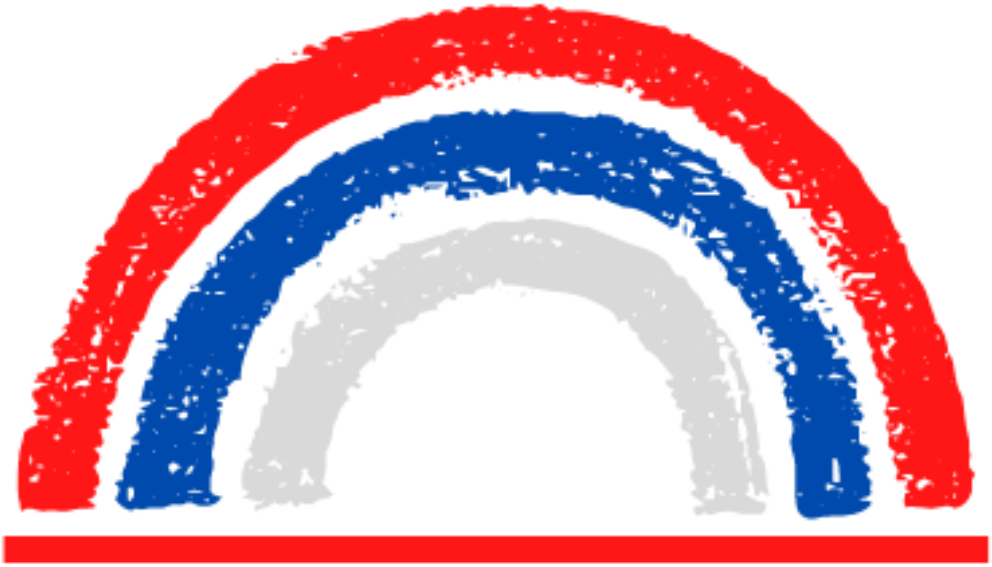
PARENT HANDBOOK



LEWIS-CLARK STATE KINDERCOLLEGE

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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 acquire maximum benefits from our program.

Parents and guardians are an integral part of our Center. Quality care must be facilitated by open communication 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 childcare 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 18 to 20 months old. The adult/child ratio for the young infants is 1:4 and for the older toddlers it is 1:6. The maximum attendance for the infant classroom is 8 and the maximum attendance for the toddler classroom is 12.

PRESCHOOL/PREKINDER PROGRAM:

Children entering this program are toilet trained, can 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 10, recite the alphabet, recognize simple shapes, manipulate scissors, and communicate with appropriate vocabulary. The adult/child ratio for the preschoolers is 1:10 and 1:10 for the PreKinder class. The maximum number for each classroom is 15. The preschool classroom is 3-4 years old, and the PreK classroom is 4 years old to kindergarten.

Organizational Chart

PRESIDENT
Dr. Cynthia Pemberton

INTERIM DEAN, GRADUATE STUDIES
INTERIM ASSOCIATE DEAN, SCHOOL OF PROFESSIONAL STUDIES
INTERIM CHAIR, TEACHER EDUCATION & MATHEMATICS PROFESSOR
Dr. Royal Toy

DIRECTOR, KINDERCOLLEGE
Abby Woolery

LEAD TEACHERS
Stephanie Jungert (Infant/Toddlers)
Alexis Lybrand (Preschool/PreK)

DAILY SCHEDULES

Toddler Room:
7:30-8am Inside free play
8:00am Diaper changes/potty
8:30-9:00am Outside play
9:00-9:30am Morning snack
9:30-10:00am Circle/project
10:00am Diaper changes/potty
10:30-11:00am Outside play
11:00-11:30am Lunch
11:30am Diaper changes/potty
11:45am-2:00pm Nap time
2pm Diaper changes/potty
2-3pm Outside play
3-3:30pm Afternoon snack
3:30-4pm Inside free play
4pm Diaper changes/potty
4:30-5pm Outside time
5-6pm Free play until picked up

