



# PARENT HANDBOOK

2020-2021

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"Childcare you can T.R.U.S.T."

## **CENTER MISSION**

*To provide high quality early childhood education experiences to children in a safe environment where every moment is a teachable one.*

## **CENTER PHILOSOPHY**

Kiddie Kollege Early Learning Center (hereafter referred to as KKELC), will always strive to maintain an environment conducive to the development of the whole child... physically, emotionally, intellectually, and socially.

We feel young children learn best through hands on play with materials and interacting with their peers. This is how they understand and express their view of the world around them. It is our goal to provide an environment, which is rich in opportunities for children to build self-esteem, develop self-help skills, satisfy their curiosity, and stimulate their creativity. It is our desire for the children in our care to develop skills they will use to succeed throughout their lives. The foundation of our program is built on the belief that for children to be successful academically they need to be prepared in all the five developmental domains of learning outlined by the National Education Goals Panel. We believe each of these domains is critical to the child's success in reading and math as they begin school. The five domains of learning our teachers work to establish with your children are:

- Approaches to learning
- Social and emotional development
- Health and physical development
- Language development and communication
- Cognitive development

\*Kiddie Kollege early childhood educators currently use the **High Scope Curriculum** and **COR** (child observational record) to meet the education standard component of our five-star license.

**Emotional:** Our staff realizes the importance of trust in the emotional development of a child. As your child learns to trust their environment, self-confidence and self-worth will be enhanced by daily success. Our daily activities are designed to be age appropriate and to offer individual as well as group time with the caregiver. We strive to make each child feel special and important while they are in our care.

**Intellectual:** KKELC will operate on a developmental/educational basis. Children will follow a developmentally appropriate lesson plan using the North Carolina Standard Course of Study (now known as the Common Core) for preschool called NC Foundations. Children will be encouraged through social interaction and play. The two, three, and four-year-old classes focus on stimulating your child's intellectual development through our pre-school program. This is designed to prepare your child for their matriculation into graded schools.

**Goals:**

1. To work as partners with each family to best meet a child's needs.
2. To encourage development of children as individuals.
3. To encourage development of educational skills as age appropriateness allows.
4. To develop self-confidence and expectations for success.
5. To develop good health habits.
6. To develop a sense of self-worth within a child.
7. To follow all guidelines set forth by NCDCCDEE to develop school readiness in your preschool child.

**Ages Served:** KKELC will serve children 12 months to five years old. We realize each child is unique and has individual needs. Our staff will strive to meet those needs.

**Staff:** Our staff meets and exceeds all requirements set forth by the state of North Carolina in health and educational training. All staff members are required by KKELC to have First Aid and CPR. Every teacher is required to have the North Carolina Childcare Credential. NC Pre-K Teachers are required to hold a four-year degree in Birth through Kindergarten Education and teacher's assistants are required to hold a 2-year degree in Early Childhood Education. Private prekindergarten teachers are required to have a 2-year degree in Early Childhood education while working on a four-year degree in Child Development or Early Childhood education. Teacher's aides and other KKELC staff are required to be working toward a minimum of an Associate Degree in early Childhood Education. All staff members are required to have an initial physical; TB skin test, drug test, be fingerprinted and complete a criminal record check (both federal and state) prior to employment. They are also required to have criminal re-checks every 3 years of employment at our facility.

### **MASK POLICY**

All children and staff are required to wear masks at KKELC. If your child refuses to wear a mask, we will attempt to get them comfortable with wearing one but if our staff is unable to do so the child will not be able to remain in our program.

### **VISITORS**

At this time KKELC is not permitting any vendors or parents in our building except for limited circumstances as described in this handbook.

