



Kiddin' Around Child Care

FAMILY POLICY AGREEMENT

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Dunedin FL 34698

727-733-6411
kiddinaroundinc@gmail.com

Family Policy Agreement

The parent / guardian must sign the signature page along with the Center Director. The original copy of the signature page must be placed in each student's file and a copy given to the parent/guardian. A copy of the Family Policy Agreement must be given to the parent.

Kiddin' Around Child Care (the center) provides quality child care without discrimination, to all families. At Kiddin' Around Child Care, we understand the trust you impart to us when you enroll your child. As we begin our relationship together, it's important to define our policies, as well as your responsibilities. We think that communication between staff, parents and children is critical to providing quality child care. These policies exist for the safety and well-being of both children and parents/guardians. We strive to create a learning environment in which your child will thrive and to give you peace of mind. Please feel free to discuss any questions or concerns with your Center Director.

Policy for Non-Discrimination

Our program is designed for children from 2 months to 12 years of age. Kiddin' Around Child Care accepts all children on a first-come, first served basis. Kiddin' Around Child Care does not discriminate on the basis of race, gender, religion, or national origin.

Smoke-free Environment

Kiddin' Around Child Care maintains a smoke-free environment in compliance with local, state and federal laws. We ask that you do not smoke in the center or on the Kiddin' Around property, which includes the parking lot and surrounding grassy areas and sidewalks.

Children with Special Needs

Kiddin' Around Child Care will accept children with special needs if reasonable accommodations are possible. Kiddin' Around Child Care staff members will work with the child physician, therapist and other professionals to accommodate the child, or make referrals to appropriate settings when necessary.

The more information provided to us about the child and the resources he/she requires, the better Kiddin' Around Child Care will be able to meet those needs.

Student Confidentiality

Information pertaining to a child and his/her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by legal subpoena. Student files are otherwise kept confidential and monitored only by the administrative staff. If your child is involved in an incident involving another child, Kiddin' Around will not reveal the other child's identity without prior written consent from the other child's parent/guardian except where prohibited or required by law.

Enrollment

- Children must be at least two months of age.
- Prior to the start date, children must submit medical records that includes a complete physical and current immunization record (on Pinellas County form DH680) or documentation of a scheduled appointment to receive immunizations. (Children who have entered Kindergarten or older, are not required to submit medical records).
- All registration material and the Kiddin' Around Enrollment Forms must be completed prior to your start date.
- A registration fee and a one week tuition deposit must be received to complete a sufficient enrollment.

School Hours and Days Closed

Our hours of operation are from 6:30 am to 6:30 pm, Monday thru Friday. We are closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

If the holiday falls on a Saturday, Kiddin' Around Child Care will close the Friday before. If the holiday falls on a Sunday, we will be closed the Monday after.

Waiting Lists

Due to the high demand for quality childcare, there may not be a place immediately available for your child at Kiddin' Around. We do maintain a waiting list with a paid registration fee required. A tuition deposit is also due 2 weeks prior to start date. Admission is based on the date the registration fee is paid and the child's age. As openings occur at the center, families are called in order of their position on the waitlist.

Before new families are accepted, priority will be given to children currently enrolled in Kiddin' Around. This also applies to siblings who have not yet enrolled.

Tuition and Fees

Tuition is due and payable weekly on the first scheduled day of attendance for the current week and a \$5 late fee will be assessed each week if tuition is not paid on time and in full. If your tuition payment is returned for non-sufficient funds, a \$35 NSF fee will be charged to your account.

For each additional child in your immediate family that enrolls, you will be entitled a 10% discount which is applied to the lowest tuition rate. This discount is available only to those when full tuition is paid in advance. Family discounts are not available in the infant program and the school age summer camp program. Discounts are not applicable to registration fees, agency co-pays, special program promotions or any other fees or services and cannot be combined with any other discount or promotion.

