



PARENT MANUAL

CENTER I

800 Southern Avenue, S.E.
Washington, DC 20032
202.562.7118

CENTER II

1236 Southern Avenue, S.E.
Washington, DC 20032
202.561.0290

WELCOME

Thank you for choosing Kids Are Us Learning Centers (KAULC). It is our commitment to provide your child with a warm, safe and developmentally sound environment. Please take a few minutes to read this handbook. This will give you an understanding about our Centers as well as explain our policies that helps us deliver high quality care on a safe and healthy environment.

MISSION STATEMENT

Kids Are Us Learning Centers (KAULC) strives to provide an environment where children and their families are safe, enriched and empowered.

Opportunities will be provided for children and their families to:

- Build self-esteem
- Enhance strengths
- Stimulate creativity
- Promote self-sufficiency
- Learn to be successful
- Be a part of community learning, where all staff, children, parents and management are continually learning and seeking knowledge.

Working in partnership with parents, the Centers operate as an extension of the family and **childrearing becomes a collaborative endeavor. Together we can and will shape the future.**

CENTER PHILOSOPHY/CURRICULUM

Our child care philosophy centers around providing child care services which are conducive to the development of the whole child, to give quality and comprehensive care in a safe and wholesome environment, and to provide developmentally appropriate activities that will benefit the child, parent, and the community. We also emphasize giving the child opportunities for wholesome social and emotional development which will enable each child to gain social and personal adjustment for daily living. We give opportunities for physical development, and to promote each child's growth and general health.

We encourage each child's growth and development through the use of an internationally recognized and research-based curriculum, "The Creative Curriculum." This curriculum has been in existence for over thirty years and uses specific frameworks to ensure inclusion of all-important aspects to ensure each child's optimal growth and development. The organizational structure for infants, toddlers and two's differs from that of preschoolers, but allows for continuity of care for the children and the program. All families will have many opportunities to learn more about this school curriculum through meeting and training sessions.

Our child center is a haven for children to be children in an atmosphere of love and concern with people dedicated and committed to children. Each child is given the opportunity for cognitive potential, to have a good self-concept, and to develop self-help skills that will assure independency in caring for him/herself.

Our objectives for parents include helping them meet the needs of their children and household by giving quality child care services and acting as a resource center providing support. We want to strengthen parents in their relationships with their children, as members of their community and as partners with our child care center.

NON DISCRIMINATION POLICY

Our center is open to all children and families regardless of race, creed or nationality. We provide service to all children from age six (6) weeks through five (5) years of age. We provide infant care, toddler care, and preschool care. All families, regardless of family structure; socioeconomic, racial, religious, and cultural

backgrounds; gender; abilities; or preferred language are invited to be included in all aspects of the program, including volunteer opportunities.

ADMISSION REQUIREMENTS

The following conditions must be met for entrance to KAULC:

1. The child must be between the ages of **six weeks and 5 years of age**.
2. A completed KAULC application for admissions must be submitted with a registration fee, which is non-refundable. (For non-subsidized parents)
3. **Completed Department of Health and Human Services registration record and authorization for child's emergency medical treatment must be provided.**
4. A completed DC Health Certificate (immunization (shot) record and a record of a physical examination) within the past year **signed by a physician** or nurse must be submitted. This document must be updated at least annually.
5. Agree **to pay tuition as required and late fees when applicable.**
6. We also ask that you fill out **our Family Information Form**, this allows us to have a better understanding of your child's habits and developmental stage.
7. Parents must be willing to cooperate to support the Center and to carry out our mission to give quality child care services.
8. All children must be signed in and out of the Center, by a parent or guardian, to help monitor the safety of the children. If it is necessary for an older sibling to sign your child in/out, it must be submitted to **the Director in writing for approval**. Parents are not to leave children unattended until staff is able to assist you.
9. It is imperative for our children's safety, that an emergency telephone number is left each morning when your child or children are signed in.
10. Children must arrive no later than 9:00 a.m. **We will not accept children after 9:00 a.m.** unless we have been notified that the child has a doctor's appointment, therefore, the child must arrive by 11:00 a.m. with a signed doctor's excuse.
11. Our Center closes at **6:00 p.m.** Picking your child(ren) up after 6:00 p.m. will cause you to incur the following late fees **per child**: 6:01 p.m. until 6:15 p.m. - \$20.00. An additional \$1.00 per minute will be charged for each after 6:15 p.m. and must be paid either (1) before you leave with your child, or (2) before your child can return to the Center the next day or any day thereafter.

FINANCIAL ARRANGEMENTS

After the previous requirements have been met, registration is based on a first come, first served basis.

An annual registration fee is payable when you enroll a child and is due each succeeding year he/she is enrolled each September. If the child is taken out in June and you plan for his or her return in September, the registration fee is to be paid at the time of re-registration. ***This policy does not apply to parents who receive subsidies.*** All registration fees and one (1) week's tuition must accompany the application prior to enrollment. Registration fees are not refundable.

