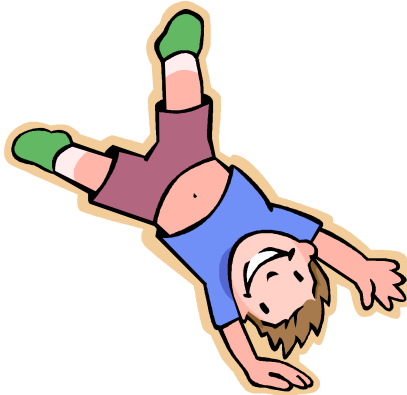




Kids Korner

Parent or Guardian Handbook



Mission Statement

Our mission is to provide affordable, high quality childcare and early education experiences that enhance the development of the children in our care.

We accomplish this by:

- Putting the needs of the children first and creating a sense of confidence in the parents about their choice of Kids Korner.
- Offering programs that are sensitive to the individual and developmental needs of each child.
- Meeting the highest health and safety standards.
- Hiring qualified teachers, and encouraging teachers to continue with training and education.
- Continuing to evaluate, and upgrade procedures and practices.

We will know that our mission has been achieved when Kids Korner is recognized as a leading childcare facility and a great place to work.

Philosophy

We believe in creating a positive atmosphere in which children feel safe and respected. We encourage child-centered activities with the professional guidance of our teachers. Learning to become independent is an exciting part of growing up, and teachers at Kids Korner will foster every child's independence. The needs and safety of our children come first at Kids Korner.

Parents and other family members play a vital role in every child's attitude and success at Kids Korner. We expect our teachers to openly communicate with parents and family members about how each child is doing at Kids Korner. Parents are welcome in the facility at any time with or without notice.

Please note that Kids Korner maintains a more comprehensive and in-depth policy and procedure book that is available to parents for review upon request.

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Welcome to Kids Korner and thank you for choosing one of our child care facilities! We hope the information in this handbook helps you and your child have a smooth transition into our childcare program. We want your child to be safe and happy when they are with us. At Kids Korner it's always **KIDS FIRST!**

Accidents

We all know that accidents and minor injuries are part of growing up. When an accident or minor injury happens at Kids Korner, your child will be treated using universal precautions, first aid, and other necessary medical treatment. All accidents and injuries will be documented using our Accident/Incident Report Forms and the original copy will remain in your child's file at the Center. A copy will also be sent home with you at the end of the day. ***Please note that if a major injury or head injury occurs we will contact you immediately.***

If another child should physically injure your child, the other child's name will not be included on the Accident/Incident Report. Our staff is trained to handle issues such as this and they provide the appropriate guidance and discipline necessary. If you have questions regarding an accident or incident with your child, we ask that you limit discussion to staff only. If our management team feels it is necessary, we will contact both sets of parents or guardians after an incident or accident has occurred. In all instances, we do not encourage violence of any kind, so please; do not encourage your child to physically harm another child, even if another child injured him or her.

The staff is trained in basic First Aid and CPR of both adult and infant or child. The Center has written policies and procedures for medical and dental emergencies in which all staff receive training.

Admissions Policy

Our Kids Korner Dallas Center program provides care for children 6 weeks old to 5 years of age. Before and after school care is not available at this location. We do, however, manage the before and after school program in the Dallas Center elementary called Kids Campus. Please let the Center's Director know if you need information on this program.

Our Kids Korner two Adel location provides care for children 6 weeks old to 12 years of age. Our school age program is housed in the same building as our daily childcare program. During the school year, our teachers walk between the elementary and our facility to escort your children to and from school.

Please note that families currently enrolled in our programs have priority for infant openings. Application for childcare can be made by contacting either Center to make an appointment for a visit. A file must be established for all children attending either our Dallas Center or Adel locations.

The following forms are to be completed prior to any child's attendance.

1. Registration form including, parental contact information, child's health history, pick-up authorizations, transportation release and consent to emergency medical/dental care
2. Physical and immunization record
3. Labeled change of clothes

Please note that if you have not yet secured a dentist for your child(ren), you **must** still authorize a dental office that can be contacted in the event of an emergency.

If a child needs special medical services (nebulizer treatments, inhalers, etc.), parents or guardians need to provide a written explanation of those procedures from either the doctor or themselves. The explanation should include how to perform the services, when the services need to be performed, and any possible complications or side effects – including required interventions. These procedures will be documented in a manner similar to documentation of medicine given and the medications will need to be brought only when needed and will need to be taken home daily.

Arrival and Departure Times

Children **must** be signed-in upon arrival and signed-out upon departure using the Center's sign-in sheet. Children **must** be escorted by a parent or guardian into the Center and taken to their classroom. Once in their classroom, every child will have direct contact with a staff person. This will allow for early detection of any apparent illness, communicable disease, unusual behavior or condition that would adversely affect the child or other children in attendance at the Center. If your child is sent into the Center unaccompanied and does not make it to his or her classroom, and to a staff person, the Center will not be responsible for the consequences.