Preschool/PreK:
7:30-8am Inside free play
8am-8:30am Outside play
8:30-9am Inside free play
9-9:30am Morning snack
9:30-10am Circle time and guided learning activity
10am-11am Inside free play
11am-11:30pm Outside play
11:30am-12pm Lunch
12pm-2pm Nap or free play
2-3pm Outside play
3-3:30pm Afternoon snack
3:30-4pm Circle time
4-6pm Free play until picked up

CURRICULUM AND STAFF

Our program features two Lead Teachers who have extensive training and education within Early Childhood. They are passionate and dedicated caregivers who have years of experience working with children.

The programs provided are guided by the Lead Teachers who plan and carry out all daily activities. They supervise the classrooms and are the primary contacts for day-to-day parent communication. Most assistant teachers are students at LC State. Children are to always be within sight and sound of teachers. If a teacher is unable to arrive at work, another employee or the Director will step into the classroom to cover their shift to ensure ratio and quality is met.

LC KinderCollege utilizes HighScope curriculum which is based on individuality and group needs. We provide opportunities for children to explore and practice skills as we believe that children learn through play. What looks like “child’s play” to adults is learning in progress. Each area has a daily schedule posted in the classroom, listing the schedule of daily activities, snacks, and naptimes. The teacher’s lesson planning takes into consideration individual needs of children, developmental appropriateness, assessments, age of children, special needs, cultural factors, and progress reports regarding the social, emotional, cognitive, language and physical development of each child.

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 officially made. The teachers will work together to share necessary information such as the needs and goals of the family/child to allow a successful transition. Your child’s teacher will spend time with them in their new class to help them adjust to the new environment. We typically wait to transition children until the new semester starts and like to transition multiple kids together.

When your child is ready to transition to another environment such as another childcare provider or Kindergarten we can provide a summary of your child’s development, needs, learning styles, progress, and recommendations. We can also communicate with the other program upon your request, and with a signed release of information form.

NAPPING

Infants take naps as needed. All toddlers lay down for a nap in their classroom from 11:30am-2pm. The families with Preschool/PreK students can choose if their children participate in nap time. The nappers sleep in the Preschool classroom and non-nappers will play in the PreK classroom until nap time is over.

ELIGIBILITY AND HOURS OF OPERATION

Our childcare facility exists first to provide quality childcare to children of LC State students, then to children of LC State faculty/staff and, if space is available, to children of the public. KinderCollege is licensed by the State of Idaho to provide care for children six weeks of age through kindergarten. Our hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. KinderCollege may offer additional hours/days of care to student parents during finals week to support a

strong completion of the semester. These additional hours are on a reservation basis and will not include nap time or snacks. Families are more than welcome to pack snacks for their children.
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:
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
- New Years

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.

Parents/guardians are asked to notify KinderCollege personnel by 8:00 a.m. if their child will not be in attendance that day.

ENROLLMENT/PARENT ORIENTATION

Our program welcomes all children and families. We are committed to providing a safe, inclusive, and nurturing environment where every child can thrive. We do not discriminate on the basis of race, color, gender, religion, national and ethnic origin, or disability. All children are welcome to enroll in our program and participate in all activities, provided they meet the following conditions:

- the registration fee is paid
- the registration packet, contract, and CACFP form 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 childcare services
- proof of immunizations, or exemption form, and emergency authorization are received
- The parents have met with the Director and Teacher to discuss program practices, policies such as behavior management, mandatory reporting, etc.

Parents/guardians are asked to provide the following supplies:

- Information sheet on child's habits, schedule, and characteristics.
- $40 registration fee
- Please ensure that children wear clothing and shoes that are comfortable and appropriate for the temperatures during the entire day (bring a jacket/coat if needed) and allows children to participate freely in creative activities.
- At least one extra change of clothes (the Center does not have enough clothes to provide for changes due to accidents or "extra messy" projects). Please remember to bring appropriate clothing and shoes as the seasons change.
- Blanket (for children who nap)
- Diapers (we do not accept cloth diapers)
- Lunch foods, formula, and prepared infant foods (milk is provided for breakfast). Please keep in mind that we are a nut-free facility.
- Backpack or bag to keep individual items in.

