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LETTER TO PARENTS AND GUARDIANS

Dear Parents and Guardians,

Welcome to Lewis-Clark KinderCollege. We are pleased you have chosen us to provide quality daily care and an educational experience for your child. It is our hope that this handbook will help you to better understand policies and procedures and ensure that your child will realize maximum benefits from our program.

Parents and guardians are an integral part of our Center. Quality care must be facilitated by open communications between parents and staff. You are encouraged to ask questions, express concerns and offer suggestions as you feel necessary. Our mutual concern is quality care for your child.

PROGRAM PHILOSOPHY

The goal of our child care program is to encourage and support the social, cognitive, emotional, and physical development of each child and to provide opportunities for self-exploration and discovery. Learning experiences are designed to enhance the child's positive self-image.

PROGRAMS

INFANT/TODDLER PROGRAM:

Children entering the Center and this program must be at least six weeks old. As children grow and progress, they will develop skills such as eating with utensils, drinking from a cup, and sitting with a group of children. Upon achieving these skills they will transition to the “toddler room” at approximately twenty months old. The adult/child ratio for the young infants is 1:4 and for the older toddlers it is 1:6.

PRESCHOOL/PREKINDER PROGRAM:

Children entering this program are toilet trained, are able to communicate clearly, can demonstrate recognition of some primary colors, and can sit attentively for at least 5 minutes. As the children progress through the program, they are preparing to begin kindergarten. Our goal is for them to be able to join into play, verbalize their needs and feelings, resolve conflicts, count to ten, recite the alphabet, recognize simple shapes, manipulate scissors, and communicate with appropriate vocabulary. The adult/child ratio for the preschoolers is 1:10.
Organizational Chart

President
Dr. J Anthony Fernandez

Controller
Jeff Phelps

Director
Sarah Wimer

Infant/Toddler Program
Danni Eaton

Preschool Program
Wendy Groth

Teacher Assistants/Work Study/ Irregular Help
CURRICULUM AND STAFF

The programs provided are guided by Lead Teachers who hold degrees in Early Childhood or Elementary Education. The Lead Teachers plan and carry out activities. They supervise the classrooms and are the major contacts for day to day parent communication. Assistant teachers are students of LCSC typically majoring in Education, Nursing, or Early Childhood Education.

LC KinderCollege curriculum is based on individuality and group needs. We provide opportunities for children to explore and practice skills. We believe that children learn through play. What looks like “child’s play” to adults is actually learning in progress. Each area has a daily schedule posted in the classroom, listing the schedule of daily activities, snacks, and naptimes.

TRANSITIONS

When your child is ready to transition to another classroom, the lead teacher will notify you and introduce you to the new room and the lead teacher. We will work with your child for a few weeks before the change is actually made. Your child’s teacher will spend time with them in their new class to help them adjust to the new environment. This will continue for several weeks to ensure a smooth transition.

ELIGIBILITY AND HOURS OF OPERATION

Our child care facility exists first to provide quality child care to children of LCSC students, then to children of LCSC faculty/staff and, if space is available, to children of the general public. The KinderCollege is licensed by the City of Lewiston to provide care for children six weeks of age through Kindergarten. Our hours are 6:30 a.m. to 6:00 p.m., Monday through Friday.

Closures due to holidays follow the College’s holiday calendar and are posted prior to each closure. Periods of unusually low enrollment (for example between Christmas and New Year’s) may necessitate additional closures. Such closures will be announced with as much notice as possible.

The center will be closed:
- Idaho Human Rights Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
Day after Thanksgiving
Christmas
New Years

Parents/guardians, who arrive before or after the scheduled opening/closing, will be charged additional fees. Parents/guardians are asked to notify KinderCollege personnel by 8:00 a.m. if their child will not be in attendance that day.

