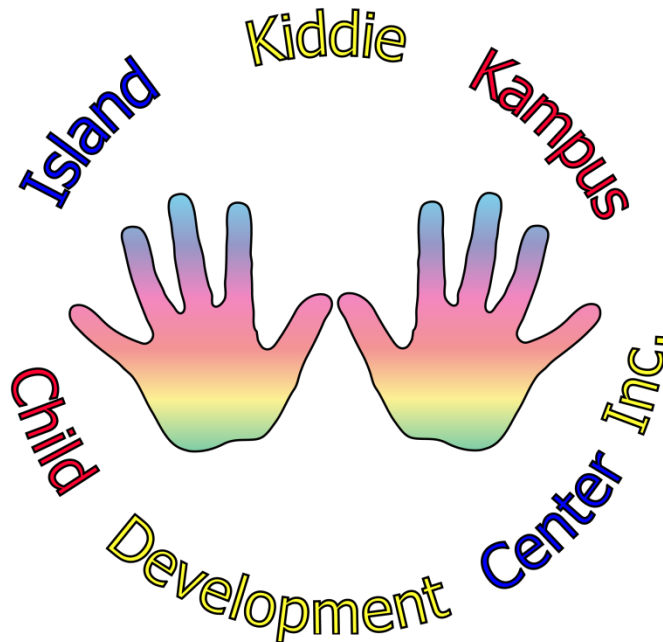


Island Kiddie Kampus

Child Development Center, Inc.



Parent Handbook

14525 Sibley Road,
Riverview, MI
734-479-4191

Shirley Mohney
Owner

Mari Morris
Program Director

Carolyn Starling
Manager

www.islandkiddiekampus.com

ISLAND KIDDIE KAMPUS

**Hours of Operation
6:30am- 6:00 pm
Monday-Friday**

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.

PEANUT-FREE & FRAGRANCE-FREE FACILITY

Due to the severe allergies and asthma of some staff members and children, Island Kiddie Kampus is a peanut/nut free and fragrance-free facility.

HOLIDAYS/ EARLY CLOSINGS

New Year's Eve
New Year's Day
Good Friday
Easter Monday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Four times a year, Island Kiddie Kampus will close at 5:45 pm due to staff professional development.

If there are any other closings, ample notification will be given.

GENERAL INFORMATION

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 physical appraisal with a **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
6. Food policy agreement
7. Attendance Policy

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 check in kiosk and make sure the child feels comfortable in their classroom.

Only the parent or an authorized release person (see Child Information Card), will be allowed to pick up your child. Please notify the office 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 check in kiosk. **Not signing your child in or out will result in additional charges being added to your bill.**

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

PARKING

Please use the parking lot.

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 \$65.00 for one child or \$85.00 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 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

SCHEDULED ATTENDANCE AGREEMENT

Our program is licensed by the State of Michigan and we are required to have staff available for the number of children attending each day. Program costs are based on your child's expected attendance, therefore, there are no credits or refunds for absences.

SCHEDULE

Island Kiddie Kampus is not a "drop off" facility. A minimum of two (2) days per week is required for enrollment. Upon registration you are required to give the manager your child's schedule of attendance with arrival and departure time. Your cooperation to maintain this schedule is your responsibility. If a change of schedule is needed, you the parent, must inform the office at least one (1) week prior to the change. This change makes a difference in the staff schedule.

TUITION

ANNUAL REGISTRATION FEE

A registration fee of \$65.00 for one child or \$85.00 per family is to be paid at the time of registration. This fee is **NON – REFUNDABLE**.

TUITION PAYMENTS & MY PROCARE

The first month tuition is due upon registration. The following monthly payment options that will be accepted are:

Monthly payments: Due on the 1st of the month, a late fee of \$30.00 will be charged on the 2nd of the month.

Bi-monthly payments: Due on the 1st and 15th of the month. A late fee of \$30.00 will be charged on the 2nd and on the 16th of the month.

We accept cash, check, money orders, cashier's checks, debit cards, auto-draft payments, Visa, Mastercard, Discover, and American Express. Payments can be made from the comfort of your home or office through My ProCare or using the Check-In/Out Kiosk across from the office. There is a \$36.00 NSF fee for insufficient funds.

