Open ended questions are asked and children are encouraged to help with the process (retrieve own diaper, get own paper towel after washing hands etc)</p>	* Social & Emotional * Physical Dev & Health * Language, Literacy & Communication

5:00-6:30	<p style="text-align: center;">Afternoon Large Group/Learning Center Time / Outside</p> <p>Children and teachers come together to wrap up the day. As the day draws to a close, the children can play and explore in Learning Centers selected by the teacher. Classrooms may close outside. Snack is served at 5:00 p.m.</p>	<ul style="list-style-type: none"> * Approaches to Learning * Social & Emotional * Language, Literacy & Communication
6:00-8:30	<p style="text-align: center;">Transitional Preschool, Preschool and Pre-k Morning Routines/ Learning Centers/ Outside</p> <p>Children are free to explore a limited number of Learning Centers selected by the teacher as they arrive and get settled in for the day. Classrooms may open up outside if weather is permitting.</p>	<p style="text-align: center;">HighScope KDI Focus</p>
8:30-9:00	<p style="text-align: center;">Breakfast</p> <p>Good nutrition is fundamental for creating strong learners. Teachers serve fresh and homemade foods, including or fruits and vegetables. Meals are served family style so children can interact with each other and with their teachers while sharing a healthy meal.</p>	<ul style="list-style-type: none"> * Social & Emotional * Physical Development & Health * Language, Literacy & Communication
15 minutes	<p style="text-align: center;">Message Board & Large Group Time</p> <ul style="list-style-type: none"> • Children and teachers come together for large group routines such as daily message. • Teachers engage with children in group songs, dances, and games. Children are involved in decision processes during this time. 	<ul style="list-style-type: none"> * Approaches to Learning * Language, Literacy & Communication * Mathematics * Social Studies
30 minutes	<p style="text-align: center;">Outdoor Experiences</p> <p>Children need time to exercise their bodies as well as their minds. Teachers provide enhancements to outdoor play time such as balls, hula-hoops, bubbles, binoculars, etc.</p>	<ul style="list-style-type: none"> * Physical Development & Health * Social & Emotional Development
15 minutes	<p style="text-align: center;">Small Group Time</p> <ul style="list-style-type: none"> • Teachers and children carry out a teacher planned activity. • Teachers have a backup plan to add to activity if necessary. • Children plan of where they want to spend their Work Time & what they would like accomplish that day. 	<ul style="list-style-type: none"> * Approaches to Learning * Social & Emotional * Physical Development * Language, Literacy & Communication * Mathematics * Creative Arts * Science & Technology * Social Studies
60 minutes	<p style="text-align: center;">Work Time</p> <ul style="list-style-type: none"> • Children carry out their plans in each of the Learning Centers that teachers enhance based on children's interests and weekly theme. • Teachers interact with children, observing & documenting their interests and scaffolding their learning through conversation and questioning techniques. • This is also a time when teachers encourage writing center. • Snack is made available at 10am • Free play choices are available. All centers are open. 	<ul style="list-style-type: none"> * Approaches to Learning * Social & Emotional * Physical Development * Language, Literacy & Communication * Mathematics * Creative Arts * Science & Technology * Social Studies
10 minutes	<p style="text-align: center;">Clean Up/Transition to Recall Time</p>	<ul style="list-style-type: none"> * Approaches to Learning
10 minutes	<p style="text-align: center;">Recall Time</p> <p>Teachers meet with children to review their plans and share their learning experiences.</p>	<ul style="list-style-type: none"> * Approaches to Learning * Language, Literacy & Communication
5 minutes	<p style="text-align: center;">Transition to Lunch</p>	<ul style="list-style-type: none"> * Approaches to Learning
30 minutes	<p style="text-align: center;">Lunch</p> <p>Teachers serve fresh and homemade foods, including fruits and vegetables. Meals are served family style so that children can interact with each other and with their teachers while sharing a healthy meal.</p>	<ul style="list-style-type: none"> * Social & Emotional * Physical Development & Health * Language, Literacy & Communication
2-3 hours	<p style="text-align: center;">Transition & Rest Time</p>	<ul style="list-style-type: none"> * Physical Development & Health
20 minutes	<p style="text-align: center;">Afternoon Snack</p>	<ul style="list-style-type: none"> * Physical Development & Health
10 Minutes	<p style="text-align: center;">Movement & Music / Yoga</p> <p>Teachers and children stretch, sing songs, play musical instruments, dance or recite fingerplays.</p>	<ul style="list-style-type: none"> * Physical Development * Language, Literacy & Communication

30 minutes	Outdoor Experiences Children need time to exercise their bodies as well as their minds. Teachers provide enhancements to outdoor play time such as balls, hula-hoops, bubbles, binoculars, etc.	* Physical Development & Health * Social & Emotional Development
60-90 minutes	Open Learning Centers & Teacher Facilitated Theme Activities Children have the opportunity to play and learn in each of the Learning Centers. Teacher facilitated thematic activities enhance afternoon Learning Center time.	* Approaches to Learning * Mathematics * Creative Arts * Science & Technology
5:00-6:00	Afternoon Large Group/Learning Center Time / Outside Children and teachers come together to wrap up the day. As the day draws to a close, the children can play and explore in Learning Centers selected by the teacher. Classrooms may close outside.	* Approaches to Learning * Social & Emotional * Language, Literacy & Communication

LESSON PLANS

Lesson plans are posted weekly on the classroom's Family Board. They will provide you with information on what your child will be doing both inside and outside the classroom on a daily basis. Any changes to daily plans will be noted.

ASSESSMENT & PORTFOLIOS

Our lesson plans are designed to encourage children's learning and development. As lesson plans are implemented each day, teachers take careful note of each child's progress and skills. Teachers then transfer their observations into the child's online portfolio that was created on their very first day at Kingdom Kare Learning Center. Teachers work diligently on the portfolios throughout the year in order to accurately assess each child's development. Portfolios are shared with families during our spring Family Conferences.

TEACHERS TRAINING

Based on the State of Michigan Licensing Standards, Michigan's Great Start to Quality and Accreditation Standards and criteria, we provide yearly innovative and current training to our teachers so that they are equipped with the skills and competencies to provide the highest quality of education to your child. Kingdom Kare Learning Center teachers are required to obtain a minimum of 30 hours of training during their first year of employment and a minimum of 24 hours every year thereafter in accordance with Accreditation standards. In addition, all teachers complete yearly CPR, Blood Borne Pathogen, SIDS and Shaken Baby and every 2 years First Aid.