ENROLLMENT

Our child care program welcomes children of any race, color, gender, religion, disability, national, and ethnic origin to participate in all program activities. Any child may enroll in the program providing the following conditions are met:

- the membership fee is paid,
- the enrollment packet is complete,
- the child is at least six weeks old,
- there are vacancies in the program,
- arrangements for advance payment are confirmed,
- there is no delinquent balance for previous child care services,
- proof of immunizations and date of child's last physical are received,

Parents/guardians are asked to provide the following supplies:
- please ensure that children wear clothing that is comfortable, appropriate for the temperatures during the entire day (bring a jacket/coat if needed), and allows children to participate freely in creative activities.
- one extra change of clothes (the Center does not have enough clothes to provide for changes due to accidents or "extra messy" projects).
- blanket (for children who nap)
- diapers
- breakfast foods (to be served before 7:30 am), lunch foods, formula, and prepared infant foods (milk is provided for breakfast and lunch).
- backpack or bag to keep individual items in.

Registration forms which include emergency contact information, phone number and health information will be handed out on an annual basis to ensure we have current information for each child.

Parents/guardians are encouraged to visit the KinderCollege with their child (ren) prior to the child’s first day of participation. This visit should be relaxed and give the child ample time to familiarize him/herself with his/her lead teacher and the new surroundings.
FEES

1. All fees are due in advance by the first.

2. Full-time care is based on an average month of 20 days. If you sign up for full-time you are charged accordingly.

3. Full payment is required regardless of absences for illness or early departures.

4. Parents/guardians are asked to give 30 day notice when a child will no longer be attending the KinderCollege.

5. A contract is signed upon enrollment and a weekly schedule is completed.

6. Payments are due by the first of each month. A $20.00 late fee is assessed and added to unpaid balances. A bimonthly payment plan of the 1st and the 15th may be set up with the office. Payments are due on the 1st and 15th and the late fee will be charged if payment has not been received by these dates. If the fee is not paid by the end of the month, the child will be considered disenrolled.

ABSENCES

Full payment is required regardless of absences for illness or early departures. No allowances or reductions on tuition will be given due to vacation or snow days unless special arrangements are made.

LATE CHARGES/COLLECTIONS

Fees are due by the 1st of each month. If the fee is not paid by the 5th, a late fee of $20.00 will be charged. If the fee is not paid by the end of the month your child will be disenrolled from the KinderCollege. If no payment is received after 30 days, a warning letter will be sent. After 45 days, your account will be turned over to a collections agency, in which case all collection costs will be added to your bill. If the parent/guardian is an LCSC student, a hold will be placed on your account. This will result in inability to register for classes, request transcripts, graduate and may revoke your eligibility for Federal Student Loans.

The charge for late pickup is $1.00 for each minute after closing. It is strictly enforced. If you find yourself unable to be at the center by closing, please call so
that we may reassure your child that you are safe, but be prepared to pay the late pick up fee at the time.

**IMMUNIZATIONS AND PHYSICALS**

Immunization records are required of all enrollees. The City of Lewiston requires an Enrollment/Medical Record form be completed by each parent/guardian and signed by either a nurse or physician. Records of immunization updates must be submitted to the program manager within 14 days of enrollment and children must have at least one MM or they will not be accepted.

**CHILD’S ORIENTATION INTO CHILD CARE**

Starting group child care or preschool is an exciting experience for a young child, but it can also be a difficult one. However eager a child may seem for the new situation, there will be a moment when she realizes that her parents will no longer be there. The apprehension that accompanies this realization is normal anxiety. The following suggestions may help ease this separation anxiety:

1. Have the child visit the KinderCollege before starting care. Introduce the child to her lead teacher and some of her new classmates.
2. Say good-bye to your child and tell him/her you are leaving and the time when you will return. Try to leave quickly and unhesitatingly. If a child cries at the moment of separation, the crying seldom continues for more than a few minutes after the parent/guardian is out of sight. If you’ve forgotten to tell the caregiver something, call later instead of going back into the child’s area of care.
3. It is normal for the child to go through a period of adjustment during changes in her life.

Remember that the adjustment period for every child differs. If after several weeks a child seems to be having a particularly difficult time adjusting to our child care setting, the child’s lead teacher and the director will discuss the situation with the parent/guardian.

