

KIDS KAMPUS OF MUSKEGO PARENT HANDBOOK

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“QUALITY CARE WHEN YOUR NOT THERE”



Parent Introduction

Thank you for choosing Kids Kampus Daycare Center. Kids Kampus is a preschool/Daycare facility, licensed by the state of Wisconsin to provide care for children between the ages of six weeks to 11 years old. The hours of operation at this center are Monday through Friday from 6:00 a.m. to 6:00 p.m.

The staff at Kids Kampus will do their best to provide stimulating learning experiences for your child while being in a safe, caring environment. Our staff prides themselves in helping to nurture your child's growth. In addition, Kids Kampus takes pride in providing a holistic approach that includes nurturing the mind, body, and spirit. Each child is treated and evaluated as a unique being. We realize that children develop at different rates, and each child is provided with individualized attention to help him or her goals of development.

Who may be Enrolled?

1. Any child ages 6 weeks through 11 years old may be enrolled providing that the center can meet the needs of the child.
2. Kids Kampus does not discriminate on the basis of religion, race, color, sex, creed, political persuasion, national origin or ancestry.
3. There are no geographic boundaries or family income levels.
4. Kids Kampus has the capacity of 95 children.

How to Enroll

1. Parents may call or visit the center to request registration information.
2. Parents must fill out the registration forms, pay the registration fee, and sign a contracted hour's agreement before the child's first day of attendance. You will be charged for the contracted hours you give us and any extra hours you accrue.
3. If the center is at capacity and you would like to be put on a waiting list, a **non-refundable** deposit will be required to hold a spot.
4. Medical forms must be completed and returned within **30 days** of enrollment. These forms must be dated no more than six months prior to enrollment.
5. Enrollment and immunization forms, child information card, and hospital transport sheet must be at the center on your child's first day.

Center Policies

Fees and Vacation Policies

1. An annual registration fee is required upon your child's enrollment. This is non-refundable.
2. Tuition may be paid by check, money order or cash. Checks should be made out to Kids Kampus. There is a \$20.00 fee for any returned check. Tuition must be paid for the week on Monday or your child's first day of scheduled attendance. If you fail to make payment on time, there will be a late charge of \$5.00.
3. The center must be notified by 8:00 a.m. if your child will be absent for the day. If you fail to do so, you will be assessed a \$5.00 fee. If you know of an upcoming day you would like to take as vacation credit, you will need to fill out a vacation form before credit is given.
4. You will receive double of what your child's weekly schedule is for vacation credit in a year.
 - 5 days a week= 10 vacation days
 - 4 days a week= 8 vacation days
 - 3 days a week = 6 vacation days
5. Vacation credit must be used for any absences (including illness, vacation, funerals and holidays) otherwise you will be charged for that day.
6. Only ½ of your vacation credit may be used the first months of attendance, the other ½ after the sixth month. Once you have completed one year at Kids Kampus you may use your vacation credit at any time. Vacation days are not accrued and cannot be applied towards tuition.
7. A late fee will be assessed for any child staying past or arriving earlier than contracted hours. This fee will be \$5.00 for every ½ hour (before or after your contracted hours) per child, and must be approved by the administrator or director.
8. There will be a late fee charged for any child staying past 6:00 p.m. (closing time). This fee will be \$10.00 per child every five minutes until 6:15 p.m. After 6:15 p.m. the fee will be \$20.00 for every five minutes (per child). If this occurs three times in a 30-day period, these fees are **doubled**. This includes during inclement weather, and traffic problems. Please plan ahead.

Drop off and Pick up Policies

1. Parents are responsible for bringing their child onto the center and picking them up. It is also the parents' responsibility to put their child's belongings in the proper places and see that they get to the appropriate area.
2. If any individual other than a child's parent comes to pick up, Kids Kampus will need to see ID verification from the individual and then call the child's parent at work to verify that this individual is to

pick up the child. If a parent leaves a note with the center in regards to anyone other than the parent to pick up their child (even if this individual is an authorized pick – up person), we will still ask the individual for ID verification before the child is released.

3. If a parent or authorized individual appears to be under the influence of alcohol or drugs Kids Kampus will call the police or 911 to prevent this individual from taking the child from the center. Also a call to child protective services will be placed.

4. By state law, children **must be** signed in and out every day. It is the parents' responsibility to sign their child in and out. You will be assessed a \$5.00 fee if you fail to do so.

5. Once again, there will be a late fee for any children that are not out of the center by 6:00 p.m. sharp! In case of inclement weather, please plan ahead or have an alternate pick up person.

