

Kid's Kingdom

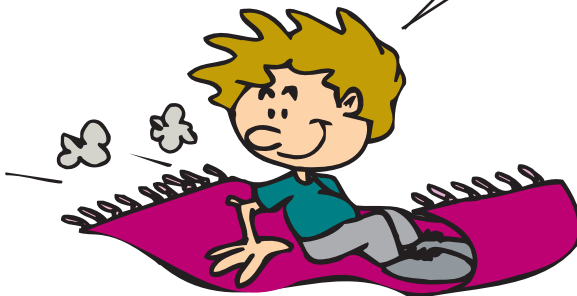


*Preschool
&
Child Care*

“Where education and security come first”

PARENT HANDBOOK

*Oh, boy, I'm
off to School at
Kid's Kingdom*



116 Puritan Avenue Cranston, Rhode Island 02920
401-464-9665 email: kkingdom@cs.com

Bright Star Quality Rated Program

We at Kid's Kingdom believe in the "Whole Child Approach" by considering the physical, emotional, social and intellectual needs of the child. We also believe that children learn through "play". We provide a developmentally appropriate environment and curriculum based on your child (the individual) and the entire group. We strive to provide a safe, nurturing environment with plenty of T.L.C.

**Licensed by DCYF
Nurse On Staff**

**Our Curriculum is guided by the
RIELDS (Rhode Island Early Learning
Development Standards)**

Children 6 months – 12 years
Full and half day programs

Before and after school program

Infant Program

Preschool

Pre-K

Welcome to Kid's Kingdom

We realize that choosing a daycare provider for your child or children is a difficult and time consuming decision. It is our goal to provide you and your child with the best possible care. We hope that the information contained in this handbook will answer most of your questions. If there are any other questions concerning your child, please call the director. The director is always available to both you and your child to discuss any matter or concerns.

Kid's Kingdom is a child development center that has been fully licensed by the State of Rhode Island, the Department of Children, Youth and Families, and the Department of Nutrition. In addition, both directors of the center are licensed Foster Parents and have been since 1989. This experience has lead the directors to be able to handle a variety of children, while adhering to the guidelines set forth by the State and Department of Children, Youth and Families. Our programs consist of developmentally appropriate activities based on your child's age, needs and interest. Kid's Kingdom is fully handicapped accessible for those children with special needs.

We will strive to make as many conveniences available as possible to both you and your child. For example, we realize how hectic mornings can be with parents and children getting ready for the day ahead so, at no additional cost, we will have breakfast available each morning for children arriving before 8.30 am and no later than 9:00 am. Another service we will be providing is a nutritious, well balanced hot lunch program that will be based on the daily recommended nutrition guidelines, and afternoon snacks. We would also welcome and appreciate any recommendations or suggestions that you as parents can make to make this a more rewarding experience for all of us involved.

Registration:

1) FORMS TO BE COMPLETED BEFORE ACCEPTANCE:

- a) Medical Forms
- b) Emergency Card - prompt notification of any changes to addresses, telephone numbers and names of people in which you allow to pick up your child.
- c) Daily Phone Numbers
- d) Medication - Kid's Kingdom will only dispense medication with prescription and note from parent.
- e) Emergency Release Form- to transport child to a hospital, if need arises.
- f) Restraining Order - provide a copy, if applicable
- g) Copy of Birth Certificate

2) PARENT MEETINGS

These will be held periodically throughout the year. If you have any concerns and wish to meet, for any reason, please contact the director or teacher to schedule an appointment.

3) TUITION POLICY

- a) Registration Fee of \$ 35.00 is payable upon enrollment and renewal thereafter each September.
- b) Tuition is DUE ON MONDAY for the current week attendance.
- c) Absences during the week due to holidays, sickness or vacation time does not decrease the tuition fee.
- d) A late fee of \$5.00 will be charged to anyone paying late. Parents receiving state assistance with tuition are responsible to pay any co-payment that the State may give them. Also, you take full responsibility to pay for any weeks that the State does not pay for in the event you do not rectify on time or are denied assistance for any reason. You are responsible to submit any and all documents to the State in order for us to receive payment. Failure to do so and non-payment by the State means that you are solely responsible for any unpaid tuition.
- e) If payment for tuition has not been paid for two consecutive weeks, your child will be disenrolled from Kid's Kingdom.
- f) A \$25.00 fee will be charged for all returned checks and we reserve the right to refuse future payments by check.



4) DAILY CARE REQUIREMENTS

Your child will need the following to be kept the center:

- a) A complete change of clothing (underwear, socks, pants, shorts, shirt, sweat-shirt and/or and sweater). These items must be changed as the weather changes and replaced when used and sent home.
- b) These items must be checked weekly to be certain the child has clothes. When needed, please discuss potty training with the teacher.

- c) Blanket for rest time. A pillow/stuffed animal is allowed for rest time and must go home each week to be cleaned. Please label these items with child's name. (except infants)
- d) We ask that toys from home NOT be brought to the center. This creates many problems among the children.
- e) A toothbrush with cap and toothpaste with child's name on them.

5) DAILY ATTIRE

- a) Durable clothing according to weather.
- b) During cold weather, we advise long sleeves, sweaters...
- c) Boots, mittens and hats are required in winter months (There will be outside recess, weather permitting.)
- d) Sneakers and rubber sole shoes are preferred footwear.

6) SCHEDULE

- a) Children should arrive by 9:00 am
- b) Parents must sign their child in and out daily
- c) We close at 6:00 pm PROMPTLY. A late fee of \$1.00 for every 1 minute after closing will be charged. If no contact has been made with the parents after one hour (7:00 pm) the proper authorities will be notified.

