

**BUSINESS NAME: Keyla Kiddie Kollage.**

**ADDRESS: 808 N Broadway Ave. Melrose Park, IL**

**CONTACT: 773-683-6631**

**LEGAL & IMMEDIATE RESPONSIBILITY OF PROGRAM: Owner: Keyla Ellington**

**Hours of Operation: Mon – Fri 7:30 AM – 5:30 PM**

### **PRIVACY STATEMENT**

Parent's information is confidential and will not be shared with any third party unless requested by local authorities. All information will be stored and locked in a file cabinet. The program staff will not discuss personal information given by parents with other families.

### **ABOUT US**

Keyla Kiddie Kollage has nurtured children for 20 years as a licensed home-based childcare program. We have now expanded into a childcare facility. We understand that as a parent, entrusting your children to someone else is not an easy task. We always look for a space that offers the utmost care and responsibility. To provide that kind of environment, we provide flexible and high-quality childcare.

At Keyla Kiddie Kollage, we offer affordable and accessible services along with research and advocacy. We provide a cozy and comfortable environment for each child according to their unique needs, all while incorporating developmentally appropriate learning activities throughout their day.

We provide a nurturing space surrounded by attention, compassion, and love for optimal growth and development. We combine technology and research to focus on the establishment of your child. We offer real-time photos and videos to send to parents throughout the day to keep them updated, which gives parents peace of mind that their children are in safe hands. Also, parents can digitally check-in and out and receive daily digital reports of the child's day and daily learning progress.

### **CHILDCARE PHILOSOPHY**

"Education Starts Here". Nothing is more inspiring than children having an impact on the world. We want to inspire children imagination, exploration, curiosity, and discover who they are. Our responsibility is to instill courage, confidence, tenacity, and inspiration into children while encouraging them to keep going, even when they feel they can't. Keep trying, even in uncertainty. We aspire to awaken the hearts of young children and shape their minds; Grow and educate them for their years ahead of them. Our goal is to give children endless opportunities. That is what our program upholds. We ensure each child has a helping hand from their teacher and their classmates through their decisions, development, and learning adventure. We believe in togetherness and inspiring each other every step of the way, whether helping each other trace letters, sound out words, or learning how to share. We will fulfill it together. In so many instances, we have witnessed children feel left out or felt like giving up. The children in our care will be the change for each other and change the world together.

**CHILDCARE MISSION:** To educate and prepare our student's for kindergarten. Since we are a new childcare center, we have a fresh start at recognizing students strengths and improvement areas right at our doorstep. With this goal in mind, our families would feel confident knowing we are paving the way for continuous early learning growth, training, and research-based education. A road to learning means a lifelong commitment to healthier lifestyles, promotions of learning and development, collaborative learning, enhanced social skills, and peer involvement.

**CHILDCARE VALUES:** We hold our program to the highest standard of integrity, trust, dignity, and respect. We strive to build lasting relationships with our families while living out our values. Families will feel confident knowing we consider their feedback and incorporate it into our program.

### **HOURS OF OPERATIONS**

Keyla Kiddie Kollage is open Monday – Friday from 7:30 am – 5:30 pm, with holiday exceptions.

### **AGES ACCEPTED**

Keyla Kiddie Kollage specializes in childcare for children ages 2 to 5 years of age regardless of race, creed, or religious beliefs. We offer full-time and part-time. Part-time care (3 days).

### **CHILDCARE RATES**

#### **Full-time and Part-time care**

#### **\*Call for Tuition Rates**

\* Annual tuition rates increase will be based on the daycare program expenses.

\* Childcare assistance (Subsidized Care) will be accepted on a case-by-case basis.

### **ADMISSION POLICY**

Parents wishing to enroll their child(ren) to Keyla Kiddie Kollage must first schedule a tour and interview with the Childcare Director. Our classrooms are close-knit, and we trust that families accepted to our preschool understand and believe in our unique philosophy. Communication is of the most importance, not only for the betterment of the child's care and education but also for the school environment. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, the child will not develop to his/her potential. An interview allows both parties to decide if our program is the best fit for each family individually. Please note that we do not accept children who are not immunized, except for religion or physician's note.

### **PRE-ENROLLMENT**

Parents who enroll before the opening day will receive the first-week free of care, going towards the first weeks of care and no registration fee. Parents who enroll their child(ren) on or after opening day will receive one week of free care, which will go towards the first week of care; they must pay the registration fee at the time of enrollment.

### **ENROLLMENT POLICY**

We must have completed enrollment forms and in our possession before assuming the responsibility of caring for the child. **NO EXCEPTIONS.** The state (DCFS) requires this, and if children's files are incomplete, it can delay the enrollment date. All forms must be updated every year, sometimes sooner, according to need. The documents are as follows:

- Signed Contract and Rate Agreement
- Signed statement of receipt of Parent Handbook
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Forms
- Sunscreen/bug repellent/diaper cream permission slip
- Media Use Form
- Pick-up Authorization Form
- Allergy and Food Preference Form

- Immunization Form/Health Examination Form
- Certified copy of child's birth certificate (within 30 days of enrollment)

Parents are required to keep us informed of any change in addresses, telephone numbers, emergency contacts, and other pertinent information listed on any/all the above forms. If they have any questions regarding the completion of these forms, they must ask.

