

Kids Kampus Daycare Parent Handbook

Greetings

Thank you for your interest in Kids Kampus Daycare. As a ministry of Lakeshore Baptist Church, we exist to serve families in our community by providing a safe and nurturing environment for their children. We believe that caring for children is a high responsibility, and we take this role seriously. We endeavor to point children to Jesus Christ through our love, Bible stories and songs, and through the everyday experiences of interacting with others in which we learn how He wants us to live. Love, kindness and forgiveness are over-arching themes that our teachers are constantly stressing to the little ones in our care.

Our daycare also has a separate preschool component. Additional information about Kids Kampus Preschool can be found in the Preschool Handbook.

Please feel free to call us with any questions, concerns or comments at (616) 842-4290.

Program Licensing and Staff/Volunteers

Kids Kampus is licensed by the State of Michigan Consumer and Industry Services, Division of Child Day Care Licensing. The state has detailed regulations governing staff qualifications, staff-to-child ratios, number of square feet of play space per child, discipline, equipment, nutrition, health records, emergency medical care, fire safety and other detailed requirements. Kids Kampus meets or exceeds each of the state's requirements and is insured.

Our staff members have undergone extensive background checks and yearly training in child development and other child-related topics. All of our lead teachers have an early childhood degree or the equivalent, and at least one CPR and First Aid trained staff member is on site at all times.

We have parent volunteers in the classrooms from time to time. In order to ensure the safety and well-being of our children, all volunteers will either undergo a background check or will be under direct supervision by a daycare staff member.

Security

We know the importance of providing your children with a safe daycare environment. We have security measures in place to ensure that commitment to you. All of our staff should be identified easily. They will be wearing either a Kids Kampus uniform shirt/apron and/or an identification badge. Please feel free to ask staff members at any time for further proof of identification.

If someone other than a custodial parent arrives to pick up your child, we will ask for a photo i.d. and compare that to the list of names of approved persons you have listed on your child's information record. We will never release your child to an unauthorized person. We keep our daycare rooms closed to the public and only authorized personnel and parents may gain entrance.

If someone else other than a parent is picking up your child on a given day, please inform the morning teacher(s) in your child's room, preferably in writing. The other person must be listed on your child's information record.

Enrollment Policy

We welcome new enrollment of children from the ages of six weeks through five years. While we do not allow new enrollments of children six and older, we do allow children who turn six while enrolled in Kids Kampus to stay up to Labor Day weekend in September. To enroll a child it is necessary to contact the daycare office at (616) 842-4290. A regular schedule is necessary for enrollment.

Before a child is considered for enrollment at Kids Kampus, the following steps are to be taken:

- The parents and child must meet with the Program Director for a tour of the facilities. During this time, room availability and daycare procedures will be discussed.
- If both the staff and parents feel that Kids Kampus would be the most effective and appropriate setting for the child, the parents will receive an enrollment packet with the following forms to complete:
 - Payment and Fees Sheet
 - Enrollment Schedule—This form, along with a registration fee of \$60, will hold a child’s place until the starting date.
 - Child Information Record—Please notify the Program Director immediately with any change of address, phone number or other pertinent information. To ensure the health and safety of your child, this record must be current at all times.
 - Health Appraisal—Children must have the health appraisal form on file at the day care. This report

must be filled out by the child’s physician and remains valid for one year. The immunization record portion must either be completely filled out, or a copy of the record from the doctor’s office may be attached. We strongly encourage all children to be fully immunized; but if you choose not to have your child immunized due to philosophical or religious reasons, an appointment must be made at the Health Department to sign a waiver form. If your child is unable to receive immunizations due to a recognized medical condition, your doctor may fill out a medical contraindication form for your child.

- Photography Release, Non-Prescription Topical Medication Permission Slip, Walking Permission Slip, and Sunscreen Permission Slip
- Licensing Notification Form
- Handbook Agreement Form

Hours

Kids Kampus is open from 6:30 a.m. until 6:00 p.m. Monday through Friday. *All children must be picked up no later than 6:00 p.m.*

Payment and Fees

Upon enrollment, you may choose either a monthly or weekly payment option. A monthly statement reflecting payments made and any balance due will be sent to you in the mail.

Weekly payments are due on the first day of service for the week; a bill will not be sent on a weekly basis since weekly payments are the same every week unless there is a holiday or requested time off in

that week. In such a case, a weekly statement will be sent out. A \$2.00 late fee will be assessed for each day a weekly payment is late.

Monthly payments are due on the 25th of the previous month. A \$10.00 late fee is assessed if a monthly payment is late.

You will be billed according to your child's enrollment schedule regardless of actual attendance. The only exceptions to this would be days in which Kids Kampus is closed (holidays, snow days, power outages, etc.) and the approved vacation days which you are allowed during the year (see Vacation). The registration fee is non-refundable.