FAMILY INVOLVEMENT & COMMUNICATION

OPEN DOOR POLICY

Parents are always welcome visitors in our centers. We encourage you to visit at any time. Visit your child in their classroom, on the playground, even for lunch. Parents are always welcome when we have special events, activities and field trips. We encourage your active involvement and input into our center's programs, goals and improvements.

NEWSLETTERS

In an effort to keep our parents well informed about what is happening at our schools, once a month Kingdom Kare Learning Center newsletter is published. Our newsletter contains information about current child/parent topics, home activity ideas and information about our curriculum. We also use our newsletters to inform parents about upcoming events, new families as well as introducing new teachers. For your convenience our newsletters is available in each classroom or our lobby.

FAMILY CONFERENCES

Kingdom Kare Learning Center offers Family Conferences every October and May. We will work with you to schedule a time that is convenient for you. If needed, arrangements can be made for a phone conference.

At Kingdom Kare Learning Center we use formal and informal observations to assess developmental areas and adjust our programming to ensure we are providing the activities each individual child needs to progress. During conferences we will review your child's progress, and share their portfolio and assessments with you. We hope you will take advantage of this opportunity to talk to our teachers to discuss your child's interest and progress. We also encourage parents to have on-going, informal conversations with our teachers at any time.

PARENT SUGGESTIONS & SURVEYS

Maintaining a quality program requires constant revaluation and the input from our parents. In our lobby is Parent Suggestion Box. Please feel free to share with us your suggestions, new ideas, and comments at any time. You can also send us your input via email.

Annually, you will receive a Parent Satisfaction Survey asking you to evaluate our program. This helps measure progress toward our programs goals and objectives.

FAMILY INFORMATION BOARDS

Outside each of our classroom is our Family Board. On this board you will find important information about your child's classroom, lesson plans and our menus. Also on our Family Board you will find our Teachers Bio information. We want you to become acquainted with the teachers involved in the care of your child. Information on our bio boards contain each teacher's experience, education, qualifications as well as a personal tidbit or two about the teachers.

SOCIAL MEDIA

You can now find Kingdom Kare Learning Center online. Our Facebook pages are an excellent source for information on center updates, parenting tips and engaging interactive media. Facebook is a wonderful place to share stories of your experience with our center.

COMMUNITY RESOURCES

As an active member of our community, Kingdom Kare Learning Center has wonderful resources available for our family, from health services available in our area, to kid-friendly restaurants and educational opportunities for your child. These resources can be found in our Parent Resource Area or just ask one of our Administrators.

ENROLLMENT & TUITION GUIDELINES

ENROLLING YOUR CHILD

When you enroll your child, you are expected to complete our Enrollment Packet. These forms give us important information about your child so we can provide the best possible care. It is vitally important for your child's health and safety that these forms are completed accurately. Our Director will review the packet with you to ensure all the needed information is included.

CHILD INFORMATION CARDS

As part of your Enrollment Packet you will find a Child Information Card. The State of Michigan Office of Child and Adult Licensing require that each child have information cards on file and that these cards are updated yearly. If your personal information or work information should change throughout the year please be sure to update your child's card so that we may have the most accurate contact information.

For the health and safety of your child it is imperative that the cards are accurately completed and submitted to our Director before your child begins school with us. You will be asked to provide telephone numbers where you can be reached immediately. Please notify us as soon as any of these numbers change.

You will also be asked to provide us with the name and telephone numbers of at least three other individuals that you authorize to pick up your child from the center. Please let these individuals know that we cannot release your child to them without valid government issued identification. Please note that the name that you list should 100% match their identification.

HEALTH APPRAISALS

Before your child's first day of attendance we must have on file a completed, current health appraisal, including your child's immunization record. You will find the health appraisal form in your Enrollment Packet.

The state requires that health appraisals be completed annually for children birth through 2 ½ years of age and every two years for children 2 ½ through 5 years of age. We will send our reminders at least one month prior to the expiration date of your child's health appraisal.

Validated proof of immunizations should be submitted as soon as your child receives new immunizations or booster shots.

If you choose to waive certain or all immunizations the Health Department requires that a waiver be completed by the parent/ guardian or doctor (if for medical reasons). This waiver must be kept on file at the center and a copy will also be submitted to the local Health Department. The waiver can be obtained from the office and must be resigned yearly.

INFANT FOOD AGREEMENT

For all children enrolled in the infant program, an Infant Food Agreement must be signed and returned on the infant's first day. With this agreement, you acknowledge that it is your responsibility to provide formula, breast milk or other liquids in a clean, sanitary, ready to feed assembled bottle that has been sterilized or is disposable. In addition, sufficient formula, milk and food will be provided by you to meet the minimum needs of your child.

LICENSING ACKNOWLEDGEMENT

Every two years, Kingdom Kare Learning Center is relicensed by State of Michigan Department of Human Services, Office of Children and Adult Licensing. After each inspection is completed a report is filed and made part of the center's records. These reports are in the center office and available for parent viewing. Upon enrollment each parent will sign an acknowledgement form recognizing that they have the opportunity to view these reports at their convenience.

TUITION & FEES

As part of the enrollment process, you will be asked to sign Kingdom Kare Learning Center – Parent/Guardian Agreement that explains the terms and conditions of the items outlined in this handbook, including tuition and fees.

Tuition is determined by the number of days a parent contracts for and the program your child is enrolled in. Your tuition covers up to 10 hours of care per day. There are no refunds or credits for holidays or absences.

Tuition is due the first day of attendance (per contracted schedule) and every Friday by 6:00 p.m. thereafter.

Payments must be made by check, cash. All cash payments must be made at the office and can only be taken by the centers administrators. Checks should be made out to Kingdom Kare Learning Center, and your child's name should be written in the memo section of the check. Please only use black or blue ink while filling out the check.

Kingdom Kare Learning Center reserves the right to adjust all fees. Parents will be informed with a thirty day advance notice in the center's newsletter or via email.

REGISTRATION FEES

At the time of enrollment a non-refundable annual registration and activity fee is required. If you choose to disenroll your child for any period of time throughout the year and then reenroll them at a later date, payment of both the registration fee and activity fee is required.

LATE TUITION FEES

A \$25.00 late payment fee is assessed if tuition is not paid on/or before the due date. Two weeks of non-payment of tuition will result in our services being terminated.