### ENROLLMENT DEPOSIT

**A non-refundable deposit, equal to one week of childcare cost, is due at the time of enrollment.** However, parents should not give us the deposit until they have signed the Parent Contract/Enrollment application and thoroughly read the parent handbook. The child's spot is not secured until we have received both the deposit and the signed Parent Contract/Enrollment application. The deposit will be credited towards the last week of the child's enrollment. This deposit will be forfeited if care is terminated with less than two weeks' notice. This contract may be terminated at any time, for any reason by either party with proper notice. Proper notification will consist of written or verbal notice to the Director not less than two weeks before the child's last day of care. If parents choose to terminate care with less than proper notice, they agree to forfeit the entire deposit.

If, at any time, after consultation with the parent or guardian, we feel that they or the child pose a safety risk to any of the children in our care, we will give them as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with parents before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at the Director's discretion.

\*Deposit will be returned if two-week trial period is unsuccessful.

**Note:** Please make checks payable to **[Keyla Kiddie Kollage]**.

### REGISTRATION FEE

An annual non-refundable fee of \$35.00 will be due at the time of enrollment. This fee is payable on the anniversary that the child enters care. There is a \$5.00 fine for each day that registration dues are late. Parents are notified in advance in writing when registration fees are due. Keyla Kiddie Kollage will accept autopay, money orders/cashier checks.

\*Please make checks payable to **[Keyla Kiddie Kollage]**.

\*If parent's accounts are set on autopay after enrollment day, registration dues will automatically be deducted each year.

### NON-REFUNDABLE HOLDING FEE

A **NON-REFUNDABLE** holding fee of **\$150** will be required if parents would like to register their child but start later. This fee will go towards the child's tuition. The holding fee is suitable to hold the child's spot for two weeks. If parents want us to hold a spot beyond two weeks, weekly tuition will be due; otherwise, they forfeit their spot and holding fee.

\*This fee does not cover an entire two weeks of care; tuition cost will be pro-rated to bring it to the full tuition cost.

\*Parents are responsible for paying a registration fee of **\$35** and an enrollment deposit at the time of enrollment.

## INSURANCE POLICY:

Keyla Kiddie Kollage has general liability insurance through Markel Insurance Company.  
Each occurrence limit: 1,000,000

## COURT ORDERS

Keyla Kiddie Kollage will follow any court orders pertaining to the child.

## REFERRAL BONUS PROGRAM

Parents will receive \$50 credit towards their tuition rate when they refer potential clients. There will be a \$50 credit per new parent. Enrolled parents can use their bonus credit towards any week they wish within the calendar year referral. Referral bonuses do not roll over year to year.

## TUITION PAYMENT

There is a weekly tuition fee for full-time and part-time students. Parents must pay their weekly tuition in full on Monday of the current week care is given. Payment is due no later than Monday at drop-off by (10:00 am).

\*There is an automatic annual tuition increase effective every January 1<sup>st</sup>. Keyla Kiddie Kollage will give parents advance notice of new tuition rates.

\*Special needs: Flat weekly added rate of \$30, in addition to tuition payment (The price covers additional care for the child unique needs, one-on-one time, potty training, direct instruction, equipment/supplies to accommodate child, etc).

## TUITION POLICY/ATTENDANCE

Tuition payments are due on Monday of each week or the first day of the week attending daycare. If payment is not received by 10:00 am on Monday, a \$35.00 late fee will be charged. Thursday is the last day tuition can be given. If tuition payment is not paid by the end of closing day Thursday, the child cannot attend until the tuition and late fees are paid in full. The child's space in the program will not be held during that time.

Tuition must be paid whether the child attends daycare or not. Tuition payment is based on the contract agreement, not attendance.

Parent's weekly daycare payments will remain the same through their child's first day of enrollment to their last, except for annual tuition increases.

Parents may receive a friendly reminder/late notice in their child's cubby if they are delinquent on their tuition payment.

## TUITION PAYMENT METHOD

**Autopay** is mandatory through the payment software app. Parents can choose to set autopay with a debit/credit card authorization or checking account. Parents will incur a fee through the software billing portal if chooses to use debit/credit card. However, on an exception basis, personal checks, money orders, and cashier's checks are accepted.

\*There is a **Dropbox** near the sign in desk to place tuition/checks in. Please make check payable to "Keyla Kiddie Kollage."

## NON-SUFFICIENT CHECKS

Due to the inconvenience of N.S.F./return checks, a \$36.00 fee will be charged. Childcare services will be immediately halted until full payment of tuition and NSF charges have been made. If checks are returned on

two different occasions, autopay, money order, or cashier check will only be accepted. If payment arrangements cannot be made, childcare services will be terminated.

### **CHILDCARE ASSISTANCE PROGRAM**

Parents who receive childcare assistance from the Department of Human Services are responsible for payment of all fees not paid by the DHS (co-payment). Also, parents will be required to record in and out times daily as needed for the Department of Human Services.

