



Parent Handbook

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MISSIONS STATEMENT AND PHILOSOPHY

Kids Kingdom Child Care and Learning Center values early childhood education as the foundation for lifelong learning. We believe that each child is a unique individual and should be viewed, respected and treated as such. As the welfare and wellbeing of each child is paramount, we strive to provide holistic support of the child's exclusive requirements and interests in a nurturing, familial environment that fosters the child's development across all developmental domains.

We believe that the child develops in an orderly manner by passing through stages of development, which occur in predictable sequential fashion according to his or her physical, social, emotional and cognitive growth. We provide experiences in dramatic play, math, art, science, music, language, pre-reading and pre-writing. These experiences nurture and facilitate growth at each stage of a child's development.

Verbal skills are encouraged through group discussions and through one-on-one conversations between teacher and child and among children. These verbal activities enable children to develop the critical-thinking skills necessary to further learning. One of the teacher's roles in this process is to ask the right questions at the right time to spark the interest and desire to pursue a line of inquiry.

Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. Our teachers strive to build the relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the children. Partnerships with families are developed through daily discussions, newsletters and meetings. Moreover, The Kids kingdom open door policy aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family, resulting in the highest levels of customer service.

Partnerships with industry professionals assist staff development and expansion of the curriculum to meet the individual and collective needs of all children. Needs based on cultural identity, additional support education

and medical interventions which all require greater individual knowledge and supported cooperative teams, assures all children are facilitated in an inclusive environment as best as possible.

Finally, children are assisted in identifying and participating in activities that will help better the larger communities and world in which they live. As a child develops from an egotistical self to one with more concern for others, the curriculum emphasizes thought and activity directed toward the other members of the community.

In pursuing these objectives, the major task and calling of the teacher is to nurture the self-esteem of each child. Children who are secure and have a strong sense of self-worth develop into whole persons, ready to tackle any future learning activity and able to give of themselves.

The mission of Kids Kingdom Childcare is to nurture the whole child in the areas of intellectual, physical, emotional, social and spiritual development. Our passion is to instill in each child, a love for learning as we partner with the family in building a foundation for life-long education. We are committed to providing a safe, loving, environment where children are valued and receive appropriate opportunities to learn, explore and grow.

Curriculum

KKCCLC is based on MSDE approved Frog street curriculum where we offer both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning behaviors and building on their strengths and interests. This curriculum applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. While keeping the original environmentally-based approach it clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children.

The Frog Street Curriculum® for Preschool translates new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

Staff

Each of our teachers have bachelor's degree and/or 90 hours MSDE training in child care, as well as, experience teaching in the classroom. Our assistant teachers are mothers, nannies, colleges and high school students. Assistant teachers have completed childcare training and/or experienced years as mothers or nannies caring for children and serving our teachers. Our director has a Master's Degree in Business administration and early childhood, with years of experience in Childcare. All of our staff in the building have been fingerprinted and have had background checks child abuse/neglect clearance with the state and federal government in compliance with the Office of Child Care for the State of Maryland. all our staff is participating in Maryland childcare credential program. Our all Lead teacher are certified for First Aid/ CPR, ADA, medical administration, emergency preparedness, SIDS, developmental screening and supporting breast feeding.

Enrollment Policy

There are several forms that I must have completed and returned to the center before we can assume the responsibility of caring for your child. NO EXCEPTIONS.

- [Admission Application form](#)
- [Medication administration form](#)
- [Emergency form](#)
- [Health inventory form](#)
- [Allergy reaction form](#)
- [Asthma action form](#)
- [Child regulatory form](#)
- [Photo/video authorization form](#)
- [Tuition Express form](#)
- [Financial contract](#)

You are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of please feel free to ask.

Non-Discrimination policy

KKCCLC welcomes all families, regardless of, race, religion, disability, national origin, sexual orientation, gender, ancestry, marital or parental status.

