



# **Family** **Handbook**



**of Prairie Hills**

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## Welcome!

Welcome to our family at Kids 'R' Kids of Prairie Hills. Thank you for choosing our Learning Academy.

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

Each Kids 'R' Kids Academy is individually owned and operated with the Kids 'R' Kids International, Inc. Franchise Support Center providing guidance and support. Although we are a franchise of Kids 'R' Kids International, Inc., Kids 'R' Kids International, Inc. does not control or make any decisions regarding our Learning Academy's practices or policies.

Our goal is for the Kids 'R' Kids family to achieve maximum value for their early educational investment and for each child to enjoy attending school while experiencing our nurturing teaching team and developmentally appropriate curriculum during their fundamental years.

Sincerely,

*Michael and Leslie Smith*

Michael and Leslie Smith  
Owners

## **Our Philosophy**

**HUG FIRST, THEN TEACH®**

## **Our Mission**

Kids 'R' Kids Learning Academies strives for every child in our care to feel safe, loved, and inspired. We are committed to providing a solid educational foundation, well-trained teachers, and a secure environment where children can flourish intellectually, socially, emotionally, and physically.

By fostering strong connections between families, our schools, and communities, we pledge to challenge and prepare all children for a positive impact in every step of their lives.

## **Kids 'R' Kids History**

After twenty-four years of operating Kiddie City, a very successful childcare and kindergarten located near Atlanta, Georgia, Pat and Janice Vinson decided to build a preschool from the ground up. They sold their business and moved closer to the city where they designed, built, and opened the very first Kids 'R' Kids in May of 1985. With a growing need for quality care and the overwhelming success of their first school, another Kids 'R' Kids opened fourteen months later, and yet another two years after that.

Business was booming but it was also becoming complicated to stay on site in three different locations; therefore, the concept of franchising came into practice. Kids 'R' Kids International, Inc. was formed, and Pat and Janice Vinson sold their first franchise in the fall of 1988, Kids 'R' Kids #4 Georgia. Kids 'R' Kids International, Inc. has since blossomed into a nationwide corporation serving owners and their businesses throughout the United States.

## **Kids 'R' Kids Family Engagement**

Family engagement is defined as the mutual responsibility of families, schools, and communities to build relationships that support student learning and achievement, family well-being, and the continuous learning and development of children, families, and educators. Family engagement is fully integrated into the child's educational experience, supports the whole child, and is both culturally responsive and linguistically appropriate.

**The Family Engagement Plan at Kids 'R' Kids of Prairie Hills** creates a foundation for the collaboration of mutual partners, embraces the individuality and uniqueness of

families, and promotes a culture of learning that is child-centered, age-appropriate, and family-driven.

**Our Family Engagement Plan shall facilitate family-to-family support using strategies such as:**

- Creating a safe and respectful environment where families can learn from each other as individuals and in groups;
- Inviting former program participants, including families and community volunteers, to share their education and career experiences with current families;
- Ensuring opportunities for continuous participation in events designed for families by families such as training on family leadership.

## **Purpose of this Handbook**

This handbook was developed to answer many of the commonly asked questions that children and families may have during the year. Because the handbook contains information about parent and child privileges and responsibilities, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during the year and a means to avoid confusion and misunderstandings when questions arise.

The Academy reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of children and parents. This handbook is not a contract, nor is it intended to be construed as such. Our Academy reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate.

**If you have any questions about the handbook or any of its policies, please contact out Leadership Team.**

## **Statement of Expectations**

At the heart of our Learning Academy is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of our children. All members of the community have an obligation to know and uphold the Academy's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the Academy.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses,

humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.

- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the Academy.

Our Academy cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and Children (as outlined in our Children/Adult Interaction and Communication Policy) and sexual misconduct (whether between children or adults and children). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct and will not engage in such behavior themselves. In addition, Academy team members are mandated reporters of suspected child abuse or neglect as specified by South Dakota law. The Academy has conducted and will continue to conduct training for adults on these important issues and encourages all children and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to the Leadership Team.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when our children can observe them. Children must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning children must take seriously the power of their example on younger and newer children, accepting the responsibility to model and transmit our Academy values.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on



ourselves, but also on the Academy as a whole and therefore strive to live in a way that is consistent with our values.

## **Non-Discrimination Policy**

This Academy does not discriminate based on race, color, religion (creed), gender, gender identity/expression, age, ethnic or national origin, citizenship, handicap or disability, marital status, sexual orientation, military status, genetic information or any other legally protected status with regard to any of our activities or operations.

## **Medical Needs and Accommodation Requests**

We understand that there may be circumstances in which a parent may request that the Academy provide an adjustment or accommodation for a child's medical needs or physical, mental, or learning disability.

### ***General Policy***

In general, it is our Academy's policy to provide accommodations or adjustments for a child's minor needs in circumstances in which the Leadership Team determines, in its sole discretion, that doing so is within the reasonable ability of the Academy and/or its team members and will not result in a significant disruption to the teacher's ability to instruct other children, to classroom or school order and discipline, will not require a threat of harm to the safety of other children or team members, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school team members for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

### ***Request and Documentation***

For any type of accommodation (including administration of medication at school), the parent must contact the Leadership Team to discuss the need. The Leadership Team will then advise the parent of the type of medical documentation needed, which generally will state the child's diagnosis, how the condition limits the child, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

### ***Release for Communications with Physician***

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the Academy to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

### ***Assessment of Request***

Once the parent's request and medical documentation has been received by the Academy, the Leadership Team will meet with the parents to clarify information and to discuss whether the Academy will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's team members, or other associated matters. In addition, the Academy may advise the parent that the Academy will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the child needs to be tested or have certain types of medicines administered during the day that the Academy believes are beyond the scope of the Academy's responsibility, the Academy may allow the parent to make arrangements to visit the Academy for the purpose of testing and administering.

### ***Limitations on Requests***

Please understand that the Academy is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the parent or physician.

## **Communications**

### ***Family-Academy Involvement***

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open-door policy at our Academy and families are encouraged to get involved in their child's classroom. Please see our Visitor and Volunteers policy for additional information.

If you would like to request a conference, please call during Academy hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, Leadership Team or both.

On a daily basis, please be sure to check your child's cubby box for messages, daily reports and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk team member.

There are daily opportunities to get involved in your child's day, so feel free to come and have lunch. Many additional activities are provided to encourage interaction between families, teachers, and children such as carnivals, family picnics, holiday parties, and field trips.

Another way to participate in the education of your child is through donations. Please check with your child's teacher for the items of need for special activities. Some general

items used in the classroom are: magazines, newspapers, greeting cards, dress up clothes, hats, paper, books, wrapping paper, ribbons, and many other household items.

We welcome any questions and suggestions. If there are family situations that affect your child, please discuss them with your child's teacher and a member of the Leadership Team. Remember that any information regarding a personal issue is shared only on a need-to-know basis and we are glad to help whenever possible.

