



KIDS INC 

Family Handbook

Infant-School Age

This handbook is provided to all child care families upon enrollment.

If you need assistance with reading or interpreting the handbook, please feel free to contact any of our Center Directors.

Marion

1100 35th Street
Marion, IA 52302
(319) 447-6316
marion@kidsinc123.com

Cedar Rapids

6340 Muirfield Dr. SW
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(319) 841-2222
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<http://www.kidsincia.com>

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SECTION 1: INTRODUCTION TO KIDS INC.

KIDS INC. History

KIDS INC. has been providing excellent care for families in the corridor since 1989. We have dedicated ourselves to helping over 3,000 children learn and grow and we always welcome new families to our program. We have two quality rated centers in the corridor area; Marion and Cedar Rapids.

Mission Statement

KIDS INC. is committed to providing affordable and educational childcare in a safe, positive, and interactive environment. Our staff works to develop a caring and respectful relationship with children, from infancy through school-age. We strive on creating partnerships with families, to support each child's growth and development in order to create a meaningful and productive experience.

State Licensing

All of our child care centers are licensed and regulated by Iowa's Department of Human Services. Maintaining a license in good status indicates that a program meets or exceeds guidelines in a variety of areas including personnel; health and safety; nutrition; environment; and administration. If you ever have serious concerns about the care your child is being provided, please contact: Linn County Department of Human Services Office, 411 3rd St. SE, Suite 400, Cedar Rapids, IA 52401 or (319) 892-6827.

Our Staff

KIDS INC. staff are expected to maintain professionalism, including, but not limited to, the following tasks:

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- Having good communication and listening skills
 - Being honest and fair with everyone, especially children
 - Being patient and redirecting children in a positive manner
 - Facing conflict constructively and teaching better choices
 - Respecting and accepting all clients
 - Conducting oneself in a professional manner
 - Always having a positive attitude

All KIDS INC. staff must pass a thorough check of personal references, criminal and child abuse record checks, and health examination. Because health and safety are important to us, each staff member is first-aid and CPR certified and trained in Universal Precautions and Mandatory Child Abuse Reporting. All staff must complete a 12-hour Essentials course to be trained in the general care of your child. In addition, each staff member is required to participate in professional development opportunities related to child development and education.

SECTION 2: ENROLLMENT AND REGISTRATION

Admission Criteria

Ages 6 weeks – 12 years.

KIDS INC. does not discriminate against any child on the basis of race, religion, national origin or sex. Admission of children with physical or mental disabilities will be left to the sole discretion of the director. This decision will be based upon the severity and limitations of the child, as well as the ability of our staff to meet the needs of your child.

Room	Ratio	Max Capacity	Room	Ratio	Max Capacity
Infant	1:4	16	Crawler	1:4	16
Lil Ones	1:4	16	Big Ones	1:4	16
Twos	1:6	24	Threes	1:8	24
Threes Pres	1:8	24	Jr Pre	1:8	24
PreK	1:12	24	School Age	1:15	60

Kids Inc Cedar Rapids is licensed for 275 children.

Enrollment Requirements

Obtain, complete and return the following forms one week prior to child’s first day of care:

- Enrollment Form
- ACH Form
- Child’s Physical (must be no more than 12 months old and signed by doctor)
- Iowa Immunization Certificate (signed and dated by the child’s physician)

*Enrollment Form and ACH form must be turned in before child’s spot is held.

Schedule a time to meet with the center director after one week of service. This is to discuss any questions or concerns regarding your child’s care.

Record Retention

Annual reviews will be required for parents to make sure that we have the most accurate and up-to date information. Parents will be required to fill out new forms and/or initial and date these forms to indicate the information has been reviewed and verified.

* Parents are responsible for updating any changes in personal information.

Registration Fee

There will be an initial registration fee of \$100 per family. This fee secures placement for your child in the program. Registration fees are non-refundable. This will be assessed through ACH when all of the registration and enrollment forms have been returned. (One week prior to your child's first day of care)

When reserving a spot for infants, a \$100 deposit is due in addition to your registration fee. This deposit will go towards your first week's tuition.

*School age registration fee is \$50 per child and will be assessed through ACH.