Parents/guardians are encouraged to visit 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 themself with the lead teacher and the new surroundings.

FEES/ LATE CHARGES/ COLLECTIONS

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

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

3. Parents/guardians are asked to give at least 14 days' notice when a child will no longer be attending KinderCollege.

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

5. Payments are due by the first of each month. A $25.00 late fee is assessed and added to unpaid balances by the 5th. A bimonthly payment plan of the 1st and the 15th may be set up with the Director. Payments are due on the 1st and 15th, and the late fee will be charged if payment is not received by these dates. If the fee is not paid by the end of the month, the child may be considered disenrolled. 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 collection agency, in which case all collection costs will be added to your bill. If the parent/guardian is an LC State student, a hold will be placed on your account. This will result in inability to register for classes and may revoke your eligibility for Federal Student Loans.

6. A registration fee of $40 is charged at enrollment and annually every September after that.

7. Payments can be made in a variety of ways. Cash or check can be placed in the lock box outside of the office. Be sure to put payments in an envelope with the family's name on it. Cash and check payments may take a couple of days to get processed fully as they get run by the Controller's Office across campus. The quickest form of payment is through ProCare. You can choose to pay with credit/debit card but must notify the office prior to so we can attach the 2.5% card processing fee to your invoice. The best and preferred method of payment is the ACH option through ProCare. It requires your banking info but has no additional charge and is processed as soon as you authorize the payment. If you need help setting up payments, please see the office.

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.

IMMUNIZATIONS

To ensure the health and safety of all children in our care, we require immunization records for each child enrolled in our program. You must submit a copy of your child's immunization records to the program manager within 12 days of enrollment. We will need updated records after any additional vaccines your child receives. Please keep track of when these are due and provide new records to us after each appointment. We verify all immunization records in October and April each year using the IRIS database. If you choose not to immunize your child, an exemption form is available upon request.

CHILD'S ORIENTATION INTO CHILD CARE

Starting group childcare 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 they realize that their 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 KinderCollege before starting care. Introduce the child to their lead teacher and some of her new classmates.
2. Say goodbye to your child and tell them 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 no more than a few minutes after the parent/guardian is out of sight. If you've forgotten to tell the caregiver something, message us on ProCare or call the center 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 their life.

4. Please let us know if your child has any special needs or cultural factors, we should be aware to provide the best care.

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 childcare setting, the child's lead teacher and the Director will discuss the situation with the parent/guardian and come up with a plan together.

GUIDANCE POLICY

At KinderCollege, we believe a child's social and emotional well-being is crucial for their development. Our goal is to create a safe, fun, and positive learning environment for every child. We do this by focusing on positive guidance and working with families to help children develop self-control and respect for others. Our approach includes:

- **Positive Redirection:** Teachers will calmly redirect children and explain the reasoning behind the guidance to help them learn.
- **Encouraging Self-Control:** If a child becomes overwhelmed or overstimulated, they may be separated from the group for a short time to regain composure. Our staff will support them through their emotions and help them rejoin the group in a positive way.
- **Consistent, Clear Limits:** We set simple, age-appropriate rules so children know what to expect. This helps them become more responsible for their own actions over time.
- **Preventing Problems:** We arrange classrooms and activities to give children choices and opportunities to work in small groups, helping them feel successful and self-directed. Teachers are also trained to model and encourage positive behaviors.

Partnering with Parents

We believe in working together as a team with parents. Most children respond well to our positive guidance, but if a child consistently struggles with their behavior, we will notify you immediately.
We will partner with you to create a plan to help your child succeed. Our goal is to provide many opportunities for a child to adjust their behavior and stay in our program.