### ***Family Supervision***

The Academy expects that when a parent or guardian or adult family member is in the room, he or she oversees their child. Parents, guardians or adult family members are not responsible for other children in the room. In general, the teacher assumes you will care for your own child while in the room, but if for some reason you wish the teacher to do so, please make sure this is clearly communicated to the teacher.

### ***Role of Families or Other Caregivers: Our General Expectations for You***

The relationship between families and Academy team members is vital to the success of a child's experience. We hope to form a partnership with you where open communication and the development and growth of your child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Always supervise your children while escorting them inside the Academy and in the parking area.
- Drive safely through the parking area.
- Have all forms completed before your child's first day.
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep team members informed of special needs or changes that might affect your child's behavior.
- Notify the Academy if your child is ill.
- Notify the Academy if your child will be absent.
- Notify the Academy if you will be later than usual picking up your child.
- Provide two changes of clothes marked with your child's name. *This request is for all ages. Our Academy is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.*
- Dress your child appropriately for weather and play.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security to be used at naptime.)
- Participate in the Academy's special activities.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.

### ***Parent/Family Cooperation***

As stated elsewhere, the Academy believes that a positive and constructive working relationship between the Academy and family member (defined as parent, child, or other person associated with the child) is essential to the fulfillment of the Academy's educational purpose and responsibilities to its children. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the Academy's policies, methods of instruction, or discipline, or otherwise interferes with the Academy's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the Academy reserves the right to dismiss the family or family member from the community. In addition, the Academy reserves the right to place restrictions on parents' or other family members' involvement or activity at Academy, on Academy property, or at Academy-related events for reasons that the Academy deems appropriate.

### ***Family-Teacher Conferences***

Family/teacher conferences may be scheduled any time at the request of the family or teacher. Arrangements should be made directly with the Leadership Team.

### ***Problem Solving or Grievances***

Differences between individuals in our community should be addressed directly whenever possible. The nature of your concern or issue will determine the person at the Academy that you need to contact first, as explained below:

### ***Billing Questions***

Contact a member of the Leadership Team.

### ***Checking on Your Child's Day***

Call 605-215-1341 and you will be transferred to your child's class. We also have the **Watch Me Grow** internet viewing system for families to view their child's activities throughout the day.

### ***Concerns with Your Child's Classroom or Teacher***

Talk directly with your child's teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues. If you do not feel comfortable in talking with the teacher, please talk with the Leadership Team, who will work towards addressing your concerns.

### ***Concerns with the Center***

Talk directly to the Leadership Team or send us an email at [info@kidskidsprairiehills.com](mailto:info@kidskidsprairiehills.com).

### ***Harassment or Bullying***

Please contact the Leadership Team immediately if you believe you or your child is a victim of harassment or bullying, or any other serious misconduct.

### ***Ideas and Suggestions***

We are always open to your input. Our goal is to team up with our families to make Kids 'R' Kids the best preschool it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Leadership Team.

If we do not know of your concern or problem, we cannot resolve it. Please contact the Leadership Team immediately if you have any concerns or issues.

### ***Web Page***

The Academy's official website is <https://kidsrkids.com/prairie-hills/>. The Kids 'R' Kids International, Inc. website is [www.kidsrkids.com](http://www.kidsrkids.com). Families are encouraged to check these websites monthly. We also recommend liking our Facebook page at <https://www.facebook.com/kidsrkidsprairiehills>. All these outlets should provide you with ample opportunity for continuous access to information!

## **Classroom Experience**

### ***Curriculum***

Educational priorities are well defined at Kids 'R' Kids Learning Academy. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Kids 'R' Kids Curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs are research-based and include developmentally appropriate activities to help children transition through our instructional programs.

We continue to educate children through preschool years and beyond with theme based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

This Academy's Curriculum also involves outside activities. We recognize the importance of nature and fresh air, and we incorporate that into our daily learning. Our playground equipment and structures are specifically designed for each age group to ensure proper safety and supervision.

### ***Assessments***

Children will be assessed continuously by our teachers throughout their learning stages while at Kids 'R' Kids Learning Academy. A formal progress report will be emailed to the parents via ProCare on a quarterly basis. Although the Kids 'R' Kids Curriculum is quite

comprehensive and considers the learning goals of the public-school system, it is to be used as a tool rather than a diagnosis. We encourage open communication and family-teacher conferences to discuss these assessments and expectations.

#### ***Infant through One-Year-Old's***

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. Our team can cater to these needs in a warm, loving atmosphere based on trust and respect. In aiding with this transition, our child to teacher ratio is 1 to 5, in attempts to provide each child with the attention they deserve.

We recognize that physical separation from baby and family is always difficult. Our Academy strives to help families and children experience a calm transition of physical and emotional separation through our safe and loving environment. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support in the process.

#### ***Two through Three-Year-Old's***

Two and three-year old children are naturally curious. Building off this natural curiosity, we give our children the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time to help them develop their independence and self-management skills. The teacher to child ratio for 2 years old is 1 to 5, and for three years old is 1 to 10.

#### ***Four through Five-Year-Old's***

The concept that children learn best through play is reflected in the environmental design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis. The teacher to child ratio in this age group is 1 to 10.

#### ***Kindergarten through Fifth Grade***

At our Academy, we understand the changing needs of older children and their families. A variety of programs are available: before and after Academy care, holiday camps, and summer camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop as individuals, and expand their social skills. The teacher to child ratio in this room is 1 to 15.

### ***Transitions to a New Classroom***

As your child grows and matures, he/she will become ready to transition to a new classroom. We look at several factors when deciding if a child is ready. Some components of the decision are based on maturity level, developmental level, and the age of your child.

Transitioning a child is a decision made collectively by the teacher, parent, and the Leadership Team. Although we have a plan for transitioning a child, there are also times where the transition time is lengthened or shortened based on how the child is adjusting.

Our signature glass walls also help with transitions as they allow the child to continually see into the next classroom making the change a lot less challenging.

## **Procedures and Guidelines**

### **Enrollment Process**

Families are encouraged to have their children with them when they visit the Academy. It is important that the child and the parent feel comfortable with our team members and the facility.

To reserve space in our program you must submit a completed application and tuition fee schedule as well as the non-refundable registration fee. Amounts of all fees are found on the fee schedule.

### **Age Ranges of Children Accepted**

We accept children ages 6 weeks through 12 years of age.

### ***First Day***

On or before your child's first day of Academy, the following forms must be completed, signed, and reviewed by the Leadership Team to allow for enrollment:

- Enrollment Application
- Enrollment Contract
- Immunization Report
- Health and Emergency Form
- Emergency Information Card
- Academy Transportation Form (if applicable)
- Infant Information Form (if applicable)
- Acknowledgement of Receipt of Family Handbook
- Acknowledgement of Receipt of Discipline and Behavioral Management Policy
- Acknowledgement Forms Found in the Enrollment Pack

No child may start enrollment in the Academy without a current immunization report. Please make the Leadership Team is aware of any allergies or special dietary requirements ***prior*** to your child's first day. For children who are more than one month behind in immunizations, the immunization levels of these children must show current progress toward achieving adequate immunization levels as recommended by a medical professional. Note: A child may be exempt from meeting the minimum age-specific immunization levels if the child's parent or guardian has certification from a licensed physician stating that the physical condition of the child is such that a test or immunization would endanger the child's life or health.

