



Parent Handbook

Kids in Motion Learning Center

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Website

Mission Statement: Kids in Motion Learning Center mission is to provide every child with an excellent learning environment by promoting social, emotional, physical, and cognitive development through higher learning. We are committed to providing a safe, healthy, fun environment for our children and staff.

Welcome to Kids In Motion Learning Center!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Kids In Motion would be glad to address any of your questions or concerns. Once again, welcome!

OUR PHILOSOPHY

We believe...

- That children are precious and must receive care from adults who are capable and caring-- whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Kids In Motion.

Kids In Motion welcomes those of diverse faiths, ethnic origins, and race.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Kids In Motion:

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- We collaborate with Child Care Network and the State of Michigan to ensure that families can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We collaborate with Early-On and Good Start to ensure that children with varying abilities have the best resources available to them to meet their needs.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

Enrollment and Tuition

Children between the ages 6 weeks and twelve years are eligible for enrollment at Kids In Motion Learning Center. Children may attend the center for a 10 hour block between 6:00 a.m. and 6:00 p.m., Monday through Friday.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Child Information Record

- Health Appraisal
- Policy Agreement • Non-Prescription Release • Infant/Toddler Supplemental Information Form (if applicable)

A 10% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. (School-age full time=AM, PM, No school days)

A registration fee of \$40 is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

- Weekly Payment-due by 6 p.m. child's first scheduled day. Late after 6 p.m. second day. Tuition is based on 52 weeks.

Credit Card Processing Fee: There will be a minimum 2% processing fee (higher depending on type of credit card company) charged by KIMLC for every transaction. **Electronic Checking Withdrawals** are a fee free option.

If paying by check is your standard form of payment, and it is not paid by the 10th of the month, funds will be transferred electronically on the 11th of the month using the electronic withdrawal option, unless arrangements are made with the director ahead of time.

Fees

A \$20 fee is charged for late tuition payment on the Monday of the following week. Special payment arrangements may be made in advance with the director.

A service fee of \$25 will be charged for any returned checks.

Two-week notice required for any schedule change. The first schedule or payment change is free. Additional changes will require a \$25 Schedule Change Fee.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

For other fees see: Drop off and Pick up & Enrollment and Tuition Sections

We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

Parents who are receiving DHS child care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-pay each month. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

Withdrawal & Dismissal Policy:

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will be paid thru our electronic withdrawal option. The director at Kids in Motion reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Communication:

Proper communication between our parents and the teachers and staff of Kids In Motion is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes: • address and/or phone numbers, or e-mail address • parent/guardian employment, • health/immunizations up-dates, or; • other pertinent information related to your child.

Drop-off and Pick-up Policies:

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Kids In Motion reserves the right to deny a person's request to pick-up a child.

Your child's classroom teacher may be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the classroom. For your child's safety please do not allow your child to touch the exit door handles or open the doors and/or play yard gates. We work very hard at teaching the children not to touch the exit doors/gates.

Your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time, or past closing, will be charged \$10 for the first 10 minutes. After the first 10 minutes you will be charged \$1 per minute that your child/children are here. All late fees are expected by 6:00 p.m. the following day. This fee applies per family. Payment should be given directly to the staff member.

Custody Orders:

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

Holidays:

Kids In Motion Learning Center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days. We close at 4 p.m. on New Year's Eve Day.

Unexpected Closings:

Kids In Motion will be open on public school designated "snow days"--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.

Tornado and Disaster Procedure In the event of a tornado or disaster warning, the children will be taken to the basement if time and safety allows. Otherwise, they will shelter in place. Students will remain sheltered until the all-clear signal is sounded.

Child Abuse and Neglect:

Staff members are required by law to report any suspected child abuse or neglect.

Treasures and Possessions:

Each child will need a blanket to use at naptime. A zippered pillowcase is also requested for storing the blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are taken home each Friday to be washed and returned the following Monday. A small pillow or small stuffed toy is permissible. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated. Kids In Motion will not be responsible for any lost items. Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

Clothing:

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer.. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

Diapers & Toilet Training:

Parents supply all diapers at Kids in Motion. Wipes will be provided by the center unless the parent makes alternate arrangements.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing.

Bodies and Boundaries:

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

Bottles, Blankets and Pacifiers:

You may send extra bottles (infant room), a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

Field Trips:

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned-including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Birthday Celebrations:

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

Photographs and Publicity:

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

Meals, Snacks and Food Allergies:

The center will provide milk for lunch and two snacks with water for each day. Parents will provide formula or breast milk for children up to the age of 12 months. KIMLC will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.

Kids in Motion offers breakfast and lunch check with the director for options according to a set weekly schedule.

* breakfast will be provided until 8:30 a.m.

Immunizations and Physicals:

All children who attend child care programs in Missouri are required by law to be fully vaccinated. Kids In Motion requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

A Health Appraisal record of your child's physical exam must be submitted and is also a requirement by the Missouri Department of Health. A medical examiner must sign and date this form. Physical regulations are as follows: • Children younger than 2 ½ years must have a physical within 3 months preceding enrollment and repeated yearly. • Children 2 ½ years to kindergarten-- a physical must be within the previous year (before enrollment) and repeated every 2 years. • Kindergarten children and older--parents must sign

the Physical Health/Immunizations Parental Acknowledgement for School-Age Programs letter, plus submit a copy of the child's immunization record to the office. A new letter must be signed yearly.

Wellness Policy:

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. The following criteria will be considered in determining if your child must go home: • Unknown rash. • Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See Medicine below. • Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc. • Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication. • Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor)

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

Your child may return to the center after: • Obtaining written verification from a doctor. • Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications. • In the case of chicken pox, when all the lesions are scabbed over. • In the case of head lice, following

treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone. • In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning. • In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.

Medicine:

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. The parent must provide all medications. Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Injuries and Accidents Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital).The parent/guardian will be called immediately.

Daily Routines: Every classroom has their daily routine posted on the parent information board, and includes a copy in their classroom handbook. Infants do not have a set schedule for activities as their care is based on their individual needs.

Changes in Policies: The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner.

At Kids In Motion Learning Center our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

Initial Consultation: The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. Parents may be asked to consult outside professionals, or bring in behavioral specialists to help identify the problems or provide new strategies, in order for KIMLC to continue care. Our goal is to work as a team to better serve each child.

Disenrolled: When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

Thank you for selecting Kids In Motion as your child care provider.

If you have any questions, please contact our main office. (314)801-8094

POLICY AGREEMENT

Please carefully read, sign and return the following form to the center director. I have read the Kids In Motion Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during the course of enrollment.

Starting Tuition _____ I choose to pay: Weekly _____ Monthly _____

Registration Fee paid on _____ Approved Start Date

Weekly Schedule/Days

_____ Hours _____

Child(ren)'s

Name _____

Parent/Guardian Signature: _____

Date: _____

Discipline and Guidance Policy

I have read and agree to the Discipline and Guidance Policy for Kids In Motion Learning Center.

Parent/Guardian Signature: _____ Date: _____

Photography & Videography

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Yourchild's photo will also be posted on our classroom and center-wide Facebook site. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date: _____