Kiddy Land Early Learning Center
1031 Fairground Rd
Madison, GA 30650
706-342-3680
www.kiddylandofmadison.com

Parent Handbook

Policies and Procedures

Play, Learn, and Grow... Together!
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Welcome to Kiddy Land Early Learning Center, Inc.

Kiddy Land Early Learning Center, Inc. was started by mothers wanting quality child-care and age appropriate early learning experiences in March of 1991. As a family owned and operated center, Kiddy Land welcomes positive family involvement and encourages a parent-teacher approach where the need of the every child comes first to obtain successful early childhood education and school age care. Today, Kiddy Land is a second generation family business focusing on achieving the best. We have been awarded many times for our achievements including the Bright from the Start: Georgia Department of Early Care and Learning’s "Center Of Distinction" award. This is only awarded to 80 licensed centers out of 3,063 in the state of Georgia. We are also a Quality Rated Program in the State of Georgia.

**Mission Statement:** *We at Kiddy Land want all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring, and learning with others in a safe, fun and healthy environment.*

At Kiddy Land, children come first! We love children and ensure that each staff member hired has a special passion for children! We hope your family’s experience at Kiddy Land Early Learning will be an enriching and delightful experience!

This manual outlines what you may expect from Kiddy Land and what Kiddy Land expects from you in return. We hope it will be helpful. Feel free to contact the Director with any questions in relation to our policies and procedures.
Policies & Procedures for Kiddy Land Early Learning Center, Inc.

Kiddy Land Early Learning Center, Inc. does not discriminate in its personnel or admissions practices or services on the basis of race, color, national origin, sex, religion or disability (in compliance with the Title VI of the Civil Rights Act of 1964, the American Disabilities Act of 1990 and statutes.) The center will provide service to children with disabilities in the most integrated setting appropriate to their needs and will make a reasonable modification to its existing policies, practices, and procedures necessary to ensure all full participation in its services by persons with disabilities.

Inclusion
Kiddy Land Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If we will feel based on our professional experience and training that your child shows signs of developmental or speech delays, we will ask parents for a meeting to discuss our concerns. With parent permission, we will help contact Babies Can’t Wait or Morgan County School Services to conduct further screenings, and we will allow them to guide us together to make the best decisions for children in our care.

Non-Discrimination
At Kiddy Land Early Learning Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality
Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.
OPERATION INFORMATION & CLOSINGS
We provide services to children between the ages of 4 weeks to 10 years of age Monday to Friday. We are open from 7:00 a.m. to 6:00 p.m. We ask that all children be picked up by 5:50 p.m. in order to provide time for closing staff to secure the building and close down classrooms. All children must be in the building by 9:30 a.m. to attend school for the day. We will be following the Morgan County School System Calendar. We will only open when the Morgan County School System is open. The school calendar for operating days can be found at www.kiddylandofmadison.com. We ask that children be picked up before 10 hours of childcare. We set the 10 hour policy for staffing purposes, and ultimately we feel that after 10 hours of childcare, children should be in the care of their parents. If your child attends at 7:00 a.m. then they should be picked up no later than 5:00 p.m. If your work arrangements require driving or extended meetings, please see the Director for special circumstances and arrangements regarding this policy.

BAD/INCLEMENT WEATHER
The center will be closed when the Morgan County Public School System is closed. Announcements will be made on channel 2 & 5.

EMERGENCY PROCEDURES
In case of fire: The person discovering the fire will pull the fire alarm. All children will evacuate through the nearest exit and report to the designated area located at back fence away from the building. Infants will be placed in fire safety cribs located near the entrance of their room and rolled to safety. Director will check all rooms and bathrooms. All teachers will check attendance and notify director. The Director will notify parents by telephone as soon as safety permits. Fire drills are held monthly, timed and documented. All staff will follow evacuation routes that are posted by each classroom exit with the exception that the fire is located near that route and in that case staff will quickly find the safest route out of the building and will guide the children to safety.