Supply List

Infant & Toddlers

- Crib Sheet (Infant only)
- Light Blanket (Infant only)
- Sleeve/case of Pampers/Pull ups
- Monthly case of Wipes
- Formula, Special Milk & bottles

2 years old

- 2 (5oz, 4 pack) play-doh (Play-Doh Brand)
- 2 (8pack) Jumbo Crayola Washable Crayons
- 2 (4oz) Elmer's White Glue
- 1 Chisel Tip Black Sharpie
- 1 (56oz) Hand Soap
- 1 Hand Sanitizer
- 1 box of Zip Lock Bags (Gallon Size)
- 1 box of Zip Lock Bags (Sandwich Bag)
- 4 Large Boxes of Tissues (Kleenex Brand)
- 1 (3x3) Pad of Sticky Notes
- 1 (4x6) Child's Picture & 1 Family Picture

3 years old

- 1 Child size apron or Smock
- 1 (5oz, 4 pack) play-doh (Play-Doh Brand)
- 2 (8 Pack) Jumbo Crayola Washable Crayons
- 2 Elmer's Jumbo Disappearing Purple Glue Sticks
- 2 (4oz) Elmer's White Glue
- 1 (8 or 10 pack) Crayola Washable Markers
- 1 (2 count) #2 Jumbo Pencils
- 1 Chisel Tip Black Sharpie
- 1 (56oz) Hand Soap
- 1 Hand Sanitizer
- 1 box of Zip Lock Bags (Gallon Size)
- 1 box of Zip Lock Bags (Sandwich Bag)
- 3 Large Boxes of Tissues (Kleenex Brand)
- 3 (50-80 Count) Bags of Flushable Wipes
- 1 (50-80 count) Bags of Regular Wipes
- 1 (4x6) Child's Picture & 1 Family Picture
- 1 (3x3) Pad of Sticky Notes

4 years old

- 1 Child size apron or Smock
- 1 (5oz, 4 pack) play-doh (Play-Doh Brand)
- 2 (8 Pack) Jumbo Crayola Washable Crayons
- 1 (4oz) Elmer's White Glue
- 1 Elmer's Jumbo Disappearing Purple Glue Sticks
- 1 (8 or 10 pack) Crayola Washable Markers
- 1 (2 count) #2 Jumbo Pencils
- 1 Regular Composition Notebook
- 1 (56oz) Hand Soap
- 1 box of Zip Lock Bags (Gallon Size)
- 1 box of Zip Lock Bags (Sandwich Bag)
- 2 Large Boxes of Tissues (Kleenex Brand)
- 2 (50-80 Count) Bags of Flushable Wipes
- 1 (50-80 count) Bags of Regular Wipes
- 1 (4x6) Child's Picture & 1 Family Picture
- 1 Child Safety Scissors (Round Tip)
- 2 (50-80 Count) Bags of Flushable Wipes
- 1 (3x3) Pad of Sticky Notes

Parent/Teacher Communication

Our mornings go by very quickly, the teachers are busy welcoming and caring for the children; therefore, we encourage parents to communicate in electronically by using the “ProCare connect” instead of lengthy discussions and visiting at arrival and/or dismissal. If there is an urgent

need or concern, please inform administration and the teacher will be alerted as soon as the morning begins. Parents may request a meeting with their child's teacher at any time during the year. This can be arranged by calling the office. We will be happy to work with you to find an appropriate time for you to meet with your child's teacher as requested.

Individual Education Planes (IEP)

If a child shows signs of delays in learning abilities or signs of giftedness, a meeting will be scheduled with the parents to discuss the observations and to develop an individual plan for learning as well as offer referrals to the appropriate professionals, Howard County Child Resource Center or the family pediatrician, for a more formal evaluation and intervention.

Screen Time Policy

Moderation of screen time (which includes TV, videos, DVDs, computers, tablets, video games and handheld devices) is key for healthy development and staying active. Screen time should be limited to no more than 30 minutes a week while children are in KKCCLC and no screen time for children under age two.

Individual Child Assessment and Conferences

All children will have an individual assessment that is maintained throughout their time in KKCCLC. This assessment will contain observation notes, samples of work, photos and an assessment form with individualized goals for learning.