When Our Guidance Policy Isn't Enough

In rare instances, a child's behavior may put themselves, other children, or our staff at risk for physical or emotional harm. These behaviors may include:

- Consistently aggressive actions (hitting, kicking, fighting)
- Repeated use of offensive or verbally abusive language
- Damaging center property

If, after working with parents, a child's challenging behavior continues to the point that it disrupts the safety and well-being of the group, we may need to explore further steps. This could include a temporary **suspension** to allow time for the

child and family to work on the issues. In extreme cases, if the behavior cannot be resolved, it may lead to **expulsion** from the program.
Please remember that **corporal punishment** or any discipline associated with food, rest, or toileting is strictly prohibited. If you have any questions or concerns, please speak with your child's teacher or the Program Director.

BITING

Occurrences of biting at the center can happen. 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. The parent of the “bitee” can feel concerned and angry while the parent of the “biter” can feel embarrassed or frustrated.

In cases of biting, we will follow our Guidance Policy outline. Usually, when a child is in a biting phase, we try to deal with the situation by shadowing the “biter” and tracking what if anything is triggering the incident. We may also remove the child from the immediate situation and redirect their attentions to another activity or area of play, providing less stimulation. It has always been our policy to document the incident for both children involved. This will continue to be part of the steps we take to deal with biting; however, we also contact parents if a child bites three times in one day and that child may be sent home for the remainder of the day.

We want to be supportive of parents when their children are going through these stages, but we must set up a more structured way of dealing with the situation. Your child’s lead teacher has information dealing with biting and other developmental stages and milestones. If you ever have any questions or concerns dealing with your child’s development, please talk to your child’s teacher. We find that it is best if we can work with parents and try to keep as much consistency for the children as possible. If you have any questions about the policy or any others dealing with child development, please let us know.

DIAPERS/POTTY TRAINING

Diapers are changed at a minimum every two hours. If a teacher notices a child has had a bowel movement, their diaper will be changed immediately. Only employees who have cleared background checks are allowed in the children’s bathroom areas. We will remind you when your child needs more diapers to be brought in. A toddler must be potty training before transitioning to the preschool classroom. Parents and the lead teacher discuss when it’s time to start the potty-training process and how to best facilitate this at home and at school.

SAFETY, HEALTH, AND ILLNESS ISSUES

Throughout the day staff will monitor each child for differences in behavior or appearance, fevers, skin rashes or itchy skin, complaints of pain or not feeling well, reported illness or injury since last day of attendance, and any other signs of

illness as stated below. If your child arrives with a significant bruise or injury, please explain how it occurred to the teacher on shift.

If a child becomes ill during the day, parents/guardians will be notified to pick up their child as soon as possible 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 for 24 hours after the symptom concludes. 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 combined with fever
- Sore throat or difficulty swallowing
- Illness that prevents the child from participating comfortably in activities
- 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 combined with other symptoms
- Frequent scratching of scalp or skin
- Gray or white bowel movement
- Headache
- Vomiting
- Active tuberculosis
- Pink eye

We will assess the above conditions to decide when it is appropriate to notify parents if they need to pick up their child. Children may return to KinderCollege 24 hours after the disappearance of all symptoms and/or 24 hours after receiving medication prescribed by a physician. This could be longer depending on the illness.

HAND WASHING

Children and staff wash their hands upon arrival, before and after meals, after coming inside from outside, after using the bathroom or a diaper change, and after wiping a snotty nose.

INCLUSION

We welcome children of all abilities. We will work with parents to provide a safe and nurturing learning environment for their child. We will also work together to support any services needed to enrich your child's development.

INCIDENT/ACCIDENT REPORTS

Our teachers work to decrease serious accidents by supervising children, implementing safety rules, and intervening quickly when they witness a safety risk. All injuries and signs of illness will be documented by staff on an Incident Report and parents/guardians will be informed through ProCare. If a parent/guardian/emergency contact cannot be reached in a medical, dental, or mental health emergency, 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.

Our program takes measures to keep track of all children in care such as verifying all children who are signed in are accounted for when going inside and outside the building. All children are kept within eyesight and ear shot from a teacher at all times. If a child were to go missing in our care, we would search our entire building/grounds, in addition to calling the parents and 911 immediately.

