



A program designed for the well-being of children.

The staff of ISLAND KIDDIE KAMPUS feels a child needs an opportunity to grow, discover and develop a good self concept. With the provided respect, discipline and freedom, learning will come easily in a prepared environment.

▸ INFANT & TODDLER ° PRESCHOOL ° AFTER SCHOOL CREATIVITY

HIGHLY QUALIFIED CARING STAFF

8200 Grays Drive
Grosse Ile, Mi. 48138
(734) 671-1100

14525 Sibley
Riverview MI, 48193
(734) 479-4191

**SHIRLEY
MOHNEY**

ISLAND KIDDIE KAMPUS
(INDEX)

CHILD CARE CONTRACT

CHILD PLACEMENT CONTRACT

PAYMENT CONTRACT

	<u>PAGE</u>
PHILOSOPHY / DISCIPLINE	1
DAILY SCHEDULE	2
ADMISSION PROCEDURES / HOURS	3
TUITION / DEPOSIT / LATE FEE / ABSENCES / VACATION ADDITIONAL DAYS	4
WEATHER / LATE CHARGE / WITHDRAWAL PROCEDURE (see page 11)	5
GENERAL INFORMATION / PARKING	6
MEDICATION	7
SNACKS / NAP TIME / TOYS/ CLOTHING	8
BIRTHDAYS / PICTURES	9
EMERGENCY PROCEDURES	10
WITHDRAWAL FORM	11
PRECRIBED MEDICATION FORM	12
HOLD HARMLESS FORM	13
SCHEDULE CHANGE	14
PAYMENT CONTRACT	15
CHILD CARE CONTRACT	16

ISLAND KIDDIE KAMPUS

Dear Parent(s):

We would like to welcome you to Island Kiddie Kampus. Please feel free to visit us at any time. This is your center and we look forward to your visits and your input.

The purpose of this handbook is to let you know what is expected during your child's enrollment with us. Hopefully, this will prevent any misunderstanding. If you have any questions or suggestions, please see the Director. Be sure to turn in the Handbook Agreement Form with your signature.

PHILOSOPHY

A program designed for the well-being of children. The staff of Island Kiddie Kampus feels a child needs an opportunity to grow, discover and develop a good self concept. With the provided respect, discipline and freedom, learning will come easily in a prepared environment.

DISCIPLINE

In our program, we strive toward positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.

The FIRST time a child hits, kicks, bites or spits at another child or teacher, or uses foul language, purposefully destroys school or another's person's property or willfully runs away from a staff member, the parent(s) will receive a written behavior report. The SECOND time, the parent(s) will receive a written behavior report and the child will be suspended from the program for one (1) day. The THIRD time, the parent(s) will receive a written behavior report and the child will be suspended for one (1) week. The FOURTH Time, the child will be permanently withdrawn from the program.

DAILY SCHEDULE

6:45 - 8:00	early arrival – (parents may provide a light breakfast)
8:00 - 9:00	free play, clean-up, story time
9:00 - 9:30	attendance, directed circle time
9:30 - 11:15	snack, learning activity, art projects, play in learning center, outdoor play
11:15 - 11:45	clean-up, story time
11:45 - 12:45	lunch
12:45 - 2:15	rest
2:15 - 3:30	table games, small group activities, outdoor play
3:30 - 4:00	snack
4:00 - 5:00	creative movement, directed play, group games, special activities
5:00 - 5:45	clean-up, story time
6:00	extended day pick-up

ADMISSION PROCEDURES

ENROLLMENT FORMS

The forms listed below must be completed and turned into the Director **before** the child is to attend the first day of school.

1. Child information card – required by the Family Independence Agency
2. Health form – immunization record and physician's signature. **CHILDREN WHO HAVE NOT COMPLETED THE REQUIRED IMMUNIZATIONS WILL BE EXCLUDED FROM SCHOOL.**
3. Information form
4. Parent Handbook Agreement (must be signed)
5. Child placement contract

HOURS

The school is open Monday through Friday from 6:45 a.m. to 6:00 p.m. Your child is to attend a minimum of two (2) days per week.

Island Kiddie Kampus follows the school calendar for the Community School District. The center will open on days the teachers have their in-service training.

TUITION

Registration Fee

A registration fee of \$45.00 for one child or \$60.00 per family is to be paid at the time of registration. This fee is **NON – REFUNDABLE**.

The first month tuition is due the first of the month, no later than the 10th of the month. Other tuition is to be paid in advance once per month. See tuition sheet for cost for your child.

Money orders, personal checks, VISA, Master Card and American Express are all accepted. An additional \$30.00 fee will be charged for each “returned check” from your bank. After the second “returned check,” no personal checks will be accepted. Cash only.