Severe weather: Children will be moved away from windows, and we will listen to radio and television for updates. In the event of a tornado or hurricane, the siren will be set off by county officials. All children will be put in protective positions away from windows until siren stops. The county siren is located on a pole across the street from our center. If we are under an active siren for severe weather, we will not dismiss children. We always welcome parents to come in and sit with us during the severe weather; however, we do not feel that it is in the best interest of children to release during an active warning. If parents decide to take children against our request when we are in “lock down” mode, Kiddy Land will not be held responsible for potential consequences of that decision. We will do our best to inform parents of the severity and encourage them to stay as much as we possibly can.
**Loss of heating, cooling and electricity:** The director will contact the electric, gas or other utility company to report power outage. The director will contact local heating and air maintenance company if needed. Children will be made comfortable: Hot-open windows cold-put on jackets or blankets. The director will notify parents if the power will be out for an extended period of time. You will be contacted by telephone and notified you need to pick up your child.

**Loss of water:** The director will call the city water department. We will have bottled water available. If water will be out for an extended amount of time we will have water available for hand washing and toileting purposes. The Director will notify parents by telephone if water will remain out of service for an extended length of time.

**Emergency evacuation of building and grounds:** The staff will be notified in advance to keep children calm. Children will be evacuated to the Ingles parking lot at 1441 Eatonton Road Madison, GA 30650, in an orderly manner. Staff will check attendance and parents notified by the director (by telephone).

**Bomb Threat or Structural Damage to the Building:** Make note of caller’s comments, recording conversation if possible. Dial *69 to obtain caller’s number then dial 911 and the Director will report the call. Notify teachers and staff. Exit the building.

**Lost or Missing Children:** The teacher re-counts children in group, using roll book and checking off each name. The teacher searches classroom, bathroom, closet, all secluded play areas in the room and on the playground. The teacher notifies office personnel immediately. Every teacher is notified to re-count number of children, using roll book and checking off each name. Children are to remain in classrooms until further notice. The Director and other office staff members will conduct room by room search for lost/missing child. If the child is still not found, parents are called by the director (as well as 911). Continue with room by room search until child is found, or parents/police arrive. Document search in writing with date, time, name of child, teacher and results.

**Death of a Child:** When a child is presumed to have expired from natural or accidental causes, we will take the following steps:
- Notify the Director or office staff.
- Remove all other children to a separate area.
- Contact emergency medical assistance (call 911) in order to verify the presence or absence of vital life signs.
- The Director will notify the parents and the police by telephone immediately, and notify BFTS within 24 hours.
Transportation
We do not provide transportation. The parent or adult is responsible for bringing the child or children to and from school. We do not provide transportation to and from Pre-K. Pre-K does take field trips. Kiddy Land uses the Morgan County School Bus System. Kiddy Land Pre-K will get parent permission for all trips and BFTS field trip policies will be met.

Medical Emergencies
A permission form for emergency medical assistance must be provided and be on file for each child enrolled at our center. If emergency medical assistance is needed, the director will call 911. The Morgan County EMS uses Morgan Memorial Hospital at 1077 South Main Street, Madison, Ga. Parents will be notified immediately by the director, if an emergency occurs. If a minor emergency occurs, the director or owner’s vehicle will be used to transport them to Morgan Memorial and parents will be contacted immediately. Parents are responsible for giving all medical history information to Kiddy Land at the time of enrollment and should any information change during the enrollment, parents are responsible for updating paperwork accordingly.

Injury of a child: Any serious injury includes but is not limited to bleeding, broken bones, fractures, head injuries, bites, and objects in the ear, eye, nose, or absence of breathing. The director or office staff will call EMS or poison control. The teacher will administer first aid. Remove all other children and adults with the exception of two persons certified to perform CPR or First Aid. Administer first aid until emergency aid arrives. Complete an accident report form and submit to the Director and parents immediately. The Director will follow up on the report and notify Bright from the Start within 24 hours.

Any minor injury includes cuts, burns, scrapes, and bruises. The child will be removed to a separate area and teacher will notify the office. Teacher will treat the wound by washing with clear water as needed. Follow basic first aid instructions. Complete an accident report and submit it to the Director within 2 hours. The Director will notify the parents by telephone immediately.