In the case of a child or staff member death, whether that is in the program or offsite due to illness or accident, both parents and staff will be notified, and the program may close for a short time to investigate and/or mourn the individual.

ANNUAL PROGRAM REVIEW

Every semester KinderCollege holds a parent education night to provide updates and seek feedback. New parents will be asked to complete a 45 day of enrollment survey to check in on progress. A written program survey will be given on an annual basis to all parents to receive anonymous feedback. Both positive feedback and constructive criticism allows KinderCollege to better meet the needs of all families. Improvement plans can be established based on parent responses.

PARENT ADVISORY BOARD

KinderCollege has a Parent Board who has 3 or more parents at a time. The purpose of this board is to receive comprehensive ideas and feedback on KinderCollege operations. Parent Board members will be selected annually every September. If you are interested in being a member, please let the Director know. The board is to review and discuss curriculum planning. These meetings are held via zoom once a semester.

MEDICATION POLICY

Medication (prescription or over the counter) will only be given with a signed consent form from the child’s parent/guardian. This consent form must indicate the time frame of the permission. Medication is only to be administered by a lead

teacher. It must be in its original container labeled with the child's full name, medication name, dosage, method of administration, frequency and its original label intact. If it's a prescription medication, the parent must provide a copy of the prescription issued by the healthcare provider that indicates the specific dosage and administration instructions. The parent should also provide information on possible side effects of the medication. 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 are given and by whom.

HEAD LICE POLICY

KinderCollege maintains a "nit free" policy. Staff will assess during initial health screening upon arrival if child has any skin rash or lice and nits. Any child contracting head lice will be excluded until the child is "nit free." Lice or nits' treatment may be delayed until the end of the day as long as treatment is started before returning, no exclusion necessary.

REPORTING CHILD ABUSE

KinderCollege staff are mandated by Idaho law to immediately report to police and/or Child Protective Services, all suspected child abuse (physical, emotional, sexual, exploitation, and neglect). Neglect is failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

Steps to prevent child physical/sexual abuse and neglect in our program include but are not limited to:

1.Makes sure interactions between children and staff can be observed and interrupted.
2.Design our classrooms to avoid hidden and secluded areas.
3.Requires a background check for all staff.
4. Staff attend annual training on preventing/reporting child abuse.
If there are concerns about any child abuse (physical, sexual, emotional, or exploitative) or neglect occurring at school, we will follow our mandatory reporting protocols and place the staff in question on leave while the issue is being investigated.

EMERGENCY SITUATIONS

-Evacuation procedures and relocation sites are posted in each classroom. In the event of a campus-wide evacuation, KinderCollege will immediately begin to relocate to the Congretional-Presbyterian Church. If your child has a prescribed medication that may be needed upon evacuation, teachers will do their best to retrieve it as we evacuate.

-Once evacuated and in a safe location we will notify parents of the crisis and inform them of the location to come reunify with their child. If parents are unable to be reached, the authorized emergency contact with be called.
-Our lockdown procedure involves hiding in classrooms with light off and away from doors and windows.
-Fire drills are done once a month.
-If your child is critically injured in care our staff will assess the situation and depending on the severity, staff will assess if they need to call emergency services before you.
-Notifications will be sent via ProCare message and/or phone call to parents

MEALS
Child and Adult Care Food Program (CACFP)

KinderCollege mealtime 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. Our teachers sit and interact with the children at mealtimes.

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 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 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. CACFP, in turn, provides financial assistance in terms of reimbursement based upon meals served and family-sized and economic levels of participants.

KinderCollege encourages parents to pack lunches including fruit or vegetables and grains to support healthy development. We also ask that parents only bring sugary treats for birthdays, holidays, or other special occasions. It must be store bought and nut free if it is shared amongst the classrooms.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender

identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Parents can provide a breakfast if your child will be at 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 9:00am breakfast that the center provides.

