



EXPLORE & LEARN TOGETHER

KIDZ CARE ACADEMY

PARENT HANDBOOK

TABLE OF CONTENTS

Welcome to Kidz Care Academy.....	3
Program Philosophy.....	4
Educational Goals.....	4, 5
Transition by Age.....	5
Assessment and Progress.....	5, 6
Family Communication.....	6
Negotiating Parent Concerns.....	6
Disciplinary Action.....	6, 7
Child Abuse.....	7
State Licensing Requirements.....	7
Confidentiality.....	7
Enrollment and Tuition Policy	
Enrollment.....	8
Tuition.....	8
Late Fees.....	8
Safety and Security	
Arrival and departure.....	9
Reporting Absence.....	9
Withdrawal and Termination	
Withdrawal.....	10
Termination.....	10
Hours and Days of Operation Policy	
Hours of Operation.....	10
Inclement Weather and Emergency Policy.....	10, 11
Dress Code.....	11
Personal Items.....	11
Nutrition	
Meals.....	11
Holidays and Birthdays.....	11, 12
Outdoor Activities.....	12

Health and Medical Policy

Immunization.....	12
Medication.....	13
Illness.....	13, 14
Accidents.....	14
Biting.....	14

Fire and Emergency Policy

Fire/Emergency Drill.....	15
---------------------------	----

What your child Needs

Infants, Toddlers, Pre-schoolers.....	15, 16
Toilet Training.....	16

Parent Code of Conduct

Swearing/Cursing.....	16
Physical/Verbal Punishment.....	16
Threats and Threatening Behavior.....	16
Firearms and Weapons.....	17
Custody Policy.....	17
Drugs/Alcohol.....	17
Staff Member Hired.....	17

Peanut Free Center.....	18
--------------------------------	-----------

Acknowledgement and receipt of Parent Handbook.....	19
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PARENT HANDBOOK

Welcome to the Kidz Care Academy Child Care Center!

Thank you for choosing Kidz Care Academy.

“Where the sky is the limit and we are the foundation!” -N.K.

This “Parents Handbook” has been created and designed to introduce you to the Mission, Vision, Philosophy and the Organization of Kidz Care Academy.

A great need for a quality Child Care with state-of-the-art curriculum has been established to serve our children, families and communities.

Our primary goal is to provide the highest quality of reception to the children and their families we serve to create a very strong, healthy and everlasting relationship. Our great effort is to insure a balance of quality and affordability. We have carefully selected a strong and developmentally-appropriate curriculum with stimulating and fun activities keeping in mind the different ages and stages of the children. We provide materials and hands-on activities that build self-confidence, a positive self-image and a life-long desire and enthusiasm for learning.

It is KCA's policy to comply with applicable laws that provide equal opportunity for all families and persons, and we do not discriminate against anyone based on sex, religion, national origin, color, race, marital status, or disability.

We take tremendous pride in opening our doors to our community, providing high quality education and child care by working hard every day to maintain our great reputation.

Kidz Care Academy looks forward to serving you and your families to provide a secure foundation for your child to ensure successful growth and learning.

PROGRAM PHILOSOPHY

KCA is committed to the basic principles, that early years are the most critical years in a child's life cycle. Exposure and experiences during this time have a lasting impact on a child's development, growth and future academic success.

We believe that a childcare that provides a home-like environment promotes early education and development of children intellectually, emotionally, socially, and physically. Children grow and learn best in a safe and healthy environment that provides opportunities for children to explore, experiment, create and communicate with other children and adults.

Keeping in mind that every child is a unique individual they learn and play in their own pace. These groups function independently but cooperatively, following routines appropriate to individual needs. Every child needs a variety of activities, individual attention, love, acceptance and opportunity to explore and learn about their environment. Our program is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs. We believe with inclusion we are creating an environment that is rich with open-ended activities and materials that allow a broad range of children to successfully play together at their different levels of skills and development. We have created developmentally-appropriate program that include both teacher directed and child oriented activities for your child to reach his/her full learning potential. Our job and obligation is to make sure that each child has numerous successful experiences every day to promote positive self-image and to ensure a lifelong love for learning.

EDUCATIONAL GOALS

Our educational goal is to ensure early learning based on age appropriate, culturally sensitive, sensory-based, hands-on learning experiences.