Illness of a Child: This policy applies for children with a temperature of 101 degrees or higher or another contagious symptom listed in the Bright from the Start Communicable Disease chart. The sick child should be brought to the office. The director or office staff will call the parents to pick up the child. After the child has been moved to a separate area, the child must be supervised until his/her parents arrive. State regulations require us to maintain a medical record on each child. For the protection of all children, your child should be kept at home with any of the following symptoms: temperature of 101.00 or higher, diarrhea, vomiting, rash, eye/ear/nasal discharge. We cannot allow your child to enter our center if they have any of the above symptoms or any disease posted on the communicable disease chart. The director will call parents if any of these symptoms occur during the school day—parents are required to pick their child up within 30 minutes of the phone call. We expect all parents to abide by this policy and
keep their child out for 24 hours if they are sent out with any of the above symptoms. Let’s all work together to help keep all children well and healthy! Please notify the director of any changes- social, emotional, physical that the staff should be aware of during the course of enrollment. Parents will be notified in the event their child is exposed to a communicable disease within 24 hours. We will also report infectious disease to the Morgan County health department as required on the Communicable Disease Chart. Regarding head lice, Kiddy Land follows the No Nit Standard. Children will not be able to return until all head lice/nits are removed. Please contact the Director for more information on this policy and/or family guidance for treating head lice.

**Medicine**

We will administer medication as indicated by the Medication Authorization Form and Prescription. Medication is not administered more than three times per day (and typically at lunch). All medicines must be given to front office staff and parents must complete the Medication Authorization Form. Parents will be notified immediately in the event there is an adverse reaction. The reaction will be recorded on the authorization form. We will administer medicine no more than two weeks without written authorization from physician. Parents must re-authorize administration every ten business days. We ask that medicines to be given twice a day be given at home. For other medications requiring three times a day, we will help administer that dose mid-day. We only administer PRESCRIPTION medication only.

Any medication must be administered in the front office. A doctor's written instructions, including time, dose, and parental permission must be on file. All medication should be in original prescription bottle with the child's name. Special care plan forms for asthma, allergies, diabetes, and other medical conditions are available from the office and are required for students with special needs. A pediatrician must update the form every three months. Students with diagnosed conditions must bring the proper medication (inhaler, antihistamine, or epinephrine injector) in order to be admitted to class.

**Handwashing**

Frequent hand washing with soap and warm running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating meals or snacks, before and after play, handling animals, coughing, and wiping noses. Please set a good example and teach your child how to clean their hands. Parents are asked to use hand sanitizers before entering our classrooms as well. If you are not feeling well, please have office staff go in and check your child out for you.

**Food Service**

We will provide your child with breakfast, lunch & an afternoon snack provided they are here during the times the meals are served. A monthly menu is posted in the main office. Breakfast is over at 8:30 a.m. Lunch ranges from 11:00am-11:30am depending on
classrooms. Afternoon is snack is from 2:00pm-2:30pm. Please notify the office of any food allergies or special diet requests. No food can be brought into the center unless the director is aware or special circumstances. A doctor’s note is required for any special food accommodations or exemption from drinking milk. We serve milk with both breakfast and lunch. 100% fruit juice or water is served with snack. Kiddy Land is a Peanut-Free Zone. Peanuts are not allowed in the center under any circumstances.

**Labeling and Supplies**

Please label all clothing, bottles, baby food, diaper bags etc. with your child’s name. This is very important for the teacher determining ownership of these items. It is also important in helping the child to learn to take care of his/her own belongings. We ask that children only bring in toys from home for special occasions such as show and tell. We have plenty of toys and learning equipment here on site. If your child does bring in items for class, Kiddy Land is not responsible if the items get lost. However, staff will work hard to help keep items in your child’s cubby and get it back to you if your child brings in things for special occasions. Because of the range of planned activities, we recommend that children be dressed in comfortable clothing. We ask that parents remember the change of seasons. All children go outdoors daily unless there are extreme temperatures. In the winter be sure to bring a coat daily and in the summer remember to dress accordingly for hotter temps. All sandals must have a strap on the back- no flip flops. Open toe can be worn, but we recommend close toe if possible due to wood chips on our playgrounds. Be sure to always have your child a set of extra clothes on site in case of an accident or spill. If clothes are sent home, please be sure to provide a change of clothing the next morning.

**Birthdays and Celebrations**

All items brought in for parties must be store-bought. Please work with your child’s teacher on a date and time. Parents and visitors can come to the party; please remember we have room capacities to consider. Please make arrangements with the Director if you have younger siblings that may be with you at the time of the party so that room capacity and proper ratios are met.