Mealtimes are as follows:

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 (CACFP):	3:00 - 3:30 p.m.

ARRIVAL/DEPARTURES

Parents/guardians are requested to accompany their child into KinderCollege, record the child's arrival on our provided iPad through ProCare with a parent/guardian signature, and help the child put away their 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 KinderCollege is asked to fully secure the entry gate. We ask that infant parents remove their child from their car seat and hand their child to a teacher upon arrival.

Children will not be released to anyone who is not authorized by the parent/guardian on the authorized pick-up list in the child's ProCare profile. 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 ProCare authorization list. You can add or remove people on this list on your ProCare app at any time. Teachers can use pick-ups and drop-offs to communicate with parents regarding their child's day or any unusual occurrences.

If the teachers are concerned about a parent/guardian/family member entering the premises unauthorized, contentious, or intoxicated they will be asked to leave, and LC State security will be called.

VISITORS

Visitors or anyone picking up a child on an occasional basis may ring the doorbell for entry. They will be asked to show photo identification, and it will be checked against a list of authorized adults that parents provide on the registration paperwork or within ProCare. They will still need to sign the child out using our provided iPad with a required signature.

If staff see unknown or suspicious individuals lurking around or trying to enter the premises LC State security will be called to respond, and teachers will ensure the individual in question does not have contact with any of the children.

COMMUNICATION

Communication between teachers and parents is essential. Parents and staff use the ProCare app to communicate updates, activities, and questions. This may include messages such 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 day.

We provide live updates throughout the day for each child in every classroom through ProCare. The daily activities provide parents with a glimpse into their child's day with information including foods eaten, overall temperament and general information. The infant classroom utilizes paper documents posted on a board in the classroom to document naps, bottle/meals, and diaper changes instead of on ProCare to allow for easy and efficient care tracking for the staff since each infant is on an individualized schedule based on their needs. Parents are always allowed to reach out and check in on how their child is doing throughout the day.

As always, KinderCollege has an open-door policy regarding communication with parents and staff members. If you have any questions or concerns, we are available for communication via phone, ProCare messaging, email or in person conferences. We also have an LC KinderCollege Facebook page that shares exciting activities and information!

PARENT INVOLVEMENT

Kindercollege as an open-door policy with families. Please feel free to let us know if you have any questions or concerns. Any conflicts that arise will be respectfully resolved with the Directors best efforts. Parent education meetings will be held every semester. These attendees would obtain important information on upcoming events and provide feedback on quality improvement. We do hold fun parent involvement activities throughout the year as well! Advance notice will be given to parents to encourage participation. Family members are always welcome to share their culture and traditions, talents, and skills to be involved in the program.

CONFIDENTIALITY

Confidentiality is required in childcare programs to protect the rights of children and families. Staff may not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know basis and is done with the written permission of the family to support decision-making and planning. A photo release is included in the registration form to allow for children's pictures to be shared on our Facebook page, newspaper, and advertising. Please let us know if you do not consent to this and we will exclude your children from being in such pictures.

The child's files are kept in a locked filing cabinet or on ProCare that remains secure by the Director. These files include names, addresses, and phone numbers of parents or guardians, emergency contact information, emergency medical treatment authorization form, the child's physician's name and phone number, allergies, authorization to release to someone(s) other than parent(s), developmental history, health status including results of health exams and screenings indicating typical or atypical results and any necessary follow up documented, instructions for any special needs or chronic illness, progress reports, conference reports, registration and admission forms, immunization records, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, and observations by staff on any confidential mater involving the child, such as developmental concerns or child protection matters.

TOYS AND PERSONAL ARTICLES FROM HOME

While we teach respect for the property of others, accidents can and do happen. Apart from special items for show and tell, children are encouraged to leave toys and other personal belongings at home. Books, workbooks, and other

educational articles are welcome to share during specific group times. All personal articles should be labeled and brought in a backpack. They will remain in the child's cubby throughout the day. We do not allow toy guns, swords, or items with a violent or negative connotation at KinderCollege.

