

Kidz Can 2 Child Development Center

Parent sign In & Out Procedures

Each child must be accompanied by attending adult or parent to the child's assigned room.

According to State Regulations it is mandatory for the responsible person or parent to sign the child with full signature while the child is greeted and given a health check by the teacher.

The teacher is able to help and support the parent if events or problems are communicated. Please feel free to hand the head Teacher and Director a note about any issue which are particularly stressful for the child.

A PARENT MAY AUTHORIZE ANOTHER PERSON TO PICK UP THEIR CHILD BY:

1. Listing the authorized person on the child's emergency card
2. Giving a written and dated notice to the Head Teacher or Director, authorizing your child's release to someone else.
3. A phone call may be accepted if you talk with the director, assistant director or attending supervisor. You will be asked for verification of proper I.D. over the telephone. (Driver's License #)

A photo driver's license or a DMV photo-identification card will be required of any individual picking up children.

Any person being asked to pick up the child must be added to the emergency card and the child's file in the front office.

*** No child will be released to an unauthorized person, even if the child knows the person. Legal Custody- we are legally unable to refuse visitation or privilege of picking up the children by a parent UNLESS HAVE A CERTIFICATE OF CUSTODY OR THE RESTRAINING ORDER form the legal guardian with physical custody. If this applies to your family's situation, it is your responsibility to furnish a copy of the court order for your Childs file.***

The parent is responsible for notifying the office if the child is to be absent or late.

I have read and understand the Parent Sign in/out procedures.

Parent/Guardian signature

Date

Kidz Can 2 Child Development Center

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Children's Check List

1. Admissions Agreement _____
2. Identification & Emergency information (Lic. 700) _____
3. Childs Pre Admissions Health History (Lic. 702) _____
4. Child's physical report (Lic. 701) _____
5. Consent for medical treatment (Lic. 627) _____
6. Personal Rights (Lic. 613 A) _____
7. Parent Rights (Lic. 995) _____
8. Internet policy _____
9. Illness policy _____
10. Administering medication form _____
11. Parent sign in & out procedures _____
12. Field Trip Permission form _____
13. Immunization Record _____
14. Media/ Social Media Consent Forum _____
15. Yellow Emergency Card _____
16. Blue Immunization Card _____
17. Food Program _____

Director/ Owner Signature: _____ Date: _____

Kidz Can 2 Child Development Center



Field Trip Permission Slip:

I give permission for my child: _____

to go on a field trip to:

We will be leaving at:

And we will return:

We will be traveling by: Car Bus Walking.

Cost of field trip will be:

Please list any allergies/special

instruction: _____

Emergency contact: _____

Phone Number: _____

Emergency contact: _____

Phone Number: _____

Parent signature: _____

Date: _____

* Students will need: Walking shoes, Water Bottle, Sunblock *



Registration information and Agreement

Our services provide care for children ages 2 yrs. to 12 yrs. This is a day care center for preschool and school age children. The center hours of operation are from 6:00 am to 6:30 p.m. Monday -Friday. This center does not offer optional services. We are located at 130 N. U St Fresno CA 93701. You can call us at (559) 492-2907 or Fax us at (559) 558-8943.

A registration fee of \$125.00 is due upon enrollment. The registration fee for each additional child in the family will be \$25.00. The registration fee is a onetime fee. A \$25.00 late fee will be applied if parent fees or tuition fees are not paid on time or buy due date.

Notice of withdrawal of your child/children must be given to the Director in writing, on a form furnished by Kidz Can 2, Two weeks prior to your withdrawal dates. This form shall be in duplicate, one copy to you and one copy to remain in the School's files. The school must have a two week notice and should you fail to give the required notice, you will be charged for this two week period. Any balance remaining on your account after this two week period will be refunded at that time.

Two weeks of vacation credit will be allowed each year of your enrollment. After 12 months a two weeks' vacation credit will be allowed each year of your enrollment. We would like one week's notice prior to your child's vacation.

**Grade School children and Kindergarten children will be charged a full time rate when they are with us for a full day. This pertains to Christmas, Easter, Summer Vacations and all Year-Round schools Vacations.

Kidz Can 2 extends the courtesy of accepting personal checks, debit cards, money order or cashier's check or Cash for payment of tuition.. If your bank returns your check unpaid, all tuition payment must be in the form of cashier's check or money order for one year thereafter. **There is a \$25.00 returned check fee on all returned checks.**

Kidz Can 2 closes promptly at 6:30p.m. A \$10.00 late fee will be charged for the first 10 minutes past 6:40p.m. And a \$1.00 for every minute thereafter. This fee is charged to discourage parents from picking up their children after closing hours.