LATE FEE

Tuition payment received after the 10th of the month will be assessed an additional \$25.00 fee. Tuition payment must be paid in full by the 10th of the month.

ABSENCES/VACATION/ADDITIONAL DAYS

Our program is licensed and we are required to have staff available for the number of children enrolled. Program costs are based on your child’s **EXPECTED** attendance; therefore, there are **NO** credits or refunds. If extra days are needed, you must give advance notice.

WEATHER

Island Kiddie Kampus will make every effort to be of service to you during bad weather. Please keep in mind that the staff may have as much trouble getting to school as you will have getting to work. Please be patient and understanding.

In the event that classes are cancelled after school had begun due to weather or other emergencies, parents will be called to make arrangements to pick up their child.

LATE CHARGE

When a parent picks up a child after 6:00 p.m., there will be a late charge of \$10.00 per child. For every minute thereafter you will be charged \$1.00.

WITHDRAWAL PROCEDURE

A withdrawal form is to be completed and given to the Director as soon as you know you are taking your child out of the school. A withdrawal form is at the end of this handbook. A two (2) week notice is required in order to adjust payments. Without a two (2) week notice, you will be charged an amount equal to two (2) weeks of child care.

GENERAL INFORMATION

ARRIVAL / DEPARTURE

The doors to Island Kiddie Kampus are secured and you must use the call button to gain access. Parents must accompany the child into the center, sign in at the time clock and make sure the child feels comfortable.

Only the parent or an authorized release person (see Child Information Card), will be allowed to pick up your child. Please notify a staff member if someone other than an authorized person will be picking up your child. Identification will be requested. When leaving with your child, please sign out at the time clock.

For safety reasons, a child will not be released if a staff member thinks that an individual who there to pick up a child is under the influence of alcohol or drugs.

COMMUNICATION OF ABSENCES / SAFETY OF CHILDREN

1. notify school if child will be absent
2. failure to notify the school will result in a verbal reminder
3. a second occurrence may result in the child being withdrawn from the program
4. in case of a missing child, notify the school as soon as possible (time is of the essence)

PARKING

Please use the parking lot. Please do not block the public school bus route and please do not enter against the One Way sign.

MEDICATION

Medication can only be given under the following circumstances:

- ✓ A medication form must be filled out by the parent and the child's doctor. A copy of this form is attached to this handbook.
- ✓ Medication must be in the original container with the doctor's name, child's name, instructions, name and strength of the medicine. The medicine will be given according to those instructions. The medicine must be in an unopened container. Thus, you need to tell the pharmacist your child is in day care and you need the dose split.
- ✓ Staff members cannot give the first dose due to possible allergic reactions
- ✓ A Hold Harmless and Indemnification Agreement Form must be signed by a parent and two (2) witnesses. A copy of this form is attached to this handbook.
- ✓ Children cannot bring any medication into the school without proper notification from the parent and approval from the school.

WHEN YOUR CHILD SHOULD STAY HOME

For the protection of all the children, parents should exercise ever caution and keep their child at home if they show the following or unusual symptoms:

- ✓ Temperature (99 F or higher) – your child must be fever free without medication for 24 hours upon returning to school. Therefore, if your child is sent home from school with a temperature he or she may not return to school the next day. Must be fever free for 24 hours.
- ✓ Diarrhea or vomiting
- ✓ Rash
- ✓ Nasal, eyes or ears discharge

If the child has been exposed to a contagious disease, please let the staff know. However, if your child shows any signs of a contagious disease, the child must be kept home and the center notified immediately. Measles, rubella German measles, mumps, hepatitis, scarlet fever, strep throat, conjunctivitis, scabies, pertussis (whooping cough), encephalitis, and meningitis are among the contagious diseases which must be reported to the Health Department. This is why we are required to ask the reason for your child's absence. Physician's permission may be required before the child can return to school.

SNACK / LUNCH

Nutritious snacks will be provided for the children in the morning and afternoon.

Lunch is to be provided by the parents. Please remember to keep the portions child-size and nutritious. (Lunch must meet the State Nutritional Guidelines). We discuss good nutrition in our program. Some foods may **NOT** be allowed in the classroom because of food allergies. If applicable, a list with these food items will be posted outside of your child's room.

NAP TIME (FULL DAY CHILDREN)

A rest time is scheduled every afternoon for approximately an hour and a half. The children rest on cots. The parents are required to supply a small sheet for the child to sleep on. A small cover and/or pillow are optional. **THESE ITEMS MUST BE MARKED WITH YOUR CHILD'S NAME.** The bedding will be sent home every Friday to be washed and is to be returned on Monday.