Tuition and other fees must be current prior to the child's enrollment in the Center for the new school year. Your child care services will be interrupted if tuition and other fees due are not paid in a timely manner.

All fees must be paid whether the child is present or not. You are paying for a slot. Tuition is due by the first day of enrollment and payable on the first school day of each week or bi-weekly, thereafter. Tuition is due on the first school day of each week and is to be maintained at least one week in advance as agreed to in the Contractual Agreement.

If the tuition is not paid by Wednesday of each week (or bi-weekly as agreed to during enrollment), there will be a late charge of \$5.00 for each week missed. If you refuse to pay any late fee charges, your child care services will be discontinued without further notification.

There will be a \$25.00 charge for bad checks. After the return of one (1) check, your checks will no longer be accepted. Thereafter, payment for services must be paid by cash or money order. A receipt will be issued for your records.

VACATION AND HOLIDAY CREDIT

No credit on tuition is given for scheduled school holidays. After your child has been enrolled for a year, a vacation credit of one week will be given during the summer months of July and August ONLY, as long as:

1. your child is enrolled for the entire school year, and
2. as long as your tuition payments are current

Otherwise, you must pay for your slot or lose it because you are responsible for maintaining that slot. If you do not pay for the slot, your child will automatically be dropped without further notification. Families who receive subsidized services are not eligible for vacation credit.

WITHDRAWAL FROM PROGRAM

Two weeks notice in writing must be given before withdrawing your child from the Center. If the parent or child cannot or will not adapt to the policies of the Center, withdrawal from the program will be recommended.

CENTER HOURS

The center is open between the hours of 6:30 a.m. through 6:00 p.m., Monday through Friday. We begin the school curriculum at eight-thirty (8:30 a.m.) and all children should be present no later than nine o'clock (9:00 a.m.).

VERY IMPORTANT: ANY TIME THE CENTER IS NOT OPEN UPON YOUR ARRIVAL, PLEASE DO NOT LEAVE YOUR CHILD WITH ANYONE EVEN THOUGH YOU MAY KNOW THEM, THE CENTER WILL NOT BE RESPONSIBLE FOR YOUR CHILD UNTIL HE IS PROPERLY SIGNED IN.

DAILY RECORDS

Upon arrival, parents will provide appropriate information on the individual infant, toddler or preschool Daily Report form. Daily schedules for each classroom will vary based on each child's individual feeding, sleeping, diapering, and activity schedules. Daily written records will be kept by the child's primary caregiver and given to parents at the end of each day noting food intake, sleeping patterns, diapering routine, and any developmental milestones.

It is of the utmost importance that parents of infants and toddlers fill these forms out upon his/her arrival each morning. The information requested gives the primary caregiver an idea of what the child's behavior will be like, how he/she slept, if they were feed, are they teething, etc. Providing this information ensures that the caregiver will be aware of your child's special needs.

YEARLY CALENDAR

Kids Are Us operates on a 52- week calendar. We are closed for all State and Federal holidays.

DAILY SCHEDULES

Daily schedules are developed for each age group: infant, toddler, and preschool. You will receive the schedule that is appropriate for your child(ren) from the supervising teacher for that specific class.

ARRIVAL AND DEPARTURE PROCEDURES

Your child must be signed in and out of the center by the parent, guardian or a designated adult. They must accompany your child to and from their classroom. If you have information for your child's teacher, you are encouraged to write it on the child's report so the teacher is aware.

Your child will not be released to a person not previously authorized by a parent to pick up a child. We must have written or verbal authorization for changes, and if the parent has not notified us of the change, the child will not be released until we have spoken with a parent and received the proper authorization. In addition to the above, picture identification will be required to be shown to the center staff for the safe release of a child. If you have questions for your child's teacher please see them or talk with the director.

Center Policy: "No child shall remain in the center for more than ten (10) hours per day".

According to Licensing Regulations for a Child Care Center in the District of Columbia, ***no child can remain in the program for more than ten (10) hours in one day***. It concerns us deeply when a child remains at the center for more than the allowed amount of time. This is because it can affect the child's well being. It can be difficult for a child to adjust to such a long day away from mommy and daddy, and sometimes results in the child feeling worried and abandoned since many or all of his classmates have already left for the day.

Please make arrangements that allow your child to arrive at school later in the morning, but before 9:00 a.m., and leave at the usual time, or arrive at the usual time and leave earlier. Thank you for your cooperation by following the licensing regulations and looking out for your child's well being.

SCHOOL FEES

An annual registration fee is payable when you enroll a child, and is due each succeeding year he/she is enrolled each September. If the child is taken out in June and you plan for him/her to return in September, the registration fee is to be paid at the time of re-registration. All registration fees for the new school year starting in September must be paid at time of re-registration. The registration fee and one (1) week's tuition must accompany the application prior to enrollment. Registration fees are non-refundable.