PARENT INITIALS: _____



Customer agrees to pay for all enrolled days the center is closed for holidays. Following are the holidays Kidz Can 2 center observe: New Year's Day, Cesar Chavez day, Martin Luther King jr birthday, President's Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas.

Customer agrees to pay for contracted days. This will include child's **sick days** and days that child is not in present at day care. **PARENT INITIALS : _____**

Parents who are on a Subsidized programs please be aware that YOU will be responsible for payment if your child is in attendance after your allotted time. Kidz Can 2 can not change program times this is something you need to handle with your case worker. Children's times who vary will need to speak with the Director so she can work a schedule with you. **PARENT INITIALS : _____**

The State licensing agency shall have the authority to interview children or staff; and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child (children) or any staff member and for the examination of all record relating to the operation of the facility. The licensee agency shall have the authority to observe the physical condition of the child (children) including conditions which could indicate abuse, neglect, or inappropriate placement. Kidz Can 2 School is a mandated reporter when child abuse, neglect or sexual abuse is observed. Kidz Can 2 CDC Licensing # is 103808931 & 103808932.

In the event of illness during school hours, the child will be isolated and it will be necessary for the child to be picked up as soon as possible after notification. When a child is ill with a communicable disease, parents should notify the Director immediately, and child may not return to the center without proper clearance from a physician. Parents will be notified of communicable diseases in accordance with health Department regulations. Before a designated Kidz Can 2 employee may administer properly labeled prescription medication to a child, the parents will have to complete, sign, and turn in authorization to administer medicine form. Parents will be notified should any adverse reaction occur. **"Over the Counter" medications will be administered only with written authorization from the child's physician.**

KidzCan2 will help parent's potty train. If your child is in pull-ups you will be charged a \$5.00 a day fee until child fully potty trained



We reserve the right to terminate this contract due to :

Failure to make timely payments or bill exceeding \$1000.00

Children's behavior IE: aggressive towards other children or staff, inappropriate behavior.

Non parent communication meaning 4 weeks of no communication with director will result in termination of contract.

Your cooperation is greatly appreciated. Parents and children will work together to find a resolution to Childs behavior. A meeting with the director will be set with parent. After the 3 parent meetings a child will be terminated from the center.

I give my child/ children permission to attend all functions of Kidz Can 2 Center including field trips to various points of interest.

Kids Can 2 CDC does not discriminate because of race, religious creed, color, national origin, ancestry, or special needs, and are in compliance with all discrimination laws. We also refrain from all worship and religious instruction.



Please note that any modifications to rates will be given a 30 day notice.

Tuition is due every 2 weeks from the start of care. Tuition will be consider late on the 15 day of care and result in a late fee of \$25.00

• My child _____ will be enrolled _____ days at the rate of \$_____/

** Out of school \$_____ per DAY. P.S /KIND/G.S

Tuition due on:_____ & _____ of every month .

Potty Training FEE_____ \$ 5.00 A day when child is present at center.

• My child _____ will be enrolled _____ days at the rate of \$_____/

** Out of school \$_____ per DAY. P.S /KIND/G.S

Tuition due on:_____ & _____ of every month .

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** Out of school \$_____ per DAY. P.S /KIND/G.S

Tuition due on:_____ & _____ of every month .

Potty Training FEE_____ \$ 5.00 A day when child is present at center.

** Two weeks vacation will be applied on _____.**



I UNDERSTAND AND AGREE TO THE ABOVE REGULATIONS AND CONDITIONS.

Print Name _____ Date _____

Parent/Guardian Signature _____

Directors Signature _____

PLEASE READ CAREFULLY BEFORE SIGNING!

Office use only :

Check one:

Private Paid _____

Cal-Works _____

Supportive Services _____

Children services network _____

Madera CAP _____

Picayune _____

TNAF _____

Other : _____

*** Please make photo copy of form original must stay with childs packet. ***

Kidz Can 2 Child Development Center

Illness Policy

Any child with the following symptoms needs to stay home from school:

1. Fever
2. Runny nose with colored mucus
3. Rash
4. Lice/Nits must be removed before returning to school
5. Eye infection
6. Vomiting
7. Persistent Hacking or Congested Cough
8. Diarrhea

Your child must be free of diarrhea for at least 24 hours before returning to school.

Please do not give children any medication to mask these symptoms. **Sick children need to stay home.**

If your child becomes ill while at school, the parent will be notified. If we can't reach the parents, we will then call the other emergency numbers on file. Please keep us advised of any changes in your contact telephone numbers.

Knowledge of exposure to communicate illness must be reported to the director. A child may be re-admitted following such an illness with the approval of the Director. A note from the doctor may be required.

Your cooperation with this policy is greatly appreciated to insure the health and safety of all the children in our care.