CHECK IN & CHECK OUT

When you arrive at Island Kiddie Kampus for drop off or pick up, stop at the Check In/Out Kiosk located across from the office, to sign your child in or out for the day. Failure to sign in or sign out will result in default check in/out times of 6:30am and 6:00pm and additional fees may be added to your account.

EARLY ARRIVAL & LATE PICK UP FEES

If additional time is needed before or after your scheduled time, a fee of \$7.50 per ½ hour will apply.

AFTER HOURS PICK UP FEES

If you fail to pick up your child by 6:00pm, an after-hours pick up fee of \$11.00 will be charged to your account, you will also be charged \$2.00/minute.

NO CALL DROP OFF FEES

If you bring your child in on an unscheduled day without calling ahead of time, a charge of \$45.00 per child will be added to your account.

Bi-Annual Supply Fees

Supply fees are due at the time of registration. These fees are **NON-REFUNDABLE**.

School Age, Preschool, and Pre-Preschool:

Fall Supply Fee: \$75.00 per child
Summer Supply Fee: \$50.00 per child

Toddler:

Fall Supply Fee: \$60.00 per child
Summer Supply Fee: \$45.00 per child

TUITION SCHEDULES

Infants & Toddlers Tuition Schedule

| | <u>5 days</u> | <u>4 days</u> | <u>3 days</u> | <u>2 days</u> |
|-----------------------|---------------|---------------|---------------|---------------|
| Half Day 9:00a-12:00p | \$136.00 | \$121.00 | \$95.00 | \$70.00 |
| Full Day (6 hours) | \$162.00 | \$152.00 | \$136.00 | \$97.00 |
| Full Day (9 hours) | \$196.00 | \$175.00 | \$150.00 | \$114.00 |
| Extended Day | \$225.00 | \$196.00 | \$162.00 | \$123.00 |

Pre-Preschool Tuition Schedule

| | <u>5 days</u> | <u>4 days</u> | <u>3 days</u> | <u>2 days</u> |
|-----------------------|---------------|---------------|---------------|---------------|
| Half Day 9:00a-12:00p | \$111.00 | \$98.00 | \$80.00 | \$59.00 |
| Full Day (6 hours) | \$141.00 | \$133.00 | \$116.00 | \$90.00 |
| Full Day (9 hours) | \$170.00 | \$153.00 | \$130.00 | \$101.00 |
| Extended Day | \$196.00 | \$174.00 | \$141.00 | \$111.00 |

Preschool & School Age Tuition Schedule

| | <u>5 days</u> | <u>4 days</u> | <u>3 days</u> | <u>2 days</u> |
|-----------------------|---------------|---------------|---------------|---------------|
| Half Day 9:00a-12:00p | \$100.00 | \$86.00 | \$70.00 | \$54.00 |
| Full Day (6 hours) | \$131.00 | \$113.00 | \$90.00 | \$70.00 |
| Full Day (9 hours) | \$150.00 | \$134.00 | \$106.00 | \$78.00 |
| Extended Day | \$165.00 | \$144.00 | \$121.00 | \$85.00 |

SUMMER RATES ARE THE SAME

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. All lunches must be **READY** to EAT. We are unable to prepare Easy-Mac or other similar foods.

Parents of infants' ages birth to 12 months must provide food and beverages appropriate for their individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences, in accordance with the food agreement. The center will support and accommodate breastfeeding. Expressed breast milk shall arrive at the center in clean, sanitary, and ready to feed assembled bottles labeled with the child's full name and bearing the date of collection. It will be immediately stored in the refrigerator until used or returned at the end of the day. Formula and milk shall be furnished daily to the center in clean, sanitary, ready-to-feed assembled bottles. Formula, milk, and food shall be covered and labeled as to the contents, date, and date of opening when applicable, and the child's name. Formula, milk, and perishable foods shall be refrigerated until it is used or returned at the end of the day.