Health Policies

1. Each child will have on file a completed health form signed by a licensed physician, stating that the child is healthy. Each child will also be required to have a physical exam not more than 6 months prior or 30 days after enrollment. Children under 2 years of age must have an updated physical exam every 6 months and children over 3 years of age must have one every 2 years.

2. Medication will only be administered if the parents sign a consent form. Medication must be in its original container and then logged in the medical book. Non-prescription medication will not be given for more than 7 consecutive days without doctor's consent.

3. In order to comply with state regulations and to protect the health and welfare of the other children in the center, a parent must keep their child home if any of the following symptoms are evident.

A. Rashes- Children with contagious rashes will not be allowed to attend the center. Any rash that is in question will require a doctor's written re-admission permission slip.

B. Diarrhea- Children having diarrhea (including diarrhea associated with teething and medicine) three times within a 2-hour period will be sent home and unable to return until 24 hours after the diarrhea has ceased completely.

C. Head Lice- Children with diagnosed cases of head lice will be asked to obtain a clearance from the local health department and be nit free before returning to the center.

D. Fever- Children with temperatures (including fever associated with teething) 101 degrees or higher will be sent home. We cannot give medicine to hold down a fever. Children may return to the center after the fever has subsided without medicine for a minimum of 24 hours.

E. Pink Eye- Children with pink eye or any eye inflammation will be sent home and unable to return until the inflammation is diagnosed (with a note from the doctor) and/or treated.

F. Sore Throat/ Vomiting- Children will be sent home until the condition is diagnosed (doctors note) and/or clear

G. Chicken Pox- Child must be out of the center at least one week (possibly longer). All pox must be scabbed over and dry.

H. All other communicable diseases- Children with communicable diseases will be removed from the center immediately. The child can be readmitted after he/she has been absent for the amount of time designated by the local health department.

I. children with bacterio-diarrheal infection, hepatitis, infectious mononucleosis, and tuberculosis, or strep/staph infections must have a doctor's permission and have been on medication for 24 hours to return to the center.

Kids Kampus, not the child's family, makes the final determination about whether the child can receive care in Kids Kampus program. Children will be excluded if: 1. The child's illness prevents the child from participating in activities that the facility routinely offers for well children; 2. The illness requires more care than a childcare staff is able to provide without compromising the needs of other children in the group; 3. Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact with.

4. Please plan an alternate arrangement for your child before he/she becomes ill.

5. Please make sure your child has an emergency number available in case we cannot reach the parents.

6. When you are called to pick up your ill child you or an alternate person needs to be at the center within **one hour** from the time of the phone call.

7. In case of a serious accident, your child will be transported to West Allis Memorial Hospital, unless you indicate otherwise.

8. Accident reports are filled out by the teacher for all accidents. They are signed by the parents and the administrator or director, recorded in the medical logbook, and then placed in the child's file.

9. You will be notified at home or work of any serious accidents (for all head injuries you will be called no matter what) your child may have had at Kids Kampus.

10. Superficial wounds are treated with soap, water, ice, Band-Aids, and TLC.

Discipline Policies

1. The only discipline used at this center is redirection for ages 2 and under and a time out for ages 3 and up. The reason for the time out will be explained to the child and will not last for more than 1 minute per age of the child (3 minutes for a 3 year- old, 4 minutes for a 4 year- old, etc.) It is also made sure that the child understands the reason for the time out.

2. Any child whose biting cannot be controlled will be asked to leave the center until he/she matures out of the biting stage. Excessive biting is defined as 5 times in a 1 week period.

3. If there seems to be a number of incidents regarding your child's behavior (disrupting the class, causing harm to self or others, language, continual inappropriate behavior) the following steps will be taken.

A. You will be written a note or verbally informed of the behavior and then work on a solution with your child's teacher.

B. You may be called to come and pick up your child.

C. You may be asked to attend a conference with the administrator and/or director. At this time there may be a suspension or a cut in hours.

D. If all above efforts fail, the child will then be terminated from the center.

Transportation policy

1. Kids Kampus determines the children and schools we will provide transportation to and from.

2. Parents must fill out the following transportation forms:

CFS-104

CFS-56

3. It is the parent's responsibility to notify Kids Kampus if the child is not going to need transportation in the a.m. or p.m.

-It is the parent's responsibility to get their child to Kids Kampus in the morning before the van departs from Kids Kampus.

-It is the parent's responsibly to inform Kids Kampus if their child will not be needing transportation to school or back from school.