Parent/Guardian Signature

Date

Director Signature

Date

Kidz Can 2 Child Development Center

Internet Policy & Permission

(Grade School students only)

Kidz Can 2 has Internet access for children on the grade school side. This opens up a whole new world of fun and education programs. For security reasons, the teachers do monitor the children's use to prevent them from having access to inappropriate websites. Unfortunately, nothing can be 100 % blocked from your child's access, depending on their level of expertise with the computer. We believe the appropriate use of the internet will significantly enhance educational experiences, which is why we make them available in our center.

The Grade school students Agrees to the following:

- ❖ I am aware that the use of the internet is a privilege, not a right.
- ❖ I am aware that inappropriate use may result in the loss of privilege
- ❖ I agree to use appropriate language at all times.
- ❖ I agree to notify the teacher of any security problem
- ❖ I will not access personal e-mail accounts
- ❖ I will not access chat rooms

I agree to use the Internet responsible and will abide by the above stated rules. I understand that if I commit any violations, my access privileges will be revoked.

Grade School Student's Signature

Date

As the Parent/guardian, I give authorization for my child to use the internet.

Parent/Guardian Signature

Date

Director's Signature

Date

Kidz Can 2 Child Development Center

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Medication Release Form

Name of Student: _____

Medication: _____

Dosage : _____ (Amount and times during the day)

Special instructions including any special storage requirements and noting and side effect(s) of which the school should be aware.

Reason for the medication: _____

Date: _____ Name of Physician: _____

Parental Consent and Waiver:

I hereby give my permission for my child: _____ Kidz Can 2 to take the above prescribed medication at school.

Notice: No prescription medication may be used or possessed at school unless the school receives this completed form. All medicine brought into the school must be kept in a locked medicine cabinet unless required to be refrigerated. All medication must be in original container, appropriately labeled by the pharmacy or physician.

Wavier of Liabilty:

I understand that Kidz Can 2 will administer only prescribed medication mentioned above. I hereby waive any and all claims against the school, and agree to hold the school harmless from and all liability, which may arise in connection with my child's use of the medication.

(Parent or guardian signature)

(Date)

October Break Activities:

Movies:

Were going to the Movies

This is for Children in the Roaring Rapids class .

Movie: Trolls

Date: 10/17/23

Time: 11AM

Cost will be 15.50

This will include Movie, Popcorn , Drink, Candy

If students want other snacks they will need to bring own money for this.

We're Headed to the Pumpkin patch !!

Children in the Jumping Frogs & Roaring rapids Classes will join in the fun.

All children will make a halloween shirt to wear the day of the trip.

Date:10/19/23

Time: 10AM

Cost of the trip will be \$12.00

This will include : Shirt , Pumpkin , Lunch

Please have permission slip and money turned in by 10/13/23

Halloween Party is on October 30th !!

Kidz Can 2 Child Development Center

Parent Hand Book

Kidz Can 2 Child Development Center offers:

Early child hood education opportunities for children ages 2 – 12 years of age. Monday - Friday 6:30 AM- 6:00 PM. We accept all subsidize programs and private pay children. We do not offer supplementary services. Kidz Can 2 is Privately owned and we do pray before we eat .. Kidz Can 2 will celebrate ALL holidays.

Philosophy:

Educational activities are explored which are consistent that the *"best preparation for tomorrow is to live fully today"*. It is this awareness that best sums up the planning that the teachers will make for individuals within the group.

The child development program is an opportunity to capitalize on the curiosity, spontaneity, flexibility and energy of the youngster. It is here that he can be an individual who is fully accepted and who is involved in activities which are meaningful to him. Yet, there is the opportunity to gain social living skills and attitudes as he interacts with others in the classroom environment.

Our program is built around the concept that children are born ready to learn. As Educators we strive to create learning environment that is safe, stimulating and encouraging. The following principles serve as the foundation for our curriculum.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials and event.
- Learning is sequential, building on prior understandings and experiences
- Learning proceeds at different rates in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and care giver guidance.

Educational Goals:

The goals of the Education program for Kidz Can 2 will include the following:

To help children . . .

Kidz Can 2 Child Development Center

- Learn to play and work independently; be at ease about being away from home, and able to be to accept help and direction from adults;
- Develop self-identity and view of them-selves as having competence and worth;
- Learn to live effectively with other children, and to value one's own rights and the rights of others;
- Realize many opportunities to strive and to succeed—physically, intellectually, socially, and emotionally;
- Develop their cognitive abilities through the principle of discover learning;
- Sharpen and expand language skills, both listing and speaking;
- Strengthen physical skills, using large and small muscles;
- Grow in ability to express inner, creative impulse—dancing, making up songs, painting, handicrafts;
- Grow in ability to channel inner, destructive impulses – to turn aggression into hard work, talk instead of hit, understand the difference between feeling angry and acting angry, and feel sympathy for the troubles of others;
- Accept and appreciate own culture;
- Lastly, Kidz Can 2 will provide an educational environment and atmosphere that is stimulating and conducive to the children developing their individual goals and objectives in accordance with their own interest, needs, and capabilities.