If a child must be picked up after closing time, an additional fee of \$15 per 15 minutes after 6:30 p.m. will be applied to your account. Repeated incidents of late pick up may result in a child's disenrollment.

An annual, non-refundable registration fee of \$75.00 must be paid in advance to enroll your child.

If there are circumstances that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Center Director. Failure to pay tuition will result in disenrollment.

Please give 2 weeks written notice if you plan to withdraw your child from Kiddin' Around. There are no refunds on tuition or registration if you withdraw without a 2 week written notice.

Attendance

Please note accurate daily schedules that your child will attend our center on the enrollment forms. If your child is going to arrive after your scheduled arrival time or going to be absent, you must call the center to inform us prior to your scheduled arrival time. Any undocumented absence or tardiness, will be followed up with phone calls to parents verifying whereabouts. If parents cannot be reached, emergency contacts will be called.

For elementary school after programs, parents must notify us at least one hour prior to pick-up time if we are not to pick the child up at the elementary school. If your child is not present at the pre-arranged pick up and we are unaware of an absence, a staff member must verify the whereabouts of the child either by school official or phone call to parents before returning back to Kiddin' Around.

Fees may be applied if prior notices are not communicated with Kiddin' Around.

Vacation

If your child is absent for an entire week, you may use a vacation credit. The terms of vacation credit are as follows: after 3 continuous months of enrollment, you may use one week of vacation credit when your child is not in attendance one entire week. During the vacation credit week, your regular tuition charge will be reduced by 50%. There is a two-week maximum annual vacation credit allowance which is non-cumulative and must be taken in full week increments. There is no credit given for single days. This time must be scheduled in writing in advance with your Center Director.

Sign In/Out

Your child must be signed in and out electronically each day using the center's computer attendance program.

Procedures for arrivals and departures have been developed to ensure the safety, security and well-being of everyone at the center. Your cooperation with these procedures is appreciated.

- Families are to use only the front door for entering and exiting the building.
- Children must always be walked into the building and placed with a Kiddin' Around staff member before the parent/guardian leaves.
- Parents/guardians must complete the computerized sign in and sign out process on a daily basis at drop-off and pick-up times and complete any applicable permission slips for field trips or authorization forms for administering medication.
- When dropping off or picking up your child, be certain that a Kiddin' Around teacher acknowledges your child is entering or leaving the classroom.

Please pick up your child on or before the center closing time of 6:30pm. Staff members are not permitted to take your child home with them. If your child or children are left in the center after closing, the staff will do the following:

- Try to contact you by phone.
- Try to contact your emergency contacts.
- If the above listed attempts are unsuccessful and you have failed to pick up your child 30 minutes past closing time, police or local authorities may be contacted.

A child is not permitted to leave with any person other than those designated in writing by the parent/guardian. Photo identification will be checked for any designated person picking up your child. If an emergency were to arise and an unauthorized person must pick up or drop off your child, you must make arrangements with the center in writing (email, fax, etc.) No child can be released to someone if their name is not in writing and the person's identity must be verified with a picture ID. If there is a last minute addition, fax or email the person's name picking up along with a phone call to verify we received the notificataion.

No person under the age of 18, including family members, may pick up your child from the center without written prior permission. The center prohibits the release of a child to an individual who appears intoxicated or otherwise impaired. We will attempt to contact other family members or your emergency contacts listed in the child's enrollment paperwork. If our attempts are unsuccessful, police or local authorities may be contacted.

For your child's safety, an authorized adult must accompany your child at all times while he/she is in and around the center and still in your care.

Health Precautions

We will observe each child's health on a daily basis. If we observe your child developing symptoms of illness during the day we monitor him/her and possibly may call you to pick up your child. For health and well-being of your child and others, a child must be kept home if he/she developed any of the following symptoms of contagious disease until symptom-free for 24 hours or the child physician indicates a child can return to the center:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellow skin or eyes
- Tears, redness of eyes or eyelids with discharge

- Mouth sores
- A fever of 100 degrees Fahrenheit or above
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of body or scalp
- Unusual cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea-colored urine
- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite
- Any other contagious or communicable disease

If your child has any communicable disease, please inform the center immediately so we can take the necessary precautions. Children will be readmitted to the center when they have been symptom-free for 24 hours. In certain cases when an illness is contagious and communicable, a physician's written release saying the child is no longer contagious will be required. The Center Director will inform you when a written release is required.