Conferences will be held quarterly a year to review the assessments and discuss the individualized goals set by you as well as by the class teacher. It will give you the opportunity to discuss your child's overall growth on an individualized basis. Conferences can be requested at any time throughout the year. Inform the parents of their child's growth. Should any concerns arise throughout the year, the child's teacher will call the parents to set up a conference.

Financial Policy.

TUITION EXPRESS APPLICATION

With this form, you authorize KKCLC to initiate debit entries from your checking or saving account to pay tuition and or fees. Please note that a Void check must be presented with this form. The check should have your name and address printed as proof of account ownership. If a check is not available for this account you must provide us with a letter from your bank to state the following: account owner(s), account status (active), account number, and routing number. The letter must be printed on bank letterhead and signed by a bank representative. **Online payments are available.**

Tuition payments on due every Friday, prior to care (except when Friday is a holiday, then tuition is due on Thursday). Payments made after Friday 6:30pm (close of business) will incur a \$30.00 late fee on Monday morning.

IF PAYMENT AND LATE FEE PAYMENTS ARE NOT RENDERED MONDAY MORNING, YOUR CHILD WILL NOT BE ACCEPTED.

Kids Kingdom Childcare accepts all major credit cards (with a 2.5% surcharge) checks, cash and money orders. All checks and money orders are payable to: Kids Kingdom Childcare.

The DSS pays a portion of day care services. Even if you are granted 100% daycare assistance it still does not cover Kids Kingdom Childcare rates, you will be responsible for the difference, a Copay. Copays are due Friday prior to care. Copay will be assessed anytime there is a change in voucher. If copay is not paid, childcare will be terminated

Return Check Policy.

A \$30.00 processing fee will be charged for any returned checks. After one (2) returned check, the only acceptable means of payment will be money order, cash or credit card. Failure to reconcile the returned check and fee will result to dis-enrollment of child/children and the return check and fee will be turned over to the District Attorney's office for prosecution and Check systems.

Late Pick up

Picking up a child after 6:30p.m. will result in a late fee of \$3.00 per minute. The late fee may be paid at pick up or with the next tuition. Please call if you know you will be delayed from picking up your child at the scheduled time so we may reassure your arrival.

Reserving Space

To secure a space for less than a month, a one week fee (nonrefundable) deposit will hold your child/children's space. In order to hold a space for more than a month, two weeks tuition per month will hold the space. This fee is nonrefundable and only applies to children not yet enrolled.

Medications

Kids Kingdom Childcare will only administer prescription medicine. Prescription medicine must be in the original bottle and labeled with the child's name, date, and dosage, the name of the medication and the doctor's name. Doses of prescription medication cannot exceed recommended dosage for any age without a doctor's written consent.

Written permission and directions from the parent are required before administering any medication. The medicine is kept in a locked container that is inaccessible to the children. Please give all medications to the teacher to ensure proper storage. **Never leave medication out on the counter or in a child's diaper bag.** If routine or extended periods of medication are necessary, arrangement must be with Administration.

When a child is enrolled, parents will complete forms authorizing emergency medical aid and list a minimum of one local emergency contacts other than the child's parents.

Wellness Policy

In order to protect the children in our center and offer excellent childcare, we need to ensure that we have policies in place addressing health and safety standards. Please help us by cooperating with the following policies for dealing with sick children in a group care setting:

- Please call the center if a child is going to be absent due to illness.
- If he or she has been diagnosed with something that may be contagious, we especially need to know so other parents can be notified. Parents will be alerted if the children have been exposed to anything contagious. In some

instances, a fact sheet will be provided so parents can be prepared for what symptoms may appear, how it is treated, and what the incubation period is. Once parents are notified that the child has become ill during the day, they will be expected to pick them up promptly. If parents cannot be reached or cannot leave work, we will need to notify the people designated to pick the child up in an emergency.

- Please keep in mind that, although a child's symptoms may subside, they may still not feel well enough to return to group care. Children who cannot fully participate in center activities should not return to care.
- Our exclusion from care is based on recommendations from the public health department and include, but are not limited to the following:

- **Fever:** Children should be kept home if they run a temperature of 100 degrees or more. They may return to care after being fever free without medication for fever reduction for at least 24 hours. Please do not medicate children to bring a fever down in order for them to attend. Children must be free of fever and other symptoms without medication for twenty-four (24) hours prior to return to school.