**Photography & Publicity**

Photographs of the children participating in our program may be taken from time to time for newspapers, public material, website and KL Facebook Page. Your permission is granted as a part of the family agreement to this policy and procedure handbook. Also, we display photos of all children throughout our center with an exception of children who are in protective custody and placed here for emergency care. Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.
**Arrival & Departure**
All children need to be escorted and signed in and out with time and adult name (first and last). Only parents and the adults listed on the child’s enrollment form shall be allowed to pick up the child. Should there be a change in pickup authorization, please notify the center and make changes on your paperwork. All adults must show I.D. when asked by office staff. If I.D. is not available or names are not listed on pickup, children will NOT be released. This is strictly enforced and there will be no exceptions. Please provide legal documentation in the event there are custody issues. All children are to be taken and picked up from the classroom unless your child participates in Pre-K Car-Riders. Be sure to check your child's cubby daily for teacher notes, artwork, and classroom related news updates. Only adults are allowed to go into our nursery. Younger children can wait out front with office staff until the baby is picked up.

**Absenteeism**
Because of our program and licensing staff ratio requirements, staffing is based on the number of children enrolled. We cannot provide tuition refunds for days your child is absent. Full tuition is due whether your child comes to school or not. Payment is due the morning the child returns to school. If they will be out more than 3 days, please bring payment by Wednesday morning. **Once your child is enrolled, payment is due whether your child attends or not. This applies to the Operating Days only.**

**Withdrawal**
Parents may withdraw a child from the program at any time. **A one week notice is required (5 days).** Parents wishing to withdraw their child but fail to provide a one week notice will still be liable for the last week of tuition. We will proceed with court, if necessary to ensure you pay anything you may owe to our school. Also, a notice provides children and staff time to say goodbye, for we truly love and care for the children and this provides closure as well.

**Parent Involvement**
Parents are always welcome. Please sign in at the front desk and be sure the office staff knows you are on site. If your child is having a hard time adjusting, we may ask that you give them some time to get used to our routines before visits begin- this is only for the child and what is best for them. Parents are always able to come in. Kiddy Land periodically holds parent meetings and provides volunteer opportunities. Please see the Director for further information.
**Cell phone and Prohibited Substances**
Cell phones, tobacco products, alcohol, and control substances are prohibited on center property. Please advise anyone that comes for pick up that this is a school and we expect all to act accordingly. We ask that parents engage in conversation with children and staff during arrival and departure times, therefore we ask that cellphones stay in vehicles.

**Mandatory Reporting**
The center must report the following:
1. Any suspected case of child abuse, neglect, exploitation or deprivation to DFACS.
2. Any suspected case of communicable disease will be reported to the local health dept.
The state of Georgia requires that all members of daycare be on the lookout for and report to the state, any and all cases of abuse or neglect to a child. Kiddy Land is therefore obligated to report to the state if we are suspicious or have any reason to believe there is abuse or neglect of any kind.

**Parent Acknowledgements**
All telephone numbers, work locations, emergency contacts, child's physician, feeding plans, and immunization records must be current and reflect significant changes as they occur. This is a parent's responsibility.
<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
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<tbody>
<tr>
<td>Infants</td>
<td>$145.00</td>
</tr>
<tr>
<td>One Year Olds</td>
<td>$140.00</td>
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<tr>
<td>Two and Three Year Olds</td>
<td>$135.00</td>
</tr>
<tr>
<td>After school (bus)</td>
<td>$25.00</td>
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<tr>
<td>Pre-K (after school only)</td>
<td>$50.00</td>
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<tr>
<td>Pre-K (before school only)</td>
<td>$15.00</td>
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<tr>
<td>Pre-K (before &amp; after school)</td>
<td>$65.00</td>
</tr>
<tr>
<td>3 Day Program T/W/TH 8-12</td>
<td>$240.00/month</td>
</tr>
<tr>
<td>3 Day Program T/W/TH 8-3</td>
<td>$300.00/month</td>
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<tr>
<td>Initial Registration (non-refundable fee)</td>
<td>$65.00</td>
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Rates apply when the center is open-school calendar based.
*Prorated fees will be applied to weeks of partial closings such as Labor Day, MLK, Winter Break, etc.
A one week notice is required upon your decision to withdraw.
**Payments are due in advance on Monday by noon!**
$10.00 per day late payment fee will be applied for 2 days. Non-payment by the 3rd day will result in your child being withdrawn from the program. ***$50.00 NSF fee. Cash will be required thereafter.
Re-registration fee of $50/child is due at Registration in May, no later than the last day of school, to hold spots for June & July.
Conferences
Parent teacher conferences and meetings are welcomed. Any conflict should be discussed with the office staff. Teachers are responsible for children while they are in the classroom and cannot have a meeting in the class. However, office staff can arrange for the teacher to come to the main office. If you have any question or concern, we encourage you to request a conference. We will make every effort to reach a reasonable solution for any problem that may arise.