Preschool tuition is a separate bill.

Vacation

Since staffing is decided upon according to the expected number of children, no reduction of the weekly fee can be given for absences. However, you may request three separate vacation time-offs during the year if a two-week notice is given on the Vacation Request Form, and you will not be charged. Each vacation request may consist of one day up to two weeks. Vacation Request Forms along with Schedule Change Forms are available in each daycare room.

Weather-Related Closings

If the Grand Haven Area Public Schools are delayed or closed due to weather, Kids Kampus may also be delayed or closed. However, we make every effort to remain open if at all possible. In the unlikely event that Kids Kampus would be closed for another reason such as

a power outage, you will be called by a staff member and asked to pick up your child immediately. Once the decision is made to close for the day, it is final, even if the situation changes. Closings will be listed on WOOD Channel 8 and WZZM Channel 13.

Holidays

Kids Kampus will be closed for the following days: New Year's Eve, New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. Depending on the calendar year, there may be additional days allotted.

Withdrawal/Dismissal

If you choose to withdraw your child from Kids Kampus, we request a two week notice. Payment will be required for those two weeks regardless of attendance.

There are two circumstances under which Kids Kampus may request that a child's attendance be terminated:

- Families with overdue accounts will be requested to withdraw from the program if payment is not made within 14 days of the due date *unless prior arrangements* have been made with the Program Director. Once the account has been brought up to date and plans have been made to keep the account current, the child may be readmitted by following the normal registration procedure.
- If a child's behavior is consistently such that the child's safety or the safety of the other children or workers is in jeopardy, withdrawal from the program will be requested

after the procedures outlined in the discipline policy have been employed.

Emergency Procedures

Emergency procedures are in place in the event of fires, tornado watches and warnings, a lockdown event, and serious accidents. The procedures and evacuation plans are posted in each classroom and drills are practiced routinely throughout the year.

Illness and Injury

To safeguard the health and safety of all our children, the following guidelines should be used to decide if your child should stay home.

- Fever—If your child has a fever of 100 degrees or higher, he/she must stay home until fever free for 24 hours without medication.
- Rash—If your child has an unidentified rash, he/she must stay home until the rash is gone or a doctor's note states that the rash is not contagious.
- Vomiting—Your child must stay home for 24 hours after the last episode and be eating and drinking a normal diet.
- Diarrhea—Your child must stay home until 24 hours after the last episode. If your child experiences diarrhea while at daycare, he/she will be sent home after the third loose stool.
- Cough—If your child's cough is minor, he/she may attend daycare. If the cough is chronic, deep or hacking, your child needs to stay home until the coughing subsides.

- Conjunctivitis (pink eye)— redness, puffiness or discharge from one or both eyes. Your child will need to be on medication for 24 hours and/or have a doctor's note before returning to daycare.

When a child becomes ill at daycare, the parent(s) will be contacted and asked to make immediate arrangements to pick him/her up. We reserve the right, using our own discretion, to refuse admittance to any child that we believe might be contagious. We do require that children be kept out of daycare for 24 hours after symptoms have subsided.

In the case of a communicable disease (RSV, impetigo, etc.), there must be a written note from your doctor stating that the child is no longer contagious before the child is allowed to return to Kids Kampus.

In the case of allergies, please let us know at the time of enrollment of any allergies (especially food allergies) that your child may have.

Whenever a child is injured in day care, we will fill out an injury form (Boo-Boo form 😊) to inform the parents of the incident. Parents will be contacted immediately in the case of serious injury. If an accident occurs outside of the daycare (at home, etc.) that warrants a physician's visit, the parent needs to present a doctor's slip to the daycare.

Drop Off/Pick Up

Upon arrival, please enter the building at the canopy entrance in front. For quick (five minutes or fewer) access, you may park under the canopy as you enter or leave. *Please* exercise caution with your

vehicle speed and be understanding and respectful of other events which may be taking place in the building.

Parents or guardians are to bring each child to his/her designated daycare room door. Children are to stay with the parent at arrival and pick-up. No child should be left wandering the halls unattended.

Children must be picked up by parents or other approved persons listed on their information record. Please notify your child's teacher if someone other than you will be picking your child up.

Periodically, there may be changes to the drop off/pick up procedure due to the multi-use of the facility; in this case, every effort will be made to give you as much prior notice as possible.

Sign In/Sign Out

Please sign in and out every day on the room attendance sheet. This is important for security and legal purposes.

Also, please fill out the top portion of a daily sheet if your child is in the infant or toddler room; an optional daily sheet is available in the preschool-age room if you desire one. We will fill out all the remaining information on the sheet regarding your child's day, including diaper changes and times, snacks, meals, naps and activities.