SECTION 3: ARRIVAL AND DEPARTURE POLICIES

Hours of Operation

Hours of operation are from 6:30 a.m. until 6:00 p.m.

Monday – Friday, except for designated holidays.

KIDS INC. will be closed for the following holidays:

- New Year's Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve - Closed at 3:00
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If a holiday falls on a Saturday, KIDS INC. will be closed the previous Friday. If a holiday falls on a Sunday, KIDS INC. will be closed the following Monday.

*Tuition is not prorated for holidays and must be paid as normal.

Drop- Off Policy

To ensure that our centers run efficiently and our teachers can maintain their daily routine and have adequate supplies, please drop off your child no later than 9:00 am. If you plan on arriving after 9:00am you are required to call the center to inform them of your late arrival or absence. If you arrive after 9:00 am without letting the center know, we cannot guarantee a spot for your child due to staffing ratios.

Pick- Up Policy

All KIDS INC. locations close at 6:00 pm. All children are expected to be picked up by a parent or authorized guardian by 6:00 pm. If a parent knows he/she will be late picking up their child, we ask that the center be notified via phone. If a parent/guardian arrives after 6:00 pm., families

will be charged a designated late fee via ACH the following week. A late fee of \$5.00 per child for the first five minutes and \$10.00 per child for every fifteen minutes thereafter. Child care may be terminated for non-payment as well as repeated late pick-ups.

Attendance Procedure

You must walk your child in and out of the building and sign them in and out on the attendance sheet located in each classroom. Only persons identified on the pick-up authorization form will be allowed to pick up your child, unless written notification has been given to the center director. We cannot allow a child to walk home without supervision of an authorized person. Children may not sign themselves in and/or out of the center. All authorized pick-up persons are at the discretion of the director of each site.

Access to child(ren)

Parents shall have 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 provider, unless parental contact is prohibited by court order. We will refer to the Emergency Contact list provided by the child's parent when releasing children from our care. We will not release or allow contact to children without prior written consent by a parent or legal guardian.

Emergency Closing

KIDS INC. may close due to inclement weather conditions if deemed necessary for the safety of the children, parents, and staff. Announcements of the center closing due to inclement weather will be passed on to the local news stations and radio stations. If the center closes early due to weather conditions, staff will contact parents to pick up their children. A staff person will remain at the center until all children have been picked up.

SECTION 4: DAILY PROCEDURES

Personal Belongings

Depending on the age of your child, several items are required from families for each child.

*If these items are not provided or we run out, you will be required to pick up your child or bring supplies within 30 minutes of notification.

- Infants & Toddlers (age six weeks through twelve months) are required to bring several extra outfits, enough bottles (pre-made) formula and/or breast milk for each meal (Bottles will be sent home daily to be sanitized and disinfected to prevent illness or missing parts), and diapers and wipes.
- Ones & Twos are required to bring at least one extra outfit, diapers or pull-ups, wipes, sippy cup/water bottle for water only (sent home on Fridays), sunscreen and naptime necessities.

- Threes, Jr. Preschool & Preschool are required to keep at least one extra outfit at the program for accidents/messy projects/play, sunscreen (see below), Sippy cup/water bottle for water only (sent home on Fridays), and naptime necessities.
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Make sure that all extra clothing kept at the center is weather appropriate. In addition, please make sure to bring your child to the program each day in clothing appropriate for the respective season. Weather permitting, the children will be outside year-round so hats, gloves, boots, and winter jackets are necessary in the winter, and cool clothing and sneakers are necessary in the summer.

Please clearly label all of your child's belongings

It is up to the discretion of your center's director as to whether they will permit toys or other personal items from home. Please keep in mind however, that KIDS INC. is not responsible for lost, damaged or stolen items. Toys that are valuable (such as electronics) should be left at home. Any toys that are brought in should be labeled with the child's name.

Pacifiers

Any pacifiers must be approved by US CPSC (not recalled) and use as the manufacturer's intends/instructions state. If a parent wishes us to use a pacifier in a manner different than US CPSC approves and/or the manufacturer instructs, a doctor's note shall be obtained.

Sunscreen

Sunscreen will be applied during the summer when appropriate. Only sunscreen with a SPF of 35 or higher is accepted. Please inform the staff if your child is allergic to one of these brands, so that another brand may be used.