If the information in these forms change during the child's enrollment, families are responsible for notifying the Academy in writing of the changes. This includes but is not limited to phone numbers, emergency contacts, work locations, or child's physician.

Families will have the chance to observe in the child's classroom prior to enrollment as well. Visitation in the classroom after enrollment is welcome and family participation is encouraged.

### ***Records and Information***

Requests for records must be directed in writing to our Leadership Team. The Academy reserves the right to withhold records for non-payment of tuition or fees (this does not include Federal tax forms). The Academy will also require the parent to sign a consent form before a child's records/information will be released.

The Academy makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (records, appointments, etc.). The Academy must rely upon the correctness and completeness of parental information when the child is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the Academy must provide the Academy with a court order that is still in effect that specifically restricts the other parent from receiving such information.

### ***Admission and Re-Enrollment***

Admission and/or re-enrollment is dependent on the following:

1. All deposits, registration and other required forms must be submitted, completed and evaluated. Any false or misleading statements made during the tour or on any submitted documents shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must have been met in a timely manner.
3. All enrollment forms and admission packets, including health and/or legal documents are kept confidential.



Formal acceptance may be given on a probationary basis. **The Leadership Team reserves the right to revoke acceptance or to dismiss a child at any time.**

Regarding re-enrollment, if the above conditions are not met, re-enrollment may not be offered. In some circumstances, as determined in the Academy's sole discretion, parents may receive a letter of conditional re-enrollment from the Leadership Team. In such case, a meeting will then be scheduled to establish a course of action.

The Leadership Team reserves the right to place children in a classroom, to determine the teachers for a child, and to determine whether a particular child continues to meet the Academy's requirements.

## Financial Policies

### ***Registration Fees***

- **New Families:** The annual registration fee of \$150.00 per child is due once the child has been officially accepted by the Academy. Thereafter, the registration fee, in an amount to be determined by the Academy, is due March 1 of every year.
- **Returning Families:** The registration fee is same as above.
- The registration fee is due at the time of registration and is a non-refundable fee unless admission is denied.

The registration fee is due at the time of registration each year and is non-refundable and non-transferable. This fee serves to ensure your child's placement in addition to covering the costs of processing registration, supplies and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available.

Family discount includes a 10% discount for the oldest sibling if that child is in Suite 400 or higher and there are multiple children at full-time status.

Program options are Infants, Toddlers, 2, 3 & 4-year-old Pre-Academy, Pre-K, summer care, and before and after-school care.

No outside food or drink (other than water) will be allowed in any suite above 150. Special diets that require a change from our regular menu may incur additional fees (refer to Meals and Snacks).

**Tuition is paid weekly or monthly in advance with no deductions for absence (voluntary or involuntary), holidays, days the Academy is closed for inclement weather situations, and teacher workdays. In addition, if our Academy must close due to unexpected circumstances, such as inclement weather, then full payment of tuition for that period is still required. We reserve the right to close any additional days needed and full tuition payment is expected.**

We accept check, credit card and ACH payments. Tuition is due Fridays for the upcoming week. If the tuition and fees are not paid in full by close of business Monday, a late fee will be assessed, and the child will be subject to dismissal. Monthly tuition is calculated by determining the number of Mondays in the month and multiplying by the weekly rate. A \$30 fee will be assessed for any returned checks, declined credit card payments, and ACH transaction rejections, in addition to any late payment fees charged to your account.

When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend the Academy as of Wednesday of any week that tuition is not paid in full.

Families will be notified of any changes in tuition within two weeks of the change. Traditionally, parents can expect a tuition increase annually to allow for teacher raises, other costs, and inflation. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as full day out of school, late pick-up, field trips, holiday for school-age children, etc. must be paid the same day the services are rendered. **Late pick-up fees: After 6:00pm, there will be a charge of \$5 if pickup is between 6:01pm-6:05pm, \$10 if pickup is between 6:06pm-6:10pm, \$15 if pickup is between 6:11pm-6:15pm, \$20 if pickup is between 6:16pm-6:20pm, \$25 if pickup is between 6:21pm-6:25pm, \$30 if pickup is between 6:26pm-6:30pm.**

When a child has transitioned full time into an older classroom the new tuition rate will become effective on the first Monday in the older classroom.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from the Academy. We reserve the right to dismiss any child at the discretion of the Academy's Leadership Team. **Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the Leadership Team.** The notice must (a) be dated, (b) state your child's name, (c) provide a reason for the withdrawal, and (d) be RECEIVED BY the Leadership Team. A member of the Leadership Team will reach out to you to discuss the reasoning for the withdrawal and what issues (if any) may have contributed to it. The family is responsible to pay full tuition for those two weeks. In addition, if the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is also due. For example, if your written notice is provided to the Leadership Team on a Tuesday, you are responsible that full week's tuition (Monday through Friday), as well as the following two weeks' full tuition. Upon separation (whether a withdrawal or a dismissal), the family must ensure that any Academy property in the possession of the child or child's family is returned, and all outstanding financial obligations are met.

We will be closed the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and

Christmas Day. If one of the above-mentioned holidays is on a Saturday, we will be closed that Friday. If a holiday falls on a Sunday, we will be closed the following Monday.

### ***Before- and After-Academy Care Fees***

Before- and After-Academy Care is available for all children attending local public and private elementary schools. We provide transportation using Kids 'R' Kids Academy Buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check the fee schedule for additional fees regarding school holidays, early-release days and seasonal breaks.

### ***Optional/Extracurricular Programs***

There are optional/extracurricular programs offered at our school that your child may wish to be a part of. Please see the Leadership Team at the front desk with a list of programs offered and fees associated with them.

### **Annual Administrative Fees**

Annually, on March 1, your account will be charged an administrative fee equivalent to your registration fee. This fee covers the annual paperwork and clerical work necessary to comply with state and franchise regulations.

### **NSF Charges**

If your check is returned for any reason, an NSF (Non-Sufficient Funds) charge will be applied to your account. This will be due in addition to any late charges prior to the beginning of the next week. Returned checks must be covered by a cashier's check, money order or cash.

### **Dismissals**

Team members will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience.

However, this Academy reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the Academy. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the Academy, alternative arrangements may be required.

A dismissal will only be considered after careful consideration. If the Academy determines that our program is not a successful match, families may be given referral information to assist in the transition to a program better suited to the family's needs.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids 'R' Kids Policy or Procedure, it may be necessary to dismiss your child from our Academy.

## Attendance

### ***Academy Hours***

This Academy is open Monday through Friday, 12 months per year, from 7:00 a.m. until 6:00 p.m. Please refer to the tuition fee schedule for holidays the Academy is closed, as they may change from year to year. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

### ***Holidays***

Generally, we will be closed the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day. Please see the annual tuition schedule as the holidays may change from year to year.