Each classroom is arranged into learning centers that plays an important role in keeping the children engaged in a safe, wholesome, and nonviolent environment that provides a wide range of opportunities for children to explore, learn and develop different skills.

Our well trained teachers carefully design the daily lesson plan keeping in mind the development of motor skills, sharpening of senses, development of empathy and the ability to express emotions, understanding and practice of sharing, taking turns, and other peer cooperation skills, increasing control of compulsive behavior, building ordering and sequencing skills with math based activities, developing vocabulary and the ability to comprehend language through reading books and constant interaction with children, developing concentration skills by providing puzzles and activities that involves thinking

and problem solving, encouraging imagination, creativity, and curiosity with art and science activities along with development of their fine and gross motor skills. Well trained staff members provide positive redirection when the classroom environment is being distracted with inappropriate behavior.

Classroom environment is clean, safe and well designed. The child-sized furniture, equipment, sink and toilet will help your child in our care to build his/her self-esteem in taking care of personal needs.

TRANSITION BY AGE

Children transitioning to older class are assessed by chronological ages and in terms of their social, physical, and emotional developmental skills. Availability of an open place at a particular time that matches the enrollment days of the child being moved, as well as the interest level in the activities typical of each group is also taken into consideration.

Observation and assessment records are consulted with the classroom teacher to determine readiness of the child. Before transition children are provided with opportunities to visit the classroom to explore and become familiar and comfortable with the teacher and the environment before final decision is made.

Parents will be notified and encouraged to set up a conference with the new teacher to make this transition most comfortable for the child as well as the parent.

ASSESSMENT AND PROGRESS

Assessment and Progress of each child is an ongoing process to maintain records of individual child's developmental skills.

Our teachers plan their curriculum goals and activities to support individualized learnings for all age groups.

Well trained staff member's duties are to observe, record and document children's development, participation and learning skills throughout the year. Day to day assessment and observation provide teacher's opportunities to gather information while children pretend play, interact and socialize with peers and adults, and engage in wide range of settings which reflects children's actual performance.

Parent teacher conferences are held twice a year which is not limited to daily communication with the parents.

Observation records, work samples, anecdotal notes and rating scales are maintained in individual child's portfolios. When a concern about a child's development progress is identified appropriate follow-up or other intervention method is recommended.

FAMILY COMMUNICATION

We believe communication between parent and teacher is the greatest tool to enhance and support the development of each individual child.

Our primary effort is to make our families and children comfortable, with regular communication and encouraging consistent involvement we build a healthy and everlasting partnership.

We strongly believe in open door policy and are constantly seeking opportunities to involve families to share their traditions, culture, talents and invite parents and families to join us for events held through the year.

Different tools of communication that we provide for families are:-

- Teachers communicate at drop-off and pick-up
- Parent-Teacher conferences
- Family communication board posted in the classroom
- Newsletters
- Telephone Calls
- E-Mails
- Daily Sheets
- Weekly Calendar

With our open door policy registered family members are welcome any time of the day to visit children and participate in our activities.

NEGOTIATING PARENT CONCERNS

When a parent has a concern about some aspect of our childcare program we will take every step to resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff as a priority.

DISCIPLINARY ACTION

Children having difficulty to compose themselves, or seriously disrupt group interaction, he/she may be separated briefly from the group and taken up to the office to sit with an administrator. When he/she have regained self-control will rejoin the group and immediately interact with the staff member. A child on any circumstances will not be left unsupervised.

When a child's challenging behavior becomes routine, presents a danger to himself or others, the parents will be involved and offered recommendation to coordinate with the teacher to correct the behavior of the child. If for any reason the behavior persists or

becomes a situation where children and teachers are in danger we reserve the right to request the parent to withdraw the child. The child will be withdrawn on such circumstances and will be terminated for the safety of the children and the teachers.

CHILD ABUSE

Staff members play an important role they are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or severe discipline method is prohibited. Additionally, withholding of food, time out, slapping, or pushing is prohibited. If any type of abuse is suspected disciplinary action will be taken towards the person involved and reported to the Abuse and Neglect department, the telephone number is 1-800-962-2873. As a child care facility, we are mandated under Florida statutes to report any and all suspected abuse.