***Please Note:*** Parents are responsible for paying the program the full tuition payment until DHS has approved or denied them for childcare assistance. The program requires the total tuition cost beyond the co-payment that DHS sets. If parent's co-payment or DHS payments to the program are less than the full tuition, parents must pay the difference to meet the tuition fees that DHS doesn't cover.

### **ARRIVALS AND DEPARTURES**

It is usual for some children to have difficulty separating from their parents or cry when dropping off. Please make drop-offs brief; if parents prolong their departure, the harder it gets; a smile, cheerful good-bye kiss, and a reassuring word will suffice. Children are usually quick to get involved in activities as soon as their parents leave.

Parents must report to their child's classroom upon departure and sign out no later than 5:30 pm, or (5-minute grace). Our standard procedure is to release the child only to their parents or someone else the parents authorized according to the pick-up list. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is acceptable on that day if the person is on the list of authorized people to pick up the child. If the person is not on the list, we must have written permission to release the child. Please inform emergency contacts, or people designated to pick up the child, that the Director or teacher will ask for identification as well. We do not mean to offend, but we take the safety of the children seriously. If parent arrives after the pick-up time, the teacher will take the child to the Director's office.

***Please Note:*** Parents must drop their children off at daycare by 10:00 am. Late drop-offs cause program interruptions. If a parent drops their child off after 10:00 am, a late fee of \$25.00 will be applied to the parent's accounts and will be due the following Monday tuition is due. Excessive late drop-offs will result in termination of care. All parents must sign in and out upon drop off and pick-up.

\*Health screening/temperature checks will be conducted upon arrival.

### **LATE PICK-UP POLICY**

If the child is picked up after 5:30 pm or after the grace period (5 minutes), there will be a late charge assessed of \$25 and \$1.00 for every minute after that (unless prior arrangements are made). Late fees will be applied to the parent account; the Director must receive the late payment on the following tuition due date, in addition to the tuition payment. If parents are on autopay, charges will automatically deduct from the next tuition due date. Please be courteous and arrive on time. After hours are time with our family.

No child may remain at daycare after 6:00 pm. If a child remains at the daycare at 6:00 pm and the parent has not called to notify the center that he or she will be late, the Director will attempt to contact persons listed on the emergency child information form to pick up the child. If center cannot arrange for an authorized person to pick the child up by 6:15 pm, the Director will contact the child abuse hotline and police department for further instructions.

Childcare Director reserves the right to terminate the agreement where the parent is excessively late picking up the child.

## ABSENCES

Parents are required to pay tuition for days the child is regularly scheduled to attend the program, regardless of whether they attend. This policy includes days missed for illness, funerals, doctor appointments, or any other reason, except for the one-week free (5 days) vacation time.

## CHILD'S VACATION

Families enrolled in our program are allowed one week (5 days) of "free" vacation time per year; no childcare fees will be assessed during that week, provided that the rules outlined in this section have been complied with.

The one-week vacation time may be taken all at once or broken into individual days. The center must receive two weeks' written or verbal notice of vacation time and how many days the parent plans to take. A one-week notice will suffice if parents plan to split up vacation days.

*Please Note:* The allotted vacation time does not carry over from year to year. Thus, any vacation time not used by December 31st of any particular year is lost.

## COMMUNICATION

Good communication between parents and staff is essential to any childcare program. When a new family joins our program, we must communicate openly about any concerns or questions. We welcome questions, feedback, or discussions of any kind oriented towards the child's positive outcome. Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between the parent and staff, an email, a daily schedule, daily child's report through the software app, lesson plans, monthly calendar, and monthly newsletter will be provided to parents. These items will explain some of the activities and happenings within our program, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families. Please view the bulletin "PARENT Bulletin Board" outside the child's classroom during pick-ups/drop-offs for updates.

## DAYCARE SOFTWARE APP

The Daycare software is the primary form of communication between the Director, teacher, and parent. It is a digital form of communication that provides program updates, a daily report of a child's day, photos, lesson plans, closures, and billing/payment tracking. All information pertaining to the software app will be given at the time of enrollment.

\*Parents should check the app daily for all communication.

## TRIAL PERIOD

The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time, the parent or Director may disenroll their child at any time. After the trial period is complete, two weeks' written notice is required to terminate care (see Termination Policy).

\*Tuition payment will be due during the trial period.

## CLOSED HOLIDAYS

The following is a list of paid holidays Keyla Kiddie Kollage will be closed for each year:

- Martin Luther's King Day

- Memorial Day
- 4th of July
- Labor Day
- Halloween (close at 4:00 pm)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve - New Year's Day (Christmas Break)

**Note:** If the holiday falls on a Saturday, daycare will be closed the Friday before. If the holiday falls on a Sunday, daycare will be closed the Monday after.

\*No tuition will be due during Christmas break or the Day after Thanksgiving.

### MEDICATION

Keyla Kiddie Kollage will administer medication from a labeled container. Over the counter medication should be labeled with the child's first and last name. The container should display clear directions and readable content. A specific staff member would be designated to administer and properly document the dispensation of the medication each day. Prescription medication should be administered as required by the physician. We will maintain all dates, times, dosages, and name of person administering.