In the case of illness, accident or injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact person's will be contacted. In case of a perceived emergency, we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in administrative capacity will take charge of your child. In your enrollment package there is a form, Emergency Medical Release, that allows any emergency facility or physician to act on your behalf if there is an emergency and you cannot be reached. By completing this form and our enrollment forms, you are authorizing Kiddin' Around to call an ambulance in case of a perceived emergency.

Clothing

- Children should wear comfortable, casual clothing.
- Children who walk must wear closed-toed shoes. Gym-type shoes are recommended.
- Winter/Summer clothing must be provided for appropriate weather as children will go outside.
- Families must apply an additional set of clothing including socks and underwear labeled with their child's name.
- Families must mark clothes with their child's name written in indelible ink.

The center cannot be responsible for lost clothing or possessions.

Birthdays

Birthdays are special time at Kiddin' Around Child Care. Families are welcome to join in the celebration. If you would like to bring a treat to the center, we encourage you to bring a nutritious food or non-food treat. All food must be purchased from a licensed food provider. Please make arrangements for birthday celebration with your child's teacher.

Things from Home

Items such as toys, candy, gum, money, balloons, play guns and other pretend weapons are prohibited and should be left at home. If these items are brought in, the center cannot be responsible for breakage or replacement. It is the parent's responsibility to see that their child brings nothing into the center that is a danger to others. Kiddin' Around Child Care reserves the right to remove any item perceived as potentially harmful.

Meals

For children able to eat table food, the center will provide breakfast, lunch and the afternoon snack. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be on file at the center. Menus will be posted on the family bulletin board noting substitutions if applicable. Meals are served family-style, with children assisting in the setting, serving and clean-up. The following nutritional plan indicates items the center (C) will provide and the items the parent (P) will need to provide.

Breakfast	<u>C</u>	AM Snack	<u>P</u>	Lunch	<u>C</u>	PM Snack	<u>C</u>
Dinner	<u>P</u>	Evening Snack	<u>P</u>	Formula	<u>P or C</u>		

Allergies

On the Child Enrollment Record in your enrollment forms, any known allergies must be noted along with the reaction and the recommended treatment. This form must be updated regularly.

Nap Time

There is a required rest period of 2 hours during the day for all children, ages 2 months to Prekindergarten. Each child is assigned his/her own cot to sleep on and is welcome to bring a favorite blanket. Some children will sleep and others will be allowed to rest and enjoy a quiet activity. Nap time will vary among the different age groups.

Medications

All medications including over-the-counter medications must be in their original container and includes a current label. Medications must not be expired. All medications will be stored at the center in a locked box out of reach of the children. Diaper creams, bug repellents, sunscreen and teething gel will be kept in an appropriate secure locations for storage but stored out of reach of the children. Medications may be administered by designated staff. Please give all medications to an administrative staff member who will ensure proper storage and proper medication administration. Do not send any medication in your child's bag, coat pocket or leave any medication in your child's cubby or storage space.

No medication, prescribed or over-the-counter, would be dispensed without the appropriate consent and waiver form, completed and signed by the child's parent/guardian.

Medications would be dispensed twice-daily 11 a.m. and 3 p.m. For prescription medications, the parent/guardian must complete an authorization for ministering prescription medicine. Prescription medicines must be stored in the original container with the child's name, physician's name, date, pharmacy name and phone number, prescription name, number, and clear instructions on frequency and amount to be given to the child. No injections will be administered with the exception of epipens.