STATE LICENSING REQUIREMENTS

We believe in state licensing and strict enforcement of standards in the best interest of all children. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our facility is subject to inspection by state, county, and city health, fire, and licensing officials.

We comply with all county and state regulations governing safety, fire, nutrition, and child/staff ratio, playground safety, with priority to supervision. Our effort and goal is to provide a safe, healthy, and nurturing child care with program to suit each developmental level.

CONFIDENTIALITY

Confidential and sensitive materials will only be shared with the staff of Kidz Care Academy who have a “need to know” in order to most appropriately and safely care for your child. Information pertaining to a child and his or her family is kept confidential at all times. If for any reason that we have to share your confidential information, we will not do so without your written authorization.

ENROLLMENT AND TUITION POLICY

ENROLLMENT:-

When you enroll your child/children with Kidz Care Academy, you are required to complete the Enrollment Registration Information Packet. These forms supply us with important information about your child so we can provide the best possible care. We request parents and families to complete the attached forms, you will be asked for contact information where you can be reached in case of emergency for your child's health and safety while your child is in our care. At Kidz Care Academy your child's health and safety is our priority, you will also be required to provide names and contact numbers of at least three other persons that you authorize to pick up your child from school. These forms include basic enrollment and health information. It is imperative that these forms are accurate and submitted for review before your child's first day. A medication form signed by a physician is required to be submitted with the **Enrollment Registration Information Packet**. Any change to the information must be furnished to the office immediately so that current information is always on file. There may be other state requirements to be fulfilled.

Tuition:-

Tuition payments are due each Monday (or the first day of attendance) for the current week. In addition to tuition, we require a non-refundable **annual registration fee**. All parents/legal guardians are required to sign an enrollment agreement that will explain the terms and conditions of our enrollment fees. You are required to share with us important information as to who is responsible regarding billing and correspondence to be addressed other than the person mentioned on the **Enrollment Registration Forms**.

If your family participates in any state and federal child care subsidy programs, please review your program details for any terms and conditions which may affect your child's enrollment at our school. We offer multiple child discounts for one or more siblings enrolled during the same school year. Discounts are only applicable when tuition payments are made on time.

Late Fees:-

A charge of \$15.00 will be added to your account if payment not received by Tuesday. Additionally, you will be charged a minimal fee, if you do not notify the management that you are unable to pick up your child before the school's scheduled closing time. Please call us as soon as you know you will be late to avoid a fee of \$5.00 per every 15 minutes added to your account.

SAFETY AND SECURITY

Arrival and departure:-

Parents are required to sign and walk their children into the classroom. This procedure is extremely important for attendance records and safety measures in emergencies. Any special messages, medications, special pickup notes, etc. are to be given to the teacher as well as the administrator to avoid miscommunication. Call us anytime of the day with questions and concerns about your child while in our care.

Departure is strictly monitored as to who is entering the doorway. Any unauthorized person claiming to pick up a child will be asked to wait until we have reached the parents of the child and have a written confirmation. A verbal approval from the parent will not be taken into consideration. We at **Kidz Care Academy** reserve this right to deny pick up if the policy is not in compliance by the parents for the safety of the children and the staff. Please be advised and remember to sign out your child. The class rules that encourage appropriate behavior are still in effect at the time of departure while you decide to spend some time with your child.

Authorized persons will be required to pass through management and **provide legal ID** before entering the classroom of your child. Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents) before a child is released. If there is any concern, the staff of **KCA** reserves the right to deny a person's request to pick-up a child.

Reporting Absence:-

It is the parents/guardians responsibility to notify a member of the management if your child is going to be absent. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious. No allowances, credits, refunds, or make-up days shall be made for occasional absences. Tuition must still be paid in full.

If you plan to be absent for a whole week (Monday-Friday) and want to reserve your space, a reservation fee of 50% of your regular week's tuition will be granted with advance notice to the management.

If you have school-age child riding KCA'S van before and after school, please notify the management if your child will be absent from elementary school and will not be dropped off and picked up that particular day in advance so we can update our van roster for that day.

WITHDRAWAL AND TERMINATION

Withdrawal:-

Two weeks written notice is required when withdrawing a child for any reason, he or she will only be eligible for readmission based upon space availability and if all other enrollment policy are met, including a payment of a non-refundable registration fee at the current rate. Reservation fees may not be used during a final two-week withdrawal period. Parents who wish to change their child's days must submit in writing two weeks in advance.