### ***Arrival***

We recommend all children arrive by their classroom's morning group time. Morning activities usually begin 9:00am and this will help your child to be a fully participating group member. The Academy must be contacted if your child will be arriving after their classroom morning group time. All children must be escorted into the building by an adult. Upon arrival into the building, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. Your child's arrival must be acknowledged by a team member before you can leave your child. Please note that if your child arrives after breakfast time, we will not be able to provide this service.

### ***Departure***

To pick up a child from our Academy, an approved pick-up adult must come into the building, sign the child out on our computer system, let the teacher know of your presence and escort the child out of the building. The family or guardian must always supervise their child after leaving the classroom, both inside the building and in the parking area. To ensure safety and security, all family members as well as approved pick-up individuals may be asked for a picture ID.

### ***Late Fee***

If you will be late arriving to the Academy for pick up, please call and notify the Leadership Team. **After 6:00pm, there will be a charge of \$5 if pickup is between 6:01pm-6:05pm, \$10 if pickup is between 6:06pm-6:10pm, \$15 if pickup is between 6:11pm-6:15pm, \$20 if pickup is between 6:16pm-6:20pm, \$25 if pickup is between 6:21pm-6:25pm, \$30 if pickup is between 6:26pm-6:30pm.** The late charge is due on the same day. This payment is made with a credit card or will automatically be pulled through ACH. If children are left at the Academy 30 minutes after closing and no attempt to contact the Academy has been made, legal authorities will be contacted.

### ***Inclement Weather***

This Academy takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted temperatures. Please call the Academy, check our website and other social media sites, listen to the radio, or watch television for announcements about closings due to inclement weather or other unforeseen circumstances.

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## **Health and Safety**

### ***General Safety Statement***

All the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our Academy safe and rewarding. We have taken several steps to promote the safety and protection of your child while in our care. They are as follows:

- All exits and entrances are locked and only accessible by keypad code entry or key.
- Classrooms are surrounded on three sides by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by the Leadership Team.
- All common areas of the Academy can be viewed via the closed-circuit internet camera system which is password protected.

### ***Classroom Safety***

Our Academy is in an area which is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our Academy provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom and health and safety checks are conducted regularly.

### ***Playground Safety***

A safe, age-appropriate outdoor environment is provided for our children. Outdoor play is a requirement for our enrolled children and may only be skipped with a doctor's note. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.

- The Leadership Team and the teachers will inspect the playground daily and report any unsafe conditions immediately.

### ***Sun and Heat Safety***

We ask that parents apply sunscreen in the morning to all children over the age of 6 months before coming to Academy for the child's morning outside activity. Parents who wish that the teacher apply sunscreen to their child for afternoon outdoor time, and/or that their child wears a hat for outdoor play at any time, must complete a Topical Ointment Form and submit it to a member of the Leadership Team. You must supply the hat and sunscreen you would like to be used on your child. Teachers will apply sunscreen to your child before any afternoon outdoor activity and provide your child with his or her hat prior to going outside. Children under 6 months old are kept in the shade; however, parents are invited to bring a hat or other protective sun wear.

Ideally, children will have an opportunity to play outside at least twice a day. However, there are some days where it could be unsafe for children to be outside for any period due to the heat index. Our Academy follows the National Health and Safety Performance Standards composed by the American Academy of Pediatrics and where these guidelines determine that it is unsafe to be outdoors, indoor play time will be provided.

### ***Sick Policies***

Our goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The Academy is not equipped with the team members or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance for the majority of the children and team members.

A child will be excluded from the classroom and comforted in the "Boo-Boo Room" by a member of our Leadership Team while the family members are contacted to pick up within two hours in the event of:

- Fever of 100.4 degrees or higher (forehead reading)
- Three diarrhea episodes in a day
- Skin rashes that are not diagnosed by a physician's note
- Vomiting
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms like those of pink eye
- Chicken pox or measles sores are suspected
- Scabies is suspected
- Respiratory problems including uneven breathing or severe coughing with wheezing or suspected croup

- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice are found
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confusion, or irritability

All these conditions will require the child to be away from the school for 24-hours. If the child has seen a doctor and that doctor has determined that the child is not contagious and allows for entrance back to school before the 24-hour period, a doctor's note will be required for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to Academy.

If your child becomes ill at the Academy, we will contact you and remove your child from other children in the Boo-Boo Room until she/he is picked up from Academy. If your child is absent, please contact us and let us know the reason. We need this information to send your child well wishes and prevent the spread of contagious disease in the facility.

### ***Infectious Diseases***

The Academy has a responsibility to provide a safe and healthy environment for team members, parents, children, and visitors. If a child or team member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. In the case of global or local threats of a communicable disease, the Academy will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The Academy will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The Academy's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a child refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the Academy may require parents to disclose upcoming travel plans and to self-quarantine

their child upon return. The Academy may need to close or may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the Academy may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

Parents who know or have a reasonable basis for believing that their child has a communicable disease that may pose a threat to other children, parents, Academy employees, visitors, or the public should immediately contact their health provider. Parents have a "reasonable basis" for believing that a child has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that the child has been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to the Leadership Team if their child has a confirmed communicable disease that poses a risk to others in the community. The South Dakota Department of Health shall be notified when a child is sent home because of a communicable disease. In case of child absence due to the reportable communicable disease, a release card from the South Dakota Department of Health or a letter from the family physician indicating that the South Dakota Department of Health regulations have been fulfilled must be presented when the child returns to the Academy (indicating that the child is no longer infectious).

The Academy will generally not identify an infected child or team member to other team members, children, or their parents, although public health guidance will guide the Academy's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The Academy will disclose sensitive medical information of children no further than is necessary to ensure the health and safety of our employees, children, parents, and visitors in a manner consistent with applicable law. The Academy will comply with all federal and state laws regarding confidentiality and privacy requirements.

### ***Medication Policy***

For the Academy to administer **any** medication to your child, you **and your child's physician** must complete the Medication Authorization Form available at the front desk. You must then and give the completed form to the Leadership Team. This form is valid for one week at a time. Additional forms will need to be filled for additional weeks.



- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored, and families notified accordingly. This authorization is required every 2 weeks.
- When filling out the medication form, you must include:
  - The full name of the child
  - The name of the medication
  - The date, time, and amount of the medication to be administered
  - The prescription number
  - Any potential adverse reaction to the medication so that the child can be properly monitored, and families notified accordingly.
  - The duration of the medication
- Over-the-counter medicines must be in their original container, and we must follow the instructions on the box unless a doctor's note specifies otherwise.
- Medicine is administered at 11:00 a.m. and 3:00 p.m. by a member of the Leadership Team. If your child is to have medicine at any other time, families must decide to come by the Academy and administer the medicine themselves or make other arrangements with the Academy.
- Special circumstances requiring the administration of additional medications must be discussed with the Academy.
- We will not administer any non-prescription, over the counter medication or topical, non-medical ointment, repellent, lotion, cream, or powder without written authorization from the child's parent in the form of a Topical Ointment and Cream Authorization.
- Medicine is administered by a member of the Leadership Team.
- We will not administer any medication after its expiration date or for non-medicated reasons.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents and physicians must indicate the exact conditions under which the medication should be given and a date and time.
- Only ONE medication can be listed on each Medication Authorization Form.

