



**Parent Handbook**

### **Our Mission**

To provide the highest quality educational program, in a loving, Christ-centered environment in a way that earns the trust of the children and the families we serve.

### **Our Philosophy**

At Kid's in Training Enrichment Center, we believe that each child is a precious gift from God. We respect the trust that you have placed in us to care for your child (children) and strive to cultivate these gifts. We strive to help each child understand that they are valued, competent, and capable of anything. We believe that education is a partnership between the families and the teachers.

### **Our Goal**

The goal of Kid's in Training Enrichment Center is to help preschool and toddlers, ages 12 months to 5 years develop their education, as well as their social/emotional skills so that they can feel confident and productive both in school and the world. We encourage the development of self-help skills, as well as problem-solving skills, good verbal communication skills, gross motor and fine motor skills and literacy. As well as, helping them grow in a faith-based environment.

### **Our Invitation**

All children are invited to attend our program regardless of faith and denomination. If you do not have a church home, we welcome you to attend our church services and activities. We offer nursery services during all church services/activities. The nursery is geared toward ages birth to 4 years old.

Sunday	8:30 am	Contemporary worship service
Sunday	9:30 am	Sunday School
Sunday	10:30 am	Traditional Worship Service
Wednesday	5:30 pm	Fellowship Meal
Wednesday	6:30 pm	Adult, children, youth programs

### **Hours of Operation and Schedule of Closings**

Kid's in Training Enrichment Center is open Monday through Friday from 7:00 am to 5:30 pm. We are closed for the following holidays.

New Year's Eve - January	Independence Day - July	Friday after Thanksgiving Day -November
New Year's Day - January	Labor Day - September	Christmas Eve - December
Tater Day -First Monday of April	Friday of Fall Break - October	Christmas Day - December
Memorial Day - May	Thanksgiving Day - November	Good Friday-April

### **Daily Schedule**

The daily schedule is posted in your child's classroom. If you would like a copy of it, please ask your child's teacher and they will be happy to get you a copy.

### **Fees and Payments**

We have several fee and payment arrangements to fit the individual needs of each family. Please ask the director or assistant director for a fee schedule.

We hope that each family has a positive experience. Should you need to withdraw your child for some reason, we ask that you give us a 2-week notice.

### **Arrival and Pick up**

The center opens at 7:00 am and closes at 5:30 pm. Each child must be walked to their classroom and signed in each morning. Each child must also be signed out at the end of each day.

If you have chosen the part day preschool option, your child's school day is 7:00 am to 1:30 pm.

Should an adult come to pick up a child that the staff does not know, the child's designated pick up list will be checked, and the adult will be asked to show I.D. This is for the safety of your child.

Should you need someone that is not on the designated pick up list to pick up your child, you will need to provide a note containing this information or call and speak with the director or the assistant director. Whomever is picking up your child will need to bring their I.D. This is for the safety of your child.

Should an adult attempt to pick up a child and they are not on the designated pick up list and/or a note or phone call informing the center has not been made, the director will contact the parents/guardians to get permission for the child to be released to this adult. The adult will be asked to present I.D. This is for the safety of your child.

**In all the instances the adult will be asked to sign the child out on the sign in/out sheet for that day.**

Should we feel that the safety of a child is in question, the director/assistant director reserves the right to refuse to allow a child to leave in the care of any adult. Law enforcement may be called if the director/assistant director deems it necessary. This is for the safety of your child.

Should a child be picked up after 5:30 pm and the center has not been notified, a charge of \$1.00 per minute can be charged. This charge would be added to your bill. This charge is to cover the cost of paying a staff member for caring for your child after their scheduled time off.

### **Curriculum**

We use a curriculum called Creative Curriculum. Each week there will be a theme for the teachers to base their lesson plans around. The children will have experiences in art, math, language, pre-literacy, social-emotional, self-help skill development, science, music and movement, gross motor and fine motor development. The teachers will post the lesson plan in your child's classroom, so you can see what they are learning each day.

## **Family/Staff Communication**

Communication with the families is very important to us here at Kid's in Training Enrichment Center. We strive to communicate with each family daily. Each child will be greeted upon arrival by their teacher. Should you have anything you feel your child's teacher needs to know, please do not hesitate to talk with the them.

The KIT office door is always open. If you need to talk with the director or assistant director, please do not hesitate to do so. One of us is always here from 7:00-5:30.

We also use several forms of written communication. Each day your child should come home with a daily sheet, which tells you about their day.

We also do a monthly newsletter, which tells you about what special things are happening at the center each month, and reminders of important things you need to know.

**Your child will have a folder that the teacher will put all papers, art work etc. in. Please be sure to check your child's folder each day.**

## **Discipline**

We believe in positive guidance, that is developmentally appropriate for the age group. The teachers will always begin with talking to the child, using positive words, and then redirection. Should this not help, the child may then be asked to sit down for a few minutes to calm their body and regroup. Developmentally appropriate practices recommend 1 minute per age of the child.