7) SPECIAL INTEREST

- a) Field Trips – we will be planning educational field trips and will require permission forms, at the time. Some of the trips may have a related fee, payable in advance.
- b) Birthdays – we will help your child feel “special” on their day. If you would like to help celebrate your child's birthday we will welcome healthy treats but please provide enough for your child's entire group.

8) HOME AND CENTER COOPERATION

- a) Potty Training – Let us know, when the time comes of your child's experiences. We believe that teamwork is the key and we want to work with you. We do ask that you provide disposable diapers or training pants, as needed.
- b) Your child needs to be potty trained by three years old to enter the Preschool classroom.
- c) If your child is potty trained and older than three and has an “accident” and cannot clean him/herself we will call you.
- d) Hygiene – All of the children will be required to wash and dry their hands after toilet, before eating and at other appropriate times. We ask that you encourage and help reinforce these traits at home.
- e) Fire Drills – We will conduct regular fire drills to teach your child how to react in a safe and orderly fashion.
- f) No vulgarity is allowed in Kid's Kingdom.
- g) You are not allowed to physically punish your child on Kid's Kingdom property.
- h) All persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families.
- i) If your child is absent due to illness or personal reasons please contact the center.
- j) We are not responsible for any belongings brought to Kid's Kingdom. Please put your child's name on everything. If something is missing we will do our best to find and return it.
- k) On going assessments are aligned with our curriculum.

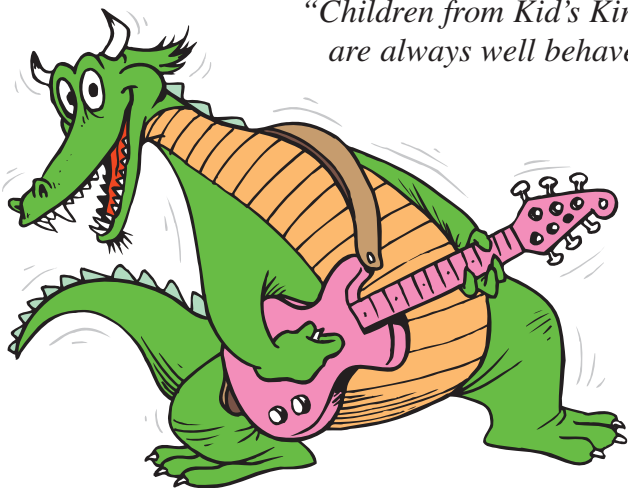
DISCIPLINE POLICY

KID'S KINGDOM INC.

WILL FOLLOW THESE GUIDELINES FOR DISCIPLINE:

- 1) Respect, comfort and guide the children at all times regardless of their behaviors.
- 2) Explain limits in terms of what behaviors are acceptable and tolerable within the center.
- 3) Facilitate the development of self control by setting clear, consistent guidelines and rules which are fair.
- 4) Suggest alternatives and positive models of behavior.
- 5) Provide caring encouragement through both verbal and non-verbal communication.
- 6) Redirect child to quiet area. This gives the child the opportunity to calm down and reflect on behavior.
- 7) Arrange for a conference with the parents, when necessary.
- 8) If your child physically hurts a child or staff member, you will be called to pick him/her up.
- 9) If your child destroys property you will be called to pick him/her up.
- 10) Authentic Assessments will be ongoing in your child's classroom. Formative assessments are done three times a year and parents are welcome to schedule a parent teacher conference.
- 11) If you bring your child to the center in the morning and your child is hitting and screaming, he/she will not be allowed to stay.
- 12) Child Outreach provides on site screening annually.
- 13) We collaborate with Early Intervention as needed.

*"Children from Kid's Kingdom
are always well behaved"*



Hours of Operation

School hours are 6:30 am -6:00 pm Monday- Friday

Holidays

- 1) New Year's Eve, closing at 1:00 pm
- 2) New Year's Day
- 3) Memorial Day
- 4) Closed 1st week of July 4th
- 5) Labor Day
- 6) Columbus Day
- 7) Thanksgiving and Friday after
- 8) Christmas Eve closing at 1:00 pm
- 9) Christmas Closed
- 10) Veterans Day

Daycare Cancellation

During inclement weather, radio and television will carry NO SCHOOL announcements.

Sign up for weather alert wpri.com

No school Cranston means Kid's Kingdom will be closed.

If storm conditions arise during the day and schools are closing early, please call the school and make arrangements to have your child picked up early.



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MEDICAL CONCERNS

In any of the following instances you will be notified and asked to pick up your child if he/she has these symptoms.

- 1) Elevated temperature: 100.4 or more- Child must remain out the next day-unless you have a doctors note saying child can return**
- 2) Diarrhea: 2 times or more unless on medicine**
- 3) Vomiting: 2 times or more**
- 4) Rashes/Blisters: May return when clear and with note from Doctor**
- 5) Pediculosis/ Head Lice: May return after a head check and with a doctor's note**
- 6) Conjunctivitis/Pink Eye: Must remain out one full day on medication**
- 7) Impetigo: Doctors note required to return**
- 8) Drainage: Anything uncommon from the ears, eyes OR OPEN SORES**
- 9) Open Sores: Must be covered to prevent leakage and have doctors note approving attendance at Kid's Kingdom**

Please remember these rules are in place to protect all children, including your own.

Kid's Kingdom does not discriminate based on race, color, national origin, disability, sex, gender identity, political beliefs, age, marital status, family/parental status, religion, sexual orientation, reprisal or because all or a part of an individual's income is derived from any public assistance program.