

KIDZ WITH GOALS UNLIMITED, LLC

PARENT HANDBOOK

September 1st, 2021 will start our 9 hour policy

Please initial on the dotted line

Philosophy and Religious affirmation

Kidz With Goals Unlimited, LLC is based on the philosophy that each of our children are unique and grows and progresses at their own rate. The rate of progression varies for each child. Kidz With Goals Unlimited, LLC offers a program in which teachers and children work together in a Christian atmosphere of love and trust.

Bible verse: "Train up a child in the way he should go; and when he is old; he will not depart from it." (Proverbs 22:6)

Hours of Operation: Monday-Friday 6:30 am-6:00 pm.

Phone Number: 804-668-5739

Kidz With Goals Unlimited, LLC is closed on all major holidays.

Lines of Authority

- **Owner (Juanterria Browne)**
- **Director (Juanterria Browne)**
- **Lead Teachers**
- **Teachers Aides**

This is the proper chain of command that needs to be followed at all times.

Kid With Goals Unlimited, LLC will care for a maximum of 40 children. This number is based on the indoor and outdoor square footage of the childcare facility as well as the number of childcare providers on staff.

Kidz With Goals Unlimited, LLC provides care for children between the ages of 17 months and 12 years of age. In order to provide quality child care, Kidz With Goals Unlimited, LLC has established limits on the number of children in each age group.

Kidz With Goals Unlimited, LLC strictly complies with childcare regulations regarding child-to-staff ratio.

Fees

Childcare fees are strictly based on the scheduled hours of contracted childcare services. Kidz With Goals Unlimited, LLC will not adjust childcare fees for late arrival, early pick-up or missed days.

Full time Care Int _____

Full time childcare is defined as two or more days per week. **Part time childcare will not be offered at this time.**

This includes Before and after school care as well. You are paying for a spot not based on attendance.

Registration Fees Int _____

Kidz With Goals Unlimited, LLC charges \$100 dollars per child as an initial registration fee. The fee must be paid at the time the daycare contract is signed. The registration fee is nonrefundable and is NOT applied to any childcare fees.

Starting January 3 rd, 2022 Kidz with Goals Unlimited, LLC will start collecting an annual registration fee of \$100, it will be due that first week of January each year.

Past Due Payments Int _____

Parents must pay childcare fees on or before the Tuesday of each week. Payments must be made by cash, credit card, or via the brightwheels app. Credit cards which will be accepted are: Discover, MasterCard and Visa. If fees are not paid in full and on time, parents must pay a \$35.00 per late fee. If fees are not paid within one day of their due date, the child will not be allowed to attend the facility until all amounts due are received in full. If the child does not return to Kidz With Goals Unlimited, LLC and has a balance on his or her account it will be turned over to Hopewell General District Court. All filing and court fees will be added to the child account. **If a child is not in attendance for over 10 consecutive days**

he/she will be automatically disenrolled, and an invoice will be mailed to the parent.

Pick-up of a Child Int_____

To ensure the safety of the children attending the childcare facility, Kidz With Goals Unlimited, LLC has established the following procedures for the pick-up of a child from its facility: Only the parent or individual designated by the parent may pick-up a child.

The parent must inform Kidz With Goals Unlimited, LLC in advance if someone other than the parent will pick-up the child. If the parent has not provided Kidz With Goals Unlimited, LLC with such information, the child will not be released to the individual and the parent will be notified.

If an individual is not the parent, proof of ID is required before the child is released. If the child is not picked up ten minutes after closing time, staff will contact the parent and then the emergency contact on file. After fifteen minutes, staff will contact The Department of Social Services or the local police department.

A late fee of 35 dollars will be added If the parent goes over 9 hours or is late picking up after 6:00 p.m Per (child).

This applies to Virginia ECC Card holders as well.

Overtime Fees Int_____

Kidz With Goals Unlimited, LLC will charge an overtime fee of \$1.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within five minutes of the scheduled time, the per minute rule will start accruing from the scheduled pickup time. This overtime fee must be paid when the parent picks up the child. **Starting September 1st, 2021 Kidz with Goals Unlimited, LLC will be going from a 10 hour policy to a 9 hour policy.**

Holidays: Int_____

Kidz with Goals Unlimited LLC will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days.

Communication Int_____

Proper communication between our parents and the teachers and staff of Kidz with Goals Unlimited is extremely important. Teachers will be sending home information on a regular basis. Toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a cubby. Please check these daily for notes, newsletters and daily reports on Brightwheels. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes:

- *address and/or phone numbers, or e-mail address*
- *parent/guardian employment,*
- *health/immunizations up-dates, or;*
- *other pertinent information related to your child.*

Custody Orders:

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

Field Trips

NO off-site field trips are offered

We will only offer onsite experiences that will include but are not limited to the following: petting zoo, librarian visits, emergency personnel, career day, etc. Parents will be notified at least one week in advance of these on-site visits and will be required to pay a portion of any fees that may be involved. All details will be posted in the reception area.

Injuries and Accidents:

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent Via Brightwheel. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately

Meal Times are as follows:

Breakfast: 7:30 A.M.

Lunch: 11:30 A.M.

Mid-afternoon snack: 3:30 P.M.

These meals will be served by Kidz With Goals Unlimited, LLC and are included in the childcare fees. Monthly menus will be posted for parents to review. All meals provided will comply with the USDA guidelines.

Toilet Training:

Kidz With Goals Unlimited, LLC will assist in toilet training, however the parent should first initiate the training at home. When training has started, the parent must supply pants, pull-ups, or underwear with rubber pants.

Nap times and rest periods

Nap time is as follows: 12:00 P.M. until 2:00 P.M. It is helpful if parents do not drop off or pick-up their children during scheduled nap times.