Staff:

All teachers are credentialed and have years of experience. Each teacher is certified in CPR & first aid. In addition all staff is finger printed with the department of justice and cleared through the child abuse index clerk.

** Kidz Can 2 does not allow **PARENT** to Volunteer at our center. We have learned that children do not participate in activities when parents are present. We do have an open door policy. **

Volunteers:

Kidz Can 2 will allow up to 2 volunteers at a time. Volunteers may only stay for maximum of 4 hours. Volunteers must be with a finger printed staff member at all times. Volunteers are not allowed to be left with children alone at any time. Volunteers may aide the teachers or staff. Volunteers must be over the age of 18.

All Volunteers must provide :

Proof of Immunizations

TB Test

Color copy of ID

Kidz Can 2 Child Development Center

Admission Policies:

Kidz Can 2 is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

The admission procedures shall include the following:

1. A personal interview with the parents
2. Identification and emergency information
3. A physician's report on the child's health status; including a negative TB test
4. Immunization test
5. Health history information
6. Consent for Emergency medical treatment
7. Personal rights
8. Parents rights
9. Parent sign in and out procedures

Schedule:

Kidz can2 will operate year round from 6:30am -6:00 p.m. Monday through Friday. The center will be closed on all legal national holidays.

Children's schedule are as followed:

Children's Daily Schedule (Ages 2-5 years old)

.6:30-8:15 Children arrive/welcome parents/health check

8:15-8:30 Wash hands

8:30-9:00 Breakfast Snack

9:00-9:30 Small group activity E.G.: Story time, Music, Language

9:30-10:00 Free Play

10:00-10:45 Class time E.G.: Letters, Numbers, Shapes, Colors, Writing

10:45-11:00 Clean up. Get children ready to go outside

Kidz Can 2 Child Development Center

11:00-11:45 Outdoor physical activities/ Indoor Free play

11:45-12:00 Wash hands/Prepare for lunch

12:10-12:45 Lunch

12:45-12:55. Bathroom routine/Prepare for nap

1:00-2:30 Nap time/quiet music

2:30-3:00 Gradual waking, Bathroom routine/ Wash hands

3:30-4:00 Outdoor physical activities / Indoor Free Play

4:00-4:10 Wash hands

4:10-4:45 Snack

4:45-5:00 Free choice activities E.G.: Art, Dramatic play, Manipulative Toys

5:00-5:30 Small group activities: Story time/ Music/ Language/ Fridays Movie Day

5:30-6:00 Varying table activities /Clean up /Children leave home

School Age Vacation Daily Schedule (Ages 6-12)

6:30-8:15 Children arrive/welcome parents/health check

8:15-8:30 Wash hand

8:30-9:00 Breakfast

9:00-9:30 Small group activity E.G.: Story time, Music, Language

9:30-10:00 Free Play

10:00-10:45 Miscellanies activities

10:45-11:00 Clean up. Get children ready to go outside

11:00-11:45 Outdoor physical activities/ Indoor Free play

11:45-12:00. Wash hands/Prepare for lunch

12:10-12:45 Lunch

12:45-12:55. Bathroom routine/Prepare for quiet time

1:00-2:30 Art work / Electronic's time

2:30-3:00 Bathroom routine/ Wash hands

3:30-4:00 Outdoor physical activities / Indoor Free Play

Kidz Can 2 Child Development Center

4:00-4:10 Wash hands

4:10-4:45 Snack

4:45-5:00 Free choice activities E.G.: Art, Dramatic play, Manipulative Toys

5:00-5:30 Small group activities: Story time/ Music/ Language/ Fridays Movie Day

5:30-6:00 Varying table activities /Clean up /Children leave home

School Age Daily Schedule

1:30 Pick up (Early Release)

2:30- 3:00 School Pick up

3:00-3:30 Children arrive/ Settle in/ Wash hands

3:30-4:00 Homework/ Free play

4:00-4:10 Wash hands

4:10-4:45 Snacks

4:45-5:00 Homework/ Outside Play (depending on the weather)

5:00-5:30 Indoor play / Activity time

5:30-6:00 Clean up/ Children leave home

Discipline policy:

According to the regulations in Title 22 of the California Administration code sec.101223 "Personal rights" governing Day Care Centers, Children have the right to be free from physical abuse , infection of pain, humiliation, intimidation, threat or other actions of a punitive nature, or center strictly forbids any form of corporal punishment. We use redirection, and problem solving, with an

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Failure to make timely payments or bill exceeding \$1000.00

Children's behavior IE: aggressive towards other children or staff, inappropriate behavior.