All children are required to have a change of clothing that is seasonally appropriate accessible at school.

COMMUNITY OUTREACH

KinderCollege communicates its announcements, needs, and services posted on the KinderCollege Facebook page and LC State website. Brochures, flyers, and business cards from other resources in our valley are posted in the parent information center. The classrooms frequently go on walks around campus. Once a summer the center walks to Pioneer Park to play on the playground there. Parents are invited on this walk and permission slips will be issued for your signature. KinderCollege is continuing to work with our community by inviting members to host activities for our children. This may include reading books, bringing machinery to look at, science experiments, etc.

CONFERENCES

Each semester parents can schedule conferences with their child's lead teacher. 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 parents/guardians to share their needs and ask questions about their child. You may schedule an additional individual conference at any time. If we have any suggestions for screenings for evaluations or vision, language, hearing, or special needs, that we haven't previously identified, this is when they will be discussed.

ASSESSMENTS

Within the first 45 days of enrollment your child's teacher will complete a development screening. In addition to this, KinderCollege utilizes IdahoStars Ages and States Questionnaires, 3rd edition (ASQ-3). ASQ-3 is a birth to age 5 parent-completed assessment tool. We will request families complete the screening after they have attended KinderCollege for 3 months. Screening results assist the lead teachers in supporting each child at every developmental level and the planning of curriculum to best suit each child — including children who are English Language Learners and those with special needs. ASQ-3 is a quick screening with a set of questions to help identify your child's strengths and any areas they may need more support in. It also provides administrators with more comprehensive reporting options to guide program planning and staff development. Once the parent/guardian completes the screening, the results will be sent to KinderCollege for us to review with you at parent-teacher conferences. ASQ-3 information packets will be handed out prior to conferences along with instructions.

DEVELOPMENTAL MILESTONES

Keep in mind that all children develop at different paces, and that's okay! However, paying attention to milestones as your child gets older can give you a general idea of what changes to expect and when. Children reach developmental milestones as they play, learn, speak, act, and move. Developmental screenings play an important role in creating appropriate support for children who are at different development levels. Parents can easily track milestones using our ASQ-3 and by visiting; www.cdc.gov/ncbddd/actearly/freematerials.html#toolsfortrackingmilestones-2017. Teachers and parents can coordinate on encouraging the child to continue to learn and grow at a healthy pace by ensuring secure relationships, stimulating learning environments, sufficient nutrition, physical activity, and plenty of rest! Lead teachers will inform parents if they observe anything concerning a child's development and parents are encouraged to communicate any concerns they have with teachers. If your child is not reaching developmental milestones as expected or having any mental/behavioral health issues, we may recommend different resources that could help you determine the best course for your child.

MULTICULTURAL/BILINGUAL SERVICES

Multicultural programming for children enables children to develop an awareness of, respect for, and appreciation of individual cultural differences. It is beneficial to all children. Program information may be made available in languages other than English if needed.

TERMINATION

Termination of services will be considered if a parent is continuously disrespectful to teachers, if a child's behaviors are so severe multiple intervention plans have not been successful in solving issues, or if there is an outstanding balance more than $2000. KinderCollege reserves the right to discontinue providing childcare services at any time.

SAFE SLEEP

WHO IS AT RISK FOR SIDS?

• SIDS is the leading cause of death for infants between 1 month and 12 months of age.

• SIDS is most common among infants that are 1-4 months old. However, babies can die from SIDS until they are 1 year old.

Because we don't know what causes SIDS, safe sleep practices should be used to reduce the risk of SIDS in every infant under the age of 1 year.

SIDS IS NOT CAUSED BY:

• Immunizations

• Vomiting or choking

WHAT CAN CHILD CARE PROVIDERS DO?