Bottles are warmed in a bottle warmer and food is warmed in the microwave. All items will be tested for a safe temperature before feeding. Bottles will never be propped or used in or on sleeping equipment. Caregivers shall hold infants unless they are able to hold their own bottle. After a bottle is warmed, the time between feeding and discarding unused portion is never more than one hour. Food will be served from a dish, not from the factory sealed container.

BIRTHDAYS

Parents are welcome to send cookies, cupcakes or a cake to share with their children's friends. Please let your child's teacher 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.

NAP TIME (FULL DAY CHILDREN)

A rest time is scheduled every afternoon for children who are in attendance for a six (6) hour schedule or more for an hour and a half. The children rest on cots. Island Kiddie Kampus will provide a sheet ONLY. The parents are required to supply a small blanket and pillow. **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. Sandals should be securely attached to the feet. Flip flops are not acceptable for children to wear due to playground safety.

MEDICATION

Medication can only be given under the following circumstances:

- ✓ A medication form must be filled out by the parent. A copy of this form is attached to this handbook.
- ✓ Prescription 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
- ✓ Children cannot bring any medication into the school all medication must be brought into the school by an adult. This is for the safety of all children at the center.

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. Therefore, 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

DISCIPLINE

Positive methods of discipline with respect, caring and consistency are used to encourage self-control, self-direction, self-esteem, and cooperation. The following techniques of discipline are used for the purpose of changing inappropriate behavior and modeling:

- a. Setting clear, consistent and age appropriate limits in each classroom.
- b. Encouraging children from toddlers through school age to take responsibility for their own actions through the use of logical consequences. For example, “When you poured water on the floor, it got wet. Please use a paper towel and clean it up.”
- c. Using a clear, calm, and low voice with the children to represent the appropriate voice level to be used. This same technique is used to modify language and behavior.
- d. Redirecting the child to more appropriate activities.
- e. Helping children to resolve conflict through communication. Teaching them how to “use their words”, to express their feelings. This will enable them to resolve conflict on their own.
- f. Using “time-out” very sparingly when the child has repeatedly challenged authority or intentionally injured another child.

CENTER PROCEDURE FOR DEALING WITH DIFFICULT BEHAVIORS

1. The first offense, the parent(s) will receive a written behavior report.
2. The second offense, the parent(s) will receive a written behavior report and the child will receive a one day paid suspension.
3. The third offense, the parent(s) will receive a written behavior report and the child will receive a one-week paid suspension.
4. The fourth offense the child will be permanently withdrawn from the program.

Difficult behavior list

- A. Hitting another child or teacher
- B. Kicking another child or teacher
- C. Biting another child or teacher
- D. Spiting at another child or teacher
- E. Uses foul language
- F. Purposefully destroys school or another person’s property
- G. Willfully runs away from a staff member
- H. Exposes him/herself to another child
- I. A child repeatedly exhibiting non-cooperative behavior and typical classroom management techniques have not reduced this behavior.

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)

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 just as much trouble getting to school as you will have getting to work. Please be patient and understanding.

School closings due to weather conditions, power outage, or other uncontrolled circumstances not caused by Kiddie Kampus are not considered a credit on tuition.

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

School closings due to bad weather or other circumstances will be listed on the local news channels and radio stations. PLEASE NOTE THE LISTING WILL BE UNDER ISLAND KIDDIE KAMPUS. NOT PUBLIC-SCHOOL LISTINGS.

THE BUREAU OF CHILDREN AND ADULT LICENSING, THE CHILD CARE LICENSING DIVISION, HAS THE RESPONSIBILITY TO ENFORCE RULES FOR CHILD CARE FACILITIES. COPIES OF THE LICENSING LAW AND LICENSING RULES ARE AVAILABLE ON THE CHILD CARE LICENSING WEBSITE AT www.michigan.gov/michildcare.

MONTHLY NEWSLETTER

A monthly newsletter will be placed in your child's mailbox every month, please take the time to read through it. Each newsletter will contain important information regarding curriculum, social events, special dates for the month, picture day, field trips and Holiday closings.

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.