For over the counter medications, the non-prescription medical treatment form must be completed by parent/guardian. Over-the-counter medications must be in the original container with the child's name clearly written and an expiration date. The authorization must indicate the time the medication is to be given and the exact dosage.

Dosage that is higher than recommended or more frequent than package directions indicate require a physician's note with specific instructions. No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions. See paragraph

Kiddin Around Child Care has the right to refuse or discontinue administration of any product if (a) an adverse reaction result, (b) the product expires, (c) the child is ill or injured, (d) the product can be administered before or after child care, (e) the consent and waiver form is incomplete, or (f) for any other reason if, in Kiddin' Around's sole opinion, it is in the best interest of the child.

Bumps and Bruises

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not an emergency), you will be asked to sign and will receive a copy of an incident/accident report. This report will describe how the incident happened and the action taken by qualified staff person. In the event of an emergency or accident that requires more than basic first-aid, you will be contacted according to the instructions in the enrollment record. We ask that you authorize the center to take emergency measures deemed necessary for the medical care and protection of your child. Should an accident occur that requires outside medical attention, a written report and a student accident Insurance claim form will be provided. The student accident insurance is a supplemental insurance policy that is in excess policy only. Your health insurance is and remains the primary responsible party for payment of the cost of treatment to the child. You are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

Field Trips

From time to time, the staff at Kiddin' Around Child Care may take children on age appropriate field trips. Prior notice will be given using notices posted on the classroom door or notification from the Center Director. Your permission for your child to participate is indicated on your parent/guardian permission form. The center will take a signed permission slip from you prior to the trip. All field trips will start and end at the center. Your participation as a volunteer is welcome.

Transportation of Children

Children and staff members are required to adhere to all safety standards such as seat belts while on the bus. Transportation includes before and after care and field trips. Although we make every effort to accommodate families in the transportation of children, this program is subject to change. Children must meet applicable state and federal law requirements in order for the center to transport them.

Outdoor Play

Outdoor play in the fresh air contribute to a child's good health and overall development. Kiddin Around Child Care plans daily outdoor activities. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at this Center, we will make every attempt to comply with your request when presented with a physician's written instructions. Children will remain inside when it is raining or in extreme cold or heat. Please make sure your child or children have weather appropriate clothing (labeled with name).

Special Information for Parents of Infants and Toddlers

Infants

Please be sure that your child has the following up items at the center on a daily basis;

- 2 crib sheets, labeled with child's name
- Blankets, labeled with child's name
- Ointments with proper authorization forms completed (no powder or sprays are allowed)
- Three changes of clothing
- A package of disposable diapers
- A package of baby wipes
- Enough bottles for the day

It is the family's responsibility to replace the above items when needed. Infants' belongings (soiled clothing, used and unused bottles, etc.) must be taken home nightly and laundered or sanitized.

All items must be labeled including pacifiers, baby bottles, bottle caps, sippy cups, blankets, sheets and clothing. The center is not responsible for items that are not labeled.

Infants are fed, changed, and placed in a crib to sleep on demand. Infants are held while being bottle-fed and are placed in their cribs only to sleep. They are removed from the crib for feeding, playing and nurturing during their waking hours. Parents are encouraged to visit the center to feed, play and interact with their infant. You are welcome to breast feed your infant at any time.

Safe Sleeping Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep. Infants nap in assigned cribs according to their own individual schedule. If you request that your child sleep in a different position other than on their back, a physician's note that explains why your baby should not use a back sleeping position is required.

Diapers and Formula

Families whose children wear diapers, must supply diapers and wipes to accommodate the child's needs for the day. Kiddin' Around requires the use of disposable diapers. These items must be replenished as needed.

Any ointments to be used must be labeled with the child's first and last name. A non-prescription medical treatment consent and waiver form must be completed by the parent/guardian prior to dispensing. These forms must be completed in full to indicate the times appointments are to be given. No powders or sprays are allowed.