### **ENROLLMENT (New COVID-19 Enhanced Policy)**

A parent or guardian of the child seeking enrollment may arrange with the Center Director to tour the facility after hours. Parent or guardians will be required to wear a mask, answer COVID-19 screening questions, and have

their temperature taken. Further arrangements can be made for the parent or guardian to meet their child's potential teacher. There will also be an opportunity for the parent or guardian to discuss with the director all expectations, needs, or concerns they may have, and verify KKELC is the best fit for your family's needs. Once it is established that your child will attend KKELC the parent or legal guardian must complete the enrollment application online at [www.thekollege.com](http://www.thekollege.com) (under the Forms tab), fill out or provide the following forms, and pay the enrollment fee:

- Application for enrollment (online at [www.thekollege.com](http://www.thekollege.com))
- Medical record
- Discipline policy form
- Photo permission slip
- Emergency medical form
- Food service application
- NC Summary of the Law /Family Handbook signature receipt form

**Tuition Rates:**

- 1 Year – 2 Years: \$270
- 2 Years – 5 Years: \$260
- Before School Care: \$30
- After School Care: \$50
- Before & After School Care: \$80

Kiddie Kollege ELC is pleased to offer a scholarship fund for qualifying applicants to offset tuition costs of full day childcare. If you are interested, please speak with the director for further information about applying for this scholarship. *\*Certain terms and conditions do apply.*

- KKELC accepts Day Care Subsidy Vouchers from DSS.
- KKELC accepts Day Care Subsidy Vouchers from Mitchell Community College.

**Payments:**

- There is a one-time registration fee of \$25 dollars due at the time of enrollment.
- The weekly tuition can be paid on a weekly or monthly basis according to what is most convenient to your family's budget. This schedule must be determined prior to your child's first day attending our school.
- If tuition is paid on a weekly basis then it must be paid by Friday before the week that care is provided.
- If you choose to pay tuition monthly, then payments will be due on the 30<sup>th</sup> of each month prior to the month that care is provided.
- Parents are responsible for paying tuition even when the center is closed for a holiday, half day or weather-related closing. The only time tuition may be waived is if the center is closed for a unscheduled deep cleaning.

**Late Fees:** If payment is late then there will be a \$25 late charge attached to the amount due. If payment is 3 days late (Wednesday of the current week of care) then your child will not be able to continue to attend care at KKELC. At this time, our attendance policy will take affect (see ATTENDANCE below).

**COVID-19**

According to the Centers for Disease Control, COVID-19 is an illness caused by a virus that can spread from person to person. Symptoms can range from mild (or no symptoms) to severe illness. Some symptoms include but are not limited to the following:

- Cough
- Fever
- Shortness of breath or difficulty Breathing

- Chills
- Headache
- Muscle pain
- Loss of Taste or Smell
- Vomiting
- Diarrhea
- Rash
- Allergy Like Symptoms (Children only)

Symptoms may appear two to fourteen days after exposure. If you, your child, or anyone in your household experiences one or more of the above symptoms please go immediately to be tested and notify KKELC of the potential exposure. Per our policy we will need to exclude your child from our school for 14 days if the child is experiencing symptoms or has been exposed to anyone experiencing these symptoms. Your child may be able to return to care sooner if you take the child to be tested and a negative result is obtained and in the case of allergy symptoms obtains a note from their doctor confirming their symptoms are not COVID-19 related. If your child is excluded from physical presence at school, it does not prohibit him/her from participating in classroom instruction via Zoom and Classroom Dojo (applicable to NC Pre-K only).

**Toys:**

We do not allow children to bring toys or any other item or accessory such as but not limited to watches, and sunglasses from home to KKELC. We are

responsible for giving them an experience that prepares them for Kindergarten, so it is our policy, not to have children bring them into the center. Even now more than ever due to the safety precautions needed to prevent the spread of COVID-19, toys are prohibited.

**Bookbags:**

KKELC suggests your child **not** bring a bookbag to school. Your child will have a personal cubby in their classroom to store extra changes of clothes and personal items. Because of the heavily regulated State guidelines on what children have access to in a licensed preschool facility; it is easier for us to monitor what comes into KKELC without the use of bookbags.