Tuition and other fees must be current prior to the child's enrollment in the Center for the new school year. Your child care services will be interrupted if tuition and other fees due are not paid in a timely manner.

All fees must be paid whether the child is present or not. You are paying for a slot. Tuition is due by the first day of enrollment and payable on the first school day of each week or bi-weekly, thereafter. Tuition is due on the first school day of each week and is to be maintained at least one week in advance as agreed to in the Contractual Agreement. If the tuition is not paid by Wednesday of each week, there will be a late charge of \$5.00 for each week missed. If you refuse to pay any late fee charges, your child care services will be discontinued immediately.

There will be a \$20.00 charge for returned checks in addition to making the payment good. After the return of a check, your checks will no longer be accepted and all payments must be made either by (1) money order, or (2) cash. All payments must be made in the director's office during office hours.

LATE PICKUP POLICY

There will be an overtime charge of \$20.00 for the first 15 minutes for each child not picked up by their regular dismissal time of 6:00 p.m. After 15 minutes, an additional charge of \$1.00 per minute will be added. The parent/guardian will receive a Late Pick up Notification from the staff on duty and a copy will be given to the Center Director. The late fee must be received by the Center Director or Office Manager the next morning before your child returns. Consistent tardiness for pick-up after 6:00 p.m. can cause your child to be dismissed from the center. Please note that if the late fee is not paid upon arrival the next morning, your child will not be accepted by staff. Failure to comply with this policy will cause immediate dismissal from the center.

SCHOOL CLOSING POLICY

Sometimes Kids Are Us must close because of emergencies or inclement weather. When you are not sure about the closing of the center, please call the office. The following procedures will be used:

We will follow the snow emergency closures/delays of the DC Public Schools. When in doubt, please observe the following:

- Two inches of snow or less - center will open
- Two inches of snow with conditions worsening, center will be closed unless otherwise notified on voicemail

If snow or ice develops during the day, after the children have arrived, and there is an accumulation of two inches of snow or more, the center will close early to permit staff to get home before they are stranded. Please plan ahead for such emergencies. The child(ren) must be picked up no later than two hours after notification.

Please make arrangements ahead of time for such emergencies by: KEEPING HOME, WORK AND EMERGENCY NUMBERS CURRENT IN THE CENTER OFFICE.

Should there be an announcement of the closing of D.C. Public Schools because of inclement weather, or any other kinds of emergency, please call the Center. Always have a back-up for emergency situations in case you are requested to have someone pick up your child from the Center immediately.

Since most parents are not always available, **ARRANGEMENTS FOR EMERGENCY SITUATIONS MUST BE MADE AHEAD OF TIME. IT WILL SAVE ALL OF US A LOT OF WORRRY AND STRESS LATER ON.**

In the event we have ice storms, or the roads will be treacherous, the Director will have to make decisions affecting the children and Center, the school age children, and the staff during these emergency situations. Under these circumstances, please call the Center for information.

FIELD TRIPS

The children will take part in many school field trips during the school year. All children under the age of three (3) years must be accompanied by a person over 16 years of age when going on field trips where there may be conditions that are unsafe for the younger children. The decision will be left up to the discretion of the Director and supervising staff. Children that display disruptive behavior may lose their field trip opportunities, or may be required to have a parent or guardian accompany him or her on the trip. We try to have family field trips on the weekends during the summer for families and family members who are not enrolled in the center.

A completed and signed Parent's Consent Form is required for your child(ren) to participate in our school field trips. **All children, staff and volunteers must wear KAULC T-shirts on all field trips along with name tags for identification purposes.**

Also in the application packet, there is a permission form that gives Center staff consent to take the children on field trips and walks in the nearby neighborhood. We will make every effort to keep the children safe at all times.

REST AND RELAXATION

Full-day children will be encouraged to rest for up to 2 hours each day. Infants will be allowed to sleep as needed, based on their individual needs. Staff receive SIDS Training and infants will be laid to rest on their back. Crib bumpers and heavy blankets are not permitted for use in cribs. Please send a sheet and small blanket for your child. Your child may also be more comfortable with a stuffed animal (infants may not sleep with stuffed animals). Parents are responsible to launder and return items weekly or as needed.

TOYS FROM HOME

Parents are asked to help children understand that it is not wise to bring toys or other belongings to the center. We ask that toys stay at home. We cannot assume responsibility for loss or damage of such items.

BIRTHDAYS

We celebrate birthdays and other parties during the afternoon snack period. Parties can be as simple or as elaborate as you like. The parents will provide the refreshments, decorations, goody bags, etc., and the child's teacher will provide special stories, songs and games to make this a special time for your child. We have a form that you can fill out that will give you suggestions. We ask that you inform your child's teacher of your desire to host your child's party as far in advance as possible.