OVERTIME FEES

Our tuition is based on 10 hours of care per day. Children left in care beyond 10 hours of care will be charged \$5.00 per day, per child. Children left in care beyond 11 hours of care will be charged an additional \$10 per child. Children left in care beyond 12 hours of care will be charged \$15.00.

Children picked up after our closing time of 6:00 p.m. will be charged an overtime rate of \$1.00 per minute per child. When you arrive you will be asked to sign the overtime sheet agreeing to pay the amount owed. The additional fee will be added to your weekly tuition rate for that week.

RETURNED CHECK FEES

If we receive a check that is returned to us for any reason, you will be charged a return check fee of \$35.00. The fee and amount of the original check must be paid by cash, money order or cashier's check.

If you write two checks to the center that are returned for any reason within a six-month period, you will be required to make payments via money order or cash for the next 6- month period.

BEFORE & AFTER SCHOOL CARE

For the convenience of our parents of school-age children, Kingdom Kare Learning Center offers Before & After Care.

Tuition is based on the regular before and after school schedule contracted for. There are no make-up days for vacation or absences.

BACK UP CARE

For those families of children under the age of 13, who are in need of care when their elementary or middle school is closed we are happy to offer a Back Up Care Program. On their days off from school, children will enjoy the same nutritious meals the rest of the center does as well as special activities to keep them busy and having fun. When school is out for longer breaks children will participate in offsite field trips. Separate registration fees do apply for this program.

SUMMER DAY CAMP

For parents of schoolagers, Kingdom Kare Learning offers a Summer Day Camp program. Details about our Summer Day Camp are available in the office. Due to the policies and procedures of the Summer Day Camp Program, a separate handbook and paperwork are required.

Enrollment for our Summer Day Camp is based on availability of space and registration fees can be paid at any time prior to the start of camp.

DISCOUNTS

When multiple children from the same family attend the same center, a 10% discount from the usual tuition fee may be applied once a second child begins attending and for each child who attends thereafter. To take advantage of this discount, full tuition must be paid for the youngest child. The discount is then applied to the older child enrolled from the same family.

PARENT REFERRAL BONUS

If you refer a new family to any of our centers you are eligible to receive a Referral Bonus that will be applied directly to your account. The amount of the bonus is based on the referred family's tuition. In order to receive the bonus, the family in which you referred must be a new enrollee to Kingdom Kare Learning Center and they must include your name on the Enrollment Application where it asks how they heard about the center.

WITHDRAWING YOUR CHILD

Occasionally, due to family, work or medical circumstances a parent/guardian may have to withdraw their child/ren on a temporary basis. If such a situation occurs you are required to give the center a two-week notice. You will still be responsible for all the tuition and fees for two weeks, whether or not your child is in attendance. In emergency situations the notice may be waived at the sole discretion of the Director.

After you have withdrawn your child/ren, readmission will be based on space availability. If space is available, a registration and activity fee shall be paid at the current rate.

DISENROLLMENT

Unfortunately certain circumstances may arise that result in it becoming necessary to discontinue a child's enrollment. This decision is based on the best interest of your child, other children in the class and our teachers. Every effort will be made to correct a situation beforehand.

Disenrollment may be the result of:

- Abuse of other children, teachers, or property by a child, parent or guardian
- Continued violations of procedures and policies by child, parent or guardian
- Inappropriate conduct by parent or guardian
- Non-payment of tuition

In addition Kingdom Karre Learning Center reserves the right to end enrollment of a child for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

CHILD ABSENCES

If your child is going to be absent we ask that you please notify us. If your child is ill, we ask that you let us know the nature of the illness, particularly if your child may be contagious.

If your child attends our before and/or after school program and will be absent, we ask that you please notify us before 8:00 a.m. so we can notify our bus drivers. If while at school, your child becomes ill and is sent home, we ask that you also notify us, so at pick-up time our bus driver is not waiting for your child.

No refunds, credits or make-up days shall be made for absences.

SCHEDULE CHANGES

At times parent's work schedules may change and require a schedule change for your child. A request for a schedule change must be made in writing and is subject to availability of space. Please discuss your situation with the center Director as soon as possible.

Schedule and contract changes that involve the lessening of days will require a two week written notice and new contract to be signed. Schedule changes must be in effect for a minimum of three months. Of course we understand that changes in employment and family situations do occur that may require you to permanently add additional days or change to a full time status. We will do our best to accommodate however a contract/schedule change prior to the expiration of the three months will be at the sole discretion of the Regional Director.

Parents will not be permitted to change their contract and lessen their child's days in order to pay lesser tuition for weeks their child will not be in attendance.

ADDITIONAL DAYS

Children that attend Kingdom Kare Learning Center on a part-time basis may add a day if space in your child's classroom is available. A request for additional day(s) must be in writing and given to an Administrator at least one week prior to requested day(s). You are responsible for payment once your request has been submitted and approved.

OPERATIONAL POLICIES

DAYS & HOURS OF OPERATION

Kingdom Kare Learning Center is open from 8:00 a.m. until 5:00 p.m. Monday thru Friday.

The center is closed for the following holidays on the day the holiday occurs:

New Year's Day

Martin Luther king Day

Good Friday and Easter Monday

Memorial Day

JuneTeenth

Labor Day

Columbus Day

Veteran Day

Thanksgiving Day and Day After

Christmas Break

If a holiday occurs on a Saturday, or Sunday, the center will be closed on the proceeding Friday or following Monday. There are no credits, refunds or make-up days given for holidays.

EMERGENCY CLOSING

If the Administrators decide that the weather is so severe or that there is a building issue that prohibits us from opening, you will be contacted via email or by phone.

PERSONAL ITEMS

APPROPRIATE DRESS FOR SCHOOL

Because we know that our parents need to be at work despite weather conditions, our center will remain open during inclement weather for your convenience. For your child to enjoy all the activities including outdoor play throughout the day, please dress your child in comfortable, washable play clothes. Please take into consideration the weather conditions as children are taken outside daily, weather permitting.

Unexpected changes in the weather may require a change of clothes. This may include having a jacket, coat, mittens, gloves and hats for days that become colder or the ability to change into lighter weight clothes for warmer days.

In the summer we ask that you send sunscreen because it cannot be shared between children, each child should bring in a labeled bottle of sunscreen. In order to protect our asthmatic children, please refrain from bringing in aerosol sunscreen.

During the winter months we ask you send snow pants, a winter coat, snow boots, mittens or gloves and a hat. Snow play is one of our favorite activities and we are outside playing at least twice a day if temperatures allow.