Non parent communication meaning 4 weeks of no communication with director will result in termination of contract.

Your cooperation is greatly appreciated. Parents and children will work together to find a resolution to Childs behavior. A meeting with the director will be set with parent. After the 3 parent meetings a child will be terminated from the center on reflection on the negative behavior.

Kidz Can 2 Child Development Center

Director will have Conferences with parents regarding child's behavior. Director will go over a plan of action with parent to resolve the issue. Child will be monitored and evaluated so staff can try to elevate issues child may have IE: over stimulated, other children, sharing issues. If issues persist child may be terminated at 3 month mark. Kidz can 2 will work tirelessly to resolve issues with children. Our program does not terminate children easily.

Food Service:

A hot breakfast and lunch will be prepared on site daily. All food on site will be in-compliance with the state nutrition guidelines. A snack will be provided each afternoon for children to enjoy.

Field Trips:

Kidz Can 2 offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director and/or Assistant Director must approve all field trips. Field trips require a parent to complete a "Field Trip Permission Slip." These forms can be obtained from the Director and/or Assistant Director. **Parents must be notified at least one week before the planned field trip. All field trips will still follow the 12:1 ratio .**

Transportation:

Kidz Can 2 will only allow student to be in a Kidz Can 2 vehicles . These vehicles are routinely serviced and are under Kidz Can 2 insurances. All personnel is associated with Kidz Can 2 and is CPR certified. All parents will be notified prior to use of Kidz Can 2 vehicles. Children must all be in proper restrains or seatbelts. Any child with out a proper restrain will not be allowed to leave the facility. THERE IS NO EXCEPTIONS! Car seats save lives.

Kidz Can 2 does not pick up children from School or Homes.

Food Service:

Kidz Can 2 Offers Children Breakfast, Lunch and PM Snack. All children will be allowed to enjoy meals at the center. Food will not be allowed to leave the center. All meals are prepared on site. Children with a special diet will need to notify the director immediately. Kidz Can 2 will try to accommodate child's diet.

Birthdays:

Parents are allowed to bring STORE bought snacks in for a child's birthday. Please be advised that it is up-to the child's teacher when they can celebrate the child meaning lunch or Snack time. Parents will need to get permission from Director before bring snacks into building. Snacks should be brought in in the morning or the day before.

Snack Bar:

Kidz Can 2 Child Development Center

Snack bar will be available on Thursday or Fridays of every week. Children will be allowed to bring own money and must be on good behavior to take a trip to the snack bar. Children will be allowed to pick one snack to eat at the center and anything else they may have brought will be sent home.

Medical

When there are symptoms of illness or other indications that a child is not well enough for group activities, **ARRANGEMENTS MUST BE MADE FOR THEIR CARE AT HOME.** Kidz Can 2 center has no provisions for the care of children who are ill. A child must be well enough to participate in both indoor and outdoor activities. If your child becomes ill at school he/she will be isolated and the parent/guardian will be contacted to pick their child up. Parents/Guardians are responsible for making arrangements to have their child picked up as soon as possible.

RE ADMITTANCE AFTER AN ILLNESS When a child has been absent with a cold, he. May be readmitted to the Center with the approval of the director or a person authorized by the director. Following an illness accompanied by a fever or vomiting, the child must remain at home for at least 24 hour period.

A child with headache will not be re admitted until they are nit free.

INFECTIOUS OR COMMUNICABLE DISEASE The director of the Center. Must be notified if your child is sick with or has been exposed to an infectious or communicable disease.

MEDICATION A medication consent form must be filled out. The medication must be in the original packaging. The medication along with the medication consent form will be given to a staff member to be put in a child inaccessible medicine cabinet.

IMMUNIZATIONS all children entering a state licensed child. Care facility must meet immunization requirements for the State of California. Personal and religious exemptions will no longer be accepted.

DENTAL: in case of a dental emergency staff will call 911. After 911 operator has given instructions on what to do Director will notify parents. Staff will ice the injury or put teeth in milk.

HEAD INJURY: Staff will not touch child and immediately call 911. Staff will wait for further instruction. After 911 operator has given instruction staff will then call and notify parents.

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Nap/Rest Time:

Community Care Licensing requires that all children be provides a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest. Parents are to bring a blanket for children's nap time. We ask that parents take children's blankets home on " Friday" and wash and return on " Monday". Children will have own individual bed with a sheet covering it. Children will never be left alone in nap room. Child Ratio during nap time is 24:1.