**Clothing Changes:**

All children should always keep at least one change of clothes in their cubby. Please bring their clothes in a clear gallon size Ziploc bag for storage purposes. The center does not furnish changes of clothes. If the center is aware that a child does not have a change of clothes, they will not be allowed to stay at school. If the center finds that a child does not have a change of clothes once they have already been dropped off, you will be called to bring a change of clothes or pick up your child.

Because of the nature of the learning environment at KKELC, children can experiment in their classroom and outdoors daily. We always advise you to leave a couple of changes of clothes and socks for your child's comfort. Please make sure that extra clothing that is stored in the child's locker is the correct size and is weather appropriate for the season.

Diapers, Wipes, and Pull-Ups: If your child is not yet potty trained then the parent/guardian is responsible to provide all diapers, Pull-Ups, and baby wipes that the child will need. Please check on your child's supply regularly so that they do not run out of these items during the day.

**Dress Code:**



Children are to come dressed for school each day. Do not send your child in pajamas except on special pajama days. If children have accidents, we will help them change, otherwise expect them to remain in the clothes they came to school in for the day. Please dress your child according to the weather because we will be going outside for a period each day. Please remember that sometimes learning can get ‘messy’. Please do not send your child to school in anything that cannot be replaced (i.e. children need to wear only “play” clothes). Quite often, children’s clothes will become soiled or stained due to food spills, outdoor play, or messy learning activities. Please send adequate changes of clothes, so that if this happens, children can change, so that they can be more comfortable.

### **Food in Facility:**

Outside food items are prohibited unless it is an item to meet the specialized dietary needs of your child such as Milk. The item must be unopened when it arrives. If you feed your child a snack in the morning prior to arriving to school, please make sure the child has finished the snack before coming to school. Children will not be permitted to finish eating the item inside the building.

### **HOURS OF OPERATION**

KKELC is open Monday through Friday from 6:30am to 5:30pm.

**NC Pre-K Program Hours:** 8:00 am to 2:30 Monday through Friday.

**NC Pre-K Wrap Around:** KKELC offers before and after school care for children enrolled in the NC PRE-K program. Before school care is open from 6:30 am to 8:00 am. Afterschool is open from 2:30pm to 5:30pm. \*See tuition rates section for costs.

### **HOLIDAY CLOSINGS**

The center is closed for the following holidays:

September 7, 2020- **Labor Day**

November 25-27, 2020- **Thanksgiving Day**

December 21-25, 2020 – **Christmas**

January 18, 2021- **Martin Luther King, Jr. Day**

April 2, 2021-**Good Friday**

April 5, 2021-**Easter Monday**

May 31, 2021-**Memorial Day**

July 5-9, 2020-**Independence Day**

#### **HALF DAY CLOSING: (New COVID-19 Procedure)**

KKELC will close for All Children once a month on **every third Wednesday** starting on September 16th, 2020 (October 21, November 18<sup>th</sup>, December 16<sup>th</sup>, January 20<sup>th</sup>, February 17<sup>th</sup>, March 17<sup>th</sup>, April 21<sup>st</sup>, May 19<sup>th</sup>, June 16<sup>th</sup>, July 21<sup>st</sup> ) for the center to be deep cleaned to prevent the spread of COVID-19 in our facility.

#### **WEATHER RELATED CLOSINGS**

It is our policy not to close due to bad weather if possible, however; we will take into consideration the safety and well-being of our staff, children, and parents. Safety is our primary concern. Parents, please use your best judgment. Remember to notify KKELC if you cannot attend for any reason. If there is weather that is deemed too unsafe for our staff or families to arrive safely to the center, then KKELC will either have a delay in opening or close for the day. **The most reliable place to check for center closings is our Facebook page: [www.facebook.com/kiddiekollege](http://www.facebook.com/kiddiekollege).** These closings will also be reported to WBTV and WSOCTV.