- If your child receives an antibiotic from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after Academy. If the antibiotic should be given 3 times per day, we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours prior to your child returning to Academy.
- Prescription medication must be in its original container bearing the pharmacist's label and labeled with the child's first and last name and date.
- All medications must be dropped off and picked up at the front desk, each day (life-saving medications such as an epi-pen or inhaler can be left on-site for emergencies). These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.
- Medication should not be sent with a child to administer themselves.
- Any child needing life-saving medications such as breathing treatments or epi-pens for allergies will be required to submit an "Individual Care Plan" completed by the child's doctor. Any "Care Plan" currently in use will remain so until renewal time (at least every 6 months).
- Thank you for adhering to this policy to ensure the health and safety of all children.

### ***Food Allergy Emergency Plan***

If your child has a known food allergy, you will need to provide a food allergy emergency plan prepared and signed by the doctor. A food allergy emergency plan is an individualized plan prepared by the child's healthcare professional that includes the following:

- List of food(s) that the child is allergic to;
- Possible symptoms if exposed to a food on the list; and
- The steps to take if the child has an allergic reaction

### ***Emergency Medical Care***

Each child, upon enrollment, must have a Health and Emergency Permission Form on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

If a medical emergency happens to your child while at the school, 911 will be called, followed by the parent/emergency contact. If it is necessary to seek immediate medical attention for your child, he/she will be transported to:

Avera Heart Hospital  
4500 W 69<sup>th</sup> St  
Sioux Falls, SD 57108  
605-977-7000

The child's emergency medical permission form as well as the health information on file will accompany the child. If possible, a member of the Leadership Team or the child's teacher will accompany the child also.

### ***Health Information Sharing***

Parents are required, and as a condition of continued enrollment, to consent to the release of any of their child's health related information, including information relating to drug treatment, testing, medical and mental health records, to team members or agents of the Academy, as determined by the Leadership Team, to meet the medical or safety needs of the child and the community or the legal responsibilities of the Academy.

The Academy will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the Academy to safeguard child medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our children and our community. Thus, parents/guardians' consent to allow team members and agents of the Academy, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the child and/or community. In the event of a disclosure required by law, every effort will be made to notify the parents/guardians in advance.

### ***Immunizations***

As noted under First Day Procedures and Guidelines, the Academy must have on file the Immunization Records for each child. This is required for children in early care from birth through school-age. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

- a series of 5 DPT doses (age appropriate)
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR) (age appropriate)
- Completed 3-shot hepatitis series • Varicella (chicken pox) shot
- All forms must be dated and signed by a physician before the child's first day of Academy.

If a child is not immunized due to a medical condition, a waiver is required and must be in the child's file. Please see the Leadership Team with any questions in relation to immunization requirements.

### ***Accident Reports***

Team members may apply simple first aid at the Academy for minor injuries such as cuts, abrasions, bruises, and insect bites. If any of these occur and first aid is administered, a "Boo-Boo Report" will be completed. This report will state the nature of the injury, the cause, and the treatment. It will be signed by the teacher who completed the report, a member of the Leadership Team and the family. The Academy will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child receives any injury other than a minor one.

### ***Reporting Abuse and Neglect***

All team members are mandatory reporters under the state's child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. We will also make a report to Kids 'R' Kids International. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the Academy's mandatory reporting obligations, please consult the Leadership Team.

### ***Children/Adult Interaction and Communication***

Our children and adults (teachers, Leadership Team, team members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and children. Although our adults can and should be friendly with the children, becoming too friendly with each other sometimes results in confusion and anxiety.

If a child or the child's parents become aware of any adult's communications or actions toward one or more children that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Leadership Team.

Further, children and their parents should promptly notify the Leadership Team if they believe a team member has engaged in any of the following prohibited behaviors or similar activities:

- Initiating or continuing communications with children for a non-Academy matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching children or their clothing in non-professional ways or inappropriate places, or touching a child with aggression or in frustration;
- Making comments that are too personal (about a child's clothing, hair, personal habits, etc.);

- Giving gifts to a child or exchanging cards and letters;
- Inviting a child into their home;
- Taking children off school property other than for approved field trips and school activities;
- Excessive attention shown toward a child or children or calling or referring to children by pet names or inappropriate nicknames;
- Asking children to sit on a teacher's lap;
- Telling secrets or telling the child not to tell something that's a secret; or
- Swearing, making inappropriate sexual, racial/or ethnic comments.

Parents should not address, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own children, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Leadership Team in a private setting.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Leadership Team's attention in a private setting. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, please do not ask us to disclose that information to you. We would not discuss consequences/discipline of your child with others and expect that you understand that same principle applies to all our children.

### ***Child Safety from Sexual Offenders and Predators***

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for child safety, all team members, and those parents who volunteer for Academy activities with unsupervised access to our children, are screened through the Academy's criminal background process. Although the Academy performs such screenings, the Academy cannot attest to the background of the various parents whom their child may associate with away from Academy. To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in South Dakota may be obtained by visiting <https://sor.sd.gov/>. To view a map of

registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

### ***Reporting of Accidents and Hazards***

All accidents, including those which do not involve serious injury, must be reported immediately to the Leadership Team by the team member. Only through full knowledge of accidents can we strive to maintain a safe and healthy school.

Immediately report any unsafe conditions, defective equipment or other hazards to the Leadership Team. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense and is everyone's responsibility.

### ***Emergency Procedures***

If an emergency develops such as severe weather (hurricane, snowstorm, etc.), fire, physical damage or problems with the building, power failure, or any other situation that poses a threat, the children's safety is our first concern.

Evacuation route diagrams are posted throughout the facility and the Academy is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a battery-operated weather alert radio. Safety drills are performed periodically, and all team members are instructed on proper procedures.

In an emergency, if the Academy determines that the building or premises is unsafe, the children will be transported to: Three Fountains One, 2401 W Trevi Pl, Sioux Falls, SD 57108. In there is an emergency and the Academy closes, families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local living in the state).

### **Boo-Boo Room**

The Boo-Boo Room is in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted.

In the case of sick children, the room is completely sanitized after each use.

### ***Emergency Contact List***

Kids 'R' Kids Learning Academy of Prairie Hills 605-215-1341  
Fire Department 911  
Police Department 605-367-7212 Or 911  
Sanford Children's Hospital 605-312-1000  
Poison Control 1-800-222-1222  
Kids 'R' Kids Franchise Support Center Region Manager 770-279-7777

## **Child Conduct**

### ***Basic Expectations***

Our goal is to maintain a secure, challenging, and nurturing school environment. Another equally important goal is to help children mature and learn a sense of self-responsibility. Our discipline policy at Kids 'R' Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and team members, we offer children choices, so they feel powerful in their ability to gain self-control. When appropriate, we use positive behavior management techniques to further develop self-discipline. In situations where younger children are having a difficult time managing negative emotions, it may be appropriate to have the child work one-on-one with a teacher or member of the Leadership Team to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested to develop a plan of action to best meet the needs of the child and the family.

