

# Parent Policies & Procedures Handbook



UNSAFE OR UNHEALTHY WORKING CONDITIONS  
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**FAMILY CHILD CARE HOME**

**Kathy Taylor**

**Owner/Director**

**352-629-9618**

Version: July 2009



Dear Parents:

My family and I want to welcome you and thank you for placing your child in our care. We have made every effort to make Kid Zone Family Child Care Home a safe and healthy place for your child. Please know that upon enrollment, your child is not only joining our preschool program, but he/she is also joining our family. We are proud of our preschool program and we hope you and your child will be also.

Please know we have an “open door policy” and encourage your participation!

If you have any questions or concerns, please feel free to call.

Sincerely,

Kathy Taylor  
Owner/Director  
Kid Zone Family Child Care Home

## **Kid Zone Philosophy:**

Our philosophy is to provide a safe and loving environment for all children in our care. We want to help every child grow to their fullest and to become all they can be. We are preschool that has all the comforts of their own home, to help your child ease into a school environment.

## **Hours of Operation:**

VPK Class: Aug. 24, 2009 - May 20, 2010; Mon-Thurs. 9:00-1:00pm

Private Pay Students: Monday through Friday 8:00am – 5:00 pm

## **Late Fees:**

A late fee of \$1.00 a minute will be charged if your student is not picked up on time. This fee is due upon arrival of picking up your child.

## **Registration/Tuition/Payday: (private pay students ONLY)**

An annual registration fee of \$45.00 is due upon enrollment. Tuition is as follows: 36 months to school age: \$125.00/week full time or \$105.00/week part time; pay periods are on every Friday before care is given. A late fee of \$ 10.00 a day will be charged if payment is not received by the following day. Only if payment arrangements were discussed will the late fee not apply; for that time & that time only. Parent(s) and /or guardian(s) will be charged \$15.00 for any returned checks in addition to the amount of the check. This is to be paid in the form of cash or money order *ONLY*. Cash only will be accepted after the second occurrence. We are contracted through Child Development Services and we accept subsidized/scholarship families.

## **Facility Info:**

Kid Zone FCCH is licensed through the Department of Children and Families and the City of Ocala. We hold contracts with the Early Learning Coalition of Marion County. We are a non-smoking facility and are insured as a child care home. All animals on this property are registered with a local veterinarian and maintain current vaccinations/exams in accordance with regulatory requirements.

## **Recommended Supply List:**

Crayons (24 count) <u>x2</u>	#2 PENCILS <u>x4</u>
Glue Stick <u>x4</u>	Scissors (Fisker's round)
Tube of toothpaste	BOX OF TISSUES <u>x2</u>
Change of Clothes in a Gallon Size Ziploc Bag (we like to get messy sometimes)	Water Color Paint
Pencil Box	Plain white t-shirt (art project)

## **Emergency School Closing**

We will also follow public school closings due to emergencies such as severe weather. This will be posted on the news and/or radio. When severe weather arises and evacuations are necessary, you will need to pick up your child/children A.S.A.P. Kid Zone FCCH operates on the same schedule as the public school system.



### **Days Off/Alternative Care/Substitute**

Occasionally it will be necessary for the provider to arrange for a substitute due to personal commitments and appointments. On these occasions, parents will be informed when possible and a legally screened substitute will be used.

### **Snacks / Meals**

Kid Zone FCCH serves breakfast, morning snack, and lunch. These meals are very nutritious using USDA guidelines. We encourage the children to try all foods on the menu. If your child is on a special diet, please discuss this with the Director. Meal times are as follows:

- Breakfast served @ 9:00 – 9:20 am
- Morning Snack served @ 10:30 – 10:45 am
- Lunch served @ 11:40 – 12:10 pm
- Afternoon Snack served @ 2:00 – 2:15 pm (private pay all day students)

If your child arrives after these times, you will need to provide them with a meal. Please try to call if your child will not be here for breakfast.

### **Communication**

I have an “open door policy” which simply means you are welcome at anytime. Drop off and pick up times are usually busy, therefore I recommend scheduling appointments or using telephone conferences in order to discuss any issues or concerns.

### **Health Policies/Illness**

I cannot accept a child who is experiencing diarrhea, vomiting, severe rash, temp over 101 degrees, or any child who has been diagnosed with a contagious disease. If symptoms appear while the child is in my care, the child will be removed from the group and the parent/guardian will be called and will be expected to pick up the child within 30 minutes. Re-admittance of the child is accepted when the child has been symptom free for 24 hours with no over the counter medication (Tylenol, Motrin, etc.) and/or with a doctor’s note. I cannot give your child medication. If medication is needed while in my care parent/guardian needs to arrange to come and give the medication.

### **Bathroom Policies**

Upon arrival to school, children will sign in and proceed to the bathroom to wash their hands. Students are encouraged to brush their teeth after breakfast and after lunch, tooth brushes will be provided. Students are encouraged to be independent and use the toilet without assistance. This promotes social skill and prepares them for school. We ask parents to encourage and promote this behavior at home. Any special needs should be addressed to the director prior to the school start date.