All children are encouraged to be at the Center by 9:00 a.m. unless previous arrangements have been made. **If a child will be late, the Center must be notified before 9:00 a.m.** It is necessary that parents or guardians notify staff whenever their children will not be attending the Center. Upon departure from the Center, the following guidelines will be followed:

1. Parents/guardians must come into the Center to pick-up their child(ren).
2. Parents/guardians picking up children are required to sign-out their children.
3. Older siblings may come into the Center to pick up their siblings, but they must be 14 years old.
4. Children will only be released to those persons listed on the enrollment form, or to those persons authorized by the parents or guardians.
5. Written messages will be accepted in order to change pick-up authorization. If a parent/guardian wants to verbally change the pick-up person over the phone, staff must have the parent/guardian add the new person at the first available time.
6. All new and unknown persons will be asked for identification. If it matches our pick-up form the child will be released. If it does not the child will not be released without prior written or verbal permission or contact with parents or guardians.
7. Police will remove any person who is denied pick-up of a child from the premises who becomes loud, belligerent, or threatening to children or staff, and who refuses to leave the Center.
8. If a parent/guardian or authorized person is intoxicated or substance impaired when they come to the Center to pick up a child, staff will offer to call for alternate transportation for them. If the person insists on leaving, they will be informed that we will notify the police of an intoxicated or substance impaired driver leaving our premises. We will also call Child Protective Services.
9. Staff will not attempt to physically restrain an adult or child, or place themselves in undue danger attempting to keep a child at the Center.

Biting

It is not uncommon for older infants and toddlers and even two year-olds to bite other children or adults. It is also not uncommon for other children to learn from the behavior of the child biting, especially when in group settings such as childcare facilities.

That, however, does not make biting okay. At Kids Korner and Kids Campus we work with our caregivers and parents to provide a united front to help children learn that biting behavior is not acceptable. It is how the caregivers – both at home and at childcare – respond to the biting behavior that will ultimately impact how frequently it happens and for how long.

When a child begins to display a biting behavior the child's primary caregiver will shadow him or her to determine what triggers the behavior and will intercede to try and prevent the behavior from happening. If the child does try to bite before the caregiver can intercede, our caregiver will use redirection and verbal cues to let the child know that biting "our friends" is not permitted.

If a child has actually bitten another child or caregiver the following will occur:

1. The child who was bitten will be immediately cared for and shown concern and support following the stand Universal Precautions Procedures for biting to ensure the wound is treated properly.
2. The teacher will notify the Office Manager or Director of any biting incidents and the bite will be assessed for severity and a determination will be made as to whether the bitten child's parents will need to be notified immediately.
3. The child with the biting behavior should be told in a caring and firm way that the behavior is not acceptable and be re-directed to other activities.

If a child shows an ongoing behavior pattern that indicates biting incidents will continue the following will occur:

1. Use the Kids Korner Biting Behavior tracking chart to monitor how frequently the behavior is happening and how frequently a caregiver has to intercede in the behavior. Identify triggers and try and keep the child from these triggers at all times.
2. Work with the caregiver(s) in the classroom to determine if changes need to be made to:
 - a. the amount or type of toys the children are playing with
 - b. the layout of the room so the child does not have the opportunity to display these behaviors
 - c. the time of day or activity the child is engaged in. Do we need to change the schedule or routine?
3. Each time a biting incident occurs an incident report will be sent home with both the child that has been bitten as well as the child that did the biting. Names of the other parties will not be included on the incident reports and the confidentiality of the children will be respected at all times.
4. Dis-enrolling a child for biting will occur only in rare or extreme circumstances. Prior to this action, all possible means and methods will be executed.

The director will also immediately assess the level of supervision given in the classroom – especially during a similar time or activity when the biting occurred. They will also review the Biting Behavior tracking charts to look for patterns of behavior. If changes need to be made in the care givers routine or layout of the classroom they will be made immediately.

Care Plans

Upon registration for new students, or upon parent notification for existing students, all children with special health needs must have an individual care plan in place to receive care at Kids Korner. We ask that parents/guardians provide an appropriate care plan from their child's physician. If one is not provided or available, a plan will be written by the Center's office personnel and then reviewed, completed and signed as required by the child's parents/guardians and physician.

Depending on the severity of the special health need of your child, if you choose to not provide us with the required information, the Center may either cease care or deny admittance to your child if we feel we will be unable to provide the appropriate level of care.

Care plans will be reviewed and updated as the child's health needs change or every 12 months – which ever is more frequent. Although not all inclusive, some examples of required plans include asthma, diabetes, seizures and food or medication allergies.

Child Care Ratios

Kids Korner follows all state guidelines required by the Department of Human Services is as follows:

Childs Age	Staff to Child Ratio
6 wks – 2 yrs	1 staff to every 4 children
2 yrs	1 staff to every 6 children
3 yrs	1 staff to every 8 children
4 yrs	1 staff to every 12 children
5 yrs	1 staff to every 15 children

Location	Licensing Capacity
Kids Korner, Dallas Center	90
Kids Korner two, Adel	184

Child Care Regulations

A copy of the Child Day Care and Preschool Licensing Standards and Procedures, Form SS-0711, is available from the Center’s Director upon request, as well as the licensing consultant from the Department of Human Services.