### ***General Conduct***

Children and parents should be considerate and show respect toward other children, team members, all guests, and visitors. Children should respect Academy property and the personal property of other people. Children and parents, whether as participants or spectators, are required to show good conduct and courtesy at all Academy-sponsored events (on and off campus). Any person showing negative conduct may be asked to leave the event and may not be allowed to attend future events.

### ***Discipline and Behavior Management Policy***

Praise, positive reinforcement, and redirection are often effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids 'R' Kids, International operational guidelines and the NAEYC Code of Ethics.

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectation. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the Academy's discretion, to have their family sign a Behavior Action Plan with the Academy as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the Academy or the Academy's educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Leadership Team directly may be grounds for expulsion. **The Academy reserves the right to dismiss any child at the sole discretion of the Academy's Leadership Team.**

In addition, the Academy may report to the appropriate governmental authorities any actions that appear to violate law.

### ***Child Behavior***

Our standards of conduct are designed to provide children with guidance to help them meet the goals and expectation of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from Academy. Children may also be held responsible for any damage or harm that they cause to individuals and/or the Academy community at large. These policies and standards apply any time a child is enrolled in this Academy, including when a child is on campus, is participating in or attending an Academy-sponsored event on or off campus, and in the evening, on weekends, and during school breaks, including summer break. In addition, the Academy regards any behavior prejudicial to the best interests of the Academy, whether at Academy or elsewhere, as sufficient grounds for a disciplinary response. The policies and rules outlined in this handbook should not be read as an all-inclusive description of the Academy's standards, which are based on **honesty, respect, trust and safety**. Any behavior that constitutes a breach of these Academy values may be treated as an Academy rule violation.

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of Academy property
- Bullying/Harassment
- Committing a serious breach of conduct inside or outside of the Academy
- Possession or use of a weapon, among other things
- Use of profane, obscene, bigoted or other type of offensive language
- Sexual misconduct



- Disrespect
- Dishonesty
- Disruption of Academy functions
- Failure to cooperate with team members
- Fighting or Horseplay
- Hitting
- Lewd or obscene behavior
- Leaving campus without authorization
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Stealing
- Threatening behavior
- Verbal or physical assault or battery
- Violation of Academy's "Computer/Network Policy"
- Inappropriate use of the Internet.
- Willful disobedience

### ***Biting***

The Academy understands that biting is very common among children ages 18 months to 3 years. Biting can reflect not only a toddler's feelings, but also their limited expressive language which is a part of normal early childhood development. The school will make every effort to work with the family and the classroom teacher to provide additional support and help identify triggers, however, **repeated incidents of biting may result in the withdrawal of the child. Our objective is to ensure that our Academy maintains the highest level of safety for every child enrolled.**

The Academy requires all families of children under 3 years old to review the guidelines outlining how biting incidents are handled. These guidelines will be presented with the enrollment materials.

### ***Harassment and Bullying***

The Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the Academy will not tolerate any type of harassment or bullying by a child, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Children should be aware that their off-campus behavior (on fieldtrips or on the bus) is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the child's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of children and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, creed, religion, color, gender, gender identity/expression, age, sexual orientation, ethnic or national origin, citizenship, genetic information, handicap or disability. Harassment also includes sexual harassment.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have, to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, stalking, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), or emotional aggression (teasing, threatening, intimidating others) or harm to belongings (theft, damage or destruction of property, etc.).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the Academy needs to know whenever anyone at Academy makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other children by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another child's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a child who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the children of the Golden Rule: "Treat others at the Academy the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a bus, or at an Academy-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Leadership Team. We also expect that anyone, whether child, team member, or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the Academy Leadership becomes aware of harassment or bullying, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the

case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the Academy's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### ***Drugs, Alcohol, Tobacco***

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs (which includes medical marijuana), or tobacco products (which includes e-cigarettes and vaping/juuling, whether or not nicotine is present), both on and off Academy property. If the Academy becomes aware of a child's involvement in any of the above-mentioned activities, the Leadership Team will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

Except for **medical marijuana**, which is always prohibited, this policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Children who are taking prescription or non-prescription drugs which could affect their ability to function in a safe manner must notify the Academy of this fact when they report to Academy.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the Academy's Discipline Procedures, the Academy reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

### ***Threats/Weapons***

The Academy takes all threats seriously, even when children make comments in jest, on the Internet, by text, or away from Academy toward or about another child, team member, or the Academy. Children are prohibited from bringing any type of weapon (whether operable or not) to Academy or Academy-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocketknives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the Leadership Team determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another child, a team member or the Academy. If there is any communication or behavior that concerns you, report it the Leadership Team.

**Commented [CB1]:** Medical marijuana became legal July 1 in SD, but right now, the Department of Health has not issued any guidance or regulations regarding medical marijuana. That should come out in October. As this doesn't relate to employees, I don't think anything needs to be changed.

This is correct, medical marijuana does not need to be allowed in private schools. The SD Dept. of Education Administrative Rules, [24:80:01:01](#), clarified that "school district" means public schools. Oddly, just "school" is used in the medical cannabis laws. The stated intent though was not to regulate private schools.

**Commented [JA2]:** From what I have read, private schools are excluded from having to allow medical marijuana. If you do allow it, it can be stated that medical marijuana can only be administered by a "registered designated caretaker" and only in a "non-smokable" form. Furthermore, no staff or personnel of the school will handle or administer the substance.

***Searches***

Admission to our Academy is conditional upon consent to searches. Refusal to comply with a request for permission to search a child's possessions may result in suspension or immediate dismissal of the child.

Children must provide any passwords or other access required to inspect such places or items upon request by a member of the Leadership Team. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Children and their parents' consent to the Academy logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the Academy to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the Academy's rules, community standards, and/or local, state, or federal law.

***Behavior Probation***

Children who are placed on behavior probation may be required, at the Academy's discretion, to have their family sign a probationary agreement with the Academy as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

***Dress Code***

All children must be fully dressed and wear closed-toed shoes, no Crocks or sandals. All personal items must be labeled (backpacks, sheets, blankets, coats, etc.).

## Other General Policies and Procedures

### ***Computer /Network Policy***

Members of the Academy community will not abuse, tamper with, or willfully damage any computer equipment; use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in the child being held responsible for replacement or repairs. Messages and materials on the Academy's computer systems or accessed, received, or sent using the Academy's network are NOT private and the Academy may access, read, and disclose such messages and materials, as well as take disciplinary action because of inappropriate messages and materials. The Academy reserves the right to monitor its systems and network and to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary.