- **Vomiting:** A child who cannot hold stomach contents down, must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.

- **Diarrhea:** This is defined as loose watery stools that cannot be contained. If a child has three stools in a period of 2 to 3 hours that cannot be contained in the diaper or clothing, parents will be notified. Numerous germs can be passed through feces and if it is uncontrollable there is greater danger that it will spread, potentially infecting several children. The child may return to care once they have normal stools while eating regular meals.

- **Nose & Eye discharge:** Children who have thick, green, excessive discharge will need to be excluded from care until they have seen a doctor and it is under control.

- **Conjunctivitis:** Commonly known as pink eye, this is a condition that is very contagious. A child whose eyes are inflamed, red, itchy or draining with mucus needs to be removed from care. They may return once the child is on medication for 24 hours and there is no further drainage.

- **Open blisters or sores:** Any open place on a child's skin that is bleeding or oozes bodily fluid can be hazardous. The child needs to be excluded until the skin is crusted over.

- **Skin rashes:** All skin rashes need to have a doctor's note indicating the child is not contagious in order to return to care.

- **Sore Throat:** A child who has a sore throat especially if accompanied by fever or swollen glands should be kept at home.

A child with strep throat must have had at least 24 hours of an antibiotic to return to the center.

• **Respiratory Symptoms:** This includes difficulty in breathing, or continuous coughing to the point that the child cannot rest comfortably. Administration will give parents a copy when they are called to pick up that child. If the child is sent home one day because symptoms appear that require exclusion from care, they may not return the following day. Please understand we do not have adequate facilities and staff to meet the needs of both the ill child and the other children in the group. Therefore, we have no choice but to exclude ill children from group care. This also serves to protect all the children and staff members in the center from contagious diseases. Your cooperation is appreciated.

COVID-19

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of 10 days.

A doctor's note to return is required and a second negative test is strongly recommended.

If your child exhibits any of the following symptoms while at preschool, a parent will be contacted immediately for pick up. Please note that we are required to contact the health department and licensing if any symptoms arise with your child.

COVID-19 Symptoms:

- Coughing
- Sneezing
- Sore throat
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain & Headache
- New loss of taste or smell

Center Disclaimer for COVID-19

KKCCLC is taking every reasonable precaution to limit our families' and staff's exposure to COVID-19 while on our premises. KKCCLC is following the Maryland State Department of Health and CDC guidelines by using reasonable mitigation strategies which include, but are not limited to:

- Separating sick children and/or employees
- Educating families and employees how to reduce the spread
- Proper building ventilation, filtration and humidity control

- Practicing proper hand hygiene
- Practicing proper respiratory hygiene
- Routine cleaning and disinfection

Drop Off & Pick Up Procedures

Each child will enter the building at their designated classroom door. Upon arrival temperature will be taken. A brief health assessment will be done and your child will be escorted directly to the bathroom to wash their hands.

INCLEMENT WEATHER POLICY

In the interest of safety for our families and staff, Kids Kingdom Childcare will follow Howard County Public Schools for inclement weather closures. If Howard County schools are delayed, we will be OPEN on time. If Howard county school are delayed and then close, the Center will also close. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (i.e. Snow, ice ...) Kids Kingdom Childcare Families will be also notified of the decision, prior to 6:00am, in the following ways:

- λ Email
- λ Daycare recording

Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees. In order to ensure proper ratios of staff and children, please call to inform us when you intend to bring your child on these days. We thank you for your help in this! Please call if you have any questions.

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as to Kids Kingdom Childcare protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information. Outside of Kids Kingdom

Childcare, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information

Celebrations

Children love to celebrate; so, do we at Kids Kingdom Childcare! Teachers will send notices home concerning scheduled party details. In planning favors, treats, etc. we do ask that our policies about particular holidays be honored. Any questions regarding celebrations may be directed to administration.

Harvest Time is emphasized more than Halloween. Costumes may be worn, but please no ghost, witches, be littering, or other scary Halloween symbols.