HOW PARENTS CAN BE INVOLVED

Parents help most when they follow the school's policies and procedures. Your cooperation is needed so that we can be about the job of caring for and educating your child(ren). **It is mandatory for parents to participate in five workshops and meetings per school year. Failure to do so could cause your services to be terminated.**

There are many other ways you can help and be involved with the Center. You may want to visit and observe your child's class, become a room parent, read a story to your child's class or help with an activity. Additional helps include watching your child's class during naptime while we have staff meetings or workshops, chaperone field trips, and volunteering with Center based community outreach where you have an opportunity to share your many talents.

Through the Parents' Club, you can take part in networking opportunities with other parents by attending workshops with speakers on parenting issues, using the Center's resource room, working on articles for the KAULC monthly newsletter, fundraising projects, holiday parties, and other fun activities. What better way to learn more about your child's home away from home.

FORMS

In addition to your child's application and parents' contract, there are several additional forms to be completed. They include: the child's health appraisal, child information record, and medication permission and instruction form, child's personal information form - all required by the OSSE.

As your child's shots and physicals are updated, please make sure we are furnished with an updated copy for our records.

PARENT/TEACHER CONFERENCES

Parent- teacher conferences will be held in the Fall and Spring. It will be designated in our annual school calendar. Conferences will be held with the Teacher and/or Director as necessary.

COMMUNICATION

It is our desire to maintain close communication with the parents of children in our care. In addition to this handbook, there will be monthly newsletters, a parents' message board, and you will receive daily written reports. Weekly curriculum sheets will be posted for each group.

Formal conferences will be scheduled in Fall and Spring, and you will have the opportunity to sign up for a convenient time. Planned parent education and information seminars will be offered throughout the year. It is mandatory that parents attend at least 5 activities per school year. Typically, English is the language spoken by families and used by the program, however, should you need information in another language, please see the director so we can provide this information to you.

CONFIDENTIALITY

Under the Family Education Rights and Privacy Act (20 U.S.C. 1232g), records related to center children and their families, and information contained in those records, are to be shared with other staff or service providers only if that person has a legitimate educational interest (i.e., on a—need to know basis only). Requests from third parties must have parental permission.

Categories of individuals that would have access to a child's file include the following:

1. Child's teacher
2. Parents/Legal Guardians
3. Director
4. Consultants

GENERAL DISCIPLINE POLICY

Our primary responsibility is always the health and safety of the children and staff at the Center. Staff members will use positive methods of discipline which encourage self-control, self-direction, self-reliance, self-esteem and cooperation.

Staff members will respect all children and use disciplinary methods such as modeling appropriate behavior, redirecting children to other areas, offering children choices, separating children who are experiencing conflict, and discussing the reasons why certain behaviors are inappropriate. Any time these methods do not work, the child will be dismissed from the center.

At no time will children be humiliated, threatened, shamed, or deprived of meals, sleep, or snacks as a manner of discipline. Nor will children ever be confined in an enclosed area, or subjected to any physical punishment. On rare occasion, a child may be momentarily restrained in order to prevent him or her from harming him or herself or others.

FOOD POLICY

Kids Are Us Learning Centers participates in the USDA Child/Adult Care Food Program. All parents must complete paperwork for this program whether you qualify or not. USDA approved breakfast, lunch, and snacks to all preschoolers and toddlers on regular table food, and parents must complete an Infant Formula Form stating that they want our Center to provide formula and cereal, or they will provide breast milk and baby food to infants and/or young toddlers up to 14 months of age. If providing food from home, it must be safe for consumption. If there is a safety issue regarding a child's food (including bottles) a parent will be contacted immediately. Breast milk must be in ready-to-feed containers labeled with the child's name and date of preparation. We will not serve whole cow's milk to infants under 12 months old. All menus are planned in advance, dated, and posted where parents may see them. If your child has special dietary needs, it may be necessary for you to provide meals; however, please be aware there is no reduction in tuition. Food served by the Center will be of sufficient quantity and nutritional quality and will meet the daily requirements set forth by

USDA and OSSE. Please be sure all food allergies are stated in writing and given to the staff and the office. They will be posted in each classroom and in the center kitchen at all times.

Mealtime can be a valuable learning experience for your child at all stages of development. Self-help skills (learning to eat with utensils), communicating likes and dislikes (stating food preferences), and social interaction (sharing a story with a friend), are all ongoing processes enriched through meal and snack time. Menus will be re-evaluated periodically as the staff takes cues from your children to determine meal popularity.

The commercial kitchen prepares food for all Toddlers and Preschoolers following nutritional guidelines recommended by the Department of Social Services and the USDA Child and Adult Care Food program.

Please be aware that if your child does not arrive before 8:30 am for breakfast, it is the parent's responsibility to bring breakfast with them and stay with their child while he/she consumes breakfast. At 8:30 am each classroom begins their curriculum's scheduled activities and it is not the responsibility of the staff to supervise a child that did not arrive in time for breakfast. It is also prohibited to enter the kitchen or ask the Center Cook for breakfast.