\*All medication will be stored in a lock file cabinet out of reach of children. If the child needs to take medication to get through the day and participate in our classroom activities comfortably, they may be too sick to attend daycare. We will not administer Tylenol to bring down a fever.

### PERSONAL BELONGINGS

If children want to bring a favorite sleepy toy for naptime, please note that they will only bring it out for naptime. It confuses the purpose of the toy if they play with it and try to sleep with it. Show and tell is always on a Friday, and they may bring any toy they want. We are not responsible for any loss or breakage of personal items. All personal items must be marked with the child's name.

### GUIDANCE & DISCIPLINE POLICY

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also teach the children in our care manners, kindness, and to be respectful to others. One way of how we do this is by the example the staff sets. We understand that our actions and reactions speak much louder than our words. The teachers frequently explain the daycare rules, so the children understand what is expected. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used:

- 1) **Positive Reinforcement:** The child will be encouraged and praised when they are demonstrating acceptable behavior.
- 2) **Redirection:** The child is redirected to another activity and allowed to try again at another time.
- 3) **Time-Out:** The child is separated from the group for an age-appropriate amount of time (one minute per year of age). This technique is used when a child repeatedly will not follow our directions, listen to our words, exhibit temper tantrums, or hurt oneself, others, or equipment. When the child shows that they are ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- 4) **Disruptive Behavior:** When a child's behavior is disruptive (biting, hitting, throwing objects, or using "bad" language), parents will be notified. If the child continues disruptive behavior, the Director will arrange a parent-teacher conference to discuss reasonable solutions to the situation. The discussion will consider any disability, which affects the child's behavior and reasonable accommodations to meet the child's needs.

If a reasonable solution and accommodation cannot be reached, the program will suggest professional assistance or one on one interaction for the child. When all options are exhausted, the child may be terminated from the program with two weeks' notice to allow parents an opportunity to find alternate childcare. The Director may discharge a child without notice if the child's continued participation in the program creates a direct threat to children's safety or the staff.

\*The Director will assist parents in finding alternate care that better meets the child's needs.

**Note:** Sometimes, if both a parent and the teachers are both in the same area (examples would be during drop-off and pick-up), a child may forget the rules or test the boundaries. Please help show the child respect for us, our home's rules, and our property by reminding them that the restrictions still apply when parents are present. We will also remind them of the rules and correct them if needed.

### HEALTH CARE & SICK/CHILD POLICY

**Please do not bring children to daycare sick for all children and the staff health and safety.** In this case, we may become ill, making it difficult to care for the children at the high standards set for ourselves. We can only care for children with mild cold-like symptoms that are otherwise feeling and acting well. Mild cold-like symptoms are a clear runny nose, slight cough, and no fever.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If the child cannot participate in the daycare's everyday activities (including being able to play outside), then the child MUST stay home.

Children will be screened when they arrive in the morning for signs of illness by the teacher. If a child becomes ill and needs to be picked up, the parent(s) will be called and expected to pick the child up within one hour. If the parent(s) cannot be reached or have not arrived within an hour, the emergency contact person will be called and asked to come and pick the child up. The teacher will isolate the child away from the children, but in eyes reach located in a comfortable setting of the center. The staff will take appropriate care of the ill child.

A sick child will not be permitted to return to care 24 hours after the condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after receiving an antibiotic's first dose. If a child receives an antibiotic for an ear infection, (s)he may return to daycare immediately if he has been free of other symptoms mentioned for at least 24 hours. If parents are unsure whether to bring the child to care, please call to discuss it. Allergy-related symptoms and non-communicable illnesses do not require exclusion.

### Symptoms requiring removal of the child from daycare:

- **Fever:** Having a temperature of 101°F taken orally (100 °F under the arm), a child needs to be fever-free for a minimum of 24 hours before returning to the program, which means the child is fever-free without the aid of Tylenol, or any other fever-reducing substance.)
- Fever, sore throat, rash, vomiting, earache, irritability, or confusion.
- **Diarrhea:** runny, watery, bloody stools, or two or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in 24 hours.
- Chicken Pox, Mumps, scabies, hand foot and mouth, croup, influenza, roseola, meningitis
- Measles, strep throat, Hepatitis A, impetigo, nasal discharge (yellow or green mucus)



- Frequent scratches of the body or scalp, lice, rash, or other spots resemble childhood diseases, including ringworm and pink eye.

The child must also be void of any contagious disease that is not listed unless accompanied by a doctor's note stating the illness in question is not infectious. The child is otherwise feeling well enough to participate in our daily schedule.

\*Please notify us as soon as possible when the child contracts an infectious disease. Parents and children will be informed of exposure to the disease. The parent's privacy is assured.

### ANNUAL VISION & HEARING

Keyla Kiddie Kollage will ensure that hearing and vision screening services are provided annually in accordance with Illinois Department of Public Health's Hearing and Vision Screening Codes and the Illinois Child Vision and Hearing Test Act. Our center will report any known or suspected case or carrier of communicable disease to local health authorities and comply with the Illinois Department of Public Health's Control of Communicable Diseases Code. The center will maintain a file of reported illnesses that may indicate possible infectious disease. If a child needs emergency care because of an accident or illness that occurs while the child is in care, the day care center will attempt to contact the child's parent or parents at the phone numbers provided for that purpose. If unable to locate the parents, the day care center's attempts to do so will be documented in the child's file.