Each classroom has **Thanksgiving, Christmas and Easter Celebrations.**

Birthday Celebrations

Parents may provide special snacks for their child's class on birthdays. All snack will be store bought, not homemade. Parties will be after 3:15pm during the week. If you plan to pass out invitation, please have enough for every student in his/her classroom. Parents should make arrangements with teacher and/or administration prior to child's birthday. Please check with your child's teacher concerning any food allergies before bring food to the classroom.

Kids Kingdom Childcare Discipline Policy.

The policy of Kids Kingdom Childcare is to guide children in a positive way by letting them know they are accepted, setting limits, and giving respect. A young child needs to feel totally and unconditionally accepted, setting limits, and giving respect. They need to know that their teacher loves them and God loves them. Limits are necessary to help them learn self-control. The limits help us to live and work safely in a world with others. Teachers set these limits the first week of school and through consistency the children learn them. Reasonable limits give children an

opportunity to choose their behavior. All children need to know they are important, respected, and loved. Discipline within the center's setting will seek to:

- Reinforce the positive behaviors of the child,
- Listen carefully to the child as they express their feelings,
- Model appropriate Christ-like behaviors (actions, words),
- Provide choices with realistic limits, and
- Provide logical, natural consequences (as described below)

Discipline Techniques

Praise and Encouragement”- Positive, kind words that acknowledge appropriate behavior will be spoken to reinforce future practice of the desired behavior.

Modeling-Staff members seek to model Christ-like attitudes, words, and appropriate behavior. So much of behavior is "caught than taught".

Redirection- This action is used is used to help a child move to another activity when the teacher sees a problem about to occur.

“Peace Table”- Children sometimes need to be removed from an area to a quiet place to think about their actions. This action is taken after the teacher has spoken to the child about his/her behavior. The child sits in the calm down area to think about their actions. The child sits for 2-4 minutes depending on the age of the child. At this time, the teacher talks to the child about the inappropriate behavior better solutions to the problem

Parent Involvement- The teacher will at times communicate with the parents about the child's behavior. Working together usually helps the child want to change their inappropriate behavior.

Sending the child home- This is done only if the child is behaving in an uncontrollable manner An example would be biting more than once a day. this is the last option when all other methods have failed.

“Parent Involvement”- The teacher will at times communicate with the pars about the child's behavior. Working together usually helps the child want to change their inappropriate behavior.

“Dismissal of a Child- The program reserves the right to dismiss any child

if, after entering, his/her behavior is not acceptable or is disruptive to the total group experience or if tuition and fees have not been paid according to the financial policy.

Meals and Snacks

Kids Kingdom Childcare participates in the USDA food program. We offer a balance meals and snacks. All meals and snacks are provided by the day care and school. They are served as follows:

7:30 – 9:00 am Breakfast

11:00 – 12:30 pm Lunch

3:00 – 4:00 pm Afternoon Snack

Children need to arrive before the cut off for all meals. Children play and learn better on a full stomach. If your child has allergies and/or restrictions to certain foods, extensive diet please bring an alternative breakfast, lunch and/or snack for your child. Any food brought from home must be clearly labeled with the child's name and current date. Please do not send candy or gum with your child. Birthday and special occasion treats are ok. Please be aware of diet restrictions in your child's classroom so that treats can be provided for all children. Please notify administration in advance if you are planning to send special foods

Holidays

Kids Kingdom Childcare Observes the following Holiday:

Labor Day Break for preparation for new academic year

Thanksgiving (and after)

Christmas (before & after)

New Year's Eve

New Year's Day

Dr. King Day

President's Day

Good Friday
Memorial Day
Independence Day

We will be closed for the days listed above. Full tuition will be due for any week containing a holiday.

I/we agree to cooperate with the general policy of the Child Care facility, to perform the obligations of parents and guardians as set forth in the PARENT HANDBOOK, and to abide by the rules and regulations as set forth by Kids Kingdom Child Care and Learning Center.

My signature below indicates that I have read and understand all of the policies set forth in this handbook.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Child's Name _____