Discipline/Classroom Management

Our goal in discipline and classroom management is for children to see how God's Word teaches us to live and to treat others. The primary method of discipline that is used for all age groups is

redirection of a child from an unacceptable activity to a constructive one.

Other methods of classroom management will include planning ahead to prevent problems; setting clear, consistent rules; talking to the child about the feelings he/she is having; offering alternative solutions to the problem and involving the children in solving problems. We want children to learn how to solve conflicts between themselves and to learn to talk their problems through to reach resolution and forgiveness with each other.

If a child is repetitively using aggressive behavior or exhibiting defiance toward a teacher, time out or loss of a privilege may be used to reinforce the idea that such behavior is inappropriate. In such a case, the teacher will remain with the child and still implement the above methods to help the child reach a solution. We will encourage the biblical concepts of restoration and forgiveness.

In cases where the behaviors are ongoing without change, parents may be asked to meet with their child's lead teacher, the Program Director and/or Administrator. In extreme cases of aggression, parents may be asked to come to Kids Kampus immediately and pick up their child.

What You Need To Bring To Day Care

Infants (Promise Room)

Each child must come with sufficient diapers and diaper wipes for the time he/she will spend at the center. We have a diaper variance allowing us to use cloth diapers; see the Program Director for

further instructions regarding those. If your child uses diaper ointment, please send a tube labeled with your child's name.

Please send a fitted crib sheet and any other bedding your child may use for naptime. We will send all bedding home at the end of the week for washing. Infants under 4 months of age may be swaddled. Infants under 12 months of age may use a sleep sack; blankets are prohibited until a child is one year of age. Please label all bedding.

All food, drinks and eating utensils must be labeled with the child's name, date and contents and be in a labeled lunch bag/box type of container. Health regulations prevent us from reusing an opened jar of baby food on another day. If you feel your child may not eat the entire portion in one sitting, please separate the contents into separate containers for separate feedings. Bottles should be brought already filled. We are prohibited from mixing formula. Refrigeration will be provided. In the event you forget your child's food at home, we keep a small supply of canned food available. We will offer canned fruit and a canned dinner such as Spaghettios or Gerber baby food, depending on your child's age. We also keep a supply of pre-mixed bottled Similac formula on hand which we will offer if your child runs out of bottles for the day.

Please bring a clean change of seasonally appropriate clothing for your baby each day as well as a plastic bag for wet/soiled clothing. The extra clothing may be stored in your child's labeled cubby. All children who are walking are required to wear shoes that can be worn outside. Please label all clothing.

The children will be playing outside/going on walks in the strollers on days that the weather is not excessively windy, raining, heavily

snowing or sleeting. If it is quite cold or hot, we will modify the length of time outside accordingly. Please send outdoor winter wear as needed. Please send sunscreen for your child; if you prefer, we supply sunscreen for a \$5 yearly charge for children six months and older. We will apply sunscreen during the months of May through October if the children will be outside for 15 minutes or longer.

Please be sure to check your child's board each day for his/her daily information sheet or any other communication to go home.

Toddlers and Preschool Age (Sunshine Room and Rainbow Room)

Each child not yet potty-trained must come with sufficient diapers and diaper wipes for the time he/she will spend at the center. We have a diaper variance allowing us to use cloth diapers; see the Program Director for further instructions regarding those. If your child uses diaper ointment, please send a tube labeled with your child's name. Those who are being potty-trained may wear either disposable training pants (Pull-Ups) or cloth training pants covered by plastic pants. They should also wear easy-to-handle clothing to encourage independence in the toilet-training process. Toddlers should be toilet-trained before graduating to the Preschool Age Room.

For naptime, we will provide a cot for each child. Please send a fitted crib sheet (fits on your child's cot) and any other bedding your child may use for naptime. We will send all bedding home at the end of the week for washing. Please label all bedding.

If you desire your child to eat breakfast at daycare, you are welcome to send it and we will serve it during the morning free play

time. Please send a lunch with your child if he/she will be present during our scheduled lunch time. Breakfast is served until 8:30 a.m.; lunch is served between 11:45 and 12:30. All food, drinks and eating utensils must be labeled with the child's name, date and contents and be in a labeled lunch bag/box type of container. Refrigeration will be provided. We will provide a morning and afternoon snack; a menu is posted on the front of the cupboards in each room. In the event you forget your child's food at home, we keep a small supply of canned food available. We will offer your child canned fruit and a canned dinner such as Spaghettios.

Each child should wear comfortable play clothes and shoes. All clothing should be washable since the children will be playing outside and be doing art projects. Please bring a clean change of seasonally appropriate clothing for your child each day as well as a plastic bag for wet/soiled clothing. The extra clothing may be stored in your child's labeled cubby. Please label all clothing.