Toilet Training Policy
When a child shows signs of readiness and the parents are ready to begin the toilet training at home the parent and classroom staff will discuss plans to begin toilet training. Communication between staff and family is very important during this time. Parents and caregivers need to discuss what words will be used to describe body parts, urine, and bowel movements. Pull-ups must be used when potty training at the center. Parents and caregivers will discuss the routines at home and child care for taking the child to the potty.

Immunizations
Parents must provide evidence of age-appropriate immunizations or a signed affidavit against such immunizations within 30 days of child's enrollment per Bright from the Start.

Behavior Support and Management
Most problems are avoided by keeping the children engaged in activities that are appropriately challenging and interesting, as well as by maintaining a predictable structure upon which the children can rely. Each classroom has clearly established and consistently reinforced rules regarding appropriate behavior. These rules are intended to ensure the child's safety and the safety of others within the classroom and the center, as well as to promote appropriate social development and relationships both with peers and with adults. Such rules may include taking turns, using words to express needs and wants, walking in the classroom and using materials safely and respecting the space and property of others.

The goal is to have the children be responsible for their own behavior. At no time is physical punishment or punishment related to food, naps, playtime, or use of bathroom allowed. Separation from the group is used only when a child is hurting him/herself or others. Separation is used only to help the child regain control when other methods have not been successful. During the separation period, the child may be seated in a designated area within the classroom and within sight and hearing of the staff and of the ongoing classroom activities. The child may be given an activity to help calm him/her. If a child consistently seems to require separation
to control his or her behavior, a team meeting with the parents will be called to identify more appropriate and effective interventions.

If a child's behavior is such that she/he consistently displays hostile or aggressive behavior which is dangerous to self or others, and cannot be effectively managed in the classroom, center staff develops a plan of action with the family. In an effort to ensure the safety and well being of all center children and staff, the following policy has been developed to address unacceptable and sometimes aggressive behavior. The policy is geared to involve parents throughout the process and to encourage a genuine collaborative effort to helping the child learn more appropriate and safer means of expressing him/herself.

**Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel
- Undue burden on our resources and finances for the child's accommodations for success and participation.

**Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

**Posted Notices:** These items are found in the front office: license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current monthly menu, emergency plan for severe weather and fire, statement for visitors, and general parent information.
**Communication and Family Partnerships**

**Daily Communications:** Daily notes from nursery, ones, and twos will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day. It is the parent's responsibility to be sure their child has what they need for each day in our care such as extra clothes, diapers/pullups, wipes, etc.. Check notes daily.

**Bulletin Boards:** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closings dates, announcements, etc.

**Newsletters:** Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

**Email:** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Parent Resource Room:** Our parent resource room provides a learning environment for parents to share opinions, ideas, and experiences and increase their understanding of learning and development.

**Family Visits:** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

**Family Night:** Family nights are scheduled on a regular basis. These nights include snacks, drinks, and fun-filled age appropriate activities for families. Family nights allow families and children time to share, learn, and have fun. Families have an opportunity to be part of their child's learning experience and connect with other families.

**Website:** Please visit our website at [www.kiddylandofmadison.com](http://www.kiddylandofmadison.com) to view information regarding classrooms, management, operating schedules, and monthly menus. There is also a link to our Facebook page on our website. “Like” our page to receive pictures throughout the day and reminders from the center.
**ADDENDUM:**

**A. NUTRITION**

**Breastfeeding:** Kiddy Land Early Learning Center supports breastfeeding of infants. Breastfeeding has been shown to promote optimal health and development in children. Mother’s are encouraged to come and feed their infant at the identified private area or in the infant room where comfortable seating is available. Breast milk may be pumped and left at center for feeding as long as it is labeled and dated to feed the day of service only.

**Meal Time:** At meal time the children will be involved in setting the table. Some food will be placed in small bowls from which the children can serve themselves. Good table manners are modeled and encouraged; teachers will sit and talk with the children during meal time. Monthly menus are posted and given to all families at the first of each month.

**B. HEALTH/WELLNESS**

Kiddy Land Early Learning Center believes a healthy lifestyle is essential for the proper growth and development of young children. Good nutrition and regular physical activity support children’s physical health and well-being. Children 3 years and older must submit form 3300 with vision, hearing screening and dental exam to help in the process of promoting good health. Parents will be provided with resources (handouts/brochures/newsletters) on health and nutrition to ensure proper screenings are being met.