To help keep your child happy, safe and comfortable while in our care, please send an extra set of clothes to be left at the center. As always, please label all items with your child's first and last name.

For the protection of your child we strongly suggest that tennis shoes or other closed toe shoes be worn at all times; however, during the warmer months, sandals with straps along the back are permitted. Please refrain from sending your child in flip flops as these are not safe for running and climbing.

POSSESSIONS FROM HOME

Kingdom Kare Learning Center cannot be responsible for any lost or damaged items and therefore we recommend that your child leave toys and personal items at home, with the exception of naptime buddies and "show and tell day". Show and tell items in the form of weapons, guns, action figures, etc, are not acceptable and should not be brought into the center. Children should refrain from bringing any electronics. This includes cell phones, tablets, laptops, ipods etc. These devices are not permitted in the center and will be held in the office until pick up.

LOST & FOUND

If your child is missing anything, please inquire at the center's office as soon as possible. Unfortunately Kingdom Kare Learning Center cannot be responsible for any lost or damaged personal items.

NUTRITION & MEALS

Healthy nutrition for the children we serve is not only one of our Core Values, it is a part of our curriculum. Meals are served family style, which may include the children assisting in table setting, serving and cleaning up. Our teachers sit with the children during meal times where conversation topics include healthy eating habits, discussing of the food groups and the benefits of healthy eating.

Breakfast is served from 8:30 a.m. to 9:00 a.m. At 10:00 a.m. a mid-morning snack is offered. Lunch is served at 12:00 p.m. and an afternoon snack is available between 3:00 p.m. and 3:30p.m. Because many children do not get home until after 6:00 p.m., Kingdom Kare Learning Center offers another snack at 5:00 p.m.

The food served is both healthy and appealing to children. Fresh or frozen vegetable and fruits are used daily in our menus. Milk is served with breakfast and lunch as well. Our menus are posted on each Family Board and are available to parents on our website. Daily nutritional requirements are always met.

At times we may have to substitute one food for another, but parents can be assured the overall nutritional content of the menu is always maintained. Substitutions in the menu will be noted for parents.

To help protect children and teachers with severe food allergies, we cannot allow food to be brought into the center, including food for holidays or birthdays.

SPECIAL DIET REQUESTS

If a child requires a special food accommodation due to medical or religious reasons, parents may be asked to provide the meals. If such is the case please meet with the center's Director to review your child's needs and determine what accommodations can be made. Because meals are included in our tuition, we cannot offer any cost adjustments or refunds if parents are providing food and/or meals. Doctor verification of Medical reasons may be requested.

BIRTHDAYS

Celebrating birthdays is a very special occasion for children and their families. At Kingdom Kare Learning Center we will supply the birthday treat for you. A variety of recipes are available for your child to choose from. We will then provide all the ingredients for the treat and the children will make it together in the classroom. The teachers will go out of their way to make your child's day memorable. Games are played, birthday books are read and the classroom is decorated with birthday dishes, napkins and tablecloths.

If you still wish to provide the class with something special for your child's birthday here are a few suggestions:

- goodie bags with trinkets such as stickers, pencils, crayons etc.,

- party decorations,
- hats or noise makers,
- a classroom art project,
- a classroom gift such as a book dedicated to your child on their special day.

If you decide to have your child's birthday party off-site, please mail the invitations instead of leaving them in cubbies or lockers. If you give the stamped invitations to the office with the party list, we will be glad to address them for you.

PEANUT & NUT FREE CENTER

Nut allergies can be so severe that exposure to such items can go from skin rash and irritation to severe breathing impairments and/or vomiting in a matter of seconds after exposure.

Because of the extreme nature of allergic reactions to peanuts, nuts and products containing nuts of any type that some children experience, Kingdom Kare Learning Center does not allow peanuts, nuts, and/or foods containing nuts or nut products. Be serve.

A child with a nut allergy can have a reaction simply by smelling nuts on someone's breath, or touching peanut oil residue left on a counter top. Please help keep our children safe by adhering to this policy.

ACTIVITIES

OUTDOOR AND GROSS MOTOR PLAY

The outdoor play areas at Kingdom Kare Learning Center contain state of the art equipment which has been inspected and complies with the Consumer Product Safety Commission Standards. We provide separate play areas for our infant and toddlers with unique and age-appropriate equipment which also complies with the Consumer Product Safety Commission Standards.

All children in the center go outside at least twice per day. For the health and well-being of the children between the ages of 2-6 years of age, The American Academy of Pediatrics recommends that children between have 60-90 minutes of active outdoor play within an 8 hour day.

If your child cannot go outdoors due to documented medical reasons which stipulates restrictions, we will try to accommodate your request.

We ask that parents provide sunscreen for their child even in the winter. A Sunscreen Permission Form must be completed before sunscreen can be applied to your child. Please label your sunscreen with your child's first and last name. Please refrain from supplying sunscreen in aerosol cans.

If weather does not permit us to take the children outside, gross motor activities are provided for the children at least once in the morning and then again in the afternoon.

NAP AND REST TIME

Naps or quiet time is essential for infants, toddlers, preschoolers and some pre-k kindergarten children. Infants sleep on-demand, according to their own schedule. For other age groups,

children are encouraged to rest, but not required to sleep. Children who do not sleep are allowed to get up and participate in quiet activities, while still respecting others who may be sleeping.

Cots will be provided for children under school-age. We will supply and label a small sheet and blanket which can be easily stored in a plastic zippered bag. Nap items are every week to be laundered.

FIELD TRIPS & TRANSPORTATION

FIELD TRIPS

As part of our curriculum we feel it is important to provide children with the opportunity to experience and learn about our community, the people in our community and the places around us. Whether an in-house field trip or a field trip outside the center, our teachers take a great deal of time researching the event to ensure it is safe and will be enjoyed by our children. The cost of all field trips, both in-house and off site, are included in your annual activity fee and no additional fees are required.

IN HOUSE FIELD TRIPS

A few times a year a special guest artist, special visitor or program comes to our center for the enjoyment of all our children. . Announcements of in-house field trips can be found on classroom calendars and in our newsletter. Parents are always welcome to attend an in house field trip.

OFF SITE FIELD TRIPS

Offsite field trips are part of our curriculum for children four years and older. You will be notified of a planned field trip in advance by posted information on the Family Board, on the classroom calendar, and in our monthly newsletter.