**PHILOSOPHY OF DISCIPLINE**

The staff at our KinderCollege believes that a child’s social and emotional well-being is a critical part of a child’s development. Through adult guidance and association with playmates, the child is being prepared for self-control at a pace she can internalize. We attempt to help a child become more aware of her peer group, while learning to respect the rights of others and to conform to minor regulations.
Discipline should teach a child the appropriate response to a certain situation. We set limits to help a child learn about safety, care of property, good health habits, and consideration for others.

KinderCollege uses a redirection method, then if necessary a time out policy for discipline. The child is removed from the group and allowed to regain composure. The caregiver makes sure that the child understands the reason for the time out and helps her to re-enter the group in a positive way. Any type of corporal punishment is strictly prohibited. If time out is not effective for a particular child, the lead teacher will discuss the alternatives with the parent/guardian.

Occasionally a child will exhibit behaviors for which our philosophy of discipline is not effective. Examples include consistently aggressive behavior; hitting, kicking, fighting, etc. While we will try to work with parents to eliminate this type of behavior, in severe cases, the family may be asked to seek other care.

Parents/guardians with specific concerns or questions should discuss them with the child’s teacher. Literature may be available with the teacher to help address and deal with many developmental issues a child is experiencing. Any issue not satisfactorily addressed by the child’s teacher should be taken to the program manager.

**Biting**

Biting occurs for a variety of reasons and is a developmental phase that many children go through. Biting can be as upsetting for the parents as it is for the child. In cases of biting, we will follow our philosophy of discipline, however if biting occurs three times in one day the parent will be contacted and the child will be sent home for the remainder of the day.

**SAFETY, HEALTH, AND ILLNESS ISSUES**

The KinderCollege does not have the facilities to provide care for ill children. If a child becomes ill during the day, parents/guardians will be notified to pick up their child and the child will be isolated from the other children until parents arrive.

Children experiencing temperatures of 100 degrees or above or who are exhibiting other signs of obvious illness will be excluded from care. A parent/guardian or designated person is expected to pick up an ill child as soon as possible, after being notified. If a child is well enough to be in attendance, he/she is expected to participate in all program activities, including outdoor play. Parent/guardians are asked to alert either office personnel or the child’s teacher.
when a child has been exposed to a contagious disease. A person with a disease is often contagious before he/she develops symptoms.

Children should not be in attendance if they have any of the following symptoms:
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Infected skin patches
- Unusual diarrhea, tea-colored urine
- Breathing trouble (especially important in an infant under six months old)
- Fever of 100 degrees or above
- Unusual behavior (cranky, less active than usual, cries more, looks unwell)
- Frequent scratching of scalp or skin
- Gray or white bowel movement
- Headache
- Vomiting
- Loss of appetite

Children may return to the KinderCollege 24 hours after the disappearance of all symptoms and/or 24 hours after receiving medication prescribed by a physician.

INCIDENT/ACCIDENT REPORTS

All injuries and signs of illness will be documented by staff on an Incident Report and parents/guardians will be informed. If a parent/guardian cannot be reached, the designated person in charge will secure and authorize medical care and/or treatment for the child. Any costs incurred for medical treatment are the responsibility of the parent/guardian.

MEDICATION POLICY

Medication (prescription or over the counter) will only be given with written consent of the child’s parent/guardian. It must be in its original container labeled with: the child’s full name, medication name, dosage, frequency and its original label intact. All medications must be given to staff and will be stored in a location inaccessible to children. A written record will be kept to document when medications were given and by whom.

HEAD LICE POLICY

KinderCollege maintains a “nit free” policy. Any child contracting head lice will be excluded until the child is “nit free.”
REPORTING CHILD ABUSE

KinderCollege staff is mandated by Idaho law to immediately report to police and/or Child Protective Services, any and all suspected child abuse (physical, emotional, sexual, exploitation, and neglect).

CAMPUS WIDE EVACUATION

Evacuation procedures and relocation sites are posted in each classroom. In the event of a campus-wide evacuation in inclement weather, KinderCollege will immediately begin to relocate to the Congregational-Presbyterian Church.

MEALS
Child and Adult Care Food Program (CACFP)

KinderCollege meal time vision is to provide a safe and healthy environment that encourages positive interactions among children and adults. It will also provide a learning environment that promotes good eating habits and social skills.