PHONE NUMBERS & SOCIAL MEDIA PARENTS & STAFF

It is the policy of Island Kiddie Kampus that at no time are personal phone numbers or email addresses to be exchanged with each other. Nor to request or accept friend requests on social media.

This information is private and for the use of Island Kiddie Kampus only.

If at any time a staff member should ask, PLEASE advise the office and the staff member will be dismissed immediately.



Release Form

I hereby irrevocably grant Shirley Mohney and Island Kiddie Kampus Child Development Center, Incorporated the right (but not the obligation), in all media, now and hereafter known, to use (in any manner she deems appropriate, and without limitation) in connection with Island Kiddie Kampus Child Development Center, Incorporated, by whatever means exhibited, advertised, my, my child's (children's) and/ or my spouse's appearance, still photographs, recordings of our voices taken or made of us by Island Kiddie Kampus Child Development Center, Incorporated and use of our actual or fictitious names. We will not be paid or otherwise reimbursed for said use.

On my own behalf, and on the behalf of my heirs, next of kin, executors, administrators, successors and assigns, I hereby release Shirley Mohney, her agents, licensees, successors and assigns, from any and all claims, liabilities and damages arising out of the rights granted hereunder, or the exercise thereof.

I authorize Shirley Mohney and Island Kiddie Kampus Child Development Center, Incorporated to use our images, sounds in any mediums extant or later invented. She may also choose not to use these images, sounds as needed.

Date: _____

Your Printed Name: _____

Spouse's Printed Name : _____

Your Child's (Children's) Printed Name(s):

Your Signature: _____

Spouse's Signature : _____

Street Address: _____

City and Zip Code: _____

Telephone Number: _____

Email Address: _____

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

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 school. 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.

WITHDRAWAL FORM

Child's Name: _____

My child's las day will be: _____

Reason for withdrawal: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

If applicable, please send my refund to:

NAME: _____ ADDRESS: _____

CITY: _____ STATE/ZIP: _____

VACATION CREDIT DAYS

with 12-month attendance schedule

As a courtesy of Island Kiddie Kampus a vacation credit will be given according to your child's attendance schedule. A two-week notice is required to receive a credit. **WITHOUT NOTICE A CREDIT WILL NOT BE GIVEN.**

Vacation credit is only given when your child is registered year-round (12 months per year) and cannot exceed more than what is stated below. **NO VACATION CREDIT FOR SUMMER ATTENDANCE ONLY.**

Vacation credits (meaning your child is not in attendance) CANNOT be used while your child is in school.

Parents PLEASE do not deduct the vacation days from your tuition payment. Your credit will be processed to your account the following month by Island Kiddie Kampus.

Your scheduled vacation will be noted in the system. If additional vacation days are requested and the additional time exceeds the vacation credit allowed, additional credit will NOT be deducted from the tuition payment.

| | |
|---|-------------------------|
| 5 days a week = 10 days vacation credit | (year-round attendance) |
| 4 days a week = 8 days vacation credit | (year-round attendance) |
| 3 days a week = 6 days vacation credit | (year-round attendance) |
| 2 days a week = 4 days vacation credit | (year-round attendance) |

Vacation days requested: _____

Child's name: _____

Parent's signature: _____ Date: _____

Staff signature: _____ Date: _____

Learning Centers

Circle Time is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngster's thinking, enrich their social skills, and expand their attention spans.

Gross Motor Activities give children the opportunity to use their muscles as well as their imaginations as they engage in fun, healthy exercises; such as running, jumping, and climbing.

Fine Motor Activities help improve small muscle development and hand/eye coordination. Some common items found in the fine motor manipulative area include: puzzles, beads, lacing, crayons, and scissors.

Art activities help youngsters creatively express their thoughts and feelings. They help reinforce fine motor skills and concept development in areas such as colors, shapes, and size relationships.

Dramatic Play Activities helps children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems.

Music activities promote children's listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

Science offers children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.

Sand and water activities allow children to experiment with textures and the properties of different substances. These activities also promote the development of other skills such as math, science, and language.

Block play gives children experience with shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification, cooperative play skills, problem solving, and creativity.

Story time is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills and expand their knowledge base.