SECTION 5: TUITION AND FEES

Automatic Payment

Effective June 1st, 2016 all future enrollments must make childcare payments electronically with a checking or savings account. A Direct Debit Authorization form must be completed and returned one week prior to child's first day at the center. Special arrangements must be discussed and arranged with the Director if unable to make electronic payments.

Payments cannot be made with a credit or debit card at this time.

Tuition Information

Rate varies for each center. Please contact the center of your choice directly.

There is a 10% discount for each additional full time child (off of the least expensive tuition rate) All tuition is paid by ACH the Friday prior to attendance. Tuition and fees are due regardless of whether your child is in attendance. Weekly tuition will be charged unless a two-week written

notice is given prior to removing the child from the program. Additional fees may occur for field trips or other activities.

Families who will have two different parties paying their child care must work with our accounting department to set this up. Bank account information must be kept up to date. If funds are not available an additional fee of \$25 will be charged. Continuous NSF charges may result in termination from the program.

Vacation Rates

Families are allowed two weeks of vacation per calendar year (January – December) at a rate of 60% of normal tuition. (2 weeks of written notice must be given to director of the site)

Families who would like the option of holding their child’s spot through the summer months or any other extended period of four weeks or longer must pay 60% of their regular tuition.

Withdrawal

If, at any time, you decide to withdraw your child from any of our child care programs, KIDS INC. requires a two-week written notice provided to the Center Director.

If a two-week notice is not given, families will be charged for two weeks of care.

Semiannual Fee

A semiannual fee of \$50 per family will be assessed through ACH on the first payment of January and July. This fee helps defer the cost of the following:

- Updating of children's records (to be compliant with DHS license regulations)
- Extra-curricular activities/events
 - Guest Speakers
 - Field Trips
 - Special Monthly Themed Activities
 - Holiday Events
- Staff Development Training
 - Mandatory DHS Training
 - Child Development Courses
 - Curriculum Training

SECTION 6: GENERAL POLICIES AND PROCEDURES

Children are always learning. They are learning through play activities and interactions with the adults and other children around them. The word “discipline” means to learn. It is to be expected that children will misbehave and test limits as they are learning about their environment. We have a proactive discipline policy, meaning that we try to anticipate problems before they occur. The classroom environments are set up so that each child will experience success.

Curriculum

The philosophy behind Creative Curriculum is that young children learn best by doing and through play. In the early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). Lead teachers will create weekly thematic lesson plans that include: gross motor skills, fine motor skills, art, crafts, group time, learning centers, stories, music and movement, science and sensory, and special activities.

Field Trips and Transportation

We believe field trips provide the opportunity to enhance your child's real-life development. Parents will be notified in advance for each field trip that occurs. If you have a concern about the form of transportation for your child, you can drive your child to and from the field trip or you can choose to keep your child home during the hours of the field trip. Please speak with the site Director, Assistant Director, or on-site supervisors if you have concerns about field trips. If you arrive at the center after your child's class has departed, we cannot guarantee that care for your child will be provided. We must maintain the staff to child ratio in all rooms, at all times, as required by the DHS Licensing regulations. Emergency contact information, first aid, and a working cell phone will always be carried when children are being transported.

Infant Shoeless Policy

For the health and safety of our littlest KIDS INC kids we have a strict shoeless policy in our Infant and Crawler rooms. Shoe covers will be provided to wear over your shoes upon entering the room if you prefer to keep your shoes on. The shoe covers are located outside of the Infant and Crawler rooms in fabric bins. As you exit the rooms, place the reusable shoe cover back in the bin for the next parent/staff member to use. Please note: this is a shoeless policy, however, bare feet are not acceptable either.

Positive Programming

Positive Programming refers to building trusting relationships; teaching appropriate social skills; teaching children to self-evaluate and self-monitor their behavior; and teaching specific communicative alternatives to challenging behaviors. We strive to develop a positive relationship between the teacher and the child as an individual. Setting clear, appropriate, and consistent limits provides children with information about what behaviors are expected. We also believe that if an interesting and challenging program is offered to the child, then discipline problems will be kept to a minimum.