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Parent Hand Book

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- Learn to play and work independently; be at ease about being away from home, and able to be to accept help and direction from adults;
- Develop self-identity and view of them-selves as having competence and worth;
- Learn to live effectively with other children, and to value one's own rights and the rights of others;
- Realize many opportunities to strive and to succeed—physically, intellectually, socially, and emotionally;
- Develop their cognitive abilities through the principle of discover learning;
- Sharpen and expand language skills, both listing and speaking;
- Strengthen physical skills, using large and small muscles;
- Grow in ability to express inner, creative impulse—dancing, making up songs, painting, handicrafts;
- Grow in ability to channel inner, destructive impulses – to turn aggression into hard work, talk instead of hit, understand the difference between feeling angry and acting angry, and feel sympathy for the troubles of others;
- Accept and appreciate own culture;
- Lastly, Kidz Can 2 will provide an educational environment and atmosphere that is stimulating and conducive to the children developing their individual goals and objectives in accordance with their own interest, needs, and capabilities.

Staff:

All teachers are credentialed and have years of experience. Each teacher is certified in CPR & first aid. In addition all staff is finger printed with the department of justice and cleared through the child abuse index clerk.

** Kidz Can 2 does not allow **PARENT** to Volunteer at our center. We have learned that children do not participate in activities when parents are present. We do have an open door policy. **

Volunteers:

Kidz Can 2 will allow up to 2 volunteers at a time. Volunteers may only stay for maximum of 4 hours. Volunteers must be with a finger printed staff member at all times. Volunteers are not allowed to be left with children alone at any time. Volunteers may aide the teachers or staff. Volunteers must be over the age of 18.

All Volunteers must provide :

Proof of Immunizations

TB Test

Color copy of ID

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Admission Policies:

Kidz Can 2 is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

The admission procedures shall include the following:

1. A personal interview with the parents
2. Identification and emergency information
3. A physician's report on the child's health status; including a negative TB test
4. Immunization test
5. Health history information
6. Consent for Emergency medical treatment
7. Personal rights
8. Parents rights
9. Parent sign in and out procedures

Schedule:

Kidz can2 will operate year round from 6:30am -6:00 p.m. Monday through Friday. The center will be closed on all legal national holidays.

Children's schedule are as followed:

Children's Daily Schedule (Ages 2-5 years old)

.6:30-8:15 Children arrive/welcome parents/health check

8:15-8:30 Wash hands

8:30-9:00 Breakfast Snack

9:00-9:30 Small group activity E.G.: Story time, Music, Language

9:30-10:00 Free Play

10:00-10:45 Class time E.G.: Letters, Numbers, Shapes, Colors, Writing

10:45-11:00 Clean up. Get children ready to go outside

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11:00-11:45 Outdoor physical activities/ Indoor Free play

11:45-12:00 Wash hands/Prepare for lunch

12:10-12:45 Lunch

12:45-12:55. Bathroom routine/Prepare for nap

1:00-2:30 Nap time/quiet music

2:30-3:00 Gradual waking, Bathroom routine/ Wash hands

3:30-4:00 Outdoor physical activities / Indoor Free Play

4:00-4:10 Wash hands

4:10-4:45 Snack

4:45-5:00 Free choice activities E.G.: Art, Dramatic play, Manipulative Toys

5:00-5:30 Small group activities: Story time/ Music/ Language/ Fridays Movie Day

5:30-6:00 Varying table activities /Clean up /Children leave home

School Age Vacation Daily Schedule (Ages 6-12)

6:30-8:15 Children arrive/welcome parents/health check

8:15-8:30 Wash hand

8:30-9:00 Breakfast

9:00-9:30 Small group activity E.G.: Story time, Music, Language

9:30-10:00 Free Play

10:00-10:45 Miscellanies activities

10:45-11:00 Clean up. Get children ready to go outside

11:00-11:45 Outdoor physical activities/ Indoor Free play

11:45-12:00. Wash hands/Prepare for lunch

12:10-12:45 Lunch

12:45-12:55. Bathroom routine/Prepare for quiet time

1:00-2:30 Art work / Electronic's time

2:30-3:00 Bathroom routine/ Wash hands

3:30-4:00 Outdoor physical activities / Indoor Free Play

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4:00-4:10 Wash hands

4:10-4:45 Snack

4:45-5:00 Free choice activities E.G.: Art, Dramatic play, Manipulative Toys

5:00-5:30 Small group activities: Story time/ Music/ Language/ Fridays Movie Day

5:30-6:00 Varying table activities /Clean up /Children leave home

School Age Daily Schedule

1:30 Pick up (Early Release)