**If School is Closed during the school day**, an announcement will be made through a mass communication (text message) sent out to each parent by the administrator. (so please make sure we have correct contact information), and

on our Facebook page and through the media. Parents must pick up their children immediately.

**Note: Children enrolled in our NC Pre K program will follow the Iredell/Statesville school closing schedule.**

***Note: Parents are responsible for paying tuition even when the center is closed for a holiday, half day or weather-related closing. The only time tuition may be waived is if the center is closed for an unscheduled deep cleaning.***

### **DAILY SCHEDULE**

Each classroom will post their own individual schedule. However, all schedules will include free play, outdoor play, rest time, activities, and meals.

#### **FREE PLAY**

“Free-play” (also called child- initiated activities, free choice, self- selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially and cognitively through the development of relationships.

#### **OUTDOOR PLAY**

Outdoor play is **required** and incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children.

Outdoor play is an opportunity for children to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends

and who to interact with. Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the Child Care Weather Watch poster from the North Carolina Department of Public Health to determine if it is too hot or cold to play outdoors. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child's name.

### **REST TIME**

Our program offers children a 90-minute rest time to all children each day in compliance with DCDEE regulations. KKELC provides a sleeping mat and sheet for each child. These items are cleaned on a weekly basis at the center. Children can bring a small blanket or 9" x 12" travel size pillow for their comfort during rest time. These items must remain in the child's locker except during nap time. Please keep in mind that all items brought from home must fit neatly into each child's locker, so appropriately sized items are enforced. Due to new COVID-19 guidelines we are striving to limit the number of personal items that come into the center and will be laundering your child's blanket and pillow at the center weekly. Please select items you don't mind remaining at the center.

### **MEALS**

KKELC will serve breakfast, lunch, and an afternoon snack for no additional cost to our families. Our menus will be posted in each class on the parent information board. We serve a variety of balanced nutritious meals and follow the USDA regulations on food portions and options that include Milk, Lean Proteins, Fruits, Vegetables, and Grains. Mealtimes are as follows:

Breakfast at 9:00am

Lunch at 12:00pm

Afternoon Snack at 3:00pm

**Note:** If your child is not at Kiddie Kollege prior to the start of any mealtime, please feed them before they arrive.

**Allergies:**

SHOULD A CHILD HAVE A KNOWN FOOD ALLERGY, PLEASE NOTIFY THE CENTER TO PROTECT YOUR CHILD'S HEALTH. ALL FOOD RELATED ALLERGIES MUST BE GIVEN TO US IN WRITING FROM A DOCTOR FOR THE FOOD SERVICE PROGRAM THAT SPONSORS OUR CENTER. ANY OTHER ALLERGY RELATED ILLNESS NEEDS TO BE RELAYED TO YOUR CHILDS TEACHER SO THAT WE CAN PREVENT OR PREPARE FOR A REACTION IF IT OCCURS.

**Nut-Free Property:** KKELC is a 100% nut free property inside and outside.

For the safety and well-being of all children in our preschool please refrain from allowing your child to consume or bring any items containing nut products into our facility.

**TRANSPORTATION**

Kiddie Kollege ELC does not provide transportation of any type for children arriving or departing from our campus.

***ARRIVAL (New COVID-19 Procedure)***

Due to new COVID-19 procedures, we will no longer permit parents to enter our facility or park in the two designated spaces in the front of our building. The following procedure is designed to help keep all children, staff and parents safe and healthy:

- Parents will drive through the “Enter” side of our building continue around the back of our building where two staff members will be waiting outside.
- Parents will stop near the trash cans at the rear of our building.

- Parents will take their child out of their car and wait for a staff member to approach to ask the COVID-19 screening questions.
- The Staff member will check your child's temperature and permit you to leave once it is determined your child does not have a temperature. Please maintain your social distance of at least 6 feet while the staff member conducts all screening procedures for your child.
- The second staff member will take your child inside the building to their respective classroom.

