



## **KID'S KAMPUS LEARNING CENTER INC.**

### **ALL ABOUT US**

We have a long history in this community of providing quality care. Our two directors opened this center because they wanted the best for their children. Our staff have years of experience from professional development classes and workshops. We are proud of that we put all children's needs first.

Our love for children is what drives our long term experienced staff. Our teachers set the stage for an environment that challenges children every day.

We are proud to have a dedicated team that gives Kid's Kampus it's great reputation throughout the community. Since 1996, our center is about building relationships.

### **CURRICULUM**

In connection with the Cedar Rapids Community School District, we use Creative Curriculum for children: infant through preschool. Kid's Kampus also incorporates STEM, jolly phonics, and writing without tears in our preschool rooms. We document developmental growth through the use our Daily Connect for infant, toddlers, and two-year olds. Our preschool rooms document developmental growth using a portfolio. Your child's development is discussed at our parent/teacher conferences which are held in November and April.

We are a family at Kid's Kampus. Our staff want each child and parent to feel welcomed! We love sharing with you, things about your child every night at pick up time.

### **ENROLLMENT FEE**

Each family pays a one-time \$65 enrollment fee for each child enrolled at Kid's Kampus. Once a spot has been confirmed with the office, you will need to pay the **non-refundable** first week of tuition and the enrollment fee to hold that spot. For current families needing care in the infant room, there is the **non-refundable** first week of tuition and enrollment fee due to reserve a spot for any baby. These fees are due upon confirmation with the office that there is a spot for your child.

## **LICENSING**

Our center is licensed by the State of Iowa Department of Human Services. A copy of the Child Care Licensing Standards is available upon request.

## **HOURS OF OPERATION**

Normal hours of operation are 6:30am-6:00pm Monday through Friday.

## **STATE HEALTH REQUIREMENTS**

The state of Iowa requires an annual physical (dated less than one year) on each child. The Iowa State Certificate of Immunization must also be signed and updated by the doctor. When your child gets new shots, we need a new immunization card.

## **TUITION**

\*The weekly tuition payment is due each Monday. Full tuition is due each week regardless of days missed because of illness or vacation. Our weekly rates are based on your child attending 10 hours or less per day.

\*A \$5.00 late payment fee per child will be charged after the second day your child attends without payment. A \$10 fee per child will be charged after the third day and a \$15 fee per child will be charged after the fourth day. You must pay by Friday night for your child(ren) to return the following Monday.

\* A \$35.00 charge will be added to your account for a returned check.

\*Families are expected to be out of the building by 6:00 p.m. Each child picked up after 6:00 will be charged a late pick up fee of \$5.00 per child at 6:01 and \$1 per child every minute after.

\* If at any time your child must disenroll, another registration fee will be re-charged when you return.

## **BLOCK GRANT/PROMISE JOBS**

Kid's Kampus accepts a limited number of Block Grant/Promise job families due to the large discount that the state requires us to write off. We accept only full time CCA (10 units). The state only pays for up to 4 absences per month. Any absences after 4, the CCA parent must pay the daily rate to keep the child enrolled.

## **DAYS CLOSED**

Our center will be closed the following holidays for our staff to spend time with their families: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, staff in-service day the Friday before school starts, Thanksgiving, the Friday after and

Christmas Day. We also close at noon on Christmas Eve. When one of these holidays falls on a Saturday the holiday will be taken on a Friday and if it falls on Sunday it will be observed on Monday. Regular tuition is due regardless of holidays and sick days.

### **REFERRAL**

We appreciate when you share your happy experiences at Kid's Kampus with family, friends and co-workers. When you refer a new family to our center you will receive a free week of tuition.

### **HEALTH CHECKS**

Each parent must sign their child in and out in their child's room EVERY DAY. Upon arrival each day, our staff will greet your child and do a daily health check. Our Linn County Consulting Nurse recommends a quick visual for signs of illness. Please keep the teacher informed of any sleeping/health concerns.

### **LIMITED ACCESS POLICY**

We do not allow any person who has not had a recent criminal records check and state approval to have "unrestricted access" to the children. "Unrestricted Access" means that a person has contact with a child alone or is directly responsible for child care.

We have a center code system to gain access to the classrooms. Visitors must use the door buzzer to get a director or staff member to open the door. We do look at photo Identification of anyone coming into the building that we do not know. We do not release any child that is not on your list, unless we get a hold of you. We ask you to fill out an Update Form with any phone number updates.

### **OPEN DOOR POLICY**

Kid's Kampus Learning Center Inc. welcomes you at any time. We are family oriented and invite you to share in any of your child's experiences. You are welcome to join us for lunch or a field trip, because we love parent involvement!!!

Parents shall have unlimited access unless parental contact is prohibited by a court order.