2:30- 3:00 School Pick up

3:00-3:30 Children arrive/ Settle in/ Wash hands

3:30-4:00 Homework/ Free play

4:00-4:10 Wash hands

4:10-4:45 Snacks

4:45-5:00 Homework/ Outside Play (depending on the weather)

5:00-5:30 Indoor play / Activity time

5:30-6:00 Clean up/ Children leave home

Discipline policy:

According to the regulations in Title 22 of the California Administration code sec.101223 "Personal rights" governing Day Care Centers, Children have the right to be free from physical abuse , infection of pain, humiliation, intimidation, threat or other actions of a punitive nature, or center strictly forbids any form of corporal punishment. We use redirection, and problem solving, with an

We reserve the right to terminate contract due to :

Failure to make timely payments or bill exceeding \$1000.00

Children's behavior IE: aggressive towards other children or staff, inappropriate behavior.

Non parent communication meaning 4 weeks of no communication with director will result in termination of contract.

Your cooperation is greatly appreciated. Parents and children will work together to find a resolution to Childs behavior. A meeting with the director will be set with parent. After the 3 parent meetings a child will be terminated from the center on reflection on the negative behavior.

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Director will have Conferences with parents regarding child's behavior. Director will go over a plan of action with parent to resolve the issue. Child will be monitored and evaluated so staff can try to elevate issues child may have IE: over stimulated, other children, sharing issues. If issues persist child may be terminated at 3 month mark. Kidz can 2 will work tirelessly to resolve issues with children. Our program does not terminate children easily.

Food Service:

A hot breakfast and lunch will be prepared on site daily. All food on site will be in-compliance with the state nutrition guidelines. A snack will be provided each afternoon for children to enjoy.

Field Trips:

Kidz Can 2 offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director and/or Assistant Director must approve all field trips. Field trips require a parent to complete a "Field Trip Permission Slip." These forms can be obtained from the Director and/or Assistant Director. **Parents must be notified at least one week before the planned field trip. All field trips will still follow the 12:1 ratio .**

Transportation:

Kidz Can 2 will only allow student to be in a Kidz Can 2 vehicles . These vehicles are routinely serviced and are under Kidz Can 2 insurances. All personnel is associated with Kidz Can 2 and is CPR certified. All parents will be notified prior to use of Kidz Can 2 vehicles. Children must all be in proper restrains or seatbelts. Any child with out a proper restrain will not be allowed to leave the facility. THERE IS NO EXCEPTIONS! Car seats save lives.

Kidz Can 2 does not pick up children from School or Homes.

Food Service:

Kidz Can 2 Offers Children Breakfast, Lunch and PM Snack. All children will be allowed to enjoy meals at the center. Food will not be allowed to leave the center. All meals are prepared on site. Children with a special diet will need to notify the director immediately. Kidz Can 2 will try to accommodate child's diet.

Birthdays:

Parents are allowed to bring STORE bought snacks in for a child's birthday. Please be advised that it is up-to the child's teacher when they can celebrate the child meaning lunch or Snack time. Parents will need to get permission from Director before bring snacks into building. Snacks should be brought in in the morning or the day before.

Snack Bar:

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Snack bar will be available on Thursday or Fridays of every week. Children will be allowed to bring own money and must be on good behavior to take a trip to the snack bar. Children will be allowed to pick one snack to eat at the center and anything else they may have brought will be sent home.

Medical

When there are symptoms of illness or other indications that a child is not well enough for group activities, **ARRANGEMENTS MUST BE MADE FOR THEIR CARE AT HOME.** Kidz Can 2 center has no provisions for the care of children who are ill. A child must be well enough to participate in both indoor and outdoor activities. If your child becomes ill at school he/she will be isolated and the parent/guardian will be contacted to pick their child up. Parents/Guardians are responsible for making arrangements to have their child picked up as soon as possible.

RE ADMITTANCE AFTER AN ILLNESS When a child has been absent with a cold, he. May be readmitted to the Center with the approval of the director or a person authorized by the director. Following an illness accompanied by a fever or vomiting, the child must remain at home for at least 24 hour period.

A child with headache will not be re admitted until they are nit free.

INFECTIOUS OR COMMUNICABLE DISEASE The director of the Center. Must be notified if your child is sick with or has been exposed to an infectious or communicable disease.

MEDICATION A medication consent form must be filled out. The medication must be in the original packaging. The medication along with the medication consent form will be given to a staff member to be put in a child inaccessible medicine cabinet.

IMMUNIZATIONS all children entering a state licensed child. Care facility must meet immunization requirements for the State of California. Personal and religious exemptions will no longer be accepted.

