Welcome!

We respect and appreciate the trust you have placed in KidLogic Child Care & Preschool, Inc. to care for your child. What we have to offer your family is much more than childcare service, but a loving safe, educational environment for your child to grow. We will offer the very best care that we can for your child. You can help by keeping us informed regarding any health concerns, favorite foods, fears or special interests. We will share information about your child’s growth and activities during the time spent in our care. As a parent, you are the most important person in your child’s world and we will make every effort to support you as a family. We understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason, we strive to offer a program that will enrich your child’s development while putting your mind at ease.

Our beliefs are that self-esteem is a critical component to optimal growth needed to have a positive self-image. We will also do our best to assist your child in responsibility, compassion for self and others, as well as communication and team values throughout our day. KidLogic offers daily preschool activities to help your child prepare for school, as well as social & emotional development. He/she will learn to recognize their alphabet, shapes, colors and numbers. We will also work on name recognition and writing. The children are given the opportunity to explore, experiment and create in a safe and nurturing environment.

It is our goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have through our childcare relationship. Open and honest communication is the key in the development of your child.

I encourage you to help me operate my childcare business in a professional manner by carefully reading through our parent handbook and filing out all of the necessary forms. It is important that you are aware of all our policies, as I want you to be able to make your decision about childcare based on the terms we provide. Again, thank you for choosing KidLogic. We look forward to providing your family with the best care possible for your child.

Sincerely,

Melissa Johnson

Owner/Director

**Parent Handbook**

**KidLogic Child Care & Preschool, Inc.**

**As kids we are:**

**RESPECTFUL:** We have listening ears, and quiet voices.

**SAFE:** We have gentle touches, and walking feet.

**RESPONSIBLE**: We clean up after ourselves & we are helpful with our friends and teachers.

**As parents we are:**

**RESPECTFUL:** We use our cell phones AFTER we leave the building. We use quiet voices while entering classrooms. We use kind words with our school families.

**SAFE**: We help our children to use walking feet. We use proper seats and buckles in the car. We will take ALL children with us into the building.

**RESPONSIBLE**: We set a good example by volunteering in the classroom. We read our Brightwheel app and newsletters sent home. If we see trash inside or outside, we clean it up.

**As teachers we are:**

**RESPECTFUL:** We will arrive for all scheduled shifts on time with a positive & friendly attitude.

**SAFE:** We will keep our classrooms safe and clean.

We will stay engaged with the children and always be walking around.

**RESPONSIBLE:** We will be prepared for each day with all supplies.

We will create & maintain relationships with all kids, parents, and teachers.

**Admission & Enrollment:**

KidLogic generally serves children from 6 weeks to 6 years of age or the summer after Kindergarten.

**Reservations:**

Slots may be reserved with the following circumstances; a deposit equivalent to one weeks’ full-time tuition must be paid up front. This deposit will be applied to the child’s last week of tuition. I am reserving this space, and unable to fill this spot with another child. If you decide after our arrangement not to enroll your child, the deposit is non-refundable. If you decide to leave KidLogic anytime providing a two-week notice, your last week will be paid. If for some reason your child becomes terminated due to behavior issues or breaking policies on either behalf of the parent or the child, there are no refunds and fees may be applicable.

**Termination:**

I request a written two weeks’ notice to withdraw your child from the center. Full tuition payment for the notice period is required at time notice of withdrawal is submitted whether or not your child will be present during that time or not. For all accounts holding a childcare deposit, this deposit will be used against the ending balance at the time the notice is given. You will be responsible for any remaining balance ending at the time the notice is given. Any remaining balance after the deposit is applied is due upon submission of the notice of withdrawal. Further childcare services will be refused should the ending balance not accompany the notice of withdrawal and legal action will be taken. In the event that I should ever find it necessary to end our agreement, I will also give the parent at least two weeks written notice. Except for reasons such as but not limited to; destructive, uncontrollable or violent behaviors, habitual tardiness in the pick-up/drop off of your child and lateness in tuition payment or non-payment. These situations will be grounds for immediate termination. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by KidLogic.

**Enrollment Procedure:**

In order to enroll your child at KidLogic, there is necessary paperwork that will need to be completed prior to the beginning of care. I will not assume care of your child(ren) if the necessary paperwork, fees and supplies are not received. All information will be kept confidential and is for my records only.