You will be asked to sign a separate authorization form which will include the date, time, location, special instructions or items to bring, and the anticipated time of arrival back at the center.

The following procedures are implemented when taking your child on a field trip:

- We must have the signed permission slip from you before your child gets on the bus.
- One or more teachers will always carry emergency medical consent forms and emergency contact information for your child.

- Teachers will have an attendance list of all children attending the field trip. Counts will be taken on the bus, during the field trip and before getting back on the bus.
- Teachers will have a first aid kit available at all times.
- Each teacher on the field trip will have a communication device to use in case of emergency.
- Teachers with training in CPR and first-aid are always present on a field trip.

Parents are more than welcome to come along on the field trip, but all fees must be paid by the parent and the parent must drive their own vehicle.

If you choose not to have your child attend the field trip, we cannot provide alternative care for your child during the time frame of the field trip.

BEHAVIOR MANAGEMENT

POSITIVE GUIDANCE POLICY

Our true goal at Kingdom Kare Learning Center is to help children develop the skill of self-discipline. We believe that children are more likely to develop this skill when they are treated with respect and given clear, consistent and fair limits for classroom behavior. Our teachers help the children set their own limits, understand the consequences of their actions and the reason behind our rules and expectations.

Only positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction are used:

- Teachers will use encouragement of correct behavior rather than focusing only upon unacceptable behavior.
- Teachers will remind a child of expectations by using clear, positive statements.
- Teachers will direct behavior using positive statements.
- Only when deemed necessary and when appropriate for the child's age and development will brief supervised separation be used.

Under no circumstances are the following types of discipline allowed:

- Corporal punishment or threats of corporal punishments (such as pinching, shaking, humiliating, ridiculing, rejecting, harsh or abusive language),
- Restriction of food, naps or toilet learning,
- Requiring a child to be silent or inactive for inappropriate period of time.

PROGRESSIVE GUIDANCE POLICY

Unfortunately there are behaviors in which the well-being of other children, teachers or property are in jeopardy and therefore other discipline measures including repayment of damaged property or possible expulsion may occur. If at any time the behavior below occurs, the child exhibiting the behavior will be sent home immediately and a parent conference will be required within 24 hours.

These behaviors are, but are not limited to:

- Hitting, biting, shaking, pulling, scratching, spitting or inflicting any other physical harm on another.
- The malicious destruction or damage of Kingdom Kare Learning Center, teachers or another child's property. If it is determined that a child's behavior directly resulted in the destruction or damage of property, the parents/guardians will be responsible for the repair or replacement costs.
- Bullying: mental or emotional cruelty such as humiliating, shaming, threatening, name calling, teasing, taunting, ridiculing or frightening another child.

In most instances, using our Behavioral Intervention Plan, in cooperation with parents and teachers and administration the inappropriate behavior and issues are resolved.

SAFETY & SECURITY

Our school is equipped with a security system to protect the children in our care. Staff members must visually identify on the monitor anyone who comes to the door before opening it. Please do not allow other persons to "piggyback" into the building when you enter our school. While we all want to be polite and hold the door for others, we cannot enforce the security system if parents allow others to enter at the same time they do.

DROP-OFF & PICK-UP

Arriving At School

For the safety of all children, please keep your child with you at all times, especially when exiting your vehicle on the street. We also ask that you do not leave your car running in at any time.

Our doors open at 6:00 a.m. and our teachers are on hand to welcome you and your child. Before escorting your child directly into their classroom, please stop to sign your children in. When you do sign them in.

Because children must be supervised at all times, if you have more than one child at our school, please take your older child to their classroom first.

During the times between 6:00-8:00 a.m. and 5:00-6:00 p.m. classrooms may be combined. You will always know where your child is and specific age groups are never combined with an older age group.

Picking Up Your Child

When arriving to pick-up your child, for the safety of others please do not leave your car running in the parking lot. Before you proceed to your child's classroom, be sure to sign them out on the clip board in the lobby.

If possible allow a few minutes for your child to complete whatever activity they are participating in. If you have two children, please pick up the younger one first.

Kingdom Kare Learning Center closes at 6:00 p.m. We ask that you make every effort to pick-up your child before closing time. If you are going to be late please call the office immediately. A late fee will be assessed for arriving at the center after closing time.

If we do not receive a call from you and cannot reach your emergency release contacts, we may be required to call local authorities to help us with the situation. Our teachers are not permitted to take your child home with them.

RELEASING OF CHILDREN

Please notify the office any time someone other than a parent/guardian is picking up your child. We will only release a child to his or her parents/guardians and the persons listed on your child's information card. We will not release a child to anyone (other than a parent) under the age of eighteen, including siblings.

If a situation arises requiring that someone not on the child information card to pick up your child, prior written authorization must be provided to the Director. Government issued photo identification must be shown and Kingdom Kare Learning Center reserves the right to ask anyone, including parents/guardians, who may be picking up a child to show identification. Guests will be given a Guest Pass to use as their ticket to pick up your child and a Director will be happy to sign your child out.

Under no circumstances will children be allowed to leave the center unsupervised for another location. We cannot release a child to walk home.

VISITORS AND VOLUNTEERS

With your approval, we welcome other relatives to visit your child at school. For the safety of all children enrolled at our center, all visitors must provide current photo identification and sign in at the office upon arrival. Teachers will accompany all visitors at all times.

Due to Kingdom Kare Learning Center extensive training program and high standards, volunteers are not permitted at the center. If this policy should change the following rules would apply:

- All volunteers at Kingdom Kare Learning Center are screened through the Department of Human Services for substantiated child abuse and neglect records and the ICHAT system for criminal history and backgrounds before being present at the center.

A volunteer may not be present if they have been convicted of:

- a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722;
- child abuse or neglect;
- or a felony involving harm or threatened harm to an individual within the 10 years preceding the first date of volunteering.

Volunteers at Kingdom Kare Learning Center are supervised at all times and are never permitted to be alone with children.

FIRE/EMERGENCY DRILLS AND PROCEDURES

Kingdom Kare Learning Center conducts fire and emergency evacuations regularly. Parents, teachers and children will not be made aware of the drill date or time, as this is the most effective way to assess the success of our drills. During a fire/emergency drill, parents may not sign children into or out of the center, but must wait until the drill is complete and the children and teachers have reentered the building. Parents can wait with their child's class in the designated safe areas outside the building until the drill is complete.