Conflict Resolution

Each center provides an environment where positive behavior and conflict resolution is encouraged. We encourage and teach children problem solving skills using verbal and non-verbal techniques.

Specific Strategies We Use:

- Praise positive behavior
 - Establish and follow procedures/classroom routine without long waiting periods
 - Use face, voice, touch, motion and language to help children respond to stimulation and manage emotions
 - Use physical proximity between teachers and children to be able to listen, talk, and assist with conflicts
 - Replace the word “no” with positive language, such as “walking feet in the classroom”
 - Provide opportunities to move around, be active, and play throughout the day
 - Give older toddlers, preschoolers and school age kids the time and attention to work it out themselves – so long as no one will be hurt
 - Use language with infants and young toddlers to talk through the solution as the intervention occurs
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Time Out Policy

Time Away – is when a child who is having a difficult moment is kindly invited to sit somewhere, near a staff to then express their feelings and eventually cool down. Time away is only used for children age 3 and up. This is limited and will not exceed the child’s age.

Follow the four steps of Time Away: asking questions, attending to classroom and children, taking action early, and teaching children how to make amends:

1. Ask the child
 - Use questions to stimulate independent thinking
 - Use questions to allow them the opportunity to be “right”
 - Ask rhetorical questions to children who are younger, and then also provide a verbal solution
2. Attend
 - Verbally recognize changes being made – on their own and with your help
 - Learn about the emotions and help teach the child about the connection between thoughts, feelings and behaviors
 - Discover alternatives that you want to teach and then introduce to the child
3. Action
 - Stop incorrect or unsafe behavior
 - Repeat behavior the correct way
 - Allow a teachable moment by introducing the correct behavior and expect the child to use the correct behavior without consequence
4. Amend
 - Teach how to resolve conflict

- Teach how to make it right with the person wronged
- Teach how to think about others' thoughts and feelings
- Do not force apologies

Calming Areas- are locations used for children under the age of 3 to help redirect undesired behaviors and allow children to better understand their emotions. Calming Areas are designated locations in the rooms with distracting stimulants such as books, pictures, and sensory objects.

Developing self-regulation, the ability to control one's own feelings and behavior, is a primary task of early childhood. It takes time. Infants, toddlers, preschoolers and school age kids have immediate and intense feelings of joy and excitement, as well as feelings of anger and frustration. They are learning how to stop and think about what they are feeling, why they are feeling it and what to do about it. They may not have the verbal language to express their feelings. Learning to self-regulate is a slow process that requires patience and understanding of what each child is able to do at his or her specific stage of development.

Physical aggression, temper tantrums, and biting are among the most challenging behaviors. Many caring teachers struggle to deal with these behaviors every day. The first step is to try to determine the cause of the behavior. Challenging behaviors are often cries for help. Children who use these behaviors may not know how to express their feelings in other ways. Try to imagine what the child might say if he or she could, and focus attention on what a child may need rather than what the child is doing. Needs to consider include: connection/nurturance, protections, independence/control, quiet/alone time or stimulating activity.

When dealing with challenging behaviors of any kind, keep in mind there is an underlying reason behind all behavior. Children who misbehave may not feel safe or connected to others. They may lack the foundation of trust necessary to experiment with doing constructive activities of their own, and seek adults to form a relationship and rebuild trust. They need opportunities to express their fears and anger appropriately – through creative art, dramatic play, storytelling and talking with caring adults –only then will they be ready to learn.

We Will Never Discipline By

- Striking, slapping, or any other form of punishment that causes physical discomfort
- Punishing a whole group for the misbehavior of one member of the group
- Denying food or drink
- Yelling and/or humiliating the child verbally or physically
- Forcing a child to sit for long periods of time. The “time away” procedure will be used for short time durations not to exceed the child's age, for children who have reached age

3, and only repeated when the child's behavior dictates additional separation time may be of benefit

- Using anger or scare tactics to frighten a child into appropriate behavior
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Biting Policies

Even in the best child care programs, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. This is an unavoidable consequence of grouping young children together. When it happens, it can be frustrating and very stressful for children, parents and teachers. However unfortunate, biting is a natural occurrence among children under age three, and is not something to blame on children, parents or teachers. There are also no quick or easy solutions.