**Paperwork:**

The following paperwork must be completed and returned by the first day of care:

\* Application for enrollment

\* First week’s tuition & deposit or approval letter of any state subsidy

\* Current immunization records & physical form (provided by physician)

\* Transportation consent (field trips & outings) for all children two and up.

\* Medical release waiver/Consent to treat

\* Release forms

**Fees:**

The following fees must be received prior to your child’s first day of care. Care will not commence unless stated fees below have been received.

\*Deposit equivalent to first week’s tuition (to be applied to the last week of care)

\*First week’s tuition

\*\*\* Deposit is not needed with a state subsidy approval letter

**Supplies:**

The following supplies are to be left at KidLogic. All items will be placed in your child’s cubby. Clothes will be kept unless they have been soiled, in which case they will be sent home that day. We will also notify you when your child’s supplies need to be replenished.

\*Complete set of clothes for current season

\*Three pairs of underwear if potty training in case of accidents

\*Diapers and wipes for those in diapers

\*A favorite blanket for nap time

\* Formula or baby food if needed

**Hours of Operation:**

Monday through Friday, 6:30am-6:00pm

**Over Time Rates & Late fees:**

Late pick-up fee: $5.00 per minute AFTER THE FIVE-MINUTE GRACE PERIOD. Late fees will be assessed at 6:05pm and will be due upon arrival.

Late Payment Fee: Accounts not paid in full by pick up on Friday will be subjected to a $35.00 late fee. Care will also be suspended until the overdraw/Past due balance account is paid in full.

Returned check Fee: In the event of a returned check, parents will be responsible for a $37.00 returned fee, as well as any fees incurred due to the returned check. All future payments will then need to be paid either with money order or in cash.

**Payment Schedule:**

We have a no pay, no play policy. Payments will be made in advance for childcare and are due no later than pick up time Friday of each week. If you do not have your payment at time of pick up, do not bring your child for care the following Monday. We will kindly ask you to return with your payment. If your child will be present for the week, payment must be made on the Friday prior to the scheduled absence. Otherwise we will assume your child is leaving the program and your spot and fees will be in effect as a termination policy. We accept all payments in the form of: cash, personal check, money order, state pay, and visa which will be paid online through our childcarepay.com. Please make all checks payable to KidLogic Child Care & Preschool, Inc.

**Receipts:**

Receipts will be done through our online website & can be printed upon request. We will also keep track of your payments throughout the year for tax purposes. Upon enrollment, you will receive a login and password where you are able to view and pay your bill each week. However, you are not required to pay online. You will also be able to login at any time and print any receipts, as well. You will receive a yearend tax statement by the end of January with the total amount paid for childcare services from the previous year. Please note, we will not mail out the yearend tax statement. It is the responsibility of the parent to contact us if your child no longer attends KidLogic.

**Attendance:**

Payment obligations are based on the time slot you agree to use for childcare, not on the actual hours you have used. Both full and part time fees will be charged based on contracted days of attendance including missed days due to illness, holidays, center closures, parent vacations or inclement weather. If payments come from an outside source (child care assistance) and they do not cover the days listed above, the parent or guardian is responsible. No refunds or deductions will be made for days your child is absent. You are paying for your child’s childcare space. Two consecutive no shows/no calls are grounds for termination at my discretion. Please be courteous and phone, email or message through Brightwheel if your child will not be attending that day. We require to be notified by 9:00am if your child will not be in attendance. If your child is not here by 9:05am, we will anticipate your child is not attending and therefor will not be in attendance for the day. Please understand we do strongly believe in consistency and routine. Late drop offs are not only a distraction for the teacher, but for the other children in the class along with your child. We do take our attendance policy very seriously as we do not operate as a “drop-in” center. Children will not be permitted to be dropped off after 9:30am.

**Leave of Absence:**

We cannot hold a child’s space while you are not employed, on maternity leave, or parent/child illness etc, unless you continue to pay for your childcare services.

**Withdrawal from the Program:**

A written notice is required two weeks prior to the withdrawal from KidLogic Child Care & Preschool, Inc. Please make sure your account is up to date and paid. When notice is given, you will be expected to pay for the last two weeks. All paid deposits will be applied to the last week.