Clothing

All children **must** have an extra change of clothing at the Center. Staff will not exclude a child from an activity because clothes may become soiled. If a child needs to borrow daycare clothes they need to be washed and returned as soon as possible.

Clothing worn to the Center must be appropriate for the weather, and for Center activities. During the winter months, **please** send hats, mittens, boots and snow pants. Footwear should also be appropriate for the weather and activities. All clothing should be permanently marked with the child’s name.

Confidentiality and Reporting

All Kids Korner employees are *Mandatory Reporters* of child abuse, and are bound by the following:

Section 232.69 of the Iowa Code requires that every employee of a licensed child care facility or preschool facility, who in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Iowa Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within forty-eight hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and his parents or other persons believed to be responsible for his care;
2. the child’s present whereabouts if not the same as the parent’s or other person’s home address;
3. the child’s age;
4. the nature and extent of the child’s injuries, including any evidence or previous injuries;
5. the name, age, and condition of other children in the same home;

6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and
7. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

Custodial and Non-Custodial Pick-Up Policy

Kids Korner respects the rights of both custodial and non-custodial parents. Both parents will have unlimited access to and be allowed to pick-up and to designate pick-up persons, for their child(ren) on their assigned days, unless Court order contact limitation papers and Guardianship papers are on file at the Center.

If a parent who *is not* allowed to pick-up a child comes to the Center, and the above paperwork is on file, the parent will be asked to leave and told the police will be called if they do not leave. If the parent tries to leave with the child, staff will not attempt to physically restrain the parent or the child, or place themselves in undue danger to keep the child at the Center. If the parent leaves with the child, staff will try to get car/license plate information and call the police.

At the time of the child(ren)'s enrollment each parent/guardian will complete the Childcare Center paperwork. The paperwork of the parent/guardian who is designated to pick-up the child(ren) on any given day will be honored.

Diapering and Potty Training Policies

If your child is showing interest in potty training, we will work with you to achieve this milestone. We require that you supply us with several pairs of training pants and changes of clothes, including socks. **Remember** to please label all of your child's clothing with permanent marker on the tags.

After you have spoken with your child's teacher and agreed that your child is ready to begin potty training at the Center, please send your child wearing what you want us to use for training (pull-ups, plastic pants, etc.). It is very helpful to have the potty training experience begin at home with some success and that we work together to have as much consistency as possible.

Children need to be fully potty trained before advancing to the 3 year old room.

Discharge Policy

Discharging or dis-enrolling a child at Kids Korner is never an easy choice, but sometimes it is a necessity. Reasons for discharging a child include:

- Inability to adjust to group experience (Please see our **Guidance and Discipline Policy** in this handbook)
- Threat to other children, staff or self (Please see our **Guidance and Discipline Policy** in this handbook)

There are also circumstances in which a parent fails to meet their obligations to the Center that require us to discharge a child as well.

- Failure to follow Center policies (Please ensure you review the **Parent Handbook** in its entirety)
- Failure to pay (Please see our **Fee and Attendance Agreement** in this handbook)

By signing and returning the Parent Handbook Receipt Form, you are agreeing to follow our policies and procedures. Please note that Kids Korner does not take discharging a child lightly however, our policies will be enforced. The Owner and Director will meet with the parents prior to making a final decision on discharge to ensure all parties have been heard. A final decisions will be made by the Owners and Directors.

Fee and Attendance Agreement

We want you to know that we value you and your child(ren) and we want to continue to provide services for your family. In order for the Center to meet your needs and the needs of your children, and to appropriately staff the Center, we have instituted the following Fee and Attendance Agreement.

- **Center hours are 6:30am to 5:30pm**
- Billing is based on an estimated 10 hour day. Please limit your child's day to 10 hours.
- You will be assessed a **late fee of \$10.00** if you pick up after 5:30. We will use the time on our cell phone/computer to determine the correct time. The fee will be applied starting at **5:31**. An additional \$5.00 will be added for every 5 minutes thereafter. You will receive a written notice of the amount that will be added to your next bill.
- **Parents are eligible for one free week of childcare per child per calendar year after 6 months of enrollment.** This does not apply to families who take the summer off.
- Parent or guardian payments are due on Friday of each week. If payment is not received by the next Monday there will be a **\$15.00 late fee added each week** until the bill is current.
- If your account is not current in 14 days – **care will be terminated.**
- In case of funded clients, the funding agency is billed directly. If you are assessed a co-payment, you are responsible for direct payment to the Center.
- You will be responsible for a full week's payment, even if your child is absent.
- If you would like your child(ren) to attend on a day or time that they are not scheduled to attend, you **must** call the Center to make arrangements. We will try to accommodate you, but cannot guarantee an opening at that time.
- We require a two-week notice if services are no longer needed and you will be billed accordingly.

Fieldtrips

Fieldtrips are an integral part of your child's program. Fieldtrips may be either walking trips or trips using Center transportation. Walking trips will be of a limited distance, and do not require written or verbal permission. All riding trips require written permission forms from parents or guardians before a child will be allowed to participate! All staff and children will adhere to the Department of Human Services regulations while on riding fieldtrips and Department of Human Services regulations for child care centers. All fieldtrips will be approved by the Center's Director 24 hours in advance of departure.