Drop off Policy

Parents or persons authorized to drop off children must sign the child in via the Brightwheel app. This is required. Parents must walk their child into the daycare. Drop offs in the parking lot are not authorized. Due to COVID-19, parents are not allowed to walk their child to their classroom.

TRANSPORTATION PROVIDER

Kidz with Goals Unlimited will provide transportation services. The drivers and vehicles meet all State requirements. Monitors are provided on the vehicle to assist children on and off the vehicles, to walk the children to and from their school and to maintain a relaxed atmosphere during the route. Parent/Guardian or approved escort is required to meet the monitor at the time of drop-off at the end of the program day.

Sick child Policy Int _ _ _ _ _

The goal of Kidz With Goals Unlimited, LLC is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the childcare facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the childcare facility will be made in the sole discretion of the provider.

This policy applies to the following symptoms :

- Fever of 100.2 degrees F:(after 48 hours he or she can return with a doctor's note).
- Persistent diarrhea (Needs to have a doctor's note to return)
- Continuous coughing
- Irregular breathing
- Unusual rashes (Needs to have a doctor's note to return)
- Vomiting: (after 48 hours he or she can return with a doctor's note).
- Yellowish color to the eye or skin
- Difficulty swallowing (Needs to have a doctor's note to return)
- Persistent and/or excessive crying
- Discharge from eyes or ears (Needs to have a doctor's note to return)
- Excessive drowsiness
- Lice: (will be asked to keep the child at home for 5 days, and to bring a doctor's note).
- Communicable diseases (Needs to have a doctor's note to return)
- Earache

If a child exhibits any of these symptoms while present at the childcare facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the childcare facility until the parent arrives.

Kidz With Goals Unlimited, LLC will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the childcare. The parent is expected to inform the childcare facility of any illness or problem of a child that might affect other children at the daycare facility.

The parent is responsible to arrange care if the child is sick or is otherwise unable to attend the childcare facility. Childcare fees will not be adjusted for the days that sick child does not attend the childcare facility.

Custodial Parents

Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of the student enrolled in a public school or daycare center must be included upon request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

Parent teacher conferences/communication

Parent/teacher conferences can be requested on an as needed basis. Progress reports will be sent out periodically. Parents will be contacted via the Brightwheels app or by phone.

Discipline Int_____

In our approach to discipline at Kidz With Goals Unlimited, LLC, we follow the recommended guidelines and policies defined by the Virginia Department of Social Services Child Development Division. Our main objective is to provide consistent praise, positive reinforcement and encouragement as a means to manage classroom behavior. We coach development of respect for self and others and model successful problem solving in conflict situations. Our behavior management methods are directed towards guiding the behavior of the children and are consistent with our developmental approach.

When disrupting classroom situations occur, redirecting the child is first attempted an age related time out may then be implemented to give the child time to rethink his/her behavior. Then the child is allowed to rejoin the classroom activities. If compromising behavior persists, a conference with the parents and teacher will be arranged to discuss positive methods to promote appropriate behavior, which can be used at home, and school. The preschool director is involved at all levels of the process.

Parents will be advised if their child has been involved in an incident of biting, hitting, kicking, pushing, pinching or use of inappropriate language. Should a child's behavior be disruptive to the extent that a classroom cannot operate effectively with the child present, the child's placement in the program will be re-evaluated and the child could be disenrolled. Unacceptable forms of discipline are not used at this Center

including but not limited to spanking, shaking, withholding food. No physical punishment is allowed!!

Medication Policy Int_____

There are two licensed nurses on site at all times. If your child is in need of medication for medical problems, you will need to fill out a Request to Administer Medication Form. The parent can approve medicine needed for 10 days or less. Medicine to be given over a longer period of time or available to administer during the year as needed in emergency situations will require authorization from your pediatrician. Reasons for meds might include food allergies, allergy to bee stings, requiring Epi-pens or Benadryl, etc. The forms must be filled out in their entirety before your child can attend school and before we can administer emergency medications. These forms are available in the preschool office. All medications coming into the preschool need to be checked in at the front desk first.

Kids With Goals Unlimited, LLC will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Kidz With Goals Unlimited LLC, will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Please DO NOT send medicines to school in your child's lunch box or backpack for any reason. **This includes vitamins, Lactaid tablets, cough drops, chap stick, etc.**

Nonprescription medication will only be administered consistent with manufacturer's recommendation for age, dosage, and duration and with medication authorization form signed by the parent.

Outdated Medication Policy

To ensure outdated medication is NOT given, there will be a monthly checklist performed. Mrs. Browne who is a Licensed Practical Nurses will only complete this task.

Emergency procedures for swimming

Kidz With Goals Unlimited, LLC currently does not offer swimming at our daycare nor will it be offered in the future.

SUNSCREEN

Half Day: On sunny warm days, we will play outside for our large muscle exercise. If you feel your child needs sunscreen protection for these days, please apply it at home. The preschool is not staffed to apply sunscreen to children.

Full Day: Full day children may have additional sun exposure in the afternoon.
If sunscreen is needed, prior to going out we will apply sunscreen SPF 50.

Diaper Ointment

An authorization form MUST be filled out and the ointment must be labeled with the child's full name and date before staff can apply to the child.

Mandated Reporting

All staff are mandated reporters of any suspected cases of child abuse and neglect. If a staff member suspects a child is a victim of child abuse or neglect, Child Protective Services will be contacted.

I have read the updated parent handbook and agreed to follow the policies stated above. Revised 03/04/2021. If this form is not signed within 15 days of care you void your childcare contract with Kids with Goals Unlimited LLC

Parent Name: _____

Date: _____

Witness: _____