We encourage parents to communicate with their child's teacher using classroom Dojo or any other acceptable means, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate.

**Smoke Free Property:**

KKELC is a 100% smoke free property inside and outside. For the safety and well-being of all the children in our preschool please extinguish and rid of all tobacco products before driving onto the property.

**DEPARTURE *(New COVID-19 Procedure)***

KKELC closes at 5:30pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 5:30pm. If someone we are not familiar with is picking up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or

she may still need identification if the teacher in charge has never met him or her.

Due to new COVID-19 procedures, we will no longer permit parents to enter our facility or park in the two designated spaces in the front of our building. The following procedure is designed to help keep all children, staff, and parents safe and healthy:

- Parents will drive through the “Enter” side of our building continue around the back of our building where a staff member will be waiting outside.
- Parents will stop near the trash cans at the rear of our building.
- Parents are to remain in their car until the Staff member brings their child to their car. Once you have reunited with your child and are departing, KKELC is no longer responsible for your child. For safety reasons, please do not let your child run about the parking lot or grounds.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director and/or Owner will be notified, and she will then notify the Department of Human Services and/or the Police Department.

### **ATTENDANCE**

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. **If your child will be absent, please call the center by 9:30am so your child’s teacher may make accommodations to the lesson plan.** If your child will be absent for an extended period (more than 2-3 days), the center must be notified in writing of the date the absence begins and the

expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

### **ABSENCE POLICY:**

If your child will be absent from KKELC for the day, please call the center and let us know. If your child is absent from KKELC for more than three days, you must call and report the reason for absence. Failure to do this will result in loss of preschool services. If we do not hear from you, and are unable to reach you, we will assume you no longer need private preschool services at KKELC. Your child will be dropped from enrollment and your child's spot will be filled.

In addition to this policy, KKELC also requires children not miss any more than 5 days in any calendar month. If the child is under medical care, or is absent from the center based on an COVID-19 related exclusion or if there is another emergency type of situation, then we will work with your family on a case by case basis as the state allows.

### **INJURIES**

Each child will be given a visual well check each morning upon arrival. This is to ensure that no child has a fever, rash, bruise, or other mark of illness or injury. Any item of note will be put in the child's file. Anything unusual will be called to the attention of the director. Any mark in question will then be brought to the attention of the parent or guardian.

Any allegations of abuse or neglect received or noted by the center will be reported to the Department of Social Services within 24 hours of receipt of the complaint.

If a child has a minor injury such as a bite, scrape, minor cut, or bruise while present at KKELC the caregiver will wash and treat the injury with basic first aid. An accident report will be filled out and you will be asked to sign it. This will remain in your child's file.



If another child inflicted your child's injury, the identity of that child must remain confidential so please do not ask teachers or other children to release that information.

In the event of a serious injury the parent will be notified immediately. The child will be taken to the hospital listed on their emergency medical form where proper steps will be taken to ensure the well-being of your child.

**Insurance:**

Our staff will make every effort to ensure that your child is safe during their time at KKELC. In the event of an unavoidable accident our insurance will cover any secondary expenses such as a deductible and co-pays.

**PREVENTION OF SHAKEN BABY SYNDROME AND  
ABUSIVE HEAD TRAUMA POLICY**

Established February 20, 2018

It is our desire and highest priority to provide the children we serve at KKELC with a safe, caring, and nurturing environment in which they can explore, discover and grow. To further increase the physical safety of all children within our care, KKELC establishes and uphold the following policy to help prevent any occurrence of Shaken Baby Syndrome and Abusive Head Trauma (SBS/AHT) within our Early Childhood Education Center for all children Five years of age and Younger.

Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) are terms used to describe the constellation of signs and symptoms resulting from violent shaking or shaking and impacting of the head of an infant or small child. The American Academy of Pediatrics (AAP) describe SBS as a subset of AHT with injuries having the potential to result in death or permanent neurologic disability. Violent shaking for just a few seconds has the potential to cause severe injuries.