- **Purpose:** The purpose of providing access to the Internet and the Academy's technology systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the Academy's educational objectives.

- **Privilege:** The use of the Academy's systems is a privilege and not a right. Inappropriate or illegal use of the Academy's systems or of the Internet will result in loss of the privilege and disciplinary action up to and including dismissal.

- **Internet Access:** The Academy's community – children and team members - have the privilege of accessing the Internet under proper adult supervision. The Academy encourages children and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may only be downloaded to a portable storage device. Files are not to be downloaded to the Academy's local or network hard drives.

- **Filtering System:** The Academy uses a filtering system to block inappropriate content from all users of our network. No filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate. The child must report the situation to the team member in charge of the activity. Although the Academy does filter content, some inappropriate content may still get through via the Internet. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of the Academy's rules. Furthermore, making public or passing on any material that is pornographic, violent in nature or is in any way harassing is unacceptable and will be dealt with immediately by the appropriate team member. The Academy can monitor all Internet use including E-mail and instant messaging. Users should assume that ALL activity is not private and is being monitored for content and appropriateness.

• **Internet Safety:** Children should never give out personal information (address, telephone number, name of Academy, address of Academy, date of birth, social security number, credit card number, etc.) over the Internet. Also, children should not meet with someone that they have contacted on-line without prior family approval. Safety is the responsibility of the family and child. The Academy is not liable in any way for irresponsible acts on the part of the child.

• **Pirated/Personal Software:** The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The Academy will not in any way be held responsible for any software brought to Academy by a student.

• **Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the Academy’s web page is prohibited. Obtaining another’s password or rights to another’s directory or E-mail on the network is a violation of Academy rules as well as a form of theft. Taking advantage of a child who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty and will be treated as a violation.

• **Academy’s Right to Inspect:** The Academy reserves the right to inspect user directories for inappropriate files, to remove them if found, and to take other appropriate action if deemed necessary, including notification of families. Do not assume that any messages or materials on your computer or the Academy’s systems are private.

• **Texting, Snapchat, Instant Messaging, and Social Networking Sites:** Texting is one of the various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that text messages cannot be used to harass or threaten others. The Academy prohibits the usage of personal devices and reserves the right to randomly check these devices if your child is caught using such devices. Text messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that would be inconsistent with the mission and philosophy of the Academy or inappropriate in an educational institution. Children should be aware that deleted texts can be undeleted.

• Participation in Snapchat, instant messaging, posting messages, or browsing social networking sites (such as Facebook, U-Tube, Musical.ly, or any other similar sites) using Academy equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the Academy’s No Harassment/No Bullying/No Hazing policy. Children should also be aware that team members may periodically check such sites and may determine that off-Academy-property behavior

violates the Disciplinary Procedures by making disparaging or negative comments about the Academy, Leadership Team, or team members in a manner that is disruptive to the Academy's educational mission or activities.

- **Viruses:** The Academy makes every effort to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer lab. The Academy is not responsible for the transmission of any virus or for damage suffered from a virus.

- **Tablet Care:** Members of the Academy community will not abuse, tamper with, or willfully damage any technology equipment, use the tablet for other than appropriate work, or bring food or drink into any technology area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.

- **Reporting Requirements/Discipline:** Any child who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via text or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Leadership Team so that the situation can be investigated and addressed appropriately. Children who violate any aspect of this Technology/Network Policy will be subject to appropriate discipline, loss of computer or Internet privileges, and possibly dismissal.

### ***Confidentiality***

Information pertaining to the children enrolled at the Academy and the team members employed at the Academy is considered confidential.

To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the Academy. We will happily pass along notes or messages from you, but we cannot release confidential contact information.

### ***Provision of Outside Services (i.e., Babysitting services)***

The teachers in our center are professionals or are in training to become professionals. As such, we expect all teachers and all other team members in our center to abide by following principal set forth by NAEYC: "We shall not use our relationship with a family to private advantage or personal gain or enter into relationship with family members that might impair our effectiveness in working with children." As a result, our teachers and team members are prohibited from providing babysitting, transportation, tutoring, and other services to our families.

We ask for your cooperation and support by refraining from asking any of our teachers or team members to provide care for your child at any time other than when they are in the center. We understand the level of comfort that you feel with our teachers and team members and how hard it is sometimes to find quality after hours care; but we also know

that you expect excellence and high quality from us, and we expect it of ourselves. Your support helps us achieve those goals.

If it is discovered that a family has procured the services of one of our teachers for personal services, the Academy will charge a service fee the same as an employment company. The amount for this fee will be \$3,000. Other disciplinary action may also occur.

### ***Diapering***

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies.

### ***Field Trips***

Classes may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom-learning activities. In addition to the required transportation paperwork, **a signed participation and release form are mandatory for each field trip. A child will be unable to attend a field trip unless a signed field trip form is received from a designated family member or guardian.** Families are encouraged to contact their child's teacher to see if additional chaperones are needed.

Children scheduled to go on a field trip will wear a Kids 'R' Kids t-shirt and a bracelet identifying the child as a student of Kids 'R' Kids. A child may be checked out from a field trip if the family has signed a release form. This policy is to help the team members keep an accurate count of the children.

Classes will always use the Kids 'R' Kids bus for fieldtrips.

- Children not attending field trips because of a parent's preference, are required to go into a classroom. If an appropriate classroom is not available for that child, they may be required to stay home that day.
- If there is a financial cost associated with the trip, that financial obligation will be billed to the family account.
- Family members wishing to chaperone a field trip must fill out the appropriate paperwork and submit their drivers' license for a background check.

### ***Lost and Found***

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

### ***Meals and/or Snacks***



Our Academy will provide a nutritious breakfast and lunch every day along with a snack in the morning and afternoon. Meals and snacks served at our Academy comply with state and USDA's Child and Adult Care Food Program (CACFP) guidelines.

We are a nut-free Academy. Absolutely no peanut products may be brought into our Academy. This includes food products that are cooked with or near nut oil.

- Our Academy follows CACFP meal pattern requirements for every meal service. Serving size is adjusted accordingly to age of the child. Breakfast consists of a serving of fluid milk, 100 percent fruit juice, and cereal or other grain. The lunch pattern includes servings of fluid milk, vegetable and fruit, bread, pasta or cereal grains, and meat, cheese or eggs. Snacks include two of the following: a serving of milk, a serving of vegetable or fruit, a serving of bread or grains, and a serving of meat, cheese, eggs or yogurt.
- If a meal or snack is brought in, it must be clearly labeled with the child's name. We only allow Suite 100 and 150 to bring in outside food and drink (other than water).
- Infants

A written feeding plan for children under twelve months of age must be completed and submitted by the families. This plan should be updated regularly as new foods are added or other dietary changes are made.

All baby bottles (including the cap) must be clearly labeled with the child's name and current date. Formula or expressed milk must be brought in appropriate amounts for feeding. Any milk warmed must be used within an hour or it will be discarded.

We provide commercially prepared cereals.