In the event of a real evacuation, the Director will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from Kingdom Kare Learning Center property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

Teachers are trained and prepared to handle emergency situations.

In the event that the center must go into lockdown, parents will be notified via email or phone as soon as possible. During a lockdown all exterior doors and windows to the building will be locked. Children will be moved to safe place within the inside of the building until the situation is resolved. In this case, and for the protection of everyone, no one is allowed to come in or go out of the school until cleared by emergency personnel.

INFANT & TODDLERS

REQUIRED ITEMS

For the comfort of your baby we ask that you bring the following on a daily basis:

- 3 changes of clothing
- Sleep Sack
- Diapers
- Wipes
- Ointments if needed
- Receiving blanket – used only to comfort your baby or on walks
- Enough prepared formula or breast milk for one day
- Jar food and cereal (when applicable)

All items must be labeled with your child's first and last name. Infant belongings (soiled clothing, used/unused bottles, etc.) must be taken home nightly and laundered or sanitized.

Infant are fed, changed and placed in a crib to sleep on demand. They are only placed in their cribs to sleep. Parents are encouraged to visit the center at any time to feed, play and interact with your baby. Breast feeding moms, are provided a private area to breast feed if they so choose.

Up to the age of 30 months daily records are kept on your infants' feedings, naps and diaper changes.

SAFE SLEEPING POSITION

In accordance with the recommendation of the American Academy of Pediatrics, our teachers place infants on their backs to sleep in cribs with no blankets, pillows, or wedges of any kind. Infants nap in assigned cribs according to their individual schedules. If you request that your baby sleep in a different position other than on their back, a physicians' note that explains why your baby cannot use a back sleeping position is required. For the safety of infants, blankets may not be used in cribs at any time. Sleep sacks or other fitted items of this nature are recommended. Children under 4 months of age may be swaddled with an actual swaddler. Blankets may not be used to swaddle an infant.

FOOD & FORMULA

Parents/guardians who have children in our infant program will need to provide all food and formula until your child is ready to enjoy Kingdom Kare Learning Center meal program. To get your baby off to a good start in the morning, please do the first feeding at home.

We ask that you please follow the guidelines below with regard to food and formula.

- All food and bottles must be labeled with the child's first and last name and dated on a daily basis. Bottles and food that is not properly labeled cannot be given to your child.
- Bottles must be premade at home.
- Only un-opened jars of food and/or cereal can be brought into the center.
- All partially used formula will be disposed of daily.
- Upon feeding, baby food will be placed in a bowl to feed the infant. Food that is left uneaten in the bowl will be discarded. However, if your infant is only eating half a container/jar we can empty half the container/jar into the bowl and place the original container/jar back into the fridge for you to take home that night and serve. We however are not able to serve that container/jar of food the next day.
- Each bottle and nipple supplied by the parent shall be used for a single feeding only. Bottles and nipples will be rinsed and returned to the parents.

Homemade baby food is permitted with these guidelines:

- Baby food must be placed in a glass storage container.
- Since homemade baby food must be refrigerated, new food must be brought in daily. We are not able to serve food that was brought in the previous day.
- Container must be labeled with child's first and last name, date and the contents.
- Uneaten food will be discarded.
- Since homemade baby food is generally frozen after it is made we ask that frozen baby food be taken out of the freezer at home the evening prior and allowed to be thawed overnight in the fridge.
- Homemade baby food may not be warmed up in the microwave. If your child's food does need to be warmed up it will be placed in a bowl of hot water within the glass container it was originally sent in.

When formula is discontinued, the following provisions shall apply:

- Kingdom Kare Learning Center only provides and uses whole homogenized vitamin D fortified cow's milk, unless otherwise directed by the parent or physician.
- Solid foods are introduced to children according to parents or physician's instructions.

MILK AUTHORIZATION FORM FOR CHILDREN 2-2 ½ YEARS

Michigan Department of Human Services states that children over 2 years of age not be served Whole Milk. However, as part of our continuing quest to ensure each child in our care receives the best possible nutrition, parents of children 2- 2 ½ years of age may choose if they would like their child to have Vitamin D Whole Milk or Skim Milk. A Milk Authorization Form is provided to you in order to choose your preference. If we do not receive the form back, your child will be served Skim milk per State of Michigan licensing requirements.

DIAPERS

Families whose children wear diapers must provide diapers to accommodate the child's needs and replenish them as needed. Diapering is done in designated areas for the health and safety of both child and teacher.

TOILET LEARNING

Learning to use the toilet is a gradual process that takes place over a period of time as a child's body matures. Successful toilet learning depends upon the physical, cognitive and language development of the child. For example, for a child to be ready for toilet learning he or she must:

- Be aware of bladder and bowel fullness.
- Have the muscle development to control elimination.
- Have the language and locomotor skills to signal the need to caregivers.
- Have the gross motor and fine motor skills to get to the toilet on time, remove clothing, and then to actually use the toilet.

As you can see these are complex abilities that develop over an extended period of time.

A child shows readiness to begin toilet learning when he recognizes his diaper needs to be changed. At this point, a child may be ready to learn and able to control bowels and bladder. Beginning the toilet learning process too early will cause frustration for children. Toilet learning is recommended for children between the ages of 2 and 3 years old.

A child's cues and mannerisms initiate toilet learning. These may include verbal requests, gestures of pulling down pants, leading the caregiver to the bathroom, squirming in place and pointing gestures.

We will be sensitive to these cues by asking the child to use the toilet, assisting the child on scheduled visits to the bathroom when they are most likely to use the toilet, giving frequent verbal reminders during the day, posting pictures of sequencing potty routines and communicating with you to establish consistency between school and home.

This growth period is a natural progression of independence. Toileting accidents, which will happen frequently before children master this complex task and are treated respectfully. You must bring at least three full changes of clothes including underwear, pants, shirts, socks and an extra pair of shoes. If the child has an accident teachers, using gloves, will assist in changing clothes. For health and safety reasons, soiled clothing will not be washed or rinsed by the center. All soiled clothing will be placed in a plastic bag and returned to you for pick up at the end of the day.

Children will be assisted, as needed, when using the bathroom. Children will flush the toilets and be assisted washing their hands with soap and water. All efforts by the child will be positively acknowledged and encouraged.

BITING

If you are a parent of an older infant or toddler chances are high that your child will bite or will be bitten by a friend. Experts in the field of child development agree that biting while very stressful is within the range of expected behaviors among toddlers 13 months-3 years of age.