**Possible Signs and Symptoms of SBS/AHT**

Lethargy/decreased muscle tone, Extreme irritability, Decreased appetite, Poor feeding or vomiting for no apparent reason, Grab-type bruises on arms or chest, No smiling or vocalization, Poor sucking or swallowing, Rigidity or posturing, Difficulty breathing, Decreased level of consciousness, Seizures, Head or forehead appears larger than usual, Soft spot on head appears to be bulging, Inability to lift head, Inability of eyes to focus or track movement, Unequal size of pupils.

### **Consequences of SBS/AHT**

Learning disabilities, Physical disabilities, Visual disabilities or blindness, Hearing impairment, Speech disabilities, Cerebral Palsy, Seizures, Behavior disorders, Cognitive impairment, Death.

### **Kiddie Kollege Early Learning Center Responsibilities**

1. All staff members (including Administrations, Teachers/Caregivers, Substitutes, and Support Staff) will receive training within two weeks of the effective date of this policy or has been signed up through the Iredell County Partnership to receive ITS SIDS training, or within two weeks of employment (New Hire) that covers the following topics:
  - a. How to recognize, respond to, and report the signs and symptoms of SBS/AHT,
  - b. Understand how to care for infants,
  - c. Understand about the brain development of children up to five years of age
2. To assist staff members to cope with crying, fussing, or distraught child  
KKELC will:
  - a. Provide staff with regularly schedule breaks in which they can spend time calming down and regrouping away from the childcare classroom.

- b. Provide a quiet area where staff can go out of range from hearing/seeing children break times where they can spend a few minutes in a calm environment.
  - c. Provide calming techniques posted in the break area.
  - d. Require training at least one (1) times per year on calming techniques within the early childhood classroom.
  - e. Provide Walkie-Talkies for each classroom which teachers can use to contact support staff for help if they feel that a child's behavior is causing undo amounts of stress to the child, other children, or teacher(s)/staff.
  - f. Upon notification support staff, will assist by either relieving the teacher/staff for a calming break outside of the classroom, or remove the distraught child to another location within the center where they can assist with calming the child.
3. KKELC prohibits our staff or volunteers to use physical behaviors that might result in SBS/AHT including, but not limited to:
- Shaking a child forcefully
  - Tossing child into the air
  - Tossing a child into a crib, chair, or car seat
  - Pushing a child into walls, doors, or furniture
4. KKELC will provide parent/guardians and staff members with information at least twice a year on ways to prevent SBS/AHT

For further information on preventing the traumatic effects of Shaken Baby Syndrome/Abusive Head Trauma please visit: [www.dontshake.org](http://www.dontshake.org) National Center on Shaken Baby Syndrome or contact our local Research & Referral Agency:

### **PERSONAL HYGIENE AND HANDWASHING**

The caregivers at KKELC support the family in good personal hygiene. Hand washing, bathroom usage and personal grooming, etc. are all part of our daily

routines. To achieve maximum quality within the childcare setting we will be diligently working to keep germs to a minimum in the classroom. In doing this we have adopted a policy that requires your child wash their hands as the first step to them starting their day at KKELC. The routine is as follows: The child will deposit their personal things in their locker, wash hands, and then go to the first learning activity of the day.