Reasons Why Children Sometimes Bite

- Teething – Pain in the mouth may cause the infant or young child to relieve the pain by putting pressure on the area of the pain, therefore a bite occurs
- Experimentation – An infant or young child may take an experimental bite to touch and/or taste other people and learn more about them.
- Exploration – Infants and young children are exploring cause and effect, they are learning about how to make things happen and why things occur; young children like to have an impact on their world.
- Interaction – Infants and young children are trying to approach or interact with another child
- Expression – Infants and young children experience the same variety of emotions as others; biting is often a manifestation of different emotional feelings at different ages and stages of development; however, they also lack the language skills to verbally express the emotion or they may lack the skills necessary to cope with situations and feelings. Therefore, when experiences of frustration, stress or anger occur, often times so does biting.
- Stress – Often times when an infant or young child is overwhelmed by too much noise, confusion, or excitement, or when too much is going on around them, this intense emotion can cause children to feel powerless or helpless and as a result, biting may occur.
- Connection – At times biting may occur if a child is in want or need of additional attention; biting guarantees a connection and attention will occur and make someone focus on them.
- Imitation – Infants and young children are constantly learning. When they see or experience biting, they too may learn this behavior and begin to bite as well. This is also considered a type of experimentation.

- Protection – If an infant or young child is feeling threatened, feeling that their possessions are being threatened, or feeling they are in danger, they will protect themselves or their property (toys being used) by the use of biting.
- Tension – Infants and young children are sensitive and can sense when the adult or the environment around them is unpredictable or tense; as the tension for the adult increases, the adult is less available emotionally to the children, the child may sense a loss in their secure base and the result may be a bite.

Ongoing Prevention and Intervention Biting Plan and Resources

Our goal at KIDS INC. is to focus on preventative measures. We maintain our observations so we can anticipate when a child might bite and we intervene accordingly. However, if a biting incident occurs in a classroom, we will create and carry out ongoing preventions and interventions. This plan may include some or many of the following:

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- Offer cool teething toys or pain reliever – based on parent and/or MD discussions and/or recommendations.
 - Provide a variety of sensorimotor experiences to satisfy curiosity – such as finger-painting, preparing and eating food, or engaging in sand and water play.
 - Give infants and young children more opportunities to interact with one another while simultaneously guiding their behavior, encouraging positive interactions, and playing alongside them to support them during play.
 - Watch for signs of increasing emotions such as frustration, monitor for potential conflict, and guide the situation using strategies developed through Positive Behavioral Supports and provide language for the situation.
 - Reinforce positive social behavior – provide infants and young children with additional physical contact through nurturance, holding, and positive language; increase play support.
 - Model loving supportive behavior, offer language to address conflict, and offer positive alternatives to address negative behaviors.
 - Provide support and assurance so the children recognize the safety provided and protect them and the toys being used from other children who may be attempting to take them.
 - Work with adults to address their personal or classroom tensions and stress management techniques.
 - Talk with the teachers in the classroom.
 - Hold a team meeting among the teachers, parents, and Child Care Leadership Team.
 - Invite a specialist from Grant Wood Area Education Agency to observe and help explore interventions.
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When a Biting Incident Occurs

When a biting incident occurs, KIDS INC. employees will manage the incident in the following manner:

The Biter

- Immediately assess the situation and provide an intervention listed above.
 - State clearly and calmly that biting is not all right. However, we will avoid being overly dramatic to ensure the response does not make the act of biting more interesting or appealing, and to be sure the tone of voice does not act to punish the child through shame or guilt.
 - When appropriate, the child may be invited to help care for the bitten child to learn the opportunity to help and leave the role of the aggressor, while developing caring behaviors.
 - Notify the parent verbally (either in person or by phone call) and in writing through the use of the incident report.
 - To maintain confidentiality, the discussion will occur away from other parents.
 - The written incident report will be secured in the child's cubby away from other parents' view.
 - Additionally, we may recommend that parents notify their pediatrician to discuss options to address the biting.
 - If several incidences occur over a short period of time, the parent of the child biting may be contacted immediately.
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The Bitten