Infant Activity Guide

Tummy Time Activities



Music and Movement



Snack Time



Bye Bye Buggy Time



Bouncer Time



Art Time...Pudding Paint



Gross Motor on the Mat



Infants are at an “on demand” stage in their development. They choose which activities to participate in and when. Group activities may change.

Toddler Room Schedule

| | |
|----------------|---|
| 6:30 -8:30am: | Drop off, breakfast (Parent provided), table top activities |
| 8:30-9:00am: | Center Play and Bathroom time, diaper check |
| 9:00-9:15am: | Circle time, calendar, music & Instruments, singing |
| 9:15-9:30am: | Wash hands, Snack time |
| 9:30-10:45am: | Outside play (weather permitting) |
| 10:45-11:10am: | Group project, Bathroom time, diaper check |
| 11:10–11:20am: | Wash hands, getting ready for lunch |
| 11:20-11:50am: | Lunch time (Parent provided) |
| 11:50-2:00pm: | Quiet rest time |
| 2:00-2:20pm: | Wake up time, Bathroom time, diaper check |
| 2:20-2:45pm: | Snack time |
| 2:45-3:30pm: | Outside play (weather permitting) |
| 3:45-4:00pm: | Bathroom time, diaper check |
| 4:00-4:30pm: | Center play, Group projects |
| 4:30-5:00pm: | Table top toys, puzzles, books |
| 5:00-5:30pm: | Story time |
| 5:30-6:00pm: | Get ready for pick up |

Pre-Preschool Schedule

| | |
|----------------|--|
| 6:30-8:45am: | Arrival, breakfast (parent provided), table top activities |
| 8:45-9:00am: | Bathroom time, diaper check |
| 9:00-9:30am: | Circle time, music & instruments, theme of the month |
| 9:30-10:00am: | Snack |
| 10:00-10:45am: | Center play, learning activities, art projects |
| 10:45-11:30am: | Outside play (weather permitting) |
| 11:30-11:45am: | Bathroom time, diaper check |
| 11:45-12:15pm: | Lunch (parent provided) |
| 12:15-2:00pm: | Quiet rest time |
| 2:00-2:15pm: | Bathroom time, diaper check |
| 2:15-2:30pm: | Snack |
| 2:30-3:30pm: | Discovery, center play |
| 3:30-4:45pm: | Outside play (weather permitting) |
| 4:45-5:00pm: | Bathroom time, diaper check |
| 5:00-5:45pm: | Table top activities, puzzle, story time |
| 5:45-6:00pm: | Get ready for pickup |

Preschool Schedule

| | |
|----------------|--|
| 6:30-8:45am: | Arrival, breakfast (parent provided), table top activities |
| 8:45-9:00am: | Bathroom time |
| 9:00-9:30am: | Circle time, music & instruments, singing |
| 9:30-9:45am: | Snack |
| 9:50-10:45am: | Center play |
| 10:45-11:30am: | Outside play (weather permitting) |
| 11:30-11:45am: | Bathroom time |
| 11:45-12:15pm: | Lunch (parent provided) |
| 12:15-2:00pm: | Quiet rest time |
| 2:00-2:30pm: | Bathroom time and clean up |
| 2:30-2:45pm: | Snack |
| 2:45-3:30pm: | Center play |
| 3:30-4:45pm: | Outside play (weather permitting) |
| 4:45-5:00pm: | Bathroom time |
| 5:00-6:00pm: | Table top activities, puzzles |

EMERGENCY PROCEDURES

TORNADO AND DISASTER DRILL

1. An alternating bell indicates a disaster drill
2. The children are to seek shelter on the floor in the bathrooms. 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

FIRE:

1. UPON DISCOVERY, SOUND FIRE ALARM
2. AT THE SOUND OF THE ALARM:
 - a. LEAD TEACHER WILL:
 - Take a head count of their children and go to a predetermined location (follow exit route listed on chart).
 - Take roll to make sure all children are present
 - Use finger plays or listening activity to keep the children calm and quiet.
 - b. ASSISTANT WILL:
 - Assist infant room out of the building
 - Check gym and restrooms for children
 - Report area clear to director or substitute for director
 - Proceed to predetermined location (follow exit route listed on chart) and help lead teacher with children.
 - c. DIRECTOR OR SUBSTITUTE FOR DIRECTOR WILL:
 - Check all areas not assigned to assistants.
 - Make sure all assistants have checked in before leaving the building
 - Take emergency cards and proceed to predetermined location
 - Wait for the all-clear signal

EMERGENCY PROCEDURES CONTINUED...