At the first sign of biting, we will evaluate the environment and activities at the time the incident occurred. If warranted we will make adjustments in the environment, routines or activities that occurred.

If a bite occurs the teacher will first attend to the bitten child by comforting and gently cleaning the bitten area with soap and water. Teachers will complete an accident form for you to sign.

The child who has bitten will be closely supervised. An incident report for the child who has bitten will be completed and the teacher will discuss the biting with that child's parents.

Parents are expected to work with staff to identify methods and strategies to curb this behavior. If excessive biting incidents occur in one day or skin is broken during a bite, the parents of the child who has bitten will be called to pick up their child to be excluded from Kingdom Kare Learning Center for the remainder of the day. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the Positive Behavior and Guidance section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. If a child bites who is over the age of 3, the parents will be called to pick up their child to be excluded from Kingdom Kare Learning Center for the remainder of the day. Furthermore, children, in the older age groups, who bite 3 times in a school year, will have their services terminated. The safety of all the children in the program is of the utmost concern of Kingdom Kare Learning Center.

Teachers cannot discuss with either parent the identity of the child who bit or was bitten, nor can teachers discuss the medical history of either child.

HEALTH & MEDICAL GUIDELINES

MAINTAINING A CLEAN AND HEALTHY ENVIRONMENT

It is our commitment to our families to provide a clean and healthy environment and to take precautionary steps to prevent the outbreak of illness.

With that in mind all areas of the center are cleaned on a daily, weekly or monthly basis. For the well-being of our families, teachers and children, we have chosen to use Terefore, a green 100% biodegradable plant based product. This is a commercial cleaning product that does the tough job of killing germs while not releasing volatile compounds.

We promote cleanliness and good hygiene with families by requesting frequent handwashing, including before entering our classrooms.

MEDICATION DISPENSING

We are more than happy to provide your child with medication while in accordance with our policies, as well as state regulations.

Medication parental permission forms are to be filled out completely and on a weekly basis if needed.

Any medication brought by you for your child must be: ☐

In the original container

- Labeled with the child's first and last name
- Labeled with the date and dosage
- Include directions to administer the medication
- Include name of physician prescribing the medication
- Include expiration date
- Possible side effects
- A medicine spoon must be provided for any oral medication.

For non-prescription/over the counter medication:

- Children under two years of age must have a doctor's note stating the exact dosage and frequency of the non-prescription medication provided.
- Children over two years of age can be administered non-prescription medication without a note from doctor as long as the medication is in the original container. Medication will be administered based on what the instructions to the medication state unless a parent requests a lesser dose.
- Medication parental permission forms are filled out completely for non-prescription medication. Included on this form are the exact time(s) the medication is to be given and the parent/guardian's signature.
- A medicine spoon must be provided for any oral medication.

Teachers will record the following information:

- Name of the child to whom medication was given
- Name of medication
- Date, time and amount given
- Name of teacher administering medication

Medication is stored in a locked area inaccessible to children. We will refrigerate medications if instructed on the prescription label. No injections will be administered, with the exception of Epi-Pens and Insulin. Kingdom Kare Learning Center cannot follow instructions from parents that contradict the instructions of the physician or the instructions on the medicine's packaging.

ILLNESS & EXCLUSION POLICY

Kingdom Kare Learning Center has devoted much time and research into developing illness policies that are in the best interest of the children and teachers. We cannot guarantee that we are fully able to contain or prevent the spread of all illnesses.

When we establish guidelines, we understand that sick child care exclusion guidelines that are too stringent can be an enormous burden for working parents. On the other hand, lax standards can cause increased illnesses among children, staff and families. Because caring for sick children

is ultimately the responsibility of the parent/guardians, please be prepared to make alternative care arrangements.

During certain outbreaks, it may be necessary for Kingdom Kare Learning Center to put into effect additional or more stringent policies and procedures for the well-being of all children and families.

Parents will be notified if their child has any of the following conditions:

- Fever of 101.0 degrees or more
- Rash (undiagnosed)
- Diarrhea; increased number and water content of stools
- Vomiting one time

Children with solely these conditions will be permitted to stay at Kingdom Kare Learning Center. If the child worsens, becomes lethargic or other symptoms appear, the parents will be notified to pick up their child.

Exclusion criteria must meet the needs and limitations of Kingdom Kare Learning Center. As adapted from the Academy of Pediatrician's report of the Committee on Infectious Diseases, children with any of the conditions below must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours or have been on medication for 24 hours.

- Herpes gingivostomatitis, thrush, mouth sores, or ulcers
- Conjunctivitis
- Children with specific infections such as but not limited to: Pertussis, Strep Throat, Head Lice and Scabies, Coxsackie Disease, Hand, Foot and Mouth Disease, Chicken Pox, Impetigo, Mumps, Measles, Rubella, Hepatitis A
- Influenza
- Discolored eye, ear, or nose discharge
- Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, and labored, difficult or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite

A child may be excluded from Kingdom Kare Learning Center when illness and/or symptoms prevent the child from participating in activities, when the illness/symptoms result in greater care than the child care staff can provide without compromising the health and safety of other children, or when staff is not trained in specific methods of care.

Parents will be called to make arrangements to pick up a child too ill to remain in care. We ask that children be picked up within one hour. Children absent due to a contagious (or suspected contagious) disease may not return to Kingdom Kare Learning Center without a written clearance from a physician. Once a child returns to Kingdom Kare Learning Center after being absent from an illness, they must be well enough to be able to participate in all activities. Unfortunately due to staffing purposes, children cannot be left inside during outdoor play.

In the case of a medical emergency, Kingdom Kare Learning Center has permission to administer first aid or obtain emergency medical treatment in child/ren's best interest.

If the center becomes aware that a staff member or child in care has contracted a communicable disease, we will notify the parents the name of the communicable disease and symptoms of the disease.

ACCIDENTS AND INCIDENTS

Your child may be involved in a minor injury, accident or incident while in our care. When an injury or accident occurs our teachers will perform basic first aid to treat an injury. Parents will receive a phone call to inform them of the situation and an Accident Report will be completed detailing the circumstances surrounding the injury. Parents will be asked to sign the Accident Report at pick up time.

Children are often involved in incidents which do not require First Aid. These are often related to behavioral changes and may include sudden mood swings, difficulty getting along with other children or a teacher, trouble sleeping or eating at school or choosing to not follow classroom or center guidelines. We believe that communication between school and home is pertinent in order to correct these incidents. If your child is involved in an incident that you need to be made aware of an Incident Form will be completed and presented to you at pick up time and briefly discussed with you. However, should you feel it necessary to discuss the incident further, we will be more than happy to set up a conference. Parents will be asked to sign the incident Report.