TOYS FROM HOME

In accordance with the school's philosophy, we ask that your child **NOT** bring any toys to school. We cannot be responsible for lost or broken toys. They can, however, bring a stuffed animal or favorite blanket to rest with.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons are provided for art and water activities. Clothing should be easy for the children to undo for toilet needs. We ask that the children have an extra set of clothing (marked with the child's name). The extra clothing will be kept in the child's basket.

Time is spent outdoors on nice days. Please make sure the children are dressed accordingly to weather conditions. All outerwear items are to be marked with your child's name. Boots may not be worn in the classroom. Please send shoes with your child.

BIRTHDAYS

Parents are welcome to send cookies, cupcakes or a cake to share with their children's friends. Please let your child know in advance that you would like to bring a treat. The food allergy list must be checked first to make sure the treat can be brought into the classroom.

PERMISSION FOR PICTURES

At various times during the year, we want to use pictures, videos or slides taken of our children for parent meetings, educational displays, professional publications and other educational purposes. These pictures/slides/videos would be used to show aspects of child growth, development and learning activities in our school. The staff maintains the highest standards of professional ethics in the use of such media. If you object to your child's picture being taken, please make a note on the Handbook Agreement form.

EMERGENCY PROCEDURES

TORNADO AND DISASTER DRILL

1. an alternating bell indicates a disaster drill
2. the children are to seek shelter on the floor hallway. Students should bring up their knees, heads between knees with hands clasped behind the back of their necks
3. windows are to be opened by a teacher
4. two (2) short rings is the all clear signal

FIRE DRILL

1. the fire alarm is one (1) long horn
2. one teacher holds the room door open
3. respond quickly but calmly to the fire alarm signal
4. do not stop to obtain coats or valuables
5. all windows are to be closed
6. the lavatory is to be checked for children
7. exit out the door with one teacher at the head of the line
8. teacher is last to leave the room
9. listen for instructions – **NO LOUD TALKING**
10. never return to the building for anything before the recall bell is sounded
11. do not crowd around the fire trucks or block pathways, thus preventing firemen or fire-fighting equipment from entering building

SOME GENERAL INSTRUCTIONS FOR TEACHERS

1. respond as calmly as possible when fire alarm signal is sounded
2. bring your class attendance book with you. Take roll call and report any missing children
3. have your students move away from the building and gather at the assigned area
4. keep your class together
5. if any student has a handicap, remember they may need help
6. if you are already outside the building when the fire alarm sounds, assemble your group and check to see if all are accounted for. **DO NOT RETURN TO THE BUILDING DURING THE DRILL.**

CHILD'S NAME _____

MY CHILD'S LAST DAY WILL BE _____

REASON FOR WITHDRAWAL

IF APPLICABLE, PLEASE SEND MY REFUND TO:

NAME _____ ADDRESS _____

CITY _____ STATE/ZIP _____

DATE

PARENT'S SIGNATURE

PERMISSION FORM FOR PRESCRIBED MEDICATION

Date form received by the school _____ Student's name _____

Date of birth _____ Program _____ Teacher/classroom _____

Message to the school: Please report concerns about medications or disease to the physician.

TO BE FILLED OUT BY YOUR PHYSICIAN

Name of medication: _____	<u>FORM OF MEDICATION/TREATMENT</u>	
Reason for medication: _____	<input type="checkbox"/> tablets/capsule	<input type="checkbox"/> liquid
State specifically why the medication must be taken during injection the school day: _____ _____ _____	<input type="checkbox"/> inhaler	<input type="checkbox"/>
	<input type="checkbox"/> nebulizer	<input type="checkbox"/> other

Restrictions and/or side effects:

SCHEDULE

- ☐ none
☐ refrigerate
☐ other

START _____ other date _____
(date form received)
STOP _____ other date _____
for episodic/emergency events only
instructions: schedule and dose to be given
at school

This student is both capable and responsible
for self administering this medication:

- ☐ YES
☐ YES – supervised
☐ YES – unsupervised

This student may carry this medication:

- ☐ YES
☐ NO

Physician's name _____

☐ I have provided additional information
on the back of this form

address _____

telephone number _____
attachment

☐ I have provided additional information as an

TO BE FILLED OUT BY PARENT/GUARDIAN

I give permission for (child's name) _____ to receive the above medication at school
according to standard school policy. Island Kiddie Kampus requires parent/guardian to bring the medication in its
original container.