### BEHAVIOR TRANSITION PLAN

A behavior support plan will take place before the transition plan goes into effect. Children have unique behaviors that can sometimes be challenging. To ensure our program is meeting the needs of the child, it requires observation, assessments, one on one support, and qualified professional support. Even after numerous attempts of working with a child, it cannot be enough to meet the child's emotional, physical, or educational needs. We investigate receiving guidance from outside professionals to assist us with understanding and working with children with challenging behaviors. We address the seriousness and repeated patterns of the behaviors that interferes with the child's ability to engage developmentally with peers and adults, along with documenting all incidents and teacher support. If our support is unsuccessful, we would start to assist parents with locating a program more suitable for the child's needs.

### EXTREME BEHAVIORS IN CHILDREN AND THEIR PARENTS

If a child's extreme, uncontrollable behavior, continues to endanger staff or other children physically or emotionally in the center, a parent meeting will be requested by the Director and the child's teacher. The problem behavior will be discussed and recorded, and goals for correction will be established. If after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested. Behavior correction goals will be discussed again, and a new behavior plan will be defined.

**Suspension/ Dismissal:** If no progress occurs within the established timeline, suspension will result. Parent will be responsible for payment during the length of suspension. Dismissal of the child will occur after 3 suspensions, or immediately if the child's behavior severely injures a staff member or another child.

### REPORTING CHILD ABUSE

The Director and staff must report any suspected incidents of possible child abuse or neglect. Child protective services can question the child at any time without consent.

### MEDICAL AND DENTAL EMERGENCY PROCEDURES

The parent's emergency information will be kept on file at the daycare. In case of illness or injury, this information will be used to notify parents, or the person designated by them of their child's status; if their child

is injured while at the daycare, the Director or teacher will use first aid. If a doctor's treatment is necessary, we will make every effort to contact parents or the doctor they have chosen to treat their child. An injury report will be completed in all cases, and a copy is given to the parents and the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that the child receives the treatment they need in an emergency. **All emergency contact information must be up-to-date and correct. Please inform us immediately of any changes to keep the information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Reports of all incidents and injuries involving children will be prepared by the person responsible for the child at the time of the occurrence.

**Note:** If a severe accident or sudden illness requires immediate medical attention, the following procedures will be as followed:

- 1) A phone call to 911 or child's physician is made.
- 2) Child's parents (or emergency contacts) are called.
- 3) Child is separated from the other children and adequately cared for.
- 4) Ambulance takes the child and health records to the doctor or hospital.

\* A certified practitioner may be called if the child is exempt from receiving hospital medical care.

\*Parents are responsible for all medical-related costs.

\* For religious grounds purposes, the center will follow the parent plan regarding their child receiving medical care from a certified practitioner.

### TRANSPORTATION

There will be no transportation by vehicle that will take place in our program until further notice. Field trips would consist of walks to nearby park, etc. Parents must sign a transportation permission slip form prior to any walks.

### SPECIAL NEEDS CARE

Our program commits to the inclusion of all children. Communication must be ongoing and responsive to the needs of all families. We want to assure parents that confidentiality is respected and upheld by all families in our care. To meet the child's individual needs, we ask that they communicate any special needs their child may have. We will always strive to maintain a barrier-free physical environment to enhance all children's educational experience in our program. We ensure modifications and any accommodations will be put into place as needed. If a need were to arise, we would gladly help to connect parents to any comprehensive services.

### EVACUATION PROCEDURES

Keyla Kiddie Kollage has written policies and procedures for dealing with emergencies and natural disasters (see emergency preparedness plan handbook). Evacuation plans are posted in the daycare near the parent bulletin board and each classroom door. In the unlikely event, the children will evacuate to an emergency location, and the Director will notify parents as soon as possible. Our emergency location of choice is the A notice will be posted at the daycare on the front door with all the alternative site information.

**Note:** Our program conducts Fire and tornado drills monthly. Please see emergency handbook for details.

### BUSINESS INTERRUPTION

The childcare program may also be closed due to loss of electricity, fire damage, infectious disease outbreaks, inclement weather, other unforeseen events, etc. The parent agrees to arrange alternate emergency childcare for these situations. If the childcare program is closed for more than two consecutive business days, the parent

is relieved of any financial obligation to pay for those days over two business days. The parent further agrees to resume the use of the childcare program as soon as it resumes operation. Nothing in this provision alters the contractual requirement relating to the required length of notice for the childcare contract termination.

### DIAPER/PULL-UPS POLICY

It is the parent's responsibility to provide diapers, wipes, and diaper cream for the child. The parent's responsibility is to check periodically to see if their child needs more diapers, wipes, and cream; however, the teacher will also review and let parents know when the child is low. Each child has his or her own labeled diaper bin located at changing table. Diapers are checked frequently and changed every two hours or more often if required. Diapers containing a bowel movement are changed immediately. The diaper changing tables are cleaned and disinfected; between each diaper change, the childcare teacher and the child must wash their hands immediately after.