### **DISCIPLINE POLICY**

Kid's Kampus uses positive redirection to guide our children in making good decisions. Our staff are trained in "1-2-3 Magic" which is available in CD for you to check out and watch at home. We have "time-in" which means a child is still involved in an activity, but they are sitting by a teacher.

As a last resort, we do use the “time out” method to give the child time to cool off and gain control of themselves (Up to 1 minute per year). It is our job to handle each situation.

There may be a time when we need to work with you to help your child through a difficult period. If the team and directors need more help, we call both parents in for a planning meeting. We usually start with a behavioral chart.

We may also ask for help from the Grantwood Area Education Agency resource “CART”. They are great at giving our staff tools in dealing with behavior issues. Discipline means “Teaching children to use self-control”. We want staff to use each situation as a teaching moment.

Our biting policy at Kid’s Kampus: After a child has “two bite connects” for the day, the parent will be called to give them a heads up. If the child bites a third time: the parent will be called & **the child will be sent home for the day.**

### **TERMINATION POLICY**

Kid’s Kampus uses every resource to help your child be successful. If after all those resources, a child is still unable to adapt to our center, we will give you a 2 week notice for termination. There are some children who benefit from a smaller group environment.

### **PARKING**

The parking at our center is very limited. If you are a quick drop off and speedy pick up, you are welcome to park in one of the two lanes under the canopy. However, if you enjoy watching your child for a while or chatting with the teachers, you will need to park in the lot or across the street at Sam’s Club. We ask for safety reasons to never park under the canopy with your engine still running. Only park in the handicap spot, if you have a handicap sticker.

### **WEATHER CLOSINGS**

During severe weather we will tune to KCRG and post any announcements concerning closing or delays. We will also post it on Kid’s Kampus Face Book site and send out a Daily Connect message.

Our center is notified through the Linn County Civil Defense System radio of any weather concerns. If during the day, the weather causes early closings, our staff will call you at the phone number you indicated on your enrollment form.

### **REPORTING ON CHILD ABUSE**

Our staff go through training as mandatory reporters of child abuse. They are required to notify DHS of any unusual marks. It is important for you to communicate with your child’s teacher each morning if there are any unusual conditions.

## **FIELD TRIPS/RIDES TO SCHOOL**

Kid's Kampus uses our two vans to transport children on preschool field trips and to get school age children to and from school. Our staff who drive have current chauffeur's licenses. Parents always sign their children up before any field trip. The vans are equipped with seat belts and we provide any child under age six with a booster seat.

## **INSURANCE**

Safety is always the first concern with our staff at Kid's Kampus, however children and accidents go together. If medical attention is needed, we will contact you. You should turn the claim in to your insurance carrier for reimbursement.

## **NUTRITION**

Our cook plans and prepares each breakfast, lunch and afternoon snack. We follow the recommendations of the Federal Food Program. The menus are posted in the foyer and in all the rooms. We are proud of our family *style* serving. It is our goal to serve nutritious meals, guide children to form good eating habits and use manners at the table.

Any food allergies your child has needs to be documented with a letter from your doctor. Parents should not bring in any food into the center unless celebrating a birthday or special event already approved by your teacher.

## **OUTDOOR PLAY**

We believe that children need outdoor play in order to express their energy. All children are expected to be with their class outside unless a written note from the doctor has excused them. If weather does not allow them to go out, we will provide large motor activities inside. We follow the Iowa Child Care Weather Watch Chart.

## **DRESS**

All children need a full set of clothes in their cubby in case of accidents or getting unusually dirty at play. Remember to send your children in comfortable, seasonal clothes that they can play and get messy!

## **REST TIME**

Each child is required to have a rest time. Our policy is that after an hour, the child will be allowed to get up and do a quiet activity. Each parent provides a fitted crib sheet and light weight blanket for your child's cot. If your child is under

18 months of age, we provide a port-a-crib sheet. Each Friday we will send home our plastic baggie with the bedding to be laundered and return on Monday.

### **EXCLUSION POLICY**

When a child shows a symptom of illness, the staff will notify the office before calling a parent to notify them of those symptoms that may require a child to be excluded from Kid's Kampus. Reasons may include:

- The child appears ill because they are not participating in normal activities
- The child is non-consolable, and the staff are not able to give the child the one on one attention they require.
- The child has a fever that reads 101 under the arm, according to state for infants and toddlers and 100.5 for children two and above. When we send home a child with a fever, they need to be out of the center and fever free for 24 hours without the use of a fever reducing medication.
- Vomiting and need to be able to eat regularly.
- If your child has more than two episodes of diarrhea that cannot be contained in the diaper or underwear.

Kid's Kampus calls our Nurse Consultant who is assigned to us though Linn County, with any medical concerns. After a parent fills out a Medicine Permission Form, we give prescription medicine (from its original labeled container) to children only at the noon hour. Any over-the-counter medicine must be accompanied with a note from the doctor. That note is only good for 30 days.