EMERGENCY MEDICAL PROCEDURES

If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport home or to a medical care facility for treatment. In the event of a severe medical emergency, we may act under the authority of the signed Authorization for Medical treatment of a minor form in your Enrollment Packet and take the emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your child is transported by EMS, an Administrator or teacher will accompany your child and remain with them until a parent/guardian arrives.

At all times teachers certified in First-Aid and CPR are on site at the center.

PEST CONTROL

Kingdom Kare Learning Center will control pests to protect the health and safety of children and teachers, and parents. In the event that we have to use a pesticide, we will only use those products registered and use in accordance with federal, state and local laws. Only individuals licensed by the state will use pesticides. We will provide you with notification via letter or posting. Information regarding the specific type of pesticide will be available in the office.

CHILDREN WITH ALLERGIES

Please notify us immediately if your child has allergies. If a child requires medication for a life threatening allergic reaction (i.e. bee stings) your child's medication may be kept at the center and administered when necessary. Please contact a Director to discuss your child's allergies and we will provide you with additional information.

LICENSING AND LEGAL REGULATIONS

MANDATED REPORTING

All child care providers and volunteers are required by law to report any suspected child abuse or neglect to the Department of Human Services. In compliance with the law, our procedure regarding suspected child abuse is as follows:

- Department of Human Services will be contacted immediately
- We are required to file a written report within 72 hours after making the telephone report

MICHIGAN LICENSING REQUIREMENTS

Our centers go through a relicensing inspection every two years by the Michigan Department of Human services. After each inspection a report is made and submitted to the state. A copy of that report is kept in the office and is available for parents to view.

TEACHERS SCREENING

In compliance with the State of Michigan regulations, all employees of Kingdom Kare Learning Center are subject to and will not be present in the center until:

1. Annual Criminal background checks through the Michigan State Police registry (ICHAT).
2. Documentation from Department of Human Services that they have not been named in a central registry case as a perpetrator of child abuse or neglect
3. Health appraisals including TB test are conducted
4. Reference check prior to working in the classrooms.
5. Driving record checks through the Michigan Secretary of State, any infractions are immediately reported to the Administrative team.

A staff member shall not be present in the center if they have been convicted of any of the following:

- A listed offense as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or neglect
- A felony involving harm or threatened harm to an individual within 10 years preceding the date of hire

CONFIDENTIALITY OF INFORMATION

Information pertaining to a child and their family is kept confidential at all times. Occasionally, records may need to be viewed by a regulatory, legal or accreditation agency. Information concerning your child will not be released, whether orally or written, to any individual without the written permission of the parent/guardian, unless such disclosure is mandated by licensing rules, other statutes, or by a court of law. Children files are otherwise confidential and monitored by the center's administration team. Parents are more than welcome to view their child's file at any time.

If your child is involved in an incident involving another child, for the protection of concerned, our teachers cannot offer the other child's identity to you.

FAMILY EXPECTATIONS

RESOLUTION OF DISPUTES

At times issues may arise that you have concerns or questions about. If the issue involves your child's classroom we encourage you to discuss the matter first with your child's teacher. If you feel the issue needs to be discussed further you can always speak with an administrator.

With regard to an issue with a policy or procedure, please feel free to contact a member of our center's administrative team at any time. They are always available via email or by phone.

Please feel free to contact our Director if you feel your issue or concern has not been resolved. All contact information is located at the front of your handbook. It is our goal to work with you to resolve any issue that you may have.

APPROPRIATE LANGUAGE IN THE CENTER

Parents/Guardians and their guests must use appropriate language while on Kingdom Kare Learning Center property. Foul language of any type is not permitted on center property, which includes our parking lots and playgrounds.

If a problem or concern arises, the first step is to move the discussion to a private area where you can express your concern with the Director. We will do our best to address any problem or concern you have.

SMOKING

Smoking is prohibited on all center property, including our and playgrounds.

PHYSICAL & VERBAL DISCIPLINE OF CHILDREN ON CENTER PROPERTY

We do not allow parents or guests to use any type of corporal punishment on a child, whether enrolled in our program or not, while on center property. This includes our parking lot, playgrounds and bathrooms.

Further, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse, threaten, or shame their child while on our property. Doing so can cause undue embarrassment and emotional distress to your child, other children and our teachers. Because of the seriousness of this, violations of this policy can result in immediate disenrollment from our program.

ADDRESSING OTHER CHILDREN

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you.

All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.

THREATENING BEHAVIOR

We have a responsibility to provide a safe environment for our employees, the children and the families we serve. Therefore, we have a zero tolerance with regard to threats or threatening behavior in our center, whether the threat comes from a child or an adult, regardless of the intended target. This includes, but is not limited to, threats to bodily harm to someone or threats of retaliation in anyway. This type of behavior can result in immediate disenrollment from our program.

FIREARMS & WEAPONS

At no times is any person permitted to possess fire arms, ammunition, or other weapons on center property, or at events sponsored by the school. For persons authorized to carry concealed weapons, we respectfully ask that any/all weapons be left in your locked vehicle during the period of time when in our center. Any violation of this policy will result in immediate disenrollment from our program as well as criminal prosecution.

CUSTODY & VISITATION ISSUES

It is our policy to avoid interference with custody issues with regard to the children in our care. Without court documents to the contrary, we assume both parents/guardians have equal rights to pick-up/drop off, visit, or request documents about their child.

It is the parents/guardian's responsibility to provide us copies of court documents and/or legal parent agreements clarifying the rights and responsibilities regarding the time your child is in our center. We follow the last court documents on file, without prejudice, with regard to either parent/guardian.

HIRING OF KINGDOM KARE TEACHERS

Employees of Kingdom Kare Learning Center are prohibited from accepting any employment from Any family any family of Kingdom Kare Learning Center. Employees are specifically prohibited from accepting employment as a babysitter from any family of Kingdom Kare Learning Center.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS OR ALCOHOL

If a parent or other adult enters the center to pick-up a child and appears to be intoxicated either by the smell of alcohol or his or her actions appears to be impaired, for the protection of both the adult and the child, we have the right to refuse to release the child to them and call another contact on the child's information card. If at any time the intoxicated individual becomes aggressive or unruly, the police will be called.