KinderCollege is part of the Child and Adult Food Program (CACFP) which is a federally funded program administered nationally by the Food and Nutrition Service (FNS) and U.S. Department of Agriculture (USDA). The primary goal of the program is to provide nutritious meals for children enrolled in childcare centers, outside school hours centers, family day care homes and adults enrolled in day care centers. As part of this program the KinderCollege provides breakfast at 9:00 am and an afternoon snack at 3:00 pm. Parents provide lunches for their children. A microwave oven and refrigerator are available for proper food preparation and storage. A fee will be charged if a lunch is not provided by parents/guardians.

As with all federal programs, there are minimum guidelines that must be met by sponsors. All participating centers and homes must serve meals which meet minimum U.S. Department of Agriculture nutritional standards. The CACFP, in turn, provides financial assistance in terms of reimbursement based upon meals served and family-sized and economic levels of participants.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)
To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individual who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Parents can provide a breakfast if your child will be at the KinderCollege before 7:30am. The meal you provide will not be offered after 7:30 per CACFP guidelines so that there is an hour and a half between this and the 9:00 breakfast that the center provides.

Meal times are as follows:

- Breakfast (on arrival/brought by parents): 6:30 - 7:30 a.m.
- Breakfast (CACFP): 9:00 - 9:30 a.m.
- Lunches
  - Infants/toddlers: 11:00 - 11:30 a.m.
  - Preschool/Pre-K: 11:30 - 12:00 p.m.
- Afternoon snack: 3:00 - 3:30 p.m.

Parents are welcome to join their children during meal time or any time it is convenient for the parent/guardian.

ARRIVAL/DEPARTURES

Parents/guardians are requested to accompany their child into the KinderCollege, record the child’s arrival on the sign-in/sign-out sheet, and help the child put away his/her belongings. The same procedure is used for departing children. Only parents of enrolled children and staff are given the access code for entrance to the building. For security reasons, parents are expected to keep the code confidential. Anyone arriving or departing from the KinderCollege is asked to secure the entry gate.

Children will not be released to anyone who is not authorized by the parent/guardian. Please bring photo identification with you when you pick up your child, and ask other people who pick up your child to bring identification.
Indicate who is allowed to pick up your child (ren) by listing them on your authorization list or the Communication Book.

VISITORS

Visitors or anyone picking up a child on an occasional basis may ring bell for entry. Visitors must sign in at the office so we know who is in the center at all times.

COMMUNICATION

Communication between teachers and parents is essential. A communication book is located near the office and in each classroom and is available for parents to leave important messages for staff. This may include such messages as special pick up times, doctor’s appointments, names of others who will be picking up your child, or anything you wish to let the staff know about your child for that particular day.

Each classroom has a system for filling out daily sheets for the children. The sheets will be in their cubby at the end of the day and will let the parent or guardian know what was served for meals, what sort of projects the children did and how their day was.

MOVIE DAYS

On Friday afternoons, we offer a video for the children. Children are invited to bring movies from home; however, they must be “G” rated and may not contain any violent themes. We may occasionally view educational videos in the early morning and late afternoon.

TOYS AND PERSONAL ARTICLES FROM HOME

While we teach respect for the property of others, accidents can and do happen. With the exception of movies on Friday and special items for show and tell, children are encouraged to leave toys and other personal belongings at home. Books, tapes, and other educational articles are welcome to share during specific group times. All personal articles should be labeled and brought in a backpack. We do not allow toy guns, swords, or items with a violent or negative connotation at the KinderCollege.
FIELD TRIPS
Parents/guardians are asked to sign a field trip release form at time of enrollment. Parents will be notified of an upcoming field trip in advance. It will be posted in the classroom and/or on the white board by the office. Parents/guardians may be asked to supply a fee for entrance charges when necessary. Parents/guardians are always welcome to volunteer to go on the field trips.

CONFERENCES
At the end of each semester parent’s can schedule a conferences. This is the opportunity to discuss your child’s growth over the semester. We will share information we have observed over the semester and ask parent/guardians to share their needs and ask questions about their child. You may schedule an individual conference at any time.