Termination:-

It may become necessary on certain circumstances to discontinue enrollment for a child, this decision is based on the best interest of the child concerned, other children in the class, and safety of everyone at the school. Every effort will be made to correct the situation before a final decision is made. Other reasons for disenrollment maybe a result of but are not limited to...

- Non-payment of tuition.
- Abuse of other children, staff, or property by child, or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The schools inability to meet the child's need or the parent's/guardian's expectation.
- Continued violation of policies by child or parent/guardian.

HOURS AND DAYS OF OPERATION POLICY

Hours of Operation:-

The KCA is open from 6:30 a.m. to 6:30 p.m. Monday through Friday and will be closed on major holidays, New Year's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day. When any of these holidays fall on Saturday, we will close on Friday. If the holiday falls on Sunday, we will be closed on Monday. Regular scheduled weekly tuition is still due in which these holidays fall.

Inclement Weather and emergency Policy:-

In the event of inclement weather, or situations become out of our control, we will be forced to disrupt service from time to time. We ask that you call the center to ensure it is open during periods of inclement weather or unusual situations. If KCA is open, but because of severe weather situations calls to close early, you or your designated emergency contact will be notified by phone so that you can make appropriate arrangements for picking up your child.

We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

Dress Code:-

Please dress your children in school comfortable clothing, so they can thoroughly enjoy the classroom activities as well as the playground without the fear of destroying their clothes. Please take into consideration current weather condition, as well as unexpected change in the weather while dressing your child.

Tennis shoes or other closed-toed shoes must be worn at all times; flip-flops, sandals, or open-toed shoes are not permitted for the safety of the children.

Personal Items:-

Please provide us with crib sized sheet and a blanket for naptime. To keep your child happy, safe, clean and comfortable while in our care, please provide us with at least one complete change of clothes. Accidents and spills can happen any time at any age. Please label your child's belongings with their first and last names.

Toys and other valuables of children are not permitted. We cannot be held responsible for lost or damaged items. It is the parents' responsibility to enforce this policy with their children.

NUTRITION

Meals:-

At KCA we firmly believe in the importance of regular nourishment. Our menu meets the daily nutritional values, as well as our licensing requirements. While the children are engaged in daily class activities developing their learning skills, our nutritious snacks and lunches satisfy his/her rapidly growing and developing body.

Please notify the administration of any food allergies, religious or special diet that requires your child to bring food from home prior to your child's first day for the health and safety of all the staff and children.

Please be advised , infants that are not ready to eat table food, please bring a day's supply of meals, including prepared bottles that are labeled accurately with the child's first and last name, date, and contents.

Holidays and Birthdays:-

We believe in multicultural environment. Please verify with our administrator when you might want to bring food to celebrate special holidays and birthdays. We encourage all

parents to provide nutritious treats that are purchased at the store, as food made at your home is not permitted to ensure the safety of children who may have food allergies.

Our top priority is to ensure that we provide a healthy and safe environment for the children in our care.

Outdoor Activities:-

Outdoor playtime is an essential part of our daily schedule. We will limit the amount of time outside when the temperature is not favorable, due to rain or when the temperature is too hot.

On days that outdoor is not provided we will include a time for indoor gross motor activities such as musical chair, dancing and exercising.

During the summer months children will have the opportunity to use water tables and water toys. Children participating in water activities will be asked to bring a swimsuit, water shoes, a towel, a set of clean change of clothes, and sunscreen. In addition, we require a signed authorization for the application of sunscreen or insect repellent.

HEALTH AND MEDICAL POLICY

Maintaining a safe and healthy environment is our priority, we promote cleanliness and good hygiene with children on regular basis. Frequent hand washing is practiced by staff and children, and is always required after toileting, after outdoor play, after different activities in the classroom, before and after eating meals.

Toys in the infant and toddler rooms are sanitized daily, as they are mouthed by children. Table tops are disinfected with proper sanitizing method regularly, including before and after meals.

Immunization:-

A validated, complete and up-to-date immunization record must be submitted before a child is admitted to our school. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Parents are required to have a wavier on file in place of an immunization record, so that the center can stay in compliance with licensing regulations. Additionally, All children are required to have a physical examination form filled out by a licensed medical professional in order to attend KCA.