For family who are providing infant foods, it is required you provide a nutritional diet for the infant. Food must be labeled with the child's name and will be stored in the appropriate location in the child's room. All bottles must be labeled with a child first and last name and contents and date. Unused portions of bottles will be discarded within one hour from the beginning of the feeding. Bottles will be warmed by placing them into a crock pot that is no warmer than 120 degrees Fahrenheit. Use of microwave ovens and bottle warmers is prohibited. Please fill bottles only with the amount of formula or breastmilk your child will drink at each feeding. We ask that you do not leave any bottles, open food or formula at the center at the end of the day. All left over open food items that are not taken home will be discarded at the end of the day.

Toddlers - One Year Olds

In addition to the standard Kiddin' Around policies, the following items are needed for toddlers who are not toilet trained. Families are responsible for bringing the following items with the child's name clearly labeled:

- A package of diapers, labeled (replenish as needed)
- A package of baby wipes, labeled (replenishes needed)
- Two changes of clothing new line sweaters and or jackets, suitable for indoor and outdoor temperature changes.

Covered sippy cups with lids (Labeled)

Twaddlers - Two Year Olds

Toilet Training Procedures

It is best to start toilet training when your child recognizes their diaper needs to be changed. At this point, children may be ready to learn and be able to control their bowels and bladder. Beginning to toilet train too early will call frustration for the child. Toilet training is recommended for children between the ages of 2 & 3 years old.

A child's cues and mannerisms initiate toilet training. These may include:

- Verbal request
- Gestures of pulling down pants
- Leading caregiver to the bathroom
- Squirming in place
- Pointing gestures

Caregiver's responsibilities include being sensitive to these cues and mannerisms by:

- Asking the child to use the potty
- Assisting the child in scheduled visits to the bathroom
- Frequent verbal reminders throughout the day
- Posting pictures of sequencing potty routines
- Communicating with families to establish consistency between center, staff and home

This growth period is a natural progression of Independence. It is not viewed as a time to shame or humiliate a child who may have an accident. All efforts by the child will be positively acknowledged with praise and encouragement.

The young 2 year old classroom has a child size toilet for the children to use during this phase of development. While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted with washing their hands with soap and water.

If a child does have an accident, the caregiver will assist in changing the child's clothes. Parents are responsible for bringing at least two changes of underwear pants shirt and socks all labeled with the child's name. For health and safety reasons, soiled clothing will not be washed or rinsed by the center. All soiled clothing will be placed in a plastic bag and returned to parents for pick up at the end of the day.

Toilet training is an exciting process for both the family and the child. We want to encourage communication between the staff and families so we can work together as a child strives for Independence. We will make every effort to follow your direction to ensure consistency between home and the center.

Educational Philosophy and Curriculum

Kiddin' Around Child Care creates an environment that is developmentally appropriate for each child. We provide opportunities for every child to grow physically, socially, emotionally and intellectually. We know that children are active learners. Every classroom reflects specially-designed learning areas for every age and stage of development.

Our Young Learners

Our 2 months to 3 year olds learn through hands-on experiences. Our youngest children have access to learning material specifically selected to address their developmental needs. Soft play equipment, colorful manipulative and stimulating learning material await our Young Learners. Carefully developed daily activities are teacher selected from our creative curriculum. Teachers are provided with teacher guides, daily links for parents, and profiles that chart developmental milestones throughout the year for each child.

Preschool and Pre-Kindergarten

Our curriculum was designed by early childhood specialists and experts to set each child on a path of life-long learning. Grounded in the latest research and understanding of early childhood education, our curriculum was developed to nurture and educate the whole child: cognitively, physically, socially and emotionally.

Our preschool and pre-kindergarten classroom include a rich learning areas that are designed to build problem-solving and critical-thinking skills. These learning areas invite children to participate in self-directed investigations that build problem-solving and critical-thinking skills.

Research in the fields of brain development in early childhood education has shown that children learn best when they are actively involved in constructing their own knowledge through self-directed learning activities. Deep and true understanding comes when young children are supported in playful exploration by caring and encouraging adults and rich and stimulating environments.