HEALTH POLICY AND GUIDELINES

To ensure a safe environment for both children and staff, the following guidelines have been established at KAULC:

1. The Center shall keep on file a signed record of immunization and a report on the state of the child's health, based on an evaluation by a licensed physician. Restrictions, if any shall be certified by the physician. The Center shall obtain and keep on file at the time of registration, or not later than the first day of initial attendance a certificate of immunization showing a minimum of at least one (1) dose of each immunizing agent required by the District of Columbia Department of Health.
2. Parents are required to provide the Center with an updated certificate showing completion of all additional immunization requirements. Subsequent physical examinations must be updated yearly for infants through the age of 5 years.
3. The staff must have in writing any known allergies and the symptoms that may appear, upon entrance to the Center. This information will be made available to any individual who works with the child.
4. Sick children must remain at home. The Center staff reserves the right to exclude any child exhibiting signs of illness.
5. If your child becomes ill while in our care, we will contact you to come and get your child. Phone numbers where you can be reached must be kept on file, along with the names and numbers of others to whom your child can be released in the event you cannot be reached. A child too ill to remain in the group shall be placed in a separate area where he/she may be comfortably cared for and supervised until he/she can be taken home.
6. Communicable diseases (chickenpox, strep throat, etc.) need to be communicated to the staff to help determine when exposure may have occurred at the Center. The following are symptoms suggestive of communicable diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in the Center, parents will be contacted immediately. Parents should be urged to have their child seen by a physician and must be excluded from the center until fully recovered. If a serious communicable illness had been documented by the physician, all families will be made aware of the instance.

Signs of illness or contagion include:

- a) Red or running eyes, sneezing or discharging noses.
- b) Cough, particularly if persistent or productive.
- c) Sores and crusts on the scalp face or body particularly if red and swollen, or draining.
- d) Any skin eruption or rash.
- e) Sore throat.
- f) Swelling and tenderness of glands, particularly about the face or neck.

- g) Fever, suggested by flushed, hot face.
- h) Nausea and vomiting.
- i) Pain and stiffness of neck and headache.
- j) Jaundice - yellowing of eyes and/or skin.
- k) Diarrhea (one or more bouts of loose, unformed stool, or twice normal amount accompanied by cramping, crying, fever, etc.) and/or persistent abdominal pain.
- l) Infectious conjunctivitis.
- m) Nuisance diseases such as head lice, impetigo, or ringworm.

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable disease, but must be considered as signs of illness that should have medical attention.

- 6. Children with fever of 101 degrees will be sent home. A child can return to the Center after a full 24 hours of being fever-free.
- 7. After a child is on antibiotics for a full 24 hours and is feeling better he/she may return to the Center.
- 8. A child with diarrhea should be kept at home until he/she has had one normal bowel movement. Sometimes diarrhea can be a side effect of medication. If so, inform your doctor.
- 9. The Center will allow re-admittance following illness based on the following conditions:
 - (a) Child is symptom-free
 - (b) Child has been fever-free without Tylenol for 24 hours
 - (c) Child has been on a prescribed antibiotic for 24 hours
 - (d) When child has had a normal bowel movement following a bout of diarrhea
 - (e) Upon written recommendation by your child's pediatrician.

The exception to the conditions listed above is ringworm – THERE MUST BE NO VISIBLE SIGNS WHEN YOUR CHILD RETURNS TO THE CENTER.

- 10. Medication shall be given with prior written permission from the parent.
- 11. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, name and strength of the instructions. A caregiver shall maintain a record as to the time and the amount of medication administered. The medication shall be in the original container, stored according to the instructions and clearly labeled for the specific child.
- 12. Non-prescription, over-the-counter medication may be given provided the child's physician authorizes it in writing on his/her letterhead. The parent must also fill out a Medication Authorization form for the administering of non-prescribed medication.
- 13. Medications will be kept out of children's' reach and returned to the parent or discarded when no longer needed.
- 14. When a child is required to have any type of treatment, such as for asthma, it is the responsibility of the parent to:
 - 1. Take time to show the child's teacher how to give the treatment
 - 2. Fill out a permission form for the treatment to be given, and
 - 3. Attach step-by-step instructions for the staff
- 15. Staff training is ongoing through regularly scheduled workshops and/or staff meetings on health procedures, and written instructions will be posted regarding procedures for hand washing, diapering, and toileting, sanitation of toys and equipment, injuries, accidents, weather emergencies, and evacuation procedures.

REPORTING ILLNESS TO THE CENTER

Please notify the Center if your child will be absent due to illness. Also state the nature of the illness to alert us of any possible contagious outbreak.

FIRST AID KITS AND EMERGENCY REPORTS

A First Aid Kit for small emergencies like bumped heads, scraped knees, etc. is kept in the office out of the children's reach. The Director will review the contents of the First Aid Kit monthly and purchase supplies as needed. Any staff member administering First Aid to a child must report the incident on an Injury Report form on the day it occurs. This original copy (white) of this form will be sent home to the parent on the day of the accident, and a yellow copy will be placed in the child's personal file and documented on the Center accident log.