### **SICK POLICY**

Our priority at KKELC is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: the child is exhibiting symptoms of COVID-19 (as provided on the COVID-19 exclusion chart and as listed above under the COVID-19 section); an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- ❖ Fever of 101 or greater. The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the cause for fever is not contagious and a period of 14 days has elapsed since the child last had a fever.**
- ❖ Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- ❖ Diarrhea. The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the cause for the diarrhea is not infectious and a period of 14 days has elapsed since the child last had diarrhea.**
- ❖ Blood in stools not explainable by dietary change, medication, or hard stools

- ❖ Vomiting. The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the cause for vomiting is not contagious and the child is not in danger of dehydration and a period of 14 days has elapsed since the child last vomited.**
- ❖ Persistent abdominal pain or intermittent pain associated with fever or other signs/symptoms of illness
- ❖ Mouth sores with drooling, unless written documentation from a health care provider determines the sores are not contagious
- ❖ Rash. The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the cause for the rash is not indicative of a communicable disease and a period of 14 days has elapsed since the child last had the rash.**
- ❖ Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- ❖ Scabies, until after treatment has been completed
- ❖ Tuberculosis, until written documentation from a health care provider states that the child is on appropriate therapy and can attend child- care
- ❖ Impetigo, until 24 hours after treatment has been initiated
- ❖ Strep throat: The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the cause of the strep throat is not indicative of a communicable disease and a period of 14 days has elapsed since the child last had strep throat.**
- ❖ Chicken pox, until all sores have dried and crusted (usually 6 days)
- ❖ Hand Foot and Mouth sores have dried and crusted and no fever
- ❖ Pertussis (whooping cough). The following is needed to resume care: **a negative COVID-19 test or written documentation from a health care provider determining the pertussis is no longer contagious and a period of 14 days has elapsed.**

- ❖ Mumps, until 9 days after onset of symptoms
- ❖ Hepatitis A virus, until 1 week after onset of illness
- ❖ Measles, until 4 days after onset of rash
- ❖ Rubella, until 6 days after onset of rash
- ❖ Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- ❖ Herpes simplex, with uncontrollable drooling
- ❖ Any childhood illness that is known to be communicable or results in fever, rash, severe cough, pink eye, diarrhea, or vomiting will require the child to be excluded from care for a minimum of a 24-hour period after the symptoms disappear unless otherwise noted above. Children must be free of these symptoms without the use of any medications for 24 hours before they can return to the childcare center. A Dr.'s note allowing the child to return to the classroom setting is required.

A child who becomes ill while at KKELC must be removed from the classroom to limit exposure of other children to communicable disease. An ill child will be sent to our designated sick child room to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

KKELC reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

As recommended by the Division of Child Development, KKELC has adopted a no medication policy. This includes oral and topical medication, sunscreens, and lip balms. If a child has a severe allergy and or asthma, epi-pens and inhalers will be administered. All appropriate forms must be completed in full by the child's physician.

**Head Lice.** We, at KKLEEC have adopted a "no nit" policy, to keep this problem to a minimum. Our policy is as follows:

- If we find nits or live bugs in a child's hair, you must come get your child immediately.

- You must treat your child's hair, your home, your car, your child's car seat, and any other personal space your child may have encounter. It is a good idea to also check siblings, yourself and spouse. Treat other members of your family as necessary as well.
- Once your child returns to school. The teacher will take the child into the bathroom, with your supervision and "recheck" the hair. If we find any nits (eggs) still in the child's hair, the child will have to go home again. The child cannot return to school, until we no longer see nits in the scalp. A rule of thumb to remember is if a nit is less than one inch away from the scalp, it can still be alive, even after hair has been treated. Since we have no way of knowing if the egg is alive or dead, we ask you to keep your child out of school and continue working on ridding the eggs from your child's hair.

### **DISCIPLINE POLICY**

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior. Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Discipline at Kiddie Early Learning Center will not be related to food, rest, bathroom use or outdoor time. Children will not be intentionally embarrassed or roughly handled. When children encounter a conflict with another child, they will be taught how to solve this conflict through a variety of

conflict resolution choices through direction and support of the classroom teacher. For other behaviors that may be harmful to the child or other children our first form of discipline is to talk with the child about why the behavior is dangerous or not morally appropriate and then redirect the child's attention to another activity (this process is repeated for the child to be successful in understanding safe behaviors). The second is communicating with a parent or guardian. We work very closely and communicate regularly with parents about classroom behavior. The third is to collaborate as a team with the parents and a behavior specialist to discover what is the underlying factor of the behavior and find alternative ways to meet the child's needs to elicit positive behaviors. We believe that what we are doing to maintain a positive early childhood environment needs to be talked about and encouraged at home as well as in the classroom. If a child is extremely disruptive and all steps have been taken with no improvement in behavior, a parent conference will be required. If Kiddie Kollege Early Learning Center and the parent cannot work out child's behavior, dismissal from our program may be necessary.