## **What to Bring**

### ***Toddlers need to bring the following:***

- \*Back Pack
  - \*Diapers
  - \*Wipes
  - \*Change of clothes
  - \*Blanket for rest time (small pillow or stuffed toy if needed to rest)
- Your child's rest items will be stored in their cubby and sent home on the last day they attend for the week to be washed)
- \*Lunch

### ***Preschoolers need to bring the following:***

- \*Back Pack
  - \*Change of clothes
  - \*Blanket for rest time (small pillow or stuffed toy if needed to rest)
  - \*Pull-ups/Wipes (If your child is not yet potty trained, it is the families responsibility to provide pull ups and wipes)
- \*Lunch

### ***School-agers need to bring the following:***

For full day only...

- \*Back pack
  - \*Change of clothes
  - \*Blanket for rest time (This is optional along with a small pillow should they so choose)
- \*Lunch

### **Meals & Snacks**

KIT Enrichment Center provides a healthy breakfast each morning for the children. Breakfast for the toddlers and preschoolers is served at 8:30 am. Breakfast for the school-age children, when they are present for a full day, is at 8:30 am.

KIT Enrichment Center also provides a health snack for all the children each afternoon. The toddlers and preschoolers eat snack at 2:30 pm. The school age children eat snack upon arrival from school in the afternoon. Should the school age children be here for a full day their snack is served at 2:30 as well.

**If your child has any allergies or special dietary needs, please let the director know so she can make sure to accommodate these.**

Menus are sent home each month, so you will know what your child is eating each day.

### **Allergies & Medical Conditions**

Please be sure to notify the director if your child has any special medical conditions or allergies. Should there be rescue medications that need to be kept at the school, please let the director know this as well. There is a special form that state licensing requires the parent/guardian complete for these types of medication. It is always the schools goal to keep your child safe and healthy.

### **Health & Safety Practices**

- **Immunizations** – In accordance with state licensing, each child must have a current/up to date immunization record on file always while enrolled at the center. Should you choose not to have your child immunized, there is a waiver that must be completed to be kept in your child's file. Your child's doctor office or the health department should have this form.
- **Hand Washing** – We ask that upon arrival in your child's classroom that you have your child wash their hands before they begin to play. This is a state licensing requirement and helps to keep down germs and illness in the classroom.
- **Illness and Injury** – Should your child become ill at school with fever of 100 degree or higher, diarrhea or vomiting a parent/guardian will be contacted to pick up the child. Should a parent/guardian not be reached we will begin to contact persons on the child's emergency contact list.
- Should your child become ill with any of the following, it is the centers policy that they not attend school for 24 hours, or until symptom free without any type of medication such as Tylenol, Ibuprofen, Imodium etc. Fever, diarrhea, vomiting.
- **Pink Eye/Conjunctivitis** – Should your child contract pink eye, which is red itchy eyes with a green discharge, they must be treated for 24 hours with eye drops and/or have a doctor note stating the child is not contagious before they may return to school.
- **Head Lice** – Must be treated with medicated shampoo until live lice and knits are no longer visible. Once your child returns to school, a check will be done by the director to ensure that there are no visible lice or nits.
- **Rash** – The center asks that if your child was to develop a rash of any kind that you have it looked at to ensure it is not contagious. A doctor note will be required to return to school.

It is KIT Enrichment Center policy that if an injury occurs at the center the teachers will be asked to complete an accident report. The teachers will ask the parent/guardian to sign the accident report and a copy will be given to you.

### **Medication**

**Prescription medication** – Should you need the center to give your child prescription medication, in accordance to state licensing, the medication must be in the original bottle, with the child's name, Doctor's name, the correct dosage, and the name of the medication. The expiration date on the medication must be current.

**Non-prescription Medication** – Should you need the center to give your child a non-prescription medication, it must be in the original bottle, have a current expiration date and be labeled, on the container, with the child's full name.

With ALL medications, the medication MUST be turned into the office to be locked up. A medication form must be filled out and signed each day that the medication needs to be given. The medication will be administered by the director or the assistant director, who will then sign the medication form and indicate the time given.

### **Safety Drills**

According to state child care guidelines, we are required to have safety drills each month or quarterly, depending on the drill. This helps to insure the safety and preparedness of the children and staff, should an emergency arrive. We have the following drills, fire, tornado, earthquake, lock down, and evacuation.

#### **The following are the plans for each emergency:**

**Fire:** In the event of a fire each classroom will be evacuated to the large playground or the field behind the large playground. This drill is conducted each month.

**Tornado:** In the event of a tornado, the children will be taken to the gym. This drill is conducted quarterly.

**Earthquake:** In the event of an earthquake, the children are instructed to get under the tables. This drill is conducted quarterly.

**Intruder:** In the event of an intruder, the children will be put under lock down. They are instructed to "hide" in certain areas of the classrooms where they are not visible. This drill is practiced quarterly.

**Evacuation:** In the event that we must evacuate the building, children will be taken to a church members garage. Her name is Patty Shelton. She lives directly behind the church. Her address is 519 Merrywood Dr., Benton, KY. 42025. This drill is practiced twice a year.

**Should any of these emergencies take place, once the children are in a safe place, all parents will be contacted. Each teacher is trained to take their sign in/out sheets, parent/guardian contact list, and first aid kit with them.**

We hope that your experience at Kid's in Training Enrichment Center is a positive one and that you and your child will feel at home here and continue to grow and learn with us until they move on to public school. We appreciate you entrusting your child's care and learning to us each day.