Parents and guardians are always welcome on the fieldtrips, and the extra help is greatly appreciated! The following supplies and equipment are mandatory for all fieldtrips:

1. Name of staff and children attending
2. Final count of adults and children
3. Destination address and directions from Center, date of trip, and departure and return times

4. Fieldtrip rules
5. Fieldtrip list
6. Names of children left at the Center and with whom
7. Emergency Treatment Release Forms for all children on the fieldtrip
8. First aid bag
9. Child proof locked medicine containers
10. Pick-up Permission Forms for each child on the fieldtrip
11. Children leaving/arriving at fieldtrip site
12. Head count documentation
13. Rationale for trip
14. Center Director approval

One copy of the fieldtrip list will be left on the Center Director's desk before leaving. One copy of the fieldtrip list will be taken on the trip and returned to the Center Director at the end of the fieldtrip.

Head to name counts will be done on all trips at transition times and/or a minimum of every 30 minutes. Transition times include:

- Departure from the Center
- Arrival at the site
- Lunch/Snack
- Departure from the site
- Arrival at the Center
- Any activity transition

Fieldtrips may include, but are not limited to neighborhood walks, parks, picnics, tours, movies, bowling, swimming, Botanical Center and the Blank Park Zoo.

Staff may deny a child the opportunity to go on a fieldtrip only when the child's behavior is a safety factor for him or herself and/or the group. All fieldtrip denials must be approved by the Center Director or On-site Supervisor. The parents or guardians will also be informed of this decision. Also, parents or guardians may choose not to have their child participate on a fieldtrip. In either case, the Center has the option to request that the parents or guardians provide their own care for the child during the fieldtrip, or your child may be placed in another classroom during the fieldtrip.

Guidance and Discipline Policy

The key to effective guidance and discipline is consistency. Our staff strives to be as consistent as possible. We use a positive reinforcement approach to support and to guide our children.

Our staff works to maintain an age-appropriate, child-oriented environment, which meets children's developmental needs. The staff and our program contribute to the development of a child's own self-control and self-discipline.

We view guidance of children as a partnership between our staff and parents or guardians. Regular staff communications will keep parents or guardians informed of how children are interacting and getting along at the Center. When problem behaviors occur, we will notify the parents and schedule a meeting to develop a behavior plan.

There are certain behaviors that are appropriate at the Center, and some that are inappropriate. We expect each child to function in his or her room at an age-appropriate level, demonstrating appropriate social skills with peers and with staff. Some examples of inappropriate behavior include: hitting, biting, spitting, kicking, abusive language and throwing objects. Unwillingness to follow staff's directions or a child's inability to control his or her behavior is also deemed inappropriate.

Staff members take preventive measures to reduce the occurrence of discipline problems. Some of the measures include: establishing daily routines that do not allow the children to become too tired, hungry, or uncomfortable; maintaining ratios sufficient to attend to the individual needs of children; ensuring there are adequate toys and materials available; attending to the match of caregiver and child; and paying attention to the arrangement and organization of the classroom.

The Center uses a continuum of strategies in working with children which include; stating the expected behavior, restating the rule, ignoring inappropriate behavior when possible, positive attention and positive reinforcement, redirection, setting limits, natural and logical consequences for choices, separation, affirming feelings, and staffing and restraint. Through the use of these strategies, the child is given the opportunity to change behavior. If the inappropriate behavior continues, the child is given choices in how to comply with the expected behavior.

If inappropriate behavior is a continuing disruption to the regular function of the classroom, the child is removed from his or her area and placed under the care of a staff person who follows through with the time-out procedure. This is usually accomplished in the office with the Center's Director. The child and the staff person determine when that child is ready to return to the group.

If disruptive behaviors continue and a child is an ongoing disruption to the classroom, a threat to the safety of him or herself, other children or our staff members we will have no other choice than to disenroll the child. This is our very last option and a step that is not taken lightly.

Depending on the circumstances, and the severity of the disruptive behavior there will be a range of notice for discharge from immediate to a two-week notice.

Employees of Kids Korner **will not** use:

1. Corporal punishment
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, or area.
3. Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
4. Verbally abusive language, threats, or derogatory remarks about the child or the child's family.

Guidance and Discipline Procedures

General Strategy

- Restate the rule, and state the expected behavior. The rule and the expected behavior should be the same. State the rule positively: For example, "We build with the blocks." Or, "We keep our feet on the floor."
- Ignore inappropriate behavior when possible. If the behavior cannot be ignored, such as destruction of materials, then intervene giving the least amount of attention to the child while maintaining positive interactions with the other children.
- Give positive attention. Talk and listen to the children about what they are doing. Tell them you like what they are doing. Praise the children who are behaving in a positive manner.