### TOILET TRAINING

We are more than happy to encourage potty training if the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before being effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident-free for at least **two weeks** in pull-ups. Communication between parents and the Childcare teacher is imperative for a successful transition from diapers to the toilet.

### NAPS/QUIET TIME

There will be a designated nap/rest time each day (see Daily Schedule). All children must either nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are irritable in the afternoon, short-tempered with others, and not very happy when they go home in the evening.

### MEDIA VIEWING/TOUCHSCREEN DEVICES

Television viewing is done once or twice a week, no more than half an hour at a time, and is limited to educational videos. On occasion, usually, only on Fridays, we may pick an appropriate children's video to watch for movie night. Children are never required to sit and watch TV, and TV will not be offered in place of free play or learning activities.

Children will have learning media pads to facilitate educational technology (reinforce concepts, spark discussions, improve social skills). Learning how to use technology is a necessary life-skill. The touchscreen devices will encourage children to take turns, share, and follow directions. Digital devices allow children to learn through technology and keep up with the current times of online learning.

**Note:** The use of screen time will be limited, not to exceed 1 hour a day.

**RELIGIOUS INSTRUCTION:** All religion will be accepted and celebrated. All instruction will be coordinated and followed in written by the parent. If there is anything in particular parents would like addressed, please see Director.

### TOYS

We have well-organized, separate, age-appropriate toys for our preschool program. We encourage children to bring a piece of home with them; a special blanket, toy, or teddy bear can be very comforting during rest time. Photos of family members can be left at daycare to help remind children of familiar people. However, **please do not bring the child's toys to daycare except on designated sharing/show and tell days.** As much as we

try to encourage sharing, this seldom works when it is the child's toy; it only causes confusion between them and the other children. Never send the child to daycare with toy weapons.

### **CLOTHING/ATTIRE**

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor activities; children should dress appropriately. Parents should understand that clothes may become soiled or damaged, although the teacher will make every effort to prevent this from occurring. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold weather. During colder days, it may be better to dress the child in layers. Parents will be expected to provide an extra change of clothing for their child. Accidents will happen, and it is always helpful that there is extra clothing for the child.

\*Children will be taken outdoors for a portion of every day (twice) unless the weather conditions pose a danger such as lightning or extremely high or low temperatures.

### **PERSONAL BELONGINGS**

If children want to bring a favorite sleepy toy for naptime, please note that they will only bring it out for naptime. It confuses the purpose of the toy if they play with it and try to sleep with it. Show and tell is occasionally, and they may bring any toy they want. We are not responsible for any loss or breakage of personal items. All personal items must be marked with the child's name.

### **SUPPLIES**

Parents are responsible for supplying diapers/pull-ups, wipes, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that the child may need. Parents may bring a package of diapers to be stored here, and we will let them know when the supply runs low. The teacher will send soiled clothing home; a clean change of clothes should be brought back the next day. If there is a special occasion that calls for a unique outfit (a visit or party right after childcare or a trip to the photographer), please send the clothing with their child, and we will help them clean up and get dressed before the arrival. Parents will be required to bring bathing suits for their child in the summer. We will request specific items for different times of the year, such as boots or snowsuits. Items must be stored in the child's cubby. Parents must always maintain these items. Failure to do so is grounds for termination. Please keep in mind that it may prevent children from going outside if they do not have the proper clothing attire. If it becomes necessary for the program to purchase supplies and requested items for the child(ren), parents may be billed on their next payment due date.

### **DAILY SCHEDULE**

Young children enjoy a structured schedule that allows for flexibility. A routine plan helps the day flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we must adjust the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but please note that children may be sleeping when they do. Come and go as quietly and quickly as possible. Daily schedules will be posted on the Parent bulletin board.

### **HEALTHY MEALS**

We provide all food at no extra charge. Meals will consist of AM snack, lunch, and one afternoon snacks. Keyla Kiddie Kollage offers nutritious/healthy meals. Healthy lunch meals will be served by our certified cook on-site at the center. Menus are posted on the Parent Connect bulletin board directly outside the child's classroom. The program may provide copies of the menus to parents upon request.

\*Please notify us of any dietary restrictions.

### CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, outdoor play, and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, children will brush their teeth, as well. Staff must wash hands frequently and uses antibacterial gel. Washable cots are used for naptime. Each child has a separate cot with blankets washed weekly (unless soiled, then they are washed as often as necessary), and cots are wiped with bleach water.

\*All toys and equipment are cleaned in a bleach/water solution weekly and when equipment has contact with saliva or body fluids.

\*Children use separate cups, plates, bowls, and eating utensils. Labeled water bottles and child-size cups are provided for them and frequently washed throughout the day.

\*Parents are allowed to bring personalized eating utensils for their children.

### OPEN DOOR POLICY

Please feel free to come and go at any time throughout the day to visit children. However, please keep in mind that in doing so, the child in question will have a difficult time separating from their parents, and it can prove to be a distraction to the other children in our care. During times like these, the other children have a hard time listening and following our directions. Furthermore, if parents or any other family members (grandparents, etc.) would like to visit or play with the child for an **extended period**, please arrive before/after nap time (1:00 pm-3:00 pm).