TORNADO:

1. SOUND ALARM
2. AT THE SOUND OF THE ALARM:
 - d. LEAD TEACHER WILL:
 - Take a head count of their children and go to a predetermined location.
 - Take roll to make sure all children are present
 - Use finger plays or listening activity to keep the children calm and quiet.
 - e. ASSISTANT WILL:
 - Check gym and restrooms for children
 - Open doors and windows upon leaving
 - Report area clear to director or substitute for director
 - Proceed to predetermined location and help lead teacher with children.
 - f. DIRECTOR OR SUBSTITUTE FOR DIRECTOR WILL:
 - Check all areas not assigned to assistants.
 - Make sure all assistants have checked in
 - Take emergency cards and radio before proceeding to predetermined location and monitor weather.

GAS LEAK

If there is a gas leak detected in or near the building, evacuate immediately according to Fire emergency procedures. Once evacuated, the DIRECTOR or staff-member-in-charge will contact the Gas company to determine if the facility needs to go to the relocation site. Follow your relocation procedure if necessary.

WATER MAIN BREAK OR WATER OUTAGE

If there is a water main break in or near the building, or total loss of water at the facility for any reason, the facility **MUST CLOSE**. The DIRECTOR or staff-member-in-charge, along with emergency responders, will determine if the facility needs to be evacuated or if the children can remain in the building until parents can arrive to pick up their children. In the case of evacuation, follow the procedures for a power outage.

WINTER STORM

Should a winter storm occur or be predicted while children are present, the DIRECTOR or staff-member-in-charge will determine if the facility can stay open or if it must close. If the facility must close, parents will be called for all the children in attendance to inform them that their child needs to be picked up. Then staff will call the parents of children who are scheduled to arrive to inform them not to come.

Should a winter storm occur or be predicted before children arrive, the DIRECTOR will contact the local news stations to issue a school closing listed for Island Kiddie Kampus, Riverview.

EMERGENCY PROCEDURES CONTINUED...

OTHER NATURAL AND MAN-MADE DISASTERS

Other natural or man-made disasters include but are not limited to: power outage, earthquake, hazardous materials spill and civil unrest.

POWER OUTAGE

If there is a power outage in the building the DIRECTOR or staff-member-in-charge will try to determine the cause by checking circuit breakers and contacting the power company. If compliance with the licensing rules cannot be maintained such as temperature, visibility of children, etc. the facility will be closed. Staff will call all parents of the children in attendance to inform them that their child needs to be picked up. Then staff will call the parents of the children scheduled to arrive to inform them not to come. A note will be posted to the door stating that the facility is closed due to a power outage. Teachers will account for their children and keep them calm and engaged in activities until their parents arrive. If at any time it is determined that the building is unsafe, fire evacuation procedures will be followed.

EARTHQUAKE

In the event of an earthquake the DIRECTOR or staff-member-in-charge will determine if it is safer to shelter in place or evacuate the children to the predetermined shelter area. If evacuation is necessary, local law enforcement will be notified to escort the group safely to the shelter area. Staff will call all parents of the children in attendance to inform them that their child needs to be picked up from the shelter location.

HAZARDOUS MATERIALS

In the event of a hazardous materials emergency the DIRECTOR or staff-member-in-charge will determine if it is safer to shelter in place or evacuate the children to the predetermined shelter area. If evacuation is necessary, local law enforcement will be notified to escort the group safely to the shelter area. Staff will call all parents of the children in attendance to inform them that their child needs to be picked up from shelter location.