- Signal inference. Sometimes a simple non-verbal communication can bring a child back to task: making eye contact, a gentle touch on the head, shaking your head “no”.
- Redirect. Have the child go to an area away for the problem area, activity, or child. Redirect the child to a similar activity. Give the child an opportunity to try again in a short period of time.
- Setting limits. Children are aware of the classroom rules, which protect the health and safety of the children. Rules are clear-cut and are followed on a consistent basis. If children do not follow the classroom rules, they understand the consequences.
- Facilitating self-regulation. Staff helps guide children to resolve conflicts and model skills that help children to solve their own problems, rather than imposing a solution.
- Negotiate. Meet the needs of the child while maintaining the rules. Tell the child what he or she can do. Always acknowledge the child’s feelings and needs. For example, “I can see that you are angry, and that you don’t want to pick up the blocks, but it is clean-up time, and we have to pick up the blocks so that we can have story-time. I will help you.”
- Give a choice. Choice is a positive guidance technique when the child is given a choice of two positive alternatives to inappropriate behavior. Example: A child is throwing sand out of the sand table. The child is given the choice to leave the sand in the table, or go to the art center to draw a picture. If the child chooses to go read a story, (making his/her own positive choice) it’s okay. It’s a win-win situation, and no power struggle occurs.
- Encourage cooperation. When a conflict arises, give the child a hands-on way to show that his/her turn is coming. Example: Use a timer, list, or some other reminder.
- Separation. Separate children who are having difficulty getting along with each other, or establishing self-control when next to each other.
- Natural and logical consequences. The type of discipline used should match the problem behavior. For example, “You dumped water on the floor, here is a towel and you can wipe it up.”
- Affirm the child’s feelings. Acknowledge the child’s feelings, and help the child meet his/her needs by suggesting appropriate alternatives. For example, “I can see that you are angry, but I will not allow you to hurt Tim. You can ask Tim for the toy, or you can find another toy to play with until he is finished with that toy.”

Time-out Procedure

The purpose of a time-out is two-fold; to give the child

- Time to regain self-control, and give the child time to modify a specific behavior.
- Explain to the child, or have the child explain to you, why he or she is in time-out.
- Explain other options that could have been used.
- Place the child away from the group in a supervised area with little stimulation.
- Do not give attention to or talk to the child in time-out. If he or she yells at you etc., pay no attention to negative behavior if possible.
- If the child does not stay in the designated area, say nothing, but hold the child in the least restraining manner.
- Again, state why he or she is in time-out and help the child identify a more appropriate behavior.
- The maximum length of time-out is not to exceed one-minute per year of age of the child. Anything in excess of this is humiliating and inappropriate for the child, and serves only the needs of the adult in charge. **Time-out begins when the child can sit alone, quietly.** It may not be necessary to use the maximum time limit.
- Cots in the classroom cannot be used for time-out.

Discipline Regarding Food and Rest

1. Children cannot be deprived of meals or snacks for behavioral reasons.
2. Children cannot be punished for not sleeping or lying still during rest time.
3. Staff will not cover a child's head during rest time with a blanket, or a cover of any kind however; the child may cover his or her own head.

Material Rewards and Their Use in the Classroom

Material rewards include but are not limited to stickers, candy and toys. Material rewards may not be given on a daily basis, but may be given irregularly if every child in the classroom receives the same token during the course of the day. Material rewards may not be given for expected behaviors.

Consequences

Staff should not, under any circumstances, state consequences to the children that they cannot or will not follow through with. Appropriate consequences should not be stated in a threatening way. Body language and tone of voice should not be humiliating or frightening to the children.

Restraint Procedures

If a child becomes physically and emotionally out of control, physical restraint may be used to protect the child, other children or staff, and the environment. Restraint is always person-to-person, with the staff's back against the wall and sitting on the floor. The child sits in front of you but not on your lap. Place your legs over the child's legs if absolutely necessary and cross the child's arms in front of them if they are swinging them. Staff uses only their bodies to restrain; taking special care that staff body takes all pressure and weight during restraint. We may also use a mat to put between the child and the teacher until they stop kicking, hitting, screaming etc. The use of physical restraint must be a last resort, used only when a child is in danger of harming him/herself or others. Mechanical restraints will never be used.

If staff and Director determine that additional services are necessary, the family will receive appropriate referral information. Kids Korner may exercise the option to discontinue work with a child or family whose needs the Center cannot meet.

Staffing Procedures

If a child is continuously in time-out or demonstrating inappropriate behavior, or if our staff is concerned about a child's development or inappropriate behavior, a meeting will be set up to discuss your child's behavior plan of action.

Health

When your child will not be attending childcare, weather due to illness or not, we require that you call us to let us know so we do not worry if they have not arrived by their usual time. If they do not arrive or we do not hear from you by 10:00am, either the child's teacher or office personnel will call you to check in on your child.

Please refer to our Illness Policy from your child's Registration Packet. We recommend that you keep this policy accessible for reference when your child is ill.

Medications (Over the Counter and Prescription)

All medications given at the Center are subject to the following guidelines:

1. Prescription medication **must** be in the original container in which it was dispensed. Information on the label must include the child's name, doctor's name, date, name of medication, prescribed dosage, possible side effects and any restrictions. Parents/ guardians will be responsible for ensuring the child's medication is at the Center and available to dispense.