**Parent Vacations:**

Please notify the Director at least two weeks in advance if your child will be absent due to family vacations. This will help with staffing if needed. Full payment is required for any days your child will be absent. Remember, you are paying for your child’s childcare space. Once your child has been in our care for one year, you will be allowed one week’s vacation free of charge permitting a two weeks’ notice has been given. If notice is not provided fees will be applicable.

**Substitute Care:**

Should any staff need to be away from the center for a short amount of time due to unforeseen circumstances (emergency, or doctor’s appointments), substitute care will be provided. In the event of an emergency should a substitute provider not be located, parents will be phoned to pick up their child(ren).

**Inclement Weather:**

If the center closes due to circumstances out of our control tuition will remain the same. Any closings will be announced on the local news stations, Brightwheel and our Facebook page. We will follow the local school systems in regards to closing or early dismissals. We want to be sure not only the families in our care are able to safely arrive, but our staff, as well. We will follow the South Sioux City School systems. However, we will make every attempt to be open normal hours.

**Open Door Policy:**

We maintain an open-door policy. Parents are welcome to visit the facility at any time during business hours. You are welcome to observe our program as long as you wish. Please understand that teachers may not be available to give you their undivided attention, as they are interacting with the children. Visitors tend to make the children behave in an excited manner that does not usually occur when the teachers are alone with them. Also, your child may become upset when your visit is over and you leave without them. Please keep those things in mind when you are planning your visit.

**Signing in & out:**

We do not request parents to sign their child in and out. We will keep track of this throughout the day using our daily attendance sheets & our Brightwheel app. Please make sure that the teacher is aware that your child has been dropped off or picked up.

**Photos:**

We will be occasionally taking photos of the children to post throughout the daycare either as a view of our day or posted on our Facebook, Instagram and/or Twitter page, as well as our website. If this is something you are not comfortable with, please let me know so I can assure your child will not be posted.

**Arrivals & Departures:**

The center opens at 6:30am. Please do not drop off prior to opening without prior consent. Occasionally you may want to send someone rather than yourself to drop off or pick up your child. Be sure to notify any person(s) doing so of the pickup and drop off times. Always notify us should there be someone other than you dropping or picking up. You will need to ensure your child’s pick-up list is always current. We are unable to release your child to anyone not on the pickup list. Any person will need to present a current state issued ID in order to pick up your child until our staff becomes familiar with them. Anyone who will be regularly picking up your child will need to be placed on the authorization to pick up sheet in your enrollment packet. Please be sure that you are walking your child in to the center as well as coming inside to pick them up. Not only is this for the safety of your children but also to ensure there is nothing needing to be discussed with you by myself or your child’s teacher. Each classroom will have their own daily files for you. We will be sending home any art work and any letters from the director or your child’s teacher. Upon entering the building, it is your job to assist your child in to transitioning in to the classroom. This includes but not limited to helping them take off their jacket, back pack and putting it away and washing their hands. All children must wash their hands upon arrival, this will need to be done with parent assistance.

**Separation:**

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave with them when it is time to go home. In our experience, children are nearly always quick to get involved in the activities as soon as the parents leave. We know this can be very hard and it seems harder on the parent, but we promise you that we will attend to your child’s needs and comfort in this time to make the transitions as smooth as possible.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our facility and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

**Meals:**

Well-balanced breakfast will be served to those children arriving between 6:30-7:20. We also provide a morning and afternoon snack, as well as lunch. Food is offered to your child, but we will not force any child to eat. Children will be encouraged to finish the food served to them prior to offering seconds. If your child will be arriving after the specified meal time, please be sure to provide the meal or snack to them before the child arrives as we do not allow outside food in the center. We also welcome any parents to join us for lunch visits, just let me know in advance so we can make enough. We will make no exceptions for “dislikes.” If your child has a food allergy, you must notify us in writing and provide appropriate substitutions. The written notifications should list appropriate food along with provided substitutions and a list of approved meal and snack options. This must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

\*\*\* If a child has a particular dietary need or restriction, it must be substantiated by a medical statement signed by the child’s physician.

\*\*\* If a child has a special event coming up and would like to share treats such as a Birthday celebration and you wish to bring in treats or snacks, please be sure enough is provided for everyone. These items also must be prepackaged and store bought. This is for the safety of your children.