Medication:-

Only Prescription and Over-the-Counter Medication will be administered by the child care staff with orders from your child's Pediatrician. If prescribed, the form must include the dosage, date/time, and the name of the physician prescribing the medication. Any medication prescribed must be in original container with the child's name and directions for dispensing, current not expired.

Custodial parents or legal guardians are also required to submit a written authorization to dispense prescription and non-prescription medication. All medication will be stored in a safe area out of reach of the children. We will refrigerate medications as required.

We will maintain a medication log that will contain the first and last name of the child, name of the medication, date, time, and amount of medication given, and the first and last name of the staff member administering the medication.

Illness-

We observe all children as they enter the program to quickly assess their general health. We request parents that they do not bring a sick child to KCA. They will be sent home. Please plan ahead and have a backup in place if you are unable to take time off. We will document any changes in behavior or appearance, any skin rashes and itchy skin or scalp, signs of fever, such as flushed appearance or shivering, complaints of pain or not feeling well, vomiting, diarrhea, or drainage from eyes, and when a child has been exposed to harmful communicable disease.

If we observe your child is developing symptoms of illness during the day we will isolate the child from other children and call you to pick up your child. We ask parents to keep your child home if he or she develops any of the following contagious disease until the child is free for twenty-four hours or the child's physician indicates, in writing, that a child can return to KCA.

Signs and symptoms of a suspected communicable disease include the following:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Stiff neck with elevated fever.
- Diarrhea (more than one abnormally loose stool within a 24 hour period).
- Vomiting.
- Pink eye, discharge, burning, itching or eye pain.
- Temperature of 101 degrees or higher.
- Exposed, open skin lesion.

- Yellowish skin or eyes.
- Unusually dark urine or grey or white stool.
- Strep throat or other streptococcal infection.
- Head lice or nits, until after treatment has begun.

Any child demonstrating signs or illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified.

Accidents:-

KCA's staff members are trained to safeguard your children from accidents and injuries. Should your child have an accident or suffer a minor injury while at KCA, we will administer basic first aid and you will be notified. If your child needs non-emergency treatment, we will promptly call you so you can arrange to be seen by a doctor. All accident and incidents will be recorded by the staff member in charge of your child at that time of the day in our center. You will be asked to sign the form acknowledging that the matter was reported to you in a timely fashion. This is in accordance with state licensing regulations.

Biting:-

We recognize that biting is a developmentally appropriate behavior for children in the infant stage through 2½ year old classrooms. Common reasons for biting are: exploration, teething, attention getting, frustration, language barrier or unmet needs, mimicking other kids in the environment, anxiety, self-defense, and having difficulty interacting with children in a group.

If a biting occurs, the staff will make every effort to evaluate the situation and make adjustments in the environment to avoid future incidents.

If a bite occurs, the staff member in charge will first attend to the bitten child by comforting and gently cleaning the bitten area with soap and water. Then the staff will return to the child who did the biting explaining that biting hurts and is not acceptable. The teacher will complete an incident report for either child and discuss this with each parent individually. The staff may not discuss with either parent the identity of the other child involved in the incident. This incident is considered to be confidential and cannot be disclosed.

FIRE AND EMERGENCY POLICY

Fire/Emergency Drill:-

KCA will conduct fire/emergency drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill, parents may not sign children in or out of the program. Parents must wait until the drill is complete and the children have returned to the building. Parents can wait with their child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. For cases where parents cannot be reached we would begin to call emergency contact numbers provided to us at the time of enrollment. We advise parents to keep these contacts up to date. It is important for parents to work together, remain calm, and cooperate with the fire/emergency personnel and the KCA administration during these important and critical situations.

WHAT YOUR CHILD NEEDS

Please make sure to provide the following items for your child in our care.

Infants:-

Three change of clothing, crib sheets, diapers, wipes, and ointments (with a doctor's note), prepared and labeled formula or breast milk enough for one day, jar food and cereal, sweaters or jackets to accommodate indoor/outdoor temperature changes.

All items must be labeled with the child's first and last names. Soiled clothing, used/unused bottles must be taken home nightly and replenished next morning.