DISPOSABLE GLOVES

Disposable gloves will be used in the following situations:

- When changing diapers of a child with diarrhea or suspected gastrointestinal illness,
- When contact with blood or blood-containing fluids, vomit, or open sores is likely,
- When cleaning surfaces that have been contaminated with blood, vomit, or feces.

DIAPERING

Diapers shall be changed by the **child's primary caregiver** when soiled or wet. Diapers for infants and toddlers shall be provided by parents and supplies should be checked at the end of every week. Diapers shall be disposable. All diapering shall be done in the designated diapering area with fresh paper placed under each child. **After diapering, the child's hands, teacher's hands, and diapering area will be washed and the area sanitized.**

SANITIZING PROCEDURES

Toys mouthed by any child shall be sanitized before being used by any other child. All other toys and surfaces will be sanitized on a **daily basis** or when visibly soiled or contaminated with vomit, feces, urine, nasal discharge, saliva, etc. Absorbent items such as stuffed toys will be laundered weekly for infants and every two weeks for toddlers and preschoolers, or when visibly soiled or contaminated.

Outdoor shoes will be removed before entering the infant area to avoid outside contamination. Carpets will be vacuumed regularly in all areas and washed quarterly by the extraction method. Areas that become visibly soiled or contaminated will be spot cleaned immediately.

FIRE DRILLS

Fire drills are practiced monthly. A record of all drills is maintained in the office. Each classroom maintains a poster explaining the proper procedures for a successful evacuation, including which exits should be used as well as the safe meeting place outside of the center. All staff are trained on the fire drill procedures.

PETS/ANIMALS

No pets/animals are allowed or maintained at the facility.

CHILDREN'S ASSESSMENT

Assessment is the process of observing, recording, and documenting the work children do and how they do it, as a basis for a variety of educational decisions that affect the child.

Each child receives an initial assessment immediately after entering the program. This is conducted by the child's teachers. This is necessary for the teachers to get to know the child and to find out what children already know and can do, so adjustments can be made to the planned curriculum for the individual child. This is also helpful to identify children who may have special needs and to ensure that they receive any services or intervention they may need. If formal screening or assessments are recommended to the family, several agencies, including the DC Child Find Office and DC Early Stages Office can conduct such screenings and assessments with the consent of the family.

The assessment tool used is the Creative Curriculum Developmental Continuum, which compliments the Infant, Toddler, and Preschool Creative Curriculum used by the program. Infants and Toddlers are assessed four times per year and Preschoolers are assessed three times per year. Family input is requested at all times, but especially upon the child's enrollment. This is important because the family can share valuable information about the child's abilities and developmental status. Information about the child's assessments is shared with the family during the bi-annual parent teacher conference as well as whenever a teacher or parent has a concern about the child's development.

The program also uses this information to evaluate the educational component of the overall program and to determine how well the program is meeting its goals.

TRANSITION FROM ONE ROOM TO ANOTHER

While movement from infants to toddlers and toddlers to preschool, is based loosely on chronological age, **the final determination of placement is based on the developmental level of the child and the evaluation of the Director and primary caregiver**. An effort is made to minimize such transitions for infants and toddlers, until they have spent at least nine months with their primary caregiver. We consider several things, as well as consult with the family when making this determination.

First and foremost is the combined physical, emotional, social, and cognitive level of your child. In addition, we must consider the group dynamics of both the room your child is in, and the room to which your child will move. Moving to a new room may be a gradual process where your child visits often or daily for a portion of the day in the next classroom. This will continue until the child demonstrates a level of comfort, indicating that he/she is adjusting to the new classroom. This gradual process encourages continuity of relationships between teachers and children. Your child's tuition will be adjusted to reflect a lower rate only when your child is fully integrated into the next room.

ETHNIC DIVERSITY

Realizing the ethnic diversity in our world, KAULC strives to remain sensitive to the various holiday celebrations and traditions of our families. Recognizing young children learn through their experiences, the opportunity to foster understanding of different customs and beliefs is available in a full day child care setting. Snacks, music and art activities may reflect the fun aspects of the monthly holidays. We welcome any healthy homemade treats or family traditions you might like to share with us.

SEPARATION

Separation anxiety is a normal experience for children and parents. Though often challenging and exciting, the growth toward independence can be painful and scary for very young children. Parents and teachers working together, showing children they trust and believe in one another offers a foundation of support in the separation process.

An unhurried arrival and gradual entrance into play activities will help. Once you are ready to leave, however, say goodbye, tell your child you will be back, and then go. Prolonging your departure can make matters worse. Tears at departure are normal but can be very painful for parents, so please feel comfortable to call when you reach the office or at any other time of the day, to check on how your child's day is going.

At the end of the day, a gradual transition is also the best approach. Take time to sit down for a moment next to your child to show interest in her/his activity and allow for its natural closure. Separation from the activities and teachers at the Center can be as difficult as morning entrance into the Center, if your child feels hurried.