- Respond to the situation promptly, treating and comforting the child.
 - Assess any injuries and apply first aid, which may include washing the area with soap and water, application of the ice pack to reduce swelling and bruising, and application of a band-aid.
 - Notify the parent verbally (either in person or by phone call) and in writing through the use of the incident report.
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- To maintain confidentiality, the discussion will occur away from other parents.
 - The written incident report will be secured in the child's cubby away from other parents' view.
 - Additionally, we may recommend that parents notify their pediatrician to discuss options to address the biting.
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Confidentiality Related to the Biting Policy

KIDS INC.'s confidentiality policy applies to biting incidents as follows:

- We will not discuss the affairs of one family with another family without prior mutual consent, nor will we release family information to parties outside the center or to the general public.
 - Please feel free to discuss these concerns with the Administrative Team and trust there are strategies being implemented to decrease the incidence and provide safety and security to all the children entrusted in our care.
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Extreme Physical Aggression

The following procedure will be used for a child who exhibits physical aggression, which puts themselves or others around them in danger of being injured. These behaviors include but are not limited to throwing objects, tipping chairs, tables or other pieces of furniture, biting staff members, physical contact which is intended to cause harm or threats with objects such as a scissors or other object which may inflict injury.

- STEP ONE: Child will be kept away from other children. If this is not possible, the other children will be moved to an alternate space until the child no longer poses a risk.
 - STEP TWO: If aggression continues and staff is not able to use verbal cues to stop the behaviors, the child will be warned and parents will be notified to pick up their child immediately.
 - STEP THREE: If the staff member feels that their safety, the child's safety or the safety of the other participants are at risk, the child will be placed in the office to await pick-up.
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Any child who behaves in a manner which poses a safety risk to themselves, the other participants or staff, may be asked to leave the program for the day, several days or permanently. In addition, children and/or their families will be required to pay for items damaged by children during an outbreak.

SECTION 7. HEALTH AND SAFETY

Hand-washing

There are several times throughout the day where staff and children must follow proper hand washing techniques:

- Upon entering the classroom
- Before and after serving food
- After diapering/using the toilet
- Wiping noses and handling bodily fluids
- Giving medicine or first aid

- Handling animals
 - Playing in water/sand/dirt
 - Handling garbage
 - Start/End of shift
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Nutrition

KIDS INC. serves each child a nutritional breakfast, lunch, and snack that is carefully selected to ensure that they meet the governmental guidelines for the basic food groups, vitamins and other nutrients and portion size according to your child's age. The food service staff prepares and provides a diverse menu, comprised of a variety of foods, presenting to the children an opportunity to experience and enjoy a varied diet. Menus are planned one month in advance and are posted on the parent bulletin board in each room. Children enrolled in the early childhood centers are served breakfast, lunch, and an afternoon snack daily. The price for meals is included in the weekly tuition rate. Staff provide supervision at the table during meal times. Children will not be denied food for any reason. Exceptions and/or substitutions to the menu will be made for allergies, medical conditions, or religious preferences. An allergy/exception statement must be signed by your child's physician and on file at the center in order to provide a food substitution. Outside food can be brought into the center and at the director's discretion. All outside food must be stored with your child's belongings and be brought home every day.

Safe Infant Sleep

KIDS INC. follow the safe sleep policy for infants up to one-year-old, as recommended by the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden death of an infant under one year of age, which remains unexplained after a thorough investigation.

Sleep Position

- Infants will only be placed flat on their backs to sleep.
- Infants with special health care needs may need a sleep positioning waiver signed by the infant's primary care physician.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS and may actually increase the risk of SIDS.
- Infants will not be left to sleep in infant carriers, car seats, strollers, infant swings, etc.
- Pacifiers will be cleaned after each use, checked for tears, and will not be coated in any solution, sweet or otherwise.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back they can remain in whatever position they prefer to sleep.
- Infants will not be placed on the floor to sleep

- Only one infant will be placed in a crib to sleep. Siblings, including twins and triplets, will be placed in separate cribs.
 - The crib will have a firm, tight fitting mattress covered by a fitted sheet and will be free from all loose bedding, toys, and other soft objects (blankets, pillows, stuffed toys, etc)
 - Sleep sacks will be provided upon request.
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Sleep Environment

- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable.
 - Bibs and pacifiers will not be tied around an infant's neck or clipped onto an infant's clothing during sleep.
 - Smoking is not allowed in Iowa child care businesses.
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Supervision

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
 - A staff member will maintain constant visual and hearing monitoring of sleeping infants.
 - When an infant awakes, the infant will be removed from the crib and placed on their stomach for supervised "tummy time." This will help babies strengthen their muscles and develop normally.
 - Infants will spend the majority of their awake time in nonrestrictive environments. Infants may be placed in swings or bouncer/ infant seats for no more than 15 minutes a day while they are awake.
 - Infants will not be placed in car seats by our teachers while under our care for any reason.
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Illness Policy

One of the primary goals of KIDS INC. is to provide a safe and healthy environment for all children enrolled. Although teachers take precautions to prevent the spread of illness, children in child care settings are sometimes exposed to germs and may catch an illness that prevents him/her from attending the program. We highly recommend that parents arrange back-up child care arrangements for their children in advance so when such an instance arises, stress for your family is minimized, and the comfort of your child and health of the other children enrolled in the program are considered.

Children should be kept home or will be sent home if any of the following symptoms have occurred with the last 24 hours.

- Fever of 101 degrees or higher. A lower fever may be a concern if it occurs in conjunction with one or more other symptoms.
 - Vomiting
 - Diarrhea (Three or more within a one- hour time period)
 - Thick nasal discharge
 - Pronounced or persistent coughing
 - Rash without fever or behavior change unless professional determines it is not a communicable disease
 - Pink eye (until 24 hours after treatment has been started)
 - Mouth sores with drooling
 - Impetigo (until 24 hours after treatment has been started)
 - Strep throat (until 24 after treatment has been started)
 - Chicken Pox (until all sores have dried and crusted, typically 6-7 days)
 - Pertussis (until at least five days after treatment has started)
 - Mumps (until nine days after onset)
 - Hepatitis A, Measles, Rubella (once cleared by a health care professional)
 - Lice and scabies (may return 24hrs after first treatment and nit free)
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If your child becomes ill while under our care, the child must be picked up within one hour of notification. If our staff notice signs of these symptoms you may receive a courtesy call to inform you of possible illness. If we cannot reach you or response has not occurred within 30 minutes of the initial notification, we will begin trying to reach the individual(s) you have listed on the Pick-up and Emergency Contact Authorization form. While waiting to be picked up, your child will wait in a “quiet area” provided in the classroom or with the administrative team. When sick children are kept at home, all of the children and their families benefit from better health. Please remember that all symptoms must have disappeared at least 24 hours before returning to the program. In some instances, a physician’s note of good health may be required before a child will be allowed to return.

A child that is too ill to go outdoors is considered too ill to be at the center. We will expect all children in attendance to go outdoors if the class is going outdoors.

In the event there is a communicable disease identified, KIDS INC. will post a notice of that illness, including the classroom in which it was identified, and signs and symptoms to look out for. Further information regarding each specific illness can be found in the office of the centers.

Medication

All KIDS INC. staff will be required to take a medical administration class, in order to guarantee all children are in the best care possible. Medication can only be administered if in its original container, labeled by the pharmacist with the child’s name, physician’s name and name of

medication and dosage instructions. Families must also fill out a medication consent form in order for staff to administer the medication. If a child is placed on an antibiotic, the child needs to be on the antibiotic for at least 24 hours before returning to the program.

*REMINDER: Even if your child is on an antibiotic, he/she may not return to the program until he/she is fever-free for at least 24 hours without the use of a fever-reducing medication such as Tylenol.

Staff must keep record of each time medication is given (time, amount, and initials of staff member administering the medication). If the child's dosage changes, a new medication authorization form must be filled out, signed, and dated by the parent or guardian.

Topical Non-Prescription Medication

Topical medications may be administered to a child only with the written permission of a parent. If staff notices an adverse reaction to the medication, we reserve the right to request a physician's note to continue use of the medication at the program. Medications will only be given according to the dosage on the package, unless otherwise directed by a physician. This policy applies to all topical medications.