**C. Screening for developmental delays**

Developmental checklists are completed monthly to document the children’s growth and development. Areas that reflect delays or needs improvement are noted. Resources for staff and parents are collected and used for a specific period of time. If delays are still present, the information is shared with the parents and referral resources are given.
Kiddy Land Early Learning Center, Inc.

BITING POLICY

Explanations, policies and procedures regarding biting in the child care center.

Children biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: Teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help; however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff at Kiddy Land, after consulting child care experts and manuals and attending training, has developed the following plan of action to be used when biting occurs in any of our classrooms.

**Before Biting Occurs:**

1. Ensure that every parent reads the Kiddy Land Parent Handbook which includes this policy.
2. Ensure every teacher is aware of the biting policy at Kiddy Land and is aware of ways to be proactive in the classroom and will be able to a part of the support and strategy planning in the event biting becomes a problem.

**When a child is bitten:**

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay- it hurts,” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Re-direct the child to other play.
4. Write an accident report and notify the parents of the biter.
Biting Policy (Cont’d)

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer First Aid and Notify the Office Staff of the bite.
4. Write an accident report and notify the parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advice, support, and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite:
   - *Head off biting situations before they occur
   - *Teach non-biting responses to situations and reinforce appropriate behavior.
   - *Adapt the program to better fit the individual child’s needs.
5. “Shadow” children who have a tendency to be bitten:
   - *Head off biting situations.
   - *Teach responses to potential biting situations: “No” or “Don’t hurt me!”
6. Work together as partners with parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
9. Prepare the parents of the biting child for the possibility that the child may have to be removed from Kiddy Land and help them make contingency plans.
10. If it is deemed in the best interest of the child, center, and other children, termination of the child from Kiddy Land enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before the action will be take. We want this to be the resort and make every effort possible before taking this action.
Kiddy Land Early Learning Center, Inc. uses the High Scope Curriculum and Thematic Units. We believe in the “I AM, I CAN!” Teachers in each classroom at Kiddy Land are responsible for weekly lesson plans. Teachers use the High Scope Curriculum goals and the GELDS standards to plan with purpose and provide meaningful instruction. Teachers keep assessment binders and assess children regularly to provide insight of student growth and areas of weakness that may need more planning of instruction in those areas. Kiddy Land will provide 2 conferences with parents throughout the year to review your child’s progress and academic information.

**What is the HighScope Curriculum?**

HighScope’s educational approach emphasizes “active participatory learning.” Active learning means students have direct, hands-on experiences with people, objects, events, and ideas. Children’s interests and choices are at the heart of HighScope programs. They construct their own knowledge through interactions with the world and the people around them. Children take the first step in the learning process by making choices and following through on their plans and decisions. Teachers, caregivers, and parents offer physical, emotional, and intellectual support. In active learning settings, adults expand children’s thinking with diverse materials and nurturing interactions. Through scaffolding, adults help children gain knowledge and develop creative problem-solving skills.

HighScope uses the term scaffolding to describe the process whereby adults support and gently extend children’s thinking and reasoning. Scaffolding is a term introduced by developmental psychologist Jerome Bruner and is based on the work of psychologist Lev Vygotsky. Vygotsky referred to the zone of proximal development as the area between what children can accomplish on their own and what they can do with the help of an adult or another child who is more developmentally advanced. HighScope teachers carefully observe children so they know when and how to enter this zone. Children must be secure and confident in what they already know before they are ready to move to the next level. When HighScope says adults support and extend children’s learning, it means that the adults first validate, or support, what children already know, and then, when the time is right, gently encourage them to extend their thinking to the next level.

**How does the HighScope approach differ from other early childhood programs?**

The HighScope educational approach is consistent with the best practices recommended by the National Association for the Education of Young Children (NAEYC), Head Start Program Performance Standards, and other guidelines for developmentally based programs.

Within this broad framework, however, HighScope has unique features that differentiate it from other early childhood programs. One is the daily plan-do-review sequence. Research shows that planning and reviewing are the two components of the program day most positively and significantly associated with children’s scores on measures of developmental progress.
A second unique feature is our curriculum content, the social, intellectual, and physical building blocks that are essential to young children’s optimal growth. Our content areas are organized in eight main categories that correspond to state and national learning standards; the categories are (1) Approaches to Learning; (2) Social and Emotional Development; (3) Physical Development and Health; (4) Language, Literacy, and Communication; (5) Mathematics; (6) Creative Arts; (7) Science and Technology; and (8) Social Studies.