-If the parent fails to inform Kids Kampus that their child is not going to be needing transportation to or from school on the Kids Kampus van there will be a \$10.00 fine for the first offense. If a second offense occurs there will be a \$20.00 fine. If a third offense occurs the parents will have to find other transportation to and from school for their child. Please remember the van driver is not able to leave day care or school without all the children on their list.

4. It is Kids Kampus responsibility to make sure each child gets off the van after it reaches its destination.

-The van driver will use a time attendance sheet to record when each child arrives and departs off the van.

-The van driver will physically check each seat for children and sign the bottom of the attendance sheet. The driver will then hand the sheet over to another staff member (administrator or director) who will physically check each seat and sign the attendance sheet.

5. All staff members who drive the Kids Kampus vans will have their driver's license and driving records checked each year and kept on file.

6. All staff members who drive the Kids Kampus vans will be insured through Kids Kampus insurance.
7. Effective August 1, 2009, any vehicle that is owned, leased or contracted for by a child care center must have a vehicle safety alarm installed before children are transported. This requirement is a result of a new law that takes effect on August 1, 2009.
8. Both Kids Kampus transportation vans have had vehicle safety alarms installed June 2009 to meet state compliance, and all transportation staff has been properly trained on the use of these alarms.

General Policies

1. A monthly newsletter and calendar will be handed out to each family. Both of these will keep you updated on: the themes we will cover for the month, activities your child will be doing, upcoming events, parties, and field trips.
2. There will be a posted weekly information sheet (ages 2 ½ and up) that explains what activities your child did during the week and any reminders for the following week.
3. It is the responsibility of the parents to check the bulletin boards. There you will find lesson plans that will be followed for the week, a daily schedule, and any items that may be needed from home. Parents are welcome to use the bulletin boards for advertising (yard sales etc.). We only ask that all items be approved by the administrator before posting.
4. Field trips will be taken throughout the year, approximately once a month during the school year and twice a month the summer.
 - A. Depending on the nature of the field trip, children ages 3 and up will attend. If a field trip is only for a particular age, it will be posted.
 - B. If your child is within the age group going on the field trip, they must attend or you will need to make other arrangements until the field trip is over. As we are not staffed for your child to stay back at the center.
 - C. There will be a fee for each field trip. This needs to be paid before we leave.
 - D. You will be asked to pack a lunch for your child on field trip days, unless otherwise noted. If a bag lunch is needed and is not provided by the parent there will be a \$5.00 fee.
5. Your child will be served 2 snacks a day (approximately 9:00 a.m. and 3:00 p.m.) and lunch (beginning at 12:00 p.m.). All meals and snacks that are served are prepared according to state guidelines. Occasionally you will be asked to pack a lunch for your child.
6. Kids Kampus does not have a breakfast program. We request that all children eat breakfast before coming to the center (except for children in the infant room).

7. The children go outside daily, weather permitting. It is the parents' responsibility to make sure their child has the proper outerwear for the weather. If your child is well enough to be at daycare, they are required to join their class outside.
8. It is also the parents' responsibility to check their child's cubby daily and clean it out weekly. We cannot be responsible for any lost items. Toys from home need to be kept to a minimum, especially matchbox cars, which are easily lost. Remember to label all of your child's things.
9. In event of inclement weather, the following procedures will be followed:
 - A. A message of our closing will be posted on Fox 6 and WTMJ 4, beginning at 5:30 a.m.
 - B. A Kids Kampus closed message will be audible on the Kids Kampus answering machine.
 - C. When after-schoolers have a snow day and our center is still open, it is the parents' responsibility to call the center by 7:30 a.m. to let us know if your child will be attending.
 - D. If there is a snowstorm throughout the day, we have the right to close the center; and which you would be called to come pick up your child.
10. For extra hours and/or days, please see the director for availability and charges.
11. A full day is considered 9 hours or less and a half-day is considered 4 ½ hours or less.
12. We are closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day and the day after Christmas. Should the holiday fall on the weekend, we have the option of closing the Friday before or the Monday after. Please check the bulletin boards for postings. If we decide to close on a day other than the actual holiday; the date will be posted on the parent information area several days prior. These days are considered a day of attendance and must be paid for or vacation credit taken.
13. Kids Kampus does not have any pets on our premises. Children will not have access to any pets unless we have an in house field trip that includes animals. If a field trip of this nature would occur all parents would be notified a week or more in advance in writing.
14. Kids Kampus has a no babysitting policy for our Kids Kampus families. Please do not ask any of our employees to baby sit for you. We have a policy that our teachers are not to agree to baby sit any of our Kids Kampus families.
15. If you choose to leave Kids Kampus for any reason, a 2 week notice is required.