Additionally, Kiddin' Around teachers supplement these experiences with large group activities that focus on character, physical fitness, science and a variety of monthly curricular themes. Because we know that our society places a strong emphasis on mathematics and literacy skills, we have designed our programs to give children particularly strong foundations in these disciplines.

We believe that these experiences give children the foundations that prepare them for elementary school and set them on a path to lifelong learning. Our curriculum is designed to give children the tools they need to grow and develop into productive members of society and the leaders of tomorrow.

Our center does not use television or videos as a regular part of the curriculum. The television/video is reserved for special occasions.

Licensing Agency

It is the right of the licensing agency to perform their duties as follows:

- Interview child(ren) and or staff and to audit child and staff records without prior notice or consent.
- Observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child.

Please be assured that the center has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect Kiddin' Around Child Care to adhere to all county and state regulations governing safety, fire, nutrition and child/staff ratios. Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that you may have to help us achieve these goals.

Our Responsibility in Reporting and Suspected Child Abuse and Neglect

As a caring and concerned childcare provider, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardian are the victims and need support, understanding and help. Kiddin' Around staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse and neglect. Parents may ask the Center Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter.

Should abuse and neglect be suspected, these steps are the usual course of action:

- Staff member will discuss suspected case with the Center Director.
- The Center Director will observe the child, talk with a child to determine if abuse or neglect is possible cause. The Center Director may discuss the concerns with the child's parent/guardian.
- The staff and Center Director will determine if there is a need to notify a child protective agency. The staff member involved is entitled to make an independent report.
- A social worker or representative of the agency may visit Kiddin Around Child Care or the child's home.

To protect the children in our care we take the following measures:

- All state required staff screening and background checks
- Observe and evaluate the performance of staff
- Monitor classrooms, activities and staff members through closed-circuit monitors and observation windows

Child Guidance and Classroom Management – Discipline Policy

The ultimate goal of behavior guidance and classroom management systems is that children learn self-discipline and become good decision-makers. At Kiddin' Around, we use positive approaches to guide children towards these goals.

Our first step is to structure a learning environment so that there are minimal behavior problems. These proactive message may include:

- Having multiples of favorite toys
- Making materials easily accessible to children.
- Providing a balance of child-directed choices and teacher-directed activities over the course of a day.
- Creating stimulating and developmentally appropriate classrooms and engage and challenge children.
- Teachers moving around the room to be available to children, playing alongside them and modeling respectful and appropriate interaction strategies.

When misbehaviors do occur, teachers use a variety of techniques to address their concerns. These reactive methods may include:

- Distraction (infants and toddlers). Teachers ignore the behavior while involving the child in a more positive choice.
- Redirection. Teachers help a child understand that it a behavior is not appropriate and focus his/her attention in a more acceptable alternative.

- Normal social consequences. Teachers allow normal consequences to occur and help children recognize how their behaviors lead to these consequences.
- Conflict resolution. Teachers lead children in conversations with each other to solve social problems that arise in the classroom and to help them understand how their behaviors impact others.
- Investigation. Through observation, discussions between family and staff and documentation, teachers will work together to determine and correct the root causes of disruptive behaviors.

No child will be subjected to discipline which is severe, humiliating or frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited.

Through these proactive and reactive means, Kiddin' Around works to treat each family with care and respect while guiding children towards the goals of self-discipline and positive decision making. We ask you to support us and modeling positive behavior with all the children at the center. Please refrain from using developmentally inappropriate language or improper behavior guidance measures while at the center.

Termination or Expulsion Policy

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well-being of everyone at the center. Every effort will be made to correct the situation before a final decision is made (for example, moving the child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions).