2. Administering medication is taken very seriously. Therefore, medications should be given at home whenever possible. For example, medication given once or twice per day needs to be given at home. If medication is to be given three times a day, please have parents/guardians check with the doctor to see if the child can be given doses in the morning, late afternoon and again before bed. If medicine needs to be given in the middle of the day, we will do the mid-day dose, but not the morning or late day.
3. Non-prescription, over the counter medications must have a written authorization from the doctor indicating it is medically necessary. The appropriate dosage and duration for the medication should also be listed. The original label must be intact, and it should be labeled with the child's name and date.
4. Children will not be allowed to transport medications. All medications need to be handed directly to a staff member with verbal instructions. A staff person will complete a Medicine Sheet (Exhibit A-9) and it must be signed by a parent/guardian. If a Medicine Sheet is not signed, we will not be able to administer the medication. Staff should initial the sheet after each dose of medicine is administered.
5. All medications will be kept in an inaccessible cabinet in a designated area of the Office or classroom. They will be sent home at the end of the treatment period. Teachers will also perform a monthly evaluation for medications that may have expired.
6. If a child needs special medical services such as nebulizer treatments, the medication must come in the original packaging and indicate the appropriate dose. Parents should provide a written explanation for how to administer the medication. There should also be an indication of the timeframe or duration for which to administer the medication.

Nutrition and Food Program

Kid's Korner follows the Child and Adult Care Food Program. Breakfast, lunch and snacks are provided daily. Menus are planned to ensure that nutritious meals and snacks are served. Menus are posted in the Center and a copy may be requested from your child's teacher.

The Childcare staff supervises meals and snacks. Meals for the three and four year olds are served "family style" to encourage children's independence. If children dislike, or are unfamiliar with some of the food served, they are encouraged to serve themselves a small amount to taste.

If your child has special food considerations, please notify your child's teacher so she may post it and be responsible for making sure everyone is informed when helping in the room.

Note: Please do not allow your child to come into the Center eating doughnuts, fast foods, etc., unless enough food is brought to share with the whole class. Please do not allow your child to bring candy or gum to the Center unless discussed with your child's teacher. These situations can cause problems among the children, and may hinder the child from participating in the current Center activities.

Treats

Parents or guardians are welcome to send treats to share with their children's groups on birthdays and other special occasions. We ask that all treats be **commercially prepared**. Please tell the teachers when you will be providing treats.

Remember we are a peanut free facility. We have children with severe peanut allergies in our care.

Open Door Policy

Kid's Korner invites and includes family participation. According to state regulations, "Parents shall be given unlimited access to their children and to the provider caring for their children during the Center's hours of operation or whenever their children are in the care of the Center, unless parental contact is prohibited by a court order."

Parents or guardians are welcome to come to the Center at any time to share concerns, problems, ask questions, share a talent, or just to visit. The staff encourages parents or guardians to spend time with us whether it be eating lunch, participating in activities or just playing on the playground. Parents are also welcome to review a copy of our center policies and procedures upon request.

Kids Korner understands the importance of the joint efforts of the staff and parents or guardians. Staff is always willing to answer questions or help with problems or concerns. Please do not hesitate to ask for our help. In addition, please keep the Center informed of any changes in the home, so that we can better understand and help your child(ren) i.e. marriage, separation, divorce, etc. Be certain that the Center has your **current** home address, workplace and emergency contact phone numbers, including your doctor, dentist, and hospital.

Every room has a message board with health concerns, menus, and daily activities. Conferences with parents or guardians regarding their child(ren) may be set up with the teacher or Director when the parents or guardians, teacher, or Director deem necessary.

While parents and guardians have unlimited access to their children here at the Center, we have an obligation to ensure the safety of children in our care and prevent harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. In this circumstance, **unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.
2. The center does not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
3. Any person or persons who do not have unrestricted access will be under the direct "supervision" and "monitoring" of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person. In this instance **supervision** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly and **monitoring** means to be in charge of ensuring proper conduct of others.
4. Our Center staff will approach anyone who is on Kids Korner or Kids Campus property without their knowledge to ask what their purpose is. If our staff member is unsure about the reason they will contact a member of management to get approval for the person to be on site. If it becomes a dangerous situation, our staff member will follow the procedure for an intruder in the center. Persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

5. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a) Shall not operate, manage, be employed by, or act as a contractor or volunteer at Kids Korner or Kids Campus.
 - b) Shall not be on Kids Korner or Kids Campus property without the written permission of the Director, except for the time reasonably necessary to transport the offender's own child or ward to and from the Center.
 - The Director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - i. The precise location in the Center where the sex offender may be present.
 - ii. The reason for the sex offender's presence at the facility.
 - iii. The duration of the sex offender's presence.
 - iv. A description of how the Center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - v. The written permission shall be signed and dated by the Director and the registered sex offender and kept on file for review by the Center Licensing Consultant.

Unrestricted Access Policy

We are responsible for ensuring the safety of the children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - *“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**
 - *It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - *“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - *“Monitoring”** means to be in charge of ensuring proper conduct of others.
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender's presence at the facility.
 3. The duration of the sex offender's presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

This policy will be included in the parent handbook that is distributed to the parents at the start of school.