We post any communicable diseases. We ask for a doctor's note with the diagnosis and when that child can return to child care.

### **OUR STAFF**

We are very proud of our staff who have a mix of Early Childhood/Elementary Education degrees and experience from other licensed child care centers. Each of our staff put in 10 hours of professional development classes each year. In addition, they are trained in CPR, First Aid and Blood borne Pathogens.

In our infant, toddler and two-year-old rooms we do primary care. That means each staff is assigned a small group of children who she primarily changes diapers, works on potty training, sits with at meal times to work on manners and using of utensils. That primary is the one who normally contacts you with any concern and conducts observation notes on your child's developmental growth.

### **Kid's Kampus Mission Statement**

***Our mission is to enrich the lives of children by building curiosity***

*and to give professional quality care  
though listening and learning together!*

## STAFF EMERGENCY PROCEDURES & POLICIES

### EMERGENCY FORMS

Each year we have parents update their emergency phone numbers and include a list of who is authorized to pick up their child. We have updated forms during the year, as parents notify us of work, home or cell phone changes.

### FIRE

At the sound of the fire alarm, each room is to take their attendance and emergency numbers and quietly guide the children out the door to line up at the southern fence. Everyone will then meet at the playground area where a face count and safety check of all children is completed. After taking attendance, please wait for a signal from the management in charge of the building for further instruction, who will determine whether to call **911**. Hold up clipboard to indicate all children are accounted for!

### TORNADO

At the sound of the whistle, each room is to calmly proceed with the attendance and emergency numbers to the room designated by the map with a blue line. Our children gather in a specific area of the preschool 2 room (no windows in the center room). We will remain in this safe area for tornado preparation as we tune into a radio station for further instruction. Children and adults will sit on the floor and cover their heads with their hands. Everyone will wait in there until it is announced that it is safe to come out.

### INTRUDER IN THE BUILDING

Establish initial contact with the person to determine what, if any threat there might be. Keep yourself from harm so that you can protect the children. Try and diffuse the situation if at all possible by reasoning with the intruder so that he/she will leave quietly without causing a major disturbance. If the intruder appears too hostile or has a weapon be sure to signal to someone (preferably someone who is unseen by the intruder) to call **911**. Do not try to be a hero and escalate the situation if the intruder means to physically harm you or the children.

### CHEMICAL SPILL

If there is a minor chemical spill of a non-hazardous substance, block off the area, clean it up immediately. However, if it is a serious or hazardous chemical spill, get the children out of the building and call **911**.

### INTOXICATED PARENT

Try to talk to the parent and help them to be aware of their condition and inability to care properly for their child while in this condition. Focus on the welfare of the child. Ask if there is someone he/she would like you to call that could come pick up the child or offer to drive if possible. If the person is out of control, call **911**. If the person insists on taking the child, go out

into the parking lot and get a description of the vehicle including: License #, color, make and model of vehicle, and the direction of the travel, then call **911**.

#### LOST OR ABDUCTED CHILD

If a child under our care is missing, conduct a complete search of the building (inside and outside) checking with everyone to find out when the child was last seen. If the child is not found, call **911**. Give a detailed description of the child including what they were last wearing and any place they might have gone. If you observed the child being abducted, call **911** immediately and give a complete description of the child and the person (if you see him/her). If you are given advance warning that someone is coming to take the child, remove the child from the area by taking him/her to another part of the center. Then, when the person arrives to take the child, don't give them any information about the child and try to get him/her to leave. If he/she refuses to leave call **911**.

#### BOMB THREAT

Listen carefully to the call and get as much info as possible (i.e. Background noises, male/female, young/old). Ask the caller questions like: Where is the bomb? What time is it going off? Write down any information you can gather. Get the children out of the building in a quick and safe manner. Call **911**. When the police arrive, a staff member will need to be available to go back into the building to help search by looking for anything out of place.

#### POWER FAILURE

In case of power failure, flashlights are available for use and located in the kitchen in the first drawer. Keep children calm and occupied with songs and finger plays. Call the electric company if possible. Try to get an approximate time of the power to return. If it gets too cold or too hot for the children, call all parents to see if they can have their children picked up early.

#### STRUCTURAL FAILURE

In case of structural damage, grab your clip board and get the children out of the building immediately. Grab first aid kit and proceed to fire procedure area and call **911**. Await more information from management for further instruction.

#### BLIZZARD

If the road conditions are such that driving is difficult or impossible, children, staff and any parents in the building will remain until roads are passable. All parents will be notified.

#### NUCLEAR ACCIDENT

In the case that we are notified that there has been a nuclear accident, our staff will wait one hour as parents have a chance to pick up their children. The children remaining in the building at that time will be transported by the Kid's Kampus vans to Cornell College - Armstrong Fine Arts Building - 600 1<sup>st</sup> St W Mount Vernon, IA 52313.