### CURRICULUM AND DEVELOPMENTALLY APPROPRIATE ACTIVITIES

We use the Pinnacle preschool curriculum specifically geared towards children ages 2 through kindergarten. Our curriculum allows us to focus on the younger age group of children in our care, which better all childcare experience.

The curriculum provides for all areas of a child's development, including physical, social, emotional, and cognitive development. We use a developmentally appropriate practice approach. Our curriculum focuses on observations, a needs assessment, and recording each child's unique needs, interests, and developmental abilities. Our classroom environment is designed for children to explore, interact, and use their imagination. At Keyla Kiddie Kollage, we make learning fun. A strategically planned curriculum creates easy avenues for children to know without a negative association. We set the foundation for a positive school experience that they will take with them through their education.

We believe every child has a right to learn at their own pace and should not be categorized solely by their age. In our unique class setting, we can teach and challenge the child according to their abilities. Age does not dictate the child's capabilities.

Our children can learn and acquire so many skills through a strategically planned curriculum and repetition. Children grow within the same classroom, with the same teacher, so we get to know the child and their best learning method. Never will children be forced to do something like sitting at a desk and memorize flashcards. Parents will be surprised what their children can accomplish and enjoy doing. We are all born innately with a desire to explore and learn, and it is when we have failures, struggles, and boredom within a classroom, we begin to dislike education. Our students look forward to our programs and will miss school on days off. The

following is a list of skills our students acquire before entering kindergarten from our program and are not kindergarten requirements.

1. Recognizes, states, and writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spells and writes his/her first & last name (using lower & uppercase letters).
4. Completes the first level of Hooked on Phonics reader program.
5. Recognizes and states phone number and address.
6. Recognizes, counts, and writes numbers from 1-20, forwards and backward.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Able to do yoga exercises
10. Is independently able to dress (except for tying shoes).
11. Potty trained.
12. Is socially able to interact in a group setting.
13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backward.
15. They have learned how to count to ten in Spanish and may have a small vocabulary of other Spanish words.
16. Can cut, glue, and color independently.
17. Able to follow three-sentence instructions.
18. Can sit quietly during story/group time.
19. They have learned to stand in a line.
20. They have learned a large assortment of animal sounds.
21. Can categorize where an object belongs.

**Note:** Every day, parents will receive a Daily Letter, a basic synopsis of their child's day. We encourage parents to discuss with the child things they learned during the day. This will open communication and help the child recall activities, a valuable skill needed in formal schooling. Children learn through repetition, and the more reinforcement they get from home, the more beneficial our program will be to them.

### LEARNING CENTERS

Keyla Kiddie Kollege program allows children to stimulate growth and maximize their potential. We offer learning areas that will offset their ability to reach individualize milestones. Our classroom is structured to meet each development area, including a language/cognitive space, fine motor, manipulatives, science/discovery, art, music and movement, math, social studies, yoga, sensory, reading, block area, and dramatic play. These areas are the main components in our daily schedule that children will participate in.

### TGIF (Thank God it's Friday)

Here at Keyla Kiddie Kollage, we do our version of TGIF with occasional Show & Tell and an afternoon educational video with popcorn. Children are allowed to bring any toy from home that they choose to speak about to the class. This gives them a first glimpse at group speaking in front of their classmates, and feel special, both critical elements to high self-esteem. The afternoon movie will be educational and decided by a majority class vote. We have a vast selection, but children may also pick their favorite educational movie to share as well.

Friday is also a time when children get to choose a Special Treat for not striking out the entire week. We have a wide assortment of prizes for children to pick from our unique treasure chest. It may be a small toy, but

children will take such pride in knowing that they earned it for making great choices all week. Our reward ceremony singles out each child and recognizes them for their hard work and accomplishment. This is what makes our system so effective. A child does not want to lose their Special Treat and, by doing so, it has a powerful impact upon the child, making them rethink their choices in the upcoming weeks. It is human nature to crave positive affirmation, and our approach creates that environment for children.

TGIF is also a day where we encourage children to teach the class about their culture.

### **BIRTHDAY PARTIES**

Birthdays are a particular time, and we like to celebrate them! On the child's special day, we will have a small party and recognize their milestones. Feel free to send treats, such as cookies or cupcakes. Parents should let the teacher know their plans in advance to avoid duplicating treats and consider dietary restrictions.

### **CENTER RULES**

There are specific center rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone.

There will be no running permitted. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be tolerated. There will be no standing or climbing on chairs or tables. There will be no use of obscene, derogatory, or disrespectful language.

Families must be respectful of others, property, and equipment. No smoking is permitted on the premises. Children and families are welcome in any areas of the center that are for daycare purposes only.