Follow these guidelines to help protect the infants in your care:

FOLLOW A SAFE SLEEP POLICY
OUR SAFE SLEEP POLICY INCLUDE THE FOLLOWING:
• Have the baby on their back to sleep for every sleep. To reduce the risks of SIDS, infants should be placed for sleep in a supine position (completely on the back) for every sleep by every caregiver until 1 year of life. Side sleeping is not safe and not advised.
• Consider offering a pacifier at nap time and bedtime. The pacifier should not have cords or attaching mechanisms that might be a strangulation risk.
• Place babies on a firm sleep surface, covered by a fitted sheet that meets current safety standards.
• Keep soft objects, loose bedding, bumper pads, or any objects that could increase the risk of suffocation or strangulation from the baby's sleep area.
• Loose bedding, such as sheets and blankets, should not be used.
• Sleep only 1 baby per crib.
• Keep the room at a temperature that is comfortable for a lightly clothed adult.
• Do not use wedges or infant positioners, since there's no evidence that they reduce the risk of SIDS, and they may increase the risk of suffocation.
• Have supervised, daily "tummy time" for babies who are awake. This will help babies strengthen their muscles and develop normally.
• Teach all staff, substitutes, and volunteers are trained in safe sleep policies and practices and be sure to review these practices often. When a new baby is coming into the program, be sure to talk to the parents about your safe sleep policy and how their baby sleeps. If the baby sleeps in a way other than on her back, the child's parents or guardians need a note from the child's physician that explains how she should sleep, the medical reason for this position and a time frame for this position. This note should be kept on file and all staff, including substitutes and volunteers, should be informed of this special situation. It is also a good idea to put a sign on the baby's crib.

PREPARING, FEEDING, & STORING BREAST MILK

Expressed human milk should be transported and stored in clean and sanitary bottles with nipples that fit tightly or in equivalent clean and sanitary sealed containers to prevent spilling during transport to home or to the facility. Only cleaned and sanitized bottles, or their equivalent, and nipples should be used in feeding. The bottle or container should be properly labeled with the child's full name and the date and time the milk was expressed. The filled, labeled bottles or containers of human milk should immediately be stored in the refrigerator on arrival.

Frozen human milk may be transported and stored in single-use plastic bags and placed in a freezer with a separate door or a stand-alone freezer, and not in a compartment within a refrigerator. To prevent intermittent rewarming due to opening the freezer door regularly, frozen human milk should be stored in the back of the freezer and caregivers/teachers should carefully monitor by checking the temperature of freezers used to store human milk using an appropriate working thermometer.

KinderCollege welcomes breastfeeding mothers. We do have an area in the staff room and nap room that mothers are allowed to utilize for breastfeeding though out the day if desired.

PHYSICAL ACTIVITY

KinderCollege promotes physical activity in children through fine motor skill activities, multiple lengthy periods outside each day to allow for gross motor play, and practice activities involving balls, baskets, bikes, and frisbees. This is why we ask parents to send their kids to school with seasonally appropriate clothing and shoes. Children 2-5 years old should have a total of 3 hours of physical activity a day. Physical activity benefits brain health, helps manage weight, reduces risk of disease, strengthens bones/muscles, and improves ability to participate in daily activities. Outside time will be limited or eliminated if temperatures are below -15 or above 90 degrees, stormy, and if the air quality is unsafe due to smoke.

PROHIBITED SUBSTANCES

The use of any tobacco products, alcohol, or any illegal substances is prohibited on KinderCollege property including, in the building, and around the outside playground area.

PET POLICY

In general pets are discouraged from coming in KinderCollege. If any pets are brought into KinderCollege during drop off or pickup time it is the responsibility of the pet's owner to ensure that the pet is not disruptive, harmful, and clean up any messes the pet may cause.

USE AND STORAGE OF TOXIC MATERIALS

The number of toxic materials in KinderCollege are limited due to the nature of having children around. Any toxic materials are placed securely out of reach of the children, and or locked up. All art supplies and any other materials utilized by children are non-toxic or are closely supervised.

POLICY REVIEW

All policies and procedures in this parent handbook will be reviewed and evaluated on an annual basis.

Please let us know if you need any clarification on any program operations or policies!