- Preschool

Meals and snacks are provided by the Academy and are according to the schedule posted. Mealtime is seen as a part of the learning process. Children are served in their rooms and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- Academy-Age

Children enrolled in our Before-and After-Academy program will be served breakfast and an afternoon snack while in our care. Lunch is also provided if the school-age child is present during lunch time (summer and school holidays, etc.).

The USDA provides partial reimbursement for the meals and snacks we serve to children. Federal regulations for this program require us to collect and update income information on an annual basis for all our enrolled children.

**Commented [JA3]:** If you participate in this reimbursement program, it is nice to make families aware that information will be collected and why it is important.

### ***Allergies and Special Diets***

A weekly menu is posted including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the Academy, must be provided by the family and accompanied with a physician's note. This includes children who prefer water or juice instead of milk during meals. No tuition discount is given for food brought in by families with a doctor note. No food shall be brought in for your child or the class without prior approval from the Leadership Team. Please see a member of the Leadership Team if your child has special dietary needs.

### ***Naptime***

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their school bag (this does not apply to Infants. The school follows federal "safe-sleep" regulations that require no items in the crib other than a sheet or approved sleep sack with a doctor's note. Swaddling is also allowed with a doctor's note).

### ***Personal Belongings***

Upon enrollment in our program, you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name (does not apply to infants).
- Any prepared food for infants who are not yet able to eat items listed on the weekly menu
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes a jacket or coat, closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at the Academy.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.

***Pets***

Because of health and safety concerns, pets may not be brought to Academy without the Leadership Team's advance consent. When picking up or dropping off your child, please keep pets in the vehicle.

***Media Release***

Upon enrollment, you will receive a copy of our Media Release to read and sign. Many pictures will be taken in your child's class and throughout the Academy during the time that your child is our Academy. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed, please let the Leadership Team know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

***Prohibited Items***

The following items should not be brought to the Academy by children:

- Cell phones
- CDs, DVDs, iPods, PS2s and similar items
- Wearable technology, such as smart watches
- Cameras and video cameras
- Skateboards
- Electronic games
- Inappropriate reading material
- Any other items that would distract from learning
- Chewing gum or candy

***Safeguarding Valuables***

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to the Academy. Valuables such as expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to Academy. The Academy will not be responsible for lost, stolen or damaged valuables.

***Special Events***

Arrangements should be made with the teachers regarding a birthday or holiday party. No home-made food will be accepted for Academy parties due to possible food allergies present in the classroom. No pizza or other food deliveries are permitted.

Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party. If at any time you object to a party for religious or other reasons, please notify your child's teacher or a member of the Leadership Team as soon as possible, so they can make arrangements to care for your child during that time. We will assume that all children can participate unless notified to

the contrary. Please remember that no latex balloons are permitted, and "goody" bags must be given as the child goes home with their parent.

### ***Telephones***

Children are allowed to use the office phones for an emergency with a note from a teacher. Cell phones may only be used with the permission of the Leadership Team.

### ***Toilet Training***

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes to school with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering. The Academy is prohibited from laundering any child's soiled clothing within the Academy's laundry.

### ***Toys***

The Academy provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

### ***Local Academy Transportation***

Local public and private schools Serviced by Kids 'R' Kids of Prairie Hills: Endeavor Elementary.

Kids 'R' Kids reserves the right to add or delete any of the above schools.

Transportation is provided to and from the school only with parental permission. The Kids 'R' Kids transportation forms must be signed once a year.

If we take your child to school in the morning, then we will pick up your child at dismissal time unless otherwise notified. If we do not take your child to school, then we assume that she/he is absent, and we will not expect to pick up your child unless it is agreed upon in advance that you will provide morning transportation and we will provide afternoon transportation.

You must notify us each time your child does not need transportation to or from school when we normally provide this service to you. If we are not notified that your child does not need transportation from school to Kids 'R' Kids in the afternoon before the bus leaves our facility, a \$15 fee will be charged.

### ***Visitors and Volunteers***

While your child is in our care, you can always be assured that the door is open to you. Parents of children enrolled in our programs are NOT required to call prior to arriving and may visit unannounced at any time during our business hours. Please understand, however, we need to balance our open-door policy with maintaining the safety of the children on our campus - a top priority for our team members. As such, families and visitors **must** first report to the Leadership Team and sign in at the front desk before visiting any class or any other location on Academy property during Academy hours. Only parents and Emergency Contacts may remove a child from the Academy. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Families who want to help in the classroom, playground or during field trips must have a complete comprehensive background check and any additional paperwork required by the state.

Former families, children or guests of children are not permitted to visit during Academy hours.

Exception: Prospective children who would like to "shadow" a child at the Academy may do so by contacting the Leadership Team in advance to set up an appointment.

### ***Smoking***

For the health of all Academy team members, children, and other members of the community, smoking and the use of tobacco products is **not permitted anywhere on our** campus (including the parking lot). All individuals are prohibited from smoking or using tobacco products in the buildings, on the grounds, and in the parking lot. Parents who smoke in their cars must dispose of the cigarette prior to entering the parking lot. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-sigs, digital cigarettes, alternative cigarettes and "vaping."

## **Final Statement**

Our goal at Kids 'R' Kids of Prairie Hills is to provide you and your child the highest quality care. We believe that nurturing children in a loving and learning environment contributes to their overall success in life, therefore we commit ourselves to providing superior childcare and early education services to your family.

## Acknowledgement and Receipt of Family Handbook

The registration of your child is considered an acceptance, on his/her part and on the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all our Academy's rules and regulations, including the Academy's judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the Academy's ultimate discretion, judgment, and interpretation.

Children and families or guardians are asked to familiarize themselves with all the information contained in this Family Handbook, ask questions, and then sign this form.

*We have read and understood all statements and provisions set forth in the Family Handbook or as they may be changed from time to time by the Academy.*

_____ Child	_____ Age	_____ Date
_____ Family Member or Guardian	_____ Relationship	_____ Date

**(Academy File Copy)**

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_____ Child	_____ Age	_____ Date
_____ Family Member or Guardian	_____ Relationship	_____ Date

**(Family Copy)**

## Acknowledgement and Receipt - Discipline and Behavior Management Policy

Praise, positive reinforcement, and redirection are often effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids 'R' Kids, International operational guidelines and the NAEYC Code of Ethics.

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectation. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children."

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the Academy's discretion, to have their family sign a Behavior Action Plan with the Academy as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the Academy or the Academy's educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Leadership Team directly may be grounds for expulsion. **The Academy reserves the right to dismiss any child at the sole discretion of the Academy's Leadership Team.**

In addition, the Academy may report to the appropriate governmental authorities any actions that appear to violate law.



I, the undersigned parent or guardian of \_\_\_\_\_ (print child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated team member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Signature of Leadership Team Member:

\_\_\_\_\_

**(Academy File Copy)**

## Acknowledgement and Receipt - Discipline and Behavior Management Policy

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Date of Child's Enrollment: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Signature of Leadership Team Member:

\_\_\_\_\_

**(Family Copy)**