Additional items which require a consent form:

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- Diaper rash cream
 - Sunscreen
 - Medicated Chapstick
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Accidents and Incidents

Incident Reports will be completed any time a child is injured while in our care, there is a behavior concern, or there is a change in the child's health status. The staff member who observed the incident will complete the report and the parents will be asked to sign a copy of the report at the end of the day. One copy will be given to the parent and one copy will be maintained in the child's file. Depending on the severity of the accident, illness, or incident, families may be contacted immediately. In the event where skin is broken, staff will use the training they received during Universal Precautions to contain bodily fluid or any infectious material from contaminating staff, other children, and the environment by using protective barriers, EPA registered products to clean and disinfect, and proper disposal. Staff and children will follow proper hand washing techniques before and after any incident.

Mandatory Child Abuse Reporting

The people who care for your child have a special status under the law. They are Mandatory Reporters of Child Abuse. They are required by law to report any signs or suspicions related to any physical or emotional abuse of your child or any situation where they reasonably believe that neglect or denial of critical care may have occurred.

This would include leaving a child unattended in a vehicle, not using proper child restraints in a vehicle as required by Iowa law for the child's age/weight, and concern that the pick-up person is under the influence of any substance that would impair their ability to transport and/or care for the child.

Teachers will consult with their supervisors at KIDS INC. and communicate any reports to the Department of Human Services or the Cedar Rapids/Marion/Coralville Police Department as deemed necessary. Teachers are not required to tell a parent about the report. Trained professionals decide whether or not abuse/neglect actually took place. All children get bumps, bruises and scrapes as part of growing up. It is most important, however, that you tell your child's teacher about any unusual injuries or conditions.

Keypad Entry and Keypad Code Changes

KIDS INC. Early Child Care programs utilize a keypad entry system to ensure the safety of all children and staff, the keypad code will be changed in any of the following instances:

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- Minimum of four times per year: January, April, July, October.
 - When protective orders have been filed- in addition to the keypad code change, a copy of the paperwork and a picture of the alleged adult will be placed in the child's classroom, in the child's file with the Administrative Team.
 - When a child is removed from home- In addition to the keypad code change, paperwork is shared as in the case of protective orders.
 - When terminations are initiated by the KIDS INC. for either the employee or enrolled family and under the approval or direction of the of the Center Directors.
 - Any other special circumstances warranting an immediate code change and under the approval or direction of the Administrative Team.
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Each KIDS INC. center and site are equipped with an Emergency Preparedness Plan that has been approved by Iowa Department of Human Services.

Dangerous Adult The police will be notified immediately (911). The individual will be advised to leave and informed that the authorities have been contacted. If the person leaves before the authorities arrive an attempt will be made to note the individual's license plate number and give a full description of the individual. If the person is in violation of a court order (a copy must be on file), an attempt will be made to put the child into a locked area with a staff member.

Under the Influence (Drugs or Alcohol)

If a staff member believes that a parent/guardian or emergency contact is under the influence when arriving to pick-up a child, the staff will ask if another authorized individual can be contacted to pick up the child. A staff member will remain with the child until an alternate person arrives. If the individual who is believed to be under the influence leaves with the child the police and Child Protective services will be notified immediately.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency.

In addition, the form allows KIDS INC. staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary. If a child becomes ill or injured after arriving at the center, the Center Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called. Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives. If the child requires immediate medical attention: The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911. A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.

Fire, Tornado, Bomb or Other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and meet in a predetermined location. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

Blizzard/Severe Winter Weather

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Center directors will notify parents via email, phone, Facebook, and local news station. Routine classroom activities will continue until parents arrive.

Missing or Abducted Child

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search. If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Local Police Department and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents contacted. Center directors are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child. If power is not restored within two hours of failure, the center will close and parents will be notified.

Weapons

KIDS INC. Learning Centers will not permit or tolerate the possession, display, or use of weapons by any person on any company premises or vehicles. Children who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto company property or vehicles. Violations of this section will be reported to law enforcement agencies in accordance with law. Weapons under the control of law enforcement officials shall be exempt from this policy. Definition- Any object which could be used to injure another person and which has no educational-related purpose will be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Please note: Translation, reading assistance, etc is provided if needed.