### **PARENT INFORMATION:**

KKELC has an opened door policy. You may call or drop in at any time to check on the well-being of your child. Please keep in mind this is an Early Learning Environment. There will be many opportunities throughout the year for parent participation. However, because of the structure of the Pre-Kindergarten day, unless it is a planned event where parent participation is suggested, we ask for parents to keep their presence in the classroom to a minimum. Also keep in mind that if you call to check on your child, you may not be able to speak directly with your child's teacher because of their teaching schedule. The administration will make every effort to get a message to your child's teacher and they can return your call as soon as possible. There will be times when the answering machine will pick up, instead of a live person. Please leave a message, and we will return your call as soon as we can.



### **Classroom Celebrations:**

KKELC does not promote any religion and does not engage in religious activities during Hours of Operation. As a school we will participate in the following non-religious celebrations throughout the school year. Typically, we allow parents and family members to join in classroom celebrations but due to COVID-19 restrictions we must prohibit it at this time. However, families may send unopened store-bought baked goods only. No gum or latex balloons permitted.

Classroom celebration events and days will be as follows for 2020- 2021

- October 30<sup>th</sup>: Fall Celebration
- December 18<sup>th</sup>: Winter Celebration
- February 15<sup>th</sup>: Friendship Day
- April 17<sup>th</sup>: Spring Celebration
- May 22<sup>nd</sup>: Summer Celebration

**Birthdays:** We will have one collective birthday celebration each month for all the children who have birthdays within that month. These celebrations will be announced on a month by month basis.

### **Parent Involvement:**

We will have many opportunities throughout the year for families to join in classroom activities. We ask for your patience as your participation may look different this school due to COVID-19 restrictions. We offer events such as: classroom celebrations, school improvement workdays, take home projects, reading times, small group projects, parent information nights, and other special events in which parents are welcome to participate. Parent involvement is required, and we strongly encourage parents to be involved in following through with what your children are learning during their school day. If you are interested in volunteering periodically throughout the school year, please feel free to ask questions about the steps you need to take to get involved. We

also welcome parent suggestions and ideas of ways you would like to be involved!

**Parent Teacher Conferences:** Parent Teacher Conferences will be conducted at least three (3) times per year. During this time the classroom teacher and parent/guardian will discuss the child's strengths and weaknesses, any observation/assessment results, discuss any concerns, and set/review individual goals for the child. If there is concern about a child by either the teacher or parent/guardian a conference may be requested by either party.

**Administrative Conferences:** Parents/guardians can contact the director at any time via e-mail: [eria@kiddiekollegeelc.com](mailto:eria@kiddiekollegeelc.com) , phone: 704-871-3513, or scheduling a time to meet in person if necessary following all CDC recommended restrictions.

***Note: Listed below are some other items of interest to you. If you have any questions about something not covered in this handbook, please feel free to ask.***

**Additional Services:** KKELC works in cooperation with the following agencies to bring extra support services if your child may need them: Carolina Speech Therapy, Iredell Statesville Schools: Exceptional Children's Department, Iredell County Partnership for Young Children, Turning Point Family Services, Care-Net Counseling, Hospice Bereavement Services, and the DOVE House.

**ADMINISTRATIVE NOTE:**

We are extremely excited about this year in NCPK as well as our new preschool classrooms. If you have any questions about the program, please feel free to ask at any time. We look forward to working with you and your children.