Termination of enrollment may be a result of the following:

- Abusive to other children, staff or property by child or parent/guardian
- Continued violation of Kiddin' Around policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The center's inability to meet the child's need or the parent/guardians expectations
- Non-payment of tuition

This is a partial list and Kiddin' Around reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

Custody Parents

It is Kiddin' Around's policy not to interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick up drop off and visit or request documents on a child. If that is not the case, it is the parent/guardian's responsibility to provide court documents and or legally binding parental agreement to clarify the rights and responsibilities of the parents/guardian. Kiddin' Around will follow the last dated court documents without prejudice to either parent/guardian. Kiddin' Around ask that parents/guardians keep the center, staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

Weather Emergency

In the event of severe weather conditions which prevent the center from opening, please call ahead to make sure staff has arrived. Should severe weather conditions make it necessary for the center to close early, you will be notified by an administrative staff member so you can make appropriate arrangements for picking up your child. It is your responsibility as the parent/guardian to ensure your child emergency contact information is current. We ask that you contact the center to ensure that is open during inclement weather or natural disasters.

Emergency Evacuation

Evacuation drills are held regularly. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow procedures and evacuate the building immediately along with the children and follow the emergency instructions of the Center Director or the staff member in charge. Please check with the Center Director for specific information related to evacuation and emergency procedures.

Babysitting Policy

Kiddin' Around discourages its employees from making independent child care arrangements with the center's families. However in the event you enter into arrangement with a Kiddin' Around employee to babysit for your family outside of employee's work hours and/or outside of the center hours, it must be done away from the center with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Kiddin' Around employee. Kiddin' Around cannot be responsible for its employees away from the center, outside their working hours and will not be liable for their actions when not on Kiddin' Around property. You may be required to sign an acknowledgement and waiver to this affect. If you enter into an independent agreement with a Kiddin' Around employee to care for your children, and this arrangement results in the person leaving Kiddin' Around employ, Kiddin' Around will charge you a finder's fee of \$1,500.

Family Involvement and Communication

Kiddin' Around has an open door policy for our enrolled families. You may observe your child in the classroom thru our large observation windows or on our closed-circuit monitoring system. We know it is important for you to have an understanding of your child's activities through shared experiences with your child and open communication with a childcare provider. On various occasions, we take photos in the center to share with you or for use in program planning, marketing and public relations. You may see them in various types of advertising or on our website. In signing this policy agreement, you give Kiddin' Around permission to publish or use these images for any lawful purpose.

Formal family/teacher conferences for pre-kindergarten students are scheduled twice a year. Informal conferences are held anytime by appointment. Your communication and involvement are important and will enhance the feeling of partnership in the education and care of your child.

Parents/guardians will be notified of significant occurrences, communicable diseases and other problems that affect their children. The notifications will be done by postings, direct communication, a letter or telephone call, depending on the circumstances. You will receive a daily link from your child's caregivers, outlining your child's activities and routines for the day. If your child is enrolled in our Young Learners program, preschool and older programs, you will be given a daily or weekly "link" listing daily activities. This "link" includes observations regarding length of naps, amount of food eaten, diaper changes and toilet training progress. It also includes an overview of classroom activities and any special notes from your child's caregivers.

Our goal is to treat each family and child with understanding and respect while being responsive to your individual needs and expectations. The intent of the family policy agreement is to provide information that is both helpful and usable, strengthening our partnership. We appreciate your cooperation with Kiddin' Around Child Care's policy.

If you have any questions, comments, concerns or compliments, please contact us at 727-733-6411 or email us at kiddinaroundinc@gmail.com,

Kiddin' Around Child Care
Family Policy Agreement and Acknowledgement

I have read the document entitled "Family Policy Agreement" and have received a copy of the "Family Policy Agreement".

Signature (Parent or Legal Guardian)

Date

Child's Name (Please Print)

Signature (Center Director)

Date

Specifically:

I have read and received the Discipline and Expulsion sections on page 9 and 10.

Signature (Parent or Legal Guardian)

Date

I understand that child care personnel may have access to my child's records.

Signature (Parent or Legal Guardian)

Date