### **INDOOR/OUTDOOR PLAY**

**Indoor play:** We provide a variety of age-appropriate toys/activities for indoor space. Although the toys are in the centers/learning areas, we believe it is an essential part of children learning to explore outside the confinements of structured spaces during free play. It also allows for children to explore their intellectual side. Learning areas consist of fine motor, manipulatives, language, sensory, science/discovery, music and movement and circle time/math/social studies/yoga, and a library area. There is a dramatic play area and a block area; children can play dress-up, kitchen, cars, and have a puppet show. All these are vital to a child's development, and each sets the tone for individual learning milestones. It is essential to provide all areas of learning to create the foundation of educational opportunities. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of children's education. After playtime, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on to carry it with them into adulthood.

**Outdoor play:** We will play outdoors every day that weather permits. We have a wonderful play area equipped with climbers, a sandbox, and bikes. We also have sidewalk chalk, paint brushes, and other tactile toys making outdoor time an enjoyable event for children. Other outdoor activities will include walks within the neighborhood, playground time at the park closest to our school, and water play (sprinkler and small pool during summer). When the weather does not permit outdoor play, the teacher will go to great lengths to do more music and movement, and physical activities.

\*Children should dress appropriately (see Clothing/Attire section) for outdoor play at all times.

### **MISCELLANEOUS**

- Keyla Kiddie Kollage does not transport any child by car or any moving vehicle without the parent's permission.
- Keyla Kiddie Kollage will not release photos of the child without the parent's permission.

- Keyla Kiddie Kollage celebrates certain holidays by having Santa, Easter Bunny, and cartoon characters visit our program.
- Keyla Kiddie Kollage participates in picture day and will have a photographer visit occasionally.
- Keyla Kiddie Kollage, nor the program, will be held liable for any accidents/injuries that occur on our property out of our control, such as slips or falls.

### PARENT APPRECIATION

Keyla Kiddie Kollage prides itself on showing parents our appreciation. There will be refreshments daily each morning during drop-off. Every quarter (3 months), we will also offer our gratitude by providing delicious meals to families at pick-up. This typically happens on Fridays.

### INCLEMENT WEATHER & SNOW DAYS

Keyla Kiddie Kollage primary consideration is the safety of the children. We will close due to inclement weather. If there are 2 inches of snow or more, extreme wind chill/ice, blizzard, and district/local school closing, we will close. Although we will do our absolute best to keep the parking lot and walkways free of snow and ice, we cannot ensure that it will remain clear during hours of care. Please wear appropriate footwear to safely transport the child(ren) to and from the car. We will give as much advance notice by voicemail message, email, and the software app to parents (preferably by 5:00 pm) of daycare closing.

When inclement weather approaches and worsens while in care, the Director will notify parents to pick up children as an early dismissal. Early dismissal also applies if the center loses power due to bad weather while in care. We encourage parents to consider driving conditions. We also urge parents to use their best judgment to bring their child(ren) to care during unsafe weather conditions. Parents must pay tuition whether or not their child attends care during inclement weather.

\*Keyla Kiddie Kollage, nor the center will be liable if parents or children become injured on our property due to bad weather. This policy also applies to any accidents that may occur while driving to pick up the child from care.

\*Parents are expected to pay full tuition in the event of early dismissal or daycare closures due to inclement weather.

### INTEGRATED PEST MANAGEMENT

IPM is a method of managing pests by choosing effective methods of pest control while reducing human exposure. A monthly service and site inspection from Smithereen Pest Management company will be conducted to control any pest, rodents, or insects that may enter the daycare center. No chemical applications are to be applied without notices being sent to the student's parents in accordance with IPM standards. All service will be conducted after business hours. We will keep all records of any pest management activities. Parents will be notified in writing when pest activity takes place.

### PARKING

Parents are welcome to park in our parking lot during pick-ups and drop-offs. Free parking is also available on the street.

### TAX INFORMATION

We will supply parents with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given in January each year or when the Director terminates services. Parents may request a statement at any time.

### TERMINATION POLICY



We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required enrollment forms
- Lack of parental cooperation
- Failure of the child to adjust to the program after a reasonable amount of time and failed arrangements
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs after failed arrangements
- Lack of compliance with the parent handbook regulations
- Serious illness of the child
- Excessive late drop-offs

We appreciate as much advance notice as possible when terminating. Parents are required to give two weeks' written or verbal notice when they decide to terminate childcare. The two weeks will be paid in full, regardless of whether the child is in attendance.

We will give two weeks' written notice of termination for which full tuition is due, whether the child is in attendance. Keyla Kiddie Kollage reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the center or other children in attendance. In this situation, the parent must pay the two weeks' tuition.

#### **LEGAL FEES**

Parents agree to be responsible for all legal fees of unfilled obligations regarding the termination of care. If proper notice nor termination fee is not received under this contract, requiring legal recourse, parents agree to pay all legal and collection fees necessary to secure the funds contractually due.

#### **STATE LICENSING REQUIREMENTS**

Keyla Kiddie Kollage is licensed and complies with all applicable licensing regulations and standards. We believe that these standards are in the best interest of the children. Our center is subject to inspection by state and city health, fire, and licensing officials. (See DCFS booklet in the enrollment packet).

#### **HANDBOOK/CONTRACT REVISION**

All families will sign a yearly revision to the parent handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies as we deem necessary. Parents will be notified, in writing, of any changes that may occur. The Director will make every attempt to give at least two weeks' notice of policy changes.