**Dress for Play:**

All children must be dressed and ready for their day. When dressing your child, please keep in mind that we do many messy activities such as painting, playing outdoors and may use messy art materials. Please do not dress your child in clothes that you would not like to be soiled. We feel children need fresh air daily and weather permitting we may play outdoors at least once a day. In warmer weather, we frequent the outdoors more often. Please refrain from dressing your child in sandals, as they tend to hinder their running abilities, allowing them to fall more often. In the fall and winter months, please be sure that you are sending your child with warm clothing and shoes you are okay to get dirty.

**TV:**

Television viewing will be limited to age appropriate shows or movies. TV time will generally be **very** limited. Viewing may possibly occur during early mornings, late afternoons or special movie day occasions.

**Medications:**

KidLogic Child Care & Preschool, Inc. will not be dispensing any medication.

**Nap/Quiet Time:**

All children under the age of five are required by state law to have a rest period while at daycare. Our rest period will vary based on the classroom. Please check with your child’s teacher to obtain a classroom schedule. To avoid disturbing the children who are napping, please do not to schedule pick up or drop off during those hours. If you must pick up your child during our rest time, please notify us in advance so we can have your child ready for you when you arrive. We do believe children who rest during the day are better equipped to face the day emotionally and physically. If your child is under the age of five, please do not ask us to keep your child up during rest time. We know this may be a hard transition for some children, as some children do not nap, but it is the law and therefore it is a must, so please understand. If your child does not nap, they will be given a quiet activity to do on their mat. We will provide a quiet and relaxing place for your child to rest. Please be sure that you have provided a sheet if wanted and a blanket. For sanitary reasons, pillows are not allowed at the center, as we are not able to properly store them. If your child would like to use a pillow during these items, it will only be brought out during rest time. Children under the age of 18-months will be placed in a safety regulated playpen or crib during naps.

**Infant Sleep Safety:**

Staff will put infants under the age of 12-months on their back when placed in cribs unless there is a medical waiver stating the child should sleep in a different position. Infant care areas will be smoke free. All infant staff will follow the steps below to reduce the risk of sudden infant death syndrome (SIDS) and prevent other sleep related deaths such as suffocation.

1. All staff working with infants are trained in sudden infant death syndrome (SIDS) preventions, safe sleep practices and infant CPR
2. Staff will:
3. Lay infants on their back to sleep in a safety approved crib.
4. Check room temperature daily to be 70 degrees, cool but comfortable.
5. Check infants for overheating during naps, as being too warm can contribute to SIDS.
6. Encourage parent/guardians to bring sleep clothing. Blankets, bumper pads, pillows, and toys will not be used in the crib.
7. Maintain infant care areas to be smoke free.
8. Offer infants a pacifier at sleep time.
9. Prior to enrollment, the infant lead teacher will give all parents/guardians of infants “Nothin’ But Baby” brochure. We encourage sharing this information with alternate care-givers such as grandparents, neighbors, etc.
10. A written note from the infant’s physician indicating the child must sleep in a different position must be obtained and kept on file.
11. All infant parents will be required to sign a copy of the sleep safe policy acknowledging the policy has been received and reviewed.

**Diapering/Toilet Training:**

Diapering is done frequently throughout the day, as needed, as well as before and after naps. We use only disposable diapers. Please provide a pack of diapers and wipes. We will notify you when the stock is getting low. If we have notified you and the stock runs out, there will be a $5.00 charge per diaper, as well as $1.00 per wipe used that we had to provide.

Toilet training will only be done when the child begins to show interest. Please note, this generally happens when most children are around two and a half years of age. The child must be able to remove clothing, wipe themselves and replace clothing in order for potty training to begin. All children will be taught to sit on the toilet. Training pants or pull ups are required during potty training. Please do not just assume that your child knows when he or she has to use the restroom and put them in underwear. Please during training do not dress your child in timely outfits to remove such as zippers, buttons, etc. When they have to go, they have to go. This will make this process much smoother on all of us. Sweat pants or shorts are best during the potty training process. Cleanliness and hand washing will be emphasized during the training & toileting process. You will be given a potty training sheet to return when training begins. We believe consistency is the only way to achieve this task. We want to be sure we are all following the same process. We will not begin any potty training here at our center unless it is being worked on at home as well. Children will never be disciplined under our care for accidents.