Signature

Relationship

Date

**POLICY CONCERNING ADMINISTRATION OF
MEDICATIONS/MEDICAL PROCEDURES BY ISLAND KIDDIE
KAMPUS**

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the agreement of persons at Island Kiddie Kampus to administer medication and/or medical procedures to (child's name)

_____,
as requested by me and prescribed by a physician, I, on my behalf, and on behalf of any other associated with me, hereby agree to hold harmless and indemnify Island Kiddie Kampus, administrators, teachers, secretaries, and other employees, from any and all claims, damages, liabilities, demands, actions, causes or action, which may hereafter be asserted by any person, corporation, or other entity, against the parties listed above or against any other person associated with Island Kiddie Kampus under any legal theory based upon or arising out of circumstances related in any way to administration by the Island Kiddie Kampus personnel of medications or medical procedures to (child's name)

Signature of Parent/Guardian

Witnesses:

Telephone no. (home)

Telephone no. (business)

if emergency, contact: _____
Name

Telephone no. _____

Date: _____

NOTICE OF SCHEDULE CHANGE

(TO BE COMPLETED IF THERE IS A SCHEDULE CHANGE. FORM MUST BE RETURNED NO LATER THAN ONE (1) WEEK PRIOR TO CHANGE).

CHILD'S NAME: _____

My child attends the following days and times:

<u>(check days)</u>	<u>Time my child is dropped off</u>		<u>Time my child is picked-up</u>
<input type="checkbox"/> Monday	_____	to	_____
<input type="checkbox"/> Tuesday	_____	to	_____
<input type="checkbox"/> Wednesday	_____	to	_____
<input type="checkbox"/> Thursday	_____	to	_____
<input type="checkbox"/> Friday	_____	to	_____

My child **WILL BE** attending the following days and times:

<u>(check days)</u>	<u>Time my child will be dropped off</u>		<u>Time my child will be picked-up</u>
<input type="checkbox"/> Monday	_____	to	_____
<input type="checkbox"/> Tuesday	_____	to	_____
<input type="checkbox"/> Wednesday	_____	to	_____
<input type="checkbox"/> Thursday	_____	to	_____
<input type="checkbox"/> Friday	_____	to	_____

My child's new schedule will go into effect on _____
(date and day)

Parent's signature

date

Received by Island Kiddie Kampus

date

ISLAND KIDDIE KAMPUS
734-671-1100 OR 734-479-4191
PAYMENT CONTRACT

You are responsible to pay for each day your child is registered. Billing will be done upon registration according to the schedule that you have provided us with; no credits will be given because staffing is based on the number of children registered per day. However, credit will be given for vacation time with a two week notice.

Health Department policy requires us to keep records of each child's absence; therefore, you **MUST** call Island Kiddie Kampus at the above phone number by 9:00 a.m. when your child will be absent.

ISLAND KIDDIE KAMPUS
CHILD CARE CONTRACT

We, (I) _____ agree to enroll our child, (child's name) _____ at Island Kiddie Kampus Child Development Center, Inc., which is licensed by the State of Michigan. We, (I) agree that our registration fee of \$45.00 for one child or \$60.00 for a family is non-refundable.

We, (I) have received and read the attached policies developed by Island Kiddie Kampus and agree to comply with all of the rules, policies and responsibilities stated therein. Island Kiddie Kampus has reserved the right to modify the rules and policies at its sole discretion with 30 days' written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

Child care service will begin at _____ and end at _____ on the following circled days:

Monday Tuesday Wednesday Thursday Friday

We, (I) agree to pay Island Kiddie Kampus \$ _____ per month. We, (I) agree to pay the full fixed monthly rate regardless of absences. We, (I) understand that Island Kiddie Kampus reserves the right to adjust the fixed monthly child care rate with 30 days written notice.

We, (I) further agree that the child care fees are to be paid in full on the first of the month in which services are rendered. We, (I) also agree to pay any applicable late payment penalties and late pick-up fees established in the parent manual.

We, (I) acknowledge that Island Kiddie Kampus will release (child's name) _____ to only those persons authorized on the Child Release Card. We further acknowledge agreement with Island Kiddie Kampus standard procedures used for the release of children in special circumstances.

Finally, we, (I) agree that either party may terminate this agreement with two (2) weeks written notice. In the event we do not provide two (2) weeks written notice of withdrawal, we agree to pay Island Kiddie Kampus an amount equal to two (2) weeks of child care fees. We, (I) also acknowledge that Island Kiddie Kampus may terminate this agreement without notice if (child's name) _____'s continued participation in the program creates a direct threat to the safety of (child's name) _____, other children, or Island Kiddie Kampus staff.

This contract constitutes the entire agreement among the parties to it and supersedes any prior understanding or agreements. Each party acknowledges and states that no representation, inducement, or condition not set forth in this contract has been made or relied upon either party.

Father/Guardian signature

Date signed

Mother/ Guardian signature

Date signed

Island Kiddie Kampus signature

Date signed