The children will be playing outside and/or going on walks on days that the weather is not excessively windy, raining, heavily snowing or sleeting. Please send outdoor winter wear as needed. If it is quite cold or hot, we will modify the length of time outside accordingly. We supply sunscreen for a \$5 yearly charge or you may supply your own. We will apply sunscreen during the months of May through October if the children will be outside for 15 minutes or longer.

Please be sure to check the toddler room counter or the preschooler's cubbies daily for your child's daily information sheet or any other communication to go home.

Items From Home

Toys and other playthings are not needed at daycare. We have a great variety of play materials and equipment. It is difficult for us to be responsible for children's personal possessions and even more difficult for children to share them. In the case of "show and tell" items, these items should be kept in the children's cubbies until their circle time. Special arrangements can be made in the case of a need for a "comfort" item during times of transition.

Program

The daily schedule of activities varies for each age group, but all the age groups will receive daily age-appropriate exposure to language and literacy experiences (e.g., reading, poetry, singing, circle time, dramatic play), math and science experiences (e.g., counting, sorting, sensory activities, puzzles), art experiences, and centers time.

Infants operate on an on-demand schedule; toddlers and preschool age children follow a fairly regular room schedule. For a detailed room schedule, please ask your child's lead teacher for a copy of her room's schedule.

Each toddler will be provided with a quiet movie time followed by naptime; each child age three or older will be provided with a quiet movie time and a naptime opportunity. If a child does not fall asleep in a reasonable time period, a quiet activity time will be provided in place of a nap.

Health Care Policies Plan

1. Handwashing Procedures

Caregivers and children will wash their hands thoroughly with anti-bacterial soap and running water and dried with paper towels. Hand sanitizers, pre-moistened cleansing wipes and water basins are not approved substitutes for soap and running water. Hands will be washed at the following times:

Children:

- Immediately before eating
- After eating a meal
- After using the restroom or if hands were soiled during a diaper change
- After playing outside
- Whenever hands are visibly dirty

Providers:

- Immediately before handling food, preparing bottles or feeding children
- After using the restroom, assisting a child using the restroom, or changing diapers
- After contacting a child's body fluids, including but not limited to wet or soiled diapers, runny noses, saliva or vomit
- Whenever hands are visibly dirty or after cleaning up the child, the room, bathroom items or toys
- Before giving or applying medication to a child or self

2. Standard Universal Precautions Procedures

All caregivers should operate under the assumption that all bodily fluids they come into contact with are potentially infectious. As such, caregivers should practice proper handwashing procedures as outlined in point number one of the Health Care Policies plan. Whenever cleaning up bodily fluids, caregivers should also observe the following practices:

- Remove other children from the contaminated area, if applicable.
- Wear protective gloves
- Clean up the area using disposable paper towels and a disinfecting bleach solution. If the surface is carpeted, clean the surface area with paper towels and contact the custodian to clean the carpet according to the manufacturer's instructions
- Throw away soiled cleaning items in a separate trash bag clearly marked as bio-hazard.

3. Equipment Cleaning and Sanitizing Procedures

- All food preparation and diapering surfaces will be cleaned after each use using the three-step cleaning process.
 - Wash the surface or article vigorously with soap and water.
 - Rinse the surface or article with clean water.
 - Spray or submerge the surface or article with a sanitizing solution that is left to air-

dry if possible or wiped with a clean paper towel.

- Toys that have been heavily used or soiled will be removed from children's use and cleaned in a submersible process that also follows the three-step-cleaning process outlined above.
- Large toys and cots will be cleaned daily, using a disinfectant solution with a clean rag.
- All bedding will be sent home to be washed on a weekly basis. Soiled bedding will be sent home the same day.
- Bathroom surfaces will be disinfected on a daily basis.
- Additional staff cleaning instructions are listed on the Daily/Weekly Cleaning Schedules posted in each room.

1. Exposure Control Plan

Caregivers must use universal precautions as outlined in point number two of the Health Care Policies Plan when there is potential exposure to blood, including blood-containing bodily fluids and tissue discharges and when handling other potentially infectious fluids. If a caregiver is potentially exposed to a bloodborne pathogen, she must decontaminate, report the incident to her supervisor and receive medical evaluation immediately.

Resources

The following is a list of health and/or family related resources available to area families:

- Love INC
- Lakeshore Pregnancy Center
- The Ottawa County Health Department
- The Red Cross
- North Ottawa Community Hospital

Our Commitment To You

We believe that the family plays a primary role in the child's development and that our role is to support families in this endeavor. Therefore, you may expect that we will do everything possible to maintain the health, safety and well-being of all the children in our care. We will keep confidential any information that families share with us, and we will not discuss individual children outside daycare or in the children's presence. We will strive to enhance the overall development of each child in the program, and will communicate with families our assessment of the child's development and progress in the program.

We are glad that you have joined Kids Kampus Daycare! We are looking forward to learning and growing with you!