SUMMER CAMP

Our summer camp curriculum will focus on summer fun activities. Many activities are planned including swimming, cookouts, arts and crafts, field trips, contests, games, picnics and special guests.

HOLIDAYS

The Center will close on ALL District and Federal Government holidays unless otherwise notified.

GRIEVANCE PROCEDURES

All complaints from a parent or employee are taken seriously. The following measures will be taken to address complaints. The individual making the complaint is required to submit the complaint in writing so it can be documented and addressed. A meeting will be scheduled (via face to face or telephone conference) to follow-up on the complaint to determine the severity. Depending on the severity of the complaint, either a meeting between the parties involved will be scheduled to address the concerns or it will be immediately reported to OSSE/Early Care and Education Administration childcare officials. Any relevant information, including plan of action resulting from a meeting or other actions taken by governing agencies will be documented in the file of each of the parties involved.

KAULC CURRICULUM GOALS

Cognitive Area

- Explores the physical and social environment
- Exhibits increasing complexity of thought in play behaviors
- Applies criteria to organize sensory information
- Demonstrates ability to solve problems
- Applies logical-mathematical concepts in concrete actions
- Represents real life objects and situations
- Demonstrates creative thinking through perceiving new possibilities and relationships

Emotional Area

- Is developing positive self-esteem
- Constructively expresses and accepts feelings, ideas and behaviors in self and others
- Is developing the ability to cope successfully with situations and changes
- Gains emotional satisfaction in a range of activities from solitary to social (alone, one-to-one, one to small group, one to large group)

Social Area

- Accepts and offers nurturing behaviors
- Accepts and offers stimulation leading to mastery of the environment
- Chooses appropriate independent, dependent, and interdependent social behaviors
- Exhibits responsibility toward self, others, and the environment

Physical Area

- Perceives a variety of sensory stimuli
- Is developing awareness and control of physical body
- Is acquiring health habits relating to nutrition, elimination, sleep and rest, exercise, personal hygiene and clothing
- Is acquiring safety habits relating to personal behavior and environmental hazards

INFANTS AND TODDLERS

Curriculum/Environment

Infants and toddlers have unique cognitive, social, emotional, and physical needs. All areas of development are intertwined with developmental changes taking place rapidly. The KAULC program is designed to help the youngest children grow and learn at their own pace through acting upon their environment.

Cuddling, conversation, eye contact, and interaction with a primary caregiver go along with a planned curriculum for language, cognition, sensory exploration, motor development, and social/emotional interactions.

Learning centers are introduced to toddlers providing for the development of independence, feelings of self-worth, and self-assurance.

Our primary goal is to provide infants and toddlers with a safe, nurturing environment encouraging exploration and discovery along with time for listening to music and stories. A wide variety of age-appropriate toys are available to stimulate cognition, social interaction, and large and small muscle control. A soft mat or climbing area where children can interact with each other and staff members also allows children to safely practice rolling, climbing, crawling, jumping, and sitting up or standing. Infants and toddlers will be taken outside daily for play on the playground, or for walks in strollers, weather permitting.

SAMPLE DAILY INFANT SCHEDULE

- Arrival
- Breakfast or bottle and diapering
- Nap
- Daily activities may include:
 - Listening to music
 - Stories
 - Sensory activities
 - Conversation with adults
 - Movement exploration
 - Visual stimulation
 - Playing with age-appropriate materials
 - Rocking and cuddling
 - Bottle/diapering
 - Walk outside
 - Lunch or bottle
 - Afternoon activities
 - Bottle
 - Nap
 - Departure

Your child's daily schedule will depend entirely on his or her individual feeding and sleeping schedule.

SAMPLE DAILY TODDLER SCHEDULE

Arrival
Breakfast/bathroom
Daily activities may include:
 Play dough
 Water play
 Block play
 Painting
 Socio-dramatic play
 Stories
 Music and Movement
Lunch/bathroom
Nap
Afternoon activities
Snack
Outside play
Departure

Younger toddlers will still nap on demand while older toddlers may fall into the pattern of a nap after lunch.