Outdoor Activities

Outdoor activities are an extension of the childcare classroom. Children will be outside everyday for some period of time, weather permitting. Weather permitting consists of a heat index below 100°F, wind chill above 0°F, and light mist. Adjustments will be made according to the weather on the amount of time spent outside.

Please be sure your child is dressed appropriately for the weather conditions. This includes coats, hats, mittens, boots and snow pants when applicable. **Please also note that children** will not be excused from outdoor activities without a doctor's statement that specifies when and why the restriction is necessary.

Photographs and Publicity

From time to time, photographs of the children may be taken as they participate in activities. Kid's Korner for newsletters, brochures, or for advertising purposes may use these photographs, with parents or guardians' permission. We will distribute pictures to parents or guardians, as they become available.

Social Media Child Protection Plan

We request that parents and guardians do not communicate with staff members using social medias: Facebook, text messages, instant messages and/or Snapchat are examples. **We have a no cell phone policy for all staff – our focus is the children, not our phones.**

Our employees are to never communicate with any child/minor using their personal social media network; Facebook, text messages, instant messages and/or Snapchat are examples.

Employees may not post pictures or information regarding a child/minor on any social media network. Information is easily misinterpreted by parents and/or others who may view or read posted material. The posting of pictures and materials may result in others forwarding personal information about a child/minor. All posted material can be considered a breach in child/minor confidentiality and can end in termination of employment.

Program Age-Level Objectives

Preschool 2 year to 5 years

1. To provide positive, enthusiastic interaction with the children
2. To meet each child's physical needs, while preparing him or her for future independence
3. To provide a consistent daily routine
4. To establish a safe environment both indoors and outdoors
5. To develop every child's self-help skills in order to cause feelings of independence, self-confidence and self-esteem
6. To provide a nurturing, flexible, calm atmosphere where acceptable physical affection is freely given, self-concept is enhanced, and independence is encouraged and expectations are clear
7. To provide an environment where the foundations of respect for others, and materials and equipment is established
8. To encourage social development through play
9. To help children learn self-control and self-discipline
10. To be supportive of parents or guardians, encouraging involvement and open communication
11. To encourage competence by providing learning centers and planned monthly themes

Program Objectives

At Kids Korner we strive to provide an environment that is physically safe, healthy and free from retaliation. The program emphasizes a process of activities that encourages socialization and communication to take place. Using activities designed for success, our program objectives are:

1. To increase the level of functioning in social, physical, emotional and cognitive areas.
2. To teach the child acceptable behavior.
3. To teach the child choices in behaving.
4. To help the child to connect natural and/or logical consequences to actions.
5. To make the childcare experience a positive, enjoyable, educational experience for each child.

At Kid's Korner we divide our children according to their chronological age and development needs.

There is no discrimination on the basis of race, color, national origin, age, sex, disability, religion, sexual orientation, or political affiliation.

Kid's Korner is handicap accessible. The Center will make reasonable accommodations under the Americans with Disabilities Act to include children with disabilities into our program whenever possible.

Running Policy

Kid's Korner will follow the following procedures when a child runs from the Center building or from the group while outside or on a fieldtrip:

1. Staff will be notified that a child is attempting to, or has run from the building or group. Staff will secure all exits.
2. If the child does not exit the building, one staff will follow, and the in-charge person will assess the situation, direct other staff as needed, and will make decisions.

3. If the child does exit the Center or leaves the group while outdoors or on a fieldtrip, the staff's first objective is to physically retrieve the child and to return him or her to the Center.
4. If physical retrieval is not possible, the staff's objective is to keep visual contact of the child, hopeful that time will allow retrieval.
5. If visual contact is lost the police and parents or guardians will be called to help in the search for the child.
6. The staff's primary concern is the safety of the child.
7. If the child is physically injured during the running incident, the Center staff will administer first aid and will call emergency medical personnel as needed. Parents or guardians will be notified immediately.
8. If the child is returned to the Center unharmed, the parents or guardians will be notified of the incident.

Safety Procedures

- Children will be supervised at all times.
- All phones will list emergency numbers for police, fire department, ambulance, and poison control.
- Children's emergency information is easily accessible.
- No smoking is allowed within the facility, within the facility vehicles, or on our childcare property.
- First aid kits are clearly labeled and available within the Center, in the outdoor play area, and within the facility vehicles.
- A safety belt or car seat individually secures children, when applicable, when being transported. Vehicle drivers shall have a valid chauffeur's license when operating a vehicle that requires a chauffeur's license.
- Emergency phone numbers for each child shall be taken with on fieldtrips.
- The Center does radon testing every year.
- The Center has installed a carbon monoxide detector.
- The Center provides written reports to parents when there are minor injuries, minor changes in health status, or behavioral concerns. Incidents resulting in a serious injury or significant health change will be reported by phone immediately to a parent.
- Any animals kept on site will be in good health and maintained in a clean and sanitary manner.
- The Center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes, and blizzards. These plans include transportation arrangements. If the children are evacuated to a different site, parents will be called after children arrive at the new site.
- In case of a fire, a fire alarm system will sound throughout the Center. Children are informed of the safety procedures in the event of a fire or a tornado. In addition, maps noting the Center exits are conspicuously posted in the classrooms, rest rooms, kitchen, hallways and offices. Fire drills and tornado drills are conducted on a monthly basis.