**The Importance of Structure and Routine:**

In order for your child to gain the most of our program, we ask that your child be dropped off no later than 9:00am. This will allow your child to participate in all activities including art, centers, snack and circle. Not only do we stress the importance of routine and structure, but it is also beneficial for the staff as well as the other children in our care. We do understand that things do come up and you may need to drop off later. In those cases, please let us know so our teachers can plan their day appropriately. We appreciate your understanding!

**Cleanliness:**

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our facility and the children in it as clean as possible in order to help minimize and/or prevent the spread of germs. Our facility is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, bleach, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands, before and/or after engaging in a thorough list of activities

**Toys:**

We have well organized, separate, age appropriate toys for the school age, preschool, toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child bring a piece of home with them; a special blanket, toy or teddy can be very comforting. Photos of family members, neighbors and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

**Sick/Health Policy:**

Please use common sense when thinking about bringing a sick child to the center. If you gave them Tylenol this morning on your way to work to cover their fever, they should stay home. Our policies are to ensure safety to all the children in our center. When your child is sick all they want is to be comfortable and stay with you. Please keep your child home, just like you would want the same courtesy given by other parents to ensure your child is safe. Please remember we will need a doctors note for all children out, this should include the diagnosis along with a return date.

**Keep me home if:**

1. Fever of 100.3 degrees or above within 24 hours
2. Diarrhea- 3 lose stools
3. Vomiting
4. Pink eye- must stay out for 24 hours with eye drops. Doctor’s note required to return.
5. Chicken pox- 7 days from onset of pox and sores must be scabbed over.
6. Head lice: All nits must be removed. We are a nit free center.
7. Hand/Foot/Mouth- 72 hours and all sores must be scabbed over.
8. Just not feeling well--- excessive coughing, constant runny nose, short of breath, etc.

**Children will be sent home if:**

1. Develops a fever of 100.5 degrees or above.
2. Vomiting
3. Diarrhea- 3 or more
4. Symptoms of pink eye
5. Symptoms of Chicken pox
6. Head lice
7. Extremely fussy, crabby, irritable
8. Excessive runny nose
9. Any other symptoms we feel needs medical attention

Parents may not bring their child back to KidLogic within 24 hours of them having any of those symptoms. We understand missing work is never ideal. In following these policies, you are helping to keep the illnesses out in return less time off work.

If children return and develop an illness that makes them unable to function comfortably, the parents will be called to pick them up. Children need to be removed from the center within one hour from the time of the call. Parents of the sick child are notified first. If we are unable to reach them, we will call the emergency contacts listed on their sheets. Children who are ill will be separated from other children. Please be sure you are notifying the director of any illness and or symptoms your child may show. We always want to do our part in notifying other families of exposure and keeping contagious children home. We do take our sick policy very serious, failure to properly notify and or keep your child home with known illness may result in termination from program.

**Medical and Dental Emergency Procedures:**

Emergency information is kept on file at the daycare. In case of illness or injury, this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

**Note:** In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider or ambulance takes the child and health records to the doctor or hospital.

**Evacuation Procedures:**

KidLogic has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is EN Swett Elementary. A notice will be posted at the daycare with all information on the alternative site along with contact information. KidLogic will conduct random tornado and fire drills throughout the year to ensure the safety of the staff and children.

**Guidelines - What Is Asked of Children:**

All food and drinks must be kept in eating area during designated eating times.

* No playing in the bathroom.
* No coloring on anything but paper.
* Name calling and foul language or yelling is not allowed.
* No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
* No use of play weapons, or using our hands to form and weapons.
* Use your manners, and be respectful of all children & staff.
* Take turns and share.
* Laugh, smile, play and be happy.
* Have fun!

**Communication:**

So we may provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. This is best done in person and with your child’s teacher directly. Each classroom will have their own email address and may also be contacted using Brightwheel. Please be sure you are checking your child’s Brightwheel along with their file daily. You are welcome to contact the center at any time either by phone or are welcome to email the Director. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

**Transportation:**

KidLogic offers transportation to most of the elementary and middle school children in the surrounding areas near your child’s center. Check with your center Director to see if your child’s elementary or middle school is one we service.