DENTAL: in case of a dental emergency staff will call 911. After 911 operator has given instructions on what to do Director will notify parents. Staff will ice the injury or put teeth in milk.

HEAD INJURY: Staff will not touch child and immediately call 911. Staff will wait for further instruction . After 911 operator has given instruction staff will then call and notify parents.

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Parent sign In & Out Procedures

Each child must be accompanied by attending adult or parent to the child's assigned room.

According to State Regulations it is mandatory for the responsible person or parent to sign the child with full signature while the child is greeted and given a health check by the teacher.

The teacher is able to help and support the parent if events or problems are communicated. Please feel free to hand the head Teacher and Director a note about any issue which are particularly stressful for the child.

A PARENT MAY AUTHORIZE ANOTHER PERSON TO PICK UP THEIR CHILD BY:

1. Listing the authorized person on the child's emergency card
2. Giving a written and dated notice to the Head Teacher or Director, authorizing your child's release to someone else.
3. A phone call may be accepted if you talk with the director, assistant director or attending supervisor. You will be asked for verification of proper I.D. over the telephone. (Driver's License #)

A photo driver's license or a DMV photo-identification card will be required of any individual picking up children.

Any person being asked to pick up the child must be added to the emergency card and the child's file in the front office.

*** No child will be released to an unauthorized person, even if the child knows the person. Legal Custody- we are legally unable to refuse visitation or privilege of picking up the children by a parent UNLESS HAVE A CERTIFICATE OF CUSTODY OR THE RESTRAINING ORDER form the legal guardian with physical custody. If this applies to your family's situation, it is your responsibility to furnish a copy of the court order for your Childs file.***

Nap/Rest Time:

Community Care Licensing requires that all children be provides a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest. Parents are to bring a blanket for children's nap time. We ask that parents take children's blankets home on " Friday" and wash and return on " Monday". Children will have own individual bed with a sheet covering it. Children will never be left alone in nap room. Child Ratio during nap time is 24:1.



Potty Training :

Parents,

Kidz Can 2 potty training process focuses on positive attitude towards using the restroom and constancy.

The following items will need to be kept in your child's cubby at all times:

1. Three (3) Extra shirts
2. Three (3) Extra pair of pants (please make sure pants or shorts are easy to get on and off)
3. Three (3) Extra pair of socks (when kids have accidents socks will get wet)
4. Three (3) pairs of underwear
5. Wipes
6. Extra pull ups (used during nap time or if child is out of change of clothes)
7. Extra pair of shoes (or send them in shoes that can easily be wiped down and dry fast.)

Routine for potty training :

1. Every 30 mins we take child to the restroom
2. We sit the child on the toilet for at least 3 mins each time for the first week of potty training and 5 mins after the second week .(This is so they get used to sitting down , we leave the child on the toilet even if they use it or not. Staff member will always be present during potty time)
3. We reward the child every time they use the restroom
 - a. Pee = Sticker or 1 M&M
 - b. #2 = Piece of licorice or 2 M&M's (with parents permission)

** We also have all child's classmates clap for them. It brings excitement and acknowledges the child that they are doing a wonderful job. Potty training is new for a child so the more excitement and positive we are towards it the better it will be for the child and parent .**

We ask that you keep up with this routine at home. This will allowing potty training to be a quick process. If you have any question or new trips and tricks please speak with us about it.



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Media/ Social Media Consent Forum

Child's name: _____

Photo Consent:

Children love to see photos of themselves and their friends. We sometimes use photos to record our projects, as part of games, and as labels around the classroom. We also send many photographs home with parents when we are done with them. Please indicate if you give permission for your child's photo to be taken in the classroom,

_____ **No**, I do not give permission for my child to be photographed

_____ **Yes**, I do give permission for my child to be photographed

Parent Signature: _____ Date: _____

Facebook Consent:

We are on Facebook; our face book page will be used to share news, reminders, and information about your child's program. Please let us know if we have your permission to include your child's photo on Facebook.

_____ **No**, I do not give my permission for my child photograph to be used on Facebook.

_____ **Yes**, I do give my permission for my child's photo to be used on Facebook.

Parent Signature: _____ Date: _____

Kidz Can 2 Web site Consent:

We also have a website. This site will also display children's artwork, photos on fun and exciting adventures we have at Kidz Can 2. This site will also post breakfast and lunch menus as well as any events planned. Parents will be able to stay connected with staff. Pleased indicate if you would like your child's photo used on our web site.

_____ **No**, I do not give my permission for my child's photo to be used on the Kidz can 2 web site.

_____ **Yes**, I do give permission to use my child's photo on the Kidz Can 2 web site.

Parent Signature: _____ Date: _____