If the fire alarm sounds – the safe exit of all children and adults is the main objective:

1. Staff members clear their classrooms.
2. Attendance sheets and first aid supplies are collected.
3. An immediate head-count is taken when evacuation is complete.

If the tornado warning sounds – the safety of all children and adults is the main objective:

1. Children are assembled in their assigned areas.
2. An immediate head-count is taken.
3. Attendance sheets and first aid supplies are collected.
4. Shelter procedures are enacted.
5. Children and adults will remain in place until the all-clear signal has been given.

Sanitation

Staff and children will wash their hands:

1. Before any food service
2. After any rest room or diapering activity
3. Before and after any sensory table activities
4. When arriving and leaving the center
5. Before and after administering first aid
6. After handling any animal or cleaning cages or tanks
7. As otherwise needed

Self-Help Activities

Taking care of oneself is the first step toward independence. Therefore, self-help activities are stressed heavily at Kid's Korner. Hand washing, cleaning up after using the restroom, wiping one's own nose, tying shoes, buttoning shirts, or blouses, zipping pants, putting on mittens and boots, etc., are things all children eventually will have to do for themselves at the Center. The staff will encourage and help the children learn these skills, and others. Parents or guardians can also help their children master these skills more quickly and easily by showing their expectations and encouragement.

Staff

The staff in each classroom consists of one or more teachers and may also include an adult volunteer. The remaining staff in the building can include: Director, Assistant Director, Coordinator, Cook, Early Childhood Specialists, Public Health Nurse, Speech and Hearing Specialists, and Heartland Specialists.

Staff are required to have a physical exam, including testing for communicable diseases. Staff must be in good health and free from communicable disease.

A Department of Health criminal history record check is made on each staff member and is kept on file. Staff are also required to attend orientation hours, including first aid and community CPR, both infant/child and adult certification. Staff is additionally trained in universal precautions, medication dispensing, mandatory child abuse reporting, childcare emergency plans training, guidance and discipline. During a staff members first year, they receive 10 hours of training in one or all of the following areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism and business practices, and cross cultural competence. Annually thereafter, they receive at least 6 hours of training from the topical areas.

Summer Programming

Kid's Korner offers a busy and extensive summer program. It begins with the dismissal of public school, and runs until school resumes in the fall. (The DC-G Elementary does have a day care shut down time, which are 10 working days before the first teacher workday). The summer childcare program is a hectic

and intense time for everyone involved. Therefore, the following guidelines are set up to enhance a smooth, flowing program:

- Footwear must be appropriate for both the weather and for Center activities. Footwear that does not protect the child’s feet adequately may result in injuries.
- Permission forms must be signed for your child in order for him or her to participate in trips requiring transportation to and from the Center. Walking fieldtrips do not require written permission. All fieldtrips are posted in advance.
- Please be sure your child is dressed in appropriate clothing. We will be spending much time outside, and the staff will not exclude a child from an activity because of clothing. Your child **will** get dirty, but will also be having fun, and will be learning in the process.
- Swimming pool (3s and 4s only), water play will be part of your child’s summer activities. Make sure your child has a swimsuit and towel marked with his/her name that can remain at the Center.
- If tubes in the ears are a hindrance to water activity, please inform your child’s teacher.
- Sunscreen will only be applied if parents fill out a medication permission form. Parents or guardians might also want to apply sunscreen in the morning before the child gets dressed for the day. The sunscreen will have a chance to be absorbed into the skin to provide extra protection. Key skin areas for protection include: shoulders, thighs, forearms and tops of feet, noses and backs. Lip protection and maintenance is advisable also, since lips can become sunburned. When staff observes a child whose skin is reddened from too much sun exposure, or whose clothing is not adequate, that child will be taken to shelter, or into the Center. Outdoor activities will be postponed if the heat index is high, and/or if the sun rating is high. This is for everyone’s protection.
- All children are encouraged to be at the Center by 9:00 a.m. unless previous arrangements have been made. **If a child will be late, the Center must be notified before 9:00 a.m.** It is necessary that parents or guardians notify staff whenever their children will not be attending the Center.

Transportation for Non-Center Activities

We will walk children to the swimming pool for swimming lessons and will follow the fieldtrip policy whenever leaving the building.

Typical Day

This schedule is based on a full day:

Preschool to School Age – 2 to 12 years

Early Morning	Greetings, free play, breakfast
Mid Morning	Bathroom breaks, large group activities, structured activities, self-initiated play, outdoor, hand washing, snack
Noon	Stories, music, bathroom breaks, hand washing, lunch, rest/quiet time
Early Afternoon	Rest/quiet time. Quiet play for non-nappers
Mid Afternoon	Wake-up time, put away bedding, bathroom breaks, hand washing, snack, structured activities, self-initiated play, outdoor activities
Late Afternoon	Clean up, prepare to go home, bathroom breaks, departure