**Mandatory Reporting:**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of KidLogic Child Care & Preschool, Inc. are considered mandated reporters under this law. The employees of KidLogic are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at KidLogic take this responsibility very seriously and will make all warranted reports to the

appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of KidLogic be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

* Unusual bruising, marks or cuts on the child’s body
* Severe verbal reprimands
* Improper clothing relating to size, cleanliness, season
* Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
* Dropping off or picking up a child while under the influence of illegal drugs or alcohol
* Not providing appropriate meals including a drink for your child
* Leaving a child unattended for any amount of time
* Failure to attend to the special needs of a disabled child
* Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
* Children who exhibit behavior consistent with an abusive situation

**Field Trips:**

KidLogic supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

KidLogic provides all required supervision for all field trips.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip, will be due prior to the date of the trip.

**Disciplining and Caring for the Children:**

KidLogic focuses on positive reinforcement with our children. Positive reinforcement is a technique used by parents and caregivers to modify their children’s behavior. This technique has been proven effective for parents, teachers, coaches, leaders and anyone responsible for a child or a group of children. The fact that it does not use pain punishment, intimidation, yelling, humiliation, shame, guilt or other things that can be hurtful to the child and or their self-esteem, emotional growth, wellbeing or their relationship with parents, caregivers has made positive reinforcement popular around the world and is used in many classrooms. When a desired behavior is done by the child, a reward known as the reinforcement is given to the child. The reinforcement is presented to the child. Reinforces are anything that motivate the child in question and can range from tangible items to pleasurable activities or social recognition. As a consequence, for continuous poor choices, KidLogic will provide the child with a time out, where we will have the child take a seat to think about the choices they have made. As we prefer to not use the word time out, we ask the child to “take a minute” allowing them to think about the choice or choices they have made causing the break. The time is based upon the age of the child. After the child’s time is up the teacher that has placed them in timeout will then speak to them about the poor choice that was made and present them with a more appropriate choice. If after several attempts and progress has not been made in behavior. The teacher will then have the child removed from the classroom and will spend time with the director or assistant director in the office.

**Biting Policy:**

Biting is the most common problem with children ages infant through three years of age. Experts attribute this to the lack of ability to verbalize. Biting is generally recognized as being developmental in all children and cannot be completely avoided.

If/when a biting incident does occur, both the child that was bitten, as well as the child who did the biting, will receive an incident report that the parents must sign. KidLogic will keep these on file to watch for trends with the same children biting and being bit. To the best of our ability, we will try to keep this behavior to a minimum. We will work with the parents specifically to encourage “no biting” and to keep all of our children happy and safe.

The purpose of the biting policy is not to discipline, but rather modify and improve behavior. Please understand that each incident may be handled in a slightly different manner, as each and every child is unique and special with different needs and abilities.

It is the goal of KidLogic to provide the safest and best possible environment for the positive development and growth of each child.

**First time biters:**

* The biter is given an age appropriate chewy instrument to bite on and told in a firm and assertive manner, “No, biting hurts”!
* Parents of the bitten and biter will be notified via writing of the incident.

**Subsequent Biters**:

* In addition to the above, the biter will be placed in withdrawal for one minute per age of child.
* The parents of the biter will be called in addition to the written incident report.
* The parents may be requested to participate in a mandatory on-site meeting with the staff within a 24-hour period.
* The parents may be required to contact their family physician for medical evaluation to rule out non0development or behavioral reasons for chronic biting.
* The biter will be moved to a different classroom.
* As a last resort, the chronic biter may be expelled from KidLogic, especially where there is no improvement or parental support.

**Helpful Contacts:**

**Nebraska Family Helpline 1-888-866-8660**

The Nebraska Family helpline makes it easier for families to obtain assistance by providing a single contact point 24 hour a day, seven days a week.

The helpline is supervised by licensed behavioral health professionals. Trained helpline operators screen calls to:

* Assess immediate safety needs
* Identify the potential level of behavioral health crisis.
* Make recommendations or referrals to appropriate resources.
* Help callers connect to emergency resources or providers.

**Miscellaneous:**

We reserve the right to make changes and to update our policies and procedures as well as weekly tuition throughout the year. Parents will be notified in writing should a change in the policies occur. If needed, we will update our contract to comply with any changes.

**A Final Note:**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours**.**

**Note:** By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of KidLogic Child Care & Preschool, Inc. handbook are understood and agreed upon.

**Thank you for the opportunity to work with you and care for your little one.**

**We look forward to a future of keeping your child smiling and safe.**