Infants are held while being fed and are placed in their cribs only to sleep. In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep in cribs with no blankets, pillows, or wedges of any kind. Infants sleep in assigned cribs according to their individual schedule. If an infant is requested by a parent to sleep in any other position other than their back, we require a physician's note explaining why your infant cannot use a back sleeping position. Glass bottles are prohibited.

Toddlers:-

Disposable diapers and wipes, three changes of clothing, cot sheet, blanket including shoes and jacket as needed for outside play.

Preschoolers:-

Three changes of clothing including shoes, cot sheet, blanket and jacket as needed for outside play.

Toilet Training:-

Toilet learning is recommended for children between the ages of 2 and 3. All efforts by the child will be positively acknowledged and encouraged. For health and safety reasons, soiled clothing will not be washed or rinsed by the school. All soiled clothing will be placed in a sealed plastic bag and returned to you for pick-up at the end of the day.

PARENT CODE OF CONDUCT

Swearing/Cursing:-

Kidz Care Academy requires the parents to behave in a decent, courteous, and respectful manner. No parent or adult are permitted to curse or use foul language on our property at any time. Such language is considered offensive by many people and will not be tolerated. One of the goals of KCA is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is the responsibility of each and every parent or adult who visits the center. If a problem or concern arises, we do our best to address them in a professional manner.

Physical/Verbal Punishment of your child or other children at Kidz Care Academy:-

KCA does not support corporal punishment on any child on school property whether they are enrolled or not. While verbal reprimands may be appropriate, it is not advisable to verbally abuse a child while on our premises. Doing so can cause undue embarrassment and emotional distress to a child or an observing child. Violation of this policy will result in immediate disenrollment from our program.

Threats and Threatening Behavior:-

Threats of any kind will not be tolerated. We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. KCA stands by this mission. This type of behavior will result in immediate disenrollment from our program.

Firearms and Weapons:-

Weapons of any nature are prohibited on our premises. Any violation of this policy may result in immediate disenrollment from our program, as well as prosecution.

Custody policy:-

In case where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection from Abuse Order), KCA must be provided with a certified copy of the recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In case both parents are offered shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

If conflicting court orders are presented, the most recently dated court order will be followed, without any prejudice, to either parent/guardian. We ask that parent/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues in another forum. Failure to adhere to this request may result in disenrollment.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up:-

Should a parent or any other authorized person appears to be under the influence of drugs/or alcohol attempts to pick up a child, KCA staff member is authorized to deny access to the child and contact custodial parent or guardian first, in case there is no response, then the local police or Child Protective Services will be contacted for the welfare of that child.

Staff Hired By Parents:-

We strongly discourage employees from making independent child care arrangements with families within the premises of Kidz Care Academy. However, in the event if a parent enters into an agreement with our employee to babysit for their family, this should be done outside of the employee's normal work hours, and away from the school and with full knowledge and understanding that the sitter enters this agreement privately and not as a KCA employee. If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay Kidz Care Academy \$1,500.00 finder's fee.

In addition, our staff member is absolutely prohibited from transporting children to and from the school in their personal vehicles without a signed Release of Liability Form from the parent/guardian.

PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, KIDZ CARE ACADEMY prohibits peanuts or foods that may contain peanut products in the property ensuring a healthy and safe environment for the children.

KCA shall maintain a food allergy list of children involved in each classroom to avoid any accidents.

ACKNOWLEDGEMENT AND RECEIPT OF PARENT HANDBOOK

I acknowledge that I have reviewed the online PDF form of the Parent Handbook. I understand that it contains important information and Policies of Kidz Care Academy.

I understand that it is my responsibility to familiarize myself with the materials and I agree with the provisions and any other policies, rules and regulations stated in this Parent Handbook.

I further understand and acknowledge that KCA may change, add to or delete any policies or provisions in the Parent Handbook from time to time, in its sole discretion, with or without prior notice. I also understand that KCA may make exceptions to, interpret, depart from and apply the provisions in this Parent Handbook as it sees fit in its sole judgement and discretion.

I further understand and acknowledge that I am aware of the policies, rules and regulations and support them by endorsing this Kidz Care Academy Parent Handbook.

Child's Name

Parent's or Guardian's Signature

Date