INFANT/TODDLER PARENT RESPONSIBILITIES

- **PLEASE LABEL EVERYTHING:** Food, bottles, diapers, sheets, blankets, coat, hats, mittens, boots, snow pants, sweaters, scarves, socks, shoes, etc.
- All bottles must be plastic, come sterilized, and be individually labeled with your child's name. (Nail polish works well for labeling bottles). By Department of Social Services regulations, any formula or milk left in a bottle at the end of the feeding shall be discarded. Keep this in mind when deciding how many bottles to send in daily. No formula may be stored for more than 24 hours.
- Tommy Tippee or training cups should be sent in when your child is switching from the bottle to a cup. When your child is off formula and on a cup we will provide whole milk as required by the Department of Social Services for meals and/or snacks.
- Pacifiers – If your child uses a pacifier, please bring two and have one on a short ribbon with a clip/pin (most children's stores now carry these).
- Bibs – Please bring at least two or three bibs for drooling and for feeding. If your baby tends to drool or spits up a lot, you may want to bring more – they can save an outfit from having to be changed and therefore save on laundry in the long run.
- Solid Food – If your child is starting on solid food, please bring a feeding dish and a baby spoon (the rubber coated ones are good to start with). Baby food jars must be sealed and have your child's name written on the label. Food you have sent in from home should be labeled and dated. No food that has been opened will be kept after 12 hours. ***DO NOT SEND LEFT OVER FOOD BACK THE NEXT DAY.***
- "Security" items – Most children develop an attachment to special blankets, toys, pillows, etc. It will help if you can have at least two of the same item, leaving one at home and one at the Center. This could save you from a sleepless night because "blankie" was left behind. These items are often especially crucial to your child's successful separation in the morning.
- Extra clothing – Please be sure your child has 2-3 changes of clothes in the Center at all times, including socks and undershirts. If an extra set of clothes is sent home dirty, please remember to bring a replacement outfit the next day. Also, be sure to check once in a while to be sure the outfits left at the Center still fit. Babies grow out of things very quickly.
- Sheets and Blankets – Parents must provide 5 crib sheets and a blanket weekly which should be taken home at the end of the week for laundering. Toddlers will sleep on his or her own crib or cot each day. Cribs and cots will be labeled with children's names.

- Please bring a family picture to leave at the Center. As your baby gets older she or he will enjoy being able to go see a picture of Mommy, Daddy, sister, brother, or a family pet.
- Diapers: Disposable – Be sure there are at least 4-6 diapers for each day. You may wish to leave a large package at the Center to avoid packing diapers each day.

NURSING INFANTS

We encourage nursing mothers to stop in whenever they like to nurse their babies and freezer or refrigerator space is available for storage of expressed milk. A complete daily supply of milk must be on hand in case of emergency, however, even if you plan to come to the Center during the day to nurse your baby.

FEEDING PROCEDURES

Young infants will be held while being fed, while older infants may eat in infant seats or high chairs. Toddlers will be assisted to eat in child chairs, highchairs, or low tables.

TOILET TRAINING

When you or your child's primary caregiver see signs of readiness for toilet training, we will discuss the subject and agree on a mutually acceptable time to begin. It is our experience and belief that training usually proceeds smoothly for most children if not started too soon and if treated lightly. Accidents are part of the process and will be handled casually. Please be sure during this process that your child has plenty of extra pull-ups, training pants, clothes, socks, etc.

PRESCHOOLERS

Curriculum/Environment

Children in the preschool room will be in an environment rich with activities and materials appropriate to their development. Preschoolers require opportunities for free choice activities as well as short group time experiences. Direct manipulation of concrete materials is essential to learning at this age. Reading, writing, mathematical computations, and critical thinking skills, have their foundation at the preschool level.

The play-based curriculum of a good developmental program is designed around learning centers and the environment is carefully planned and prepared to invite children's participation. The teacher's role is to facilitate and guide the learning process, supporting and nurturing the children along the way.

SAMPLE DAILY PRESCHOOL SCHEDULE

Arrival
 Breakfast/toileting
 Free Choice Activities
 Meeting Time
 Learning Center Activities
 Art
 Math/Science
 Language
 Writing
 Blocks
 Dramatic Play
 Fine Motor Activities
 Gross Motor Activities
 Music
 Outdoor Play
 Lunch/toileting

Nap/rest time
Snack
Additional learning center opportunities, small group activities, music, and/or outside play
Departure

PARENT RESPONSIBILITIES

- Please send your child in comfortable play clothes. We will be using paint regularly and children will be climbing, riding bikes, and playing in the sandbox. Old comfortable clothes will free your child to fully enjoy all the activities available.
- Please label everything – sheets, blankets, coat, hats, mittens, boots, snowpants, sweaters, scarves, socks, shoes, etc.
- Security items – some, but not all preschoolers have given up the objects which help them face transitions and separation from Mom and Dad. Many more still need these items at nap/rest time. Please be sure these items accompany your child every day or leave an extra at the Center.
- Large Tote Bag – for ease in transporting your child’s art projects and paintings we suggest an open-topped two-handle tote instead of backpacks. They seem to be easier for the children to handle independently.
- Extra clothing – Accidents still happen at the preschool level and spills, paint, or water play activities can necessitate changing your child’s clothes on occasion. Please leave a labeled change of clothes (including socks) at the center for these little emergencies.

PARENT/GUARDIAN ACKNOWLEDGEMENT
OF RECEIPT OF PARENT MANUAL

I have received the parent manual for Kids Are Us Learning Centers, Inc., and agree to read, abide by, and follow the policies of Kids Are Us Learning Centers, Inc.

Signature of Parent(s)/Guardian _____

Date: _____