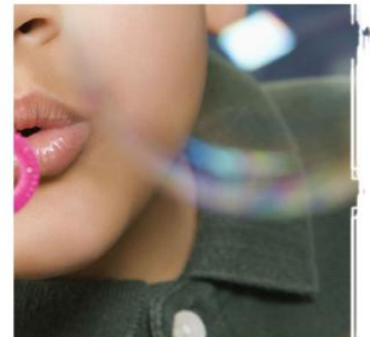




www.kinderexplorers.com



Revised 02/2017



**kinder
explorers**

Children Learning Centers



Table of Contents

WELCOME TO KINDER EXPLORERS.....	6
FAMILY INVOLVEMENT.....	9
Family-Teacher Partnership.....	9
Daily Reports.....	10
Daily Feedback.....	10
Newsletters.....	10
Other Communications.....	10
Changes in Family Information.....	10
Conflict Resolution.....	11
Family Lending Library.....	11
Family Referral Program.....	11
PROGRAM STANDARDS.....	13
Program Quality Standards.....	13
Portfolio.....	14
Assessments.....	14
Parent/Teacher Meetings.....	14
Positive Guidance.....	15
HEALTH AND SAFETY.....	18
Child’s Wellness Check.....	18
Reportable Communicable Diseases.....	19
Medication Procedures.....	20
Dispensing Medication.....	21

Creams, Powders, Sunscreen, etc.....	21
Hand Washing.....	22
Allergy Prevention.....	22
Injury Prevention.....	23
Accidents and Injury.....	23
Balloons.....	23
Clothing Hazards.....	24
Footwear.....	24
No-Smoking Policy.....	24
Parking and Speed Limit.....	24
Insurance.....	24
POLICIES AND PROCEDURES.....	27
Mission.....	27
Purpose & Goals.....	27
Enrollment-Class Placement.....	27
Center Hours.....	28
Holiday Schedule.....	28
Emergency Closings.....	28
Drop-Off and Pick-Up.....	29
Meals and Snacks.....	30
Items To Bring to the Center.....	30
Field Trips.....	31
Birthday Celebrations.....	32

Rest Time.....	32
Potty Training.....	33
Handling Soiled Clothes.....	33
Photographs and Recordings.....	33
Uniform Guidelines.....	33
Transportation To/From the Center.....	35
Confidentiality and Distribution of Records.....	35
Process of Disenrolling a Family.....	35
Family Code of Conduct.....	36
Threatening Staff, Other Adults, or Children.....	36
Addressing of Other Children.....	37
Center Safety.....	37
Biting.....	37
Babysitting.....	38
Child Custody.....	38
Waiting List.....	39
FEES AND PROCEDURES FOR PAYMENT.....	41
Registration.....	41
Fees.....	41
Sibling Discount.....	41
Drop Ins.....	42
Security Deposit.....	42
Supply Fee.....	42

Acceptable Forms of Payment.....	42
Late Pickup Fees.....	42
Vacation.....	42
Moving a Child to an Upper Class.....	43
Returned Checks.....	43
Center Closures.....	43
Absences.....	43
Sick Policy (Payment).....	44
Summer Enrichment Program.....	44
Additional Information.....	46
AGREEMENTS.....	48
APPENDIX I: Parent and Guardian Permission Form.....	50

WELCOME TO KINDER EXPLORERS

Dear Family,

Welcome to **Kinder Explorers®**. We know that choosing an early education and child care center for your family is one of the most important decisions you will make. We want to assure you that at Kinder Explorers, your child will be cared for in a safe and nurturing environment for learning that enables children to grow through fun, intentional, and developmentally-appropriate activities.

Our program is designed with families in mind. We seek to form a partnership with you to foster the learning and healthy development of your child. You are welcome in the center at any time during the day to join your child for lunch, to observe your child in the classroom, or to speak with the teachers, center management, or other families. Our aim is to make our center an active community that fosters friendships and creates a supportive network.

We recognize that children with special needs require different levels of support and care. To that end, we will work with specialists in coordination and partnership with your family to provide high quality child care for your child.

Enrolling in a new center is a big change for your child—and for you. We recognize that adjustment periods will vary depending on the age of your child and prior experiences in a classroom setting. We also understand the pace of modern life. Our teachers and center administrator are very experienced in welcoming new families and will work with you to make the process as seamless as possible. The following are some suggestions for easing the transition for you and your child:

- Visit the center with your child before his or her start day. On one of those visits, let your child explore his or her new classroom while you step out for 15 to 20 minutes. This time will allow your child to associate your departure with a return, and it will allow you to observe your child at play with other children.

- Establish a routine of reading a story or playing a game together in the classroom before you leave. The routine will tell your child that you feel the classroom is a good place to be, not a place from which you want to hurry away.
- Bring a family photograph for your child to look at during the day.
- Say goodbye to your child rather than slipping out. Your child will recognize that although you are leaving, you will be back.

As we build our partnership together, please feel free to share new ideas and suggestions. We value the need for close communication between families and teachers. We look forward to getting to know you and to offering you and your child a safe, caring, and joyful educational environment.

Sincerely,

Agnes Odutola,
President/Director



Family Involvement

The center partners with you, the family, to ensure your child's success