CIVIL UNREST

In the event of civil unrest the DIRECTOR or staff-member-in-charge will contact law enforcement immediately and will then determine if it is safer to shelter in place or evacuate the children to the predetermined shelter area. If evacuation is necessary, local law enforcement will escort the group safely to the shelter area. Staff will call all parents of the children in attendance to inform them that their child needs to be picked up from the facility or shelter location.

EMERGENCY PROCEDURES CONTINUED...

LIFE THREATNING SITUATION

Staff member not administering first aid will call 911 and then parents. If parents cannot be reached, a second emergency number will be called. The staff will then wait for help to arrive and direct them to the child. The child will be sent to Wyandotte Hospital, accompanied by the director or staff member who administered first aid, with form giving permission to secure proper treatment. An accident form will be filled out in triplicate (one copy left at the center and the other two to be completed at the hospital). One for the parent, and the other returned to the center for the director to follow up on.

NON-LIFE THREATNING SITUATION

Staff member not administering first aid will call 911 and then parents. If parents cannot be reached, a second emergency number will be called. The staff will then wait for help to arrive and direct them to the child. The child will be sent to Wyandotte Hospital, accompanied by the director or staff member who administered first aid, with form giving permission to secure proper treatment. If parents are contacted, the child may be transported to another hospital if the guardian agrees to pay the cost of a private ambulance. An accident form will be filled out in triplicate (one copy left at the center and the other two to be completed at the hospital). One for the parent, and the other returned to the center for the director to follow up on.

NON-EMERGENCY SITUATION

Staff member not administering first aid will call parents to come and decide what they want to do. If parents cannot be reached, a second emergency number will be called to make the determination. An accident form will be filled out in triplicate (one copy left at the center and the other two to be completed at the hospital). One for the parent, and the other returned to the center for the director to follow up on.

INCIDENT

First aid administered if needed by a staff member trained in first aid. Incident report filled out with one copy, sent to the director for signature. Parent will be notified within an hour of incident occurrence. Parent signs the report and takes home the original. A copy goes to the director for file.

RELOCATION PLAN

There are several hazardous situations that could call for an evacuation. The most common would be a fire in or near the facility, rising flood waters, or an evacuation order issued by the local police, fire, or other governmental authority. A fire within the building will be announced by the sounding of the fire alarms/smoke detectors as well as the audible alarm designated by the facility. A verbal order to evacuate for any other reason will be given by the person in charge of the facility at the time.

If the emergency is limited to the facility only, staff and children will be moved to the designated assembly area which is a minimum of 50 feet from the building.

If the entire area has to be evacuated due to a hazard announced by Emergency Personnel (law enforcement, fire department, emergency services personnel, national guard), staff and children will be moved to the pre-designated relocation site at least two miles from the center. All person involved in transporting will be familiar with the predetermined relocation site. The person in charge will insure a notice of the relocation is posted on the entry to the facility which includes contact information. On arrival at the pre-designated relocation site, the person in charge will direct selected staff to notify parents or guardians to come get their children at the predesignated relocation site.

In any evacuation, all children will be accounted for at the start, and again, at the completion. During any evacuation, a quick assessment of the situation will be made and any minor injuries to staff or children will be noted. These will be cared for as soon as time permits.



ISLAND KIDDIE KAMPUS

HANDBOOK ACKNOWLEDGEMENT

Parent's name: _____

Date: _____

Child's name: _____

Age: _____

Staff signature: _____

Date: _____

HOW DHS WORKS

What the state pays breaks down to this:

For children age infant to two years old, the state pays \$4.25 per hour (or units).

For children ages 2-12, the state pays \$3.00 per hour (or unit).

On the DHS statement, it says the state will cover 100% of the units. This is very important: the state does not cover 100% of the cost.

As an example (which is NOT based on actual school charges):

You have a one-year old that will attend school 20 hours per week.

The state would pay \$4.25 per hour (unit).

The school "charges" \$6.00 per hour.

The school "charges" you 20 hours at \$6.00 per unit = \$120.00

The state covers 100% of 20 hours at \$4.25 per unit = \$85.00

\$120.00- \$85.00 = \$35.00 balance

You are responsible for paying the remaining balance.