### **Discipline**

Under no circumstances will your child be disciplined by using threats, verbal or physical abuse, nor will food be used with relationship to discipline. My goal is to help children learn self-control through positive guidance, redirection, and consistent rules.



### Emergency Procedures

Every effort is made to ensure your child has a safe environment in which to grow and play. However, due to the nature of childhood, sometimes accidents do occur or emergencies arise. In the event of an emergency, 911 will be called and will be summoned. An adult substitute will be called and will be instructed to call each parent to pick up his or her child. The provider will remain with the injured child and the parent will be notified immediately. Incident and injury reports will be written and given to the parent/ guardian to sign. The reports are kept in the child's file for at least one year.

### Children's Possessions

Children are allowed to have personal "security items" which do not have to be shared; however, I cannot be responsible for any damage to these items. No gum, hard candy, suckers, coins, toy weapons, or small objects are allowed at anytime. All bedrooms in provider's home will be off limits to children.

### Termination of Contract/Care

A two-week notice is to be given before care can be discontinued. If care is discontinued without notice, parent/guardian is responsible for full payment of those weeks. The provider may terminate without notice due to any violations of this handbook, or if the welfare of any child is in danger.

### Drop-Off/Pick-Up Procedures

Each child will need to be signed in on the daily sheet and initialed with the time. Children may be picked up only by those persons listed on the enrollment form. A driver's license will be required for identification purposes and copied. They also will need to sign child out on the daily sheet with the time.

### Enrollment Forms

The following forms are due upon enrollment and/or within the first week of school:

- \* Enrollment form with correct phone numbers & addresses
- \* SIGNED FORM THAT YOU AS A PARENT(S) READ & UNDERSTOOD DISCIPLINE POLICY
- \* Health Questionnaire/Emergency Release-**Notarized**
- \* VPK PARENT HANDBOOK LAST PAGE SIGNED THAT YOU RECEIVED, READ, AND UNDERSTOOD
- \* PHYSICAL FORM (**FROM DOCTOR'S OFFICE WITH DOCTOR'S SIGNATURE**)
- \* Shot record (**blue form**)
- \* ASQ Questionnaire & Permission Slip
- \* LAPS PERMISSION SLIP
- \* Permission to Photograph Release Form



## Kids Zone Family Child Care Home 2009-2010 Calendar

<u>Day</u>	<u>Date</u>	<u>Event</u>
Saturday	August 22, 2009	VPK Orientation 5:30-7:30pm
Monday	August 24, 2008	1 <sup>st</sup> Day of School
Monday	September 7, 2009	NO SCHOOL – Labor Day Holiday
Monday	September 28, 2009	NO SCHOOL – In-service Day
Mon - Fri	Nov. 23 - 27, 2009	NO SCHOOL - Thanksgiving
Mon- Fri.	Dec.21, 09 thru Jan.1, 10	NO SCHOOL – Christmas Break
Monday	January 18, 2010	NO SCHOOL – Martin Luther King
Monday	January 25, 2010	NO SCHOOL – Teacher Work Day
Monday	February 15, 2010	NO SCHOOL – Presidents Day
Mon-Fri	April 5 – 9, 2010	NO SCHOOL – Spring Break
Saturday	May 15, 2010	<i>Tentative Graduation Ceremony</i>
Thursday	May 20, 2010	Last day of school

***“Kindergarten here we come!”***

*(Please post this list somewhere convenient)*



## Kid Zone FCCH VPK Attendance Policy

Our VPK program operates from 9:00am – 1:00pm; Mon - Thurs. (*No VPK classes on Fridays*)

- Your child must be here no later than 9:15am and picked up by 1:10pm, unless you have previously made arrangements with the owner/director.
- For each absence up to three, you will be required to fill out an absence excuse form provided by Kid Zone FCCH. If your child misses more than three absences a month, you must provide a Doctor's note filled out & signed by the doctor; if an emergency arises and your child misses more than five days in any month then a VPK Extended Absence Form will need to be filled out.
- Parents ***must*** sign in and out daily on the master sign-in and sign-out form located on the lockers as you enter our site. ***You must print and sign both your first and last name.***
- At the end of each month you ***must*** fill out the "Child Attendance and Parental Choice Certificate" with: Your child's full name, date of birth, name of our school, fill in VPK class "A", attendance month & year, printed first & last name, signature with first & last name, and date signed.
- **If your child misses over the allotted absences for the VPK Program, they may be in jeopardy of losing their placement in the VPK program.**



*Kid Zone FCCH*  
*Class 2008-09*

## Parent Handbook Agreement

I, the undersigned, have received, read and hereby understand and agree to “Kid Zone Family Child Care Home’s Parent Handbook” in its entirety. I understand that infringement of any issues in this Handbook will be just cause to terminate the student.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Director

\_\_\_\_\_  
Print name of Owner/Director

\_\_\_\_\_  
Date

(Please sign & return this page)