Within these preschool content areas are 58 key developmental indicators (KDIs). The KDIs are statements of observable behaviors that define the important learning areas for young children. HighScope teachers keep these indicators in mind when they set up the environment and plan activities to encourage learning and social interaction. They also form the basis of HighScope’s child assessment tool, called COR Advantage.

**What are HighScope’s goals for young children?**

HighScope is a comprehensive educational approach that strives to help children develop in all areas. Our goals for young children are:

- To learn through active involvement with people, materials, events, and ideas
- To become independent, responsible, and confident — ready for school and ready for life
- To learn to plan many of their own activities, carry them out, and talk with others about what they have done and what they have learned
- To gain knowledge and skills in important academic, social, and physical areas

HighScope provides children with carefully planned experiences in reading, mathematics, and science. For example, curriculum materials and staff development in the area of literacy are compatible with the latest findings from research and practice. Our key developmental indicators in mathematics and our COR Advantage assessment items are aligned with the early childhood standards of the National Council for Teachers of Mathematics.

Social development is another important learning area in HighScope programs. Studies continually demonstrate that children in HighScope classrooms show high levels of initiative. Teachers further support social development by helping children learn how to resolve interpersonal conflicts. The National Institute for Child Health and Human Development stresses that all these areas of academic and socio-emotional growth are essential for school readiness.

**What is the evidence that the HighScope approach works?**

More than 40 years of research shows that HighScope programs advance the development of children and improve their chance of living a better life through adulthood. National research with children from different backgrounds has shown that those who attend HighScope programs score higher on measures of development than similar children enrolled in other preschool and child care program.
Parent/Guardian Responsibilities:

- Call Kiddy Land if your child will not be attending.
- Notify Kiddy Land in advance if anyone other than the parent or guardian will pick up the child and be sure they have proper I.D. when they come to pick up.
- Notify the Director of any special needs your child may have. The information must also be listed on your child’s enrollment form.
- Sign your child in/out daily. Please print first and last name legibly for state records.
- Honor Kiddy Land’s operating hours by not dropping your child off before 7:00 a.m. and picking your child up by 5:50 p.m.
- Honor Kiddy Land’s 10 hour policy. Ensure your child is only in our care no more than 10 hours per day.
- Update your child’s records as change occurs.
- Have your tuition amount current. Payment is due on Friday or Monday in advance.
- Notify in writing any changes to your child’s enrollment status or intention to withdraw from Kiddy Land.
- Please do not leave any children unattended in your car while entering the center.
- All children must be in by 8:30 a.m. for breakfast. All children must be in no later than 9:30 a.m. to attend each day.
- Be sure to check in daily with your child’s teacher. Take time to check your child’s cubby and ensure that they have what they need each day. Read newsletters and stay involved.
- Provide appropriate required supplies for your child as stated by your child’s teacher and/or Director.
- Keep your child at home until 24 hours symptom free after any illness.
- Follow Kiddy Land Policies and Procedures for the safety and well-being of all children enrolled at Kiddy Land.
- Notify the Director in the event of questions or concerns with Kiddy Land Staff or Policies.
Acknowledgement of Policies

To ensure that you, the parent, have read and agree to the Policies of Kiddy Land Early Learning Center, Inc. you must complete, sign, and return the following form to the Office at the time of enrollment. A copy for your records will be made available upon request.

I, _____________________________ and _____________________________ have read and understand all Policies and Guidelines of Kiddy Land Early Learning Center, Inc.

I/We agree to abide by all policies stated in the Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against Kiddy Land Early Learning Center, Inc. will be made in writing or by a telephone call to the Director and will be followed up in a timely manner.

I/We also understand that any breach of policies and contracts may be grounds to terminate childcare. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice in which will be the Director’s discretion.

I understand that these Policies are available online at www.kiddylandofmadison.com for future reference and by request I may have a copy for my records.

Parent Signature ____________________________________________________________

Parent Signature ____________________________________________________________

Childcare Provider: Kiddy Land Early Learning Center, Inc.

Witnessed By _________________________________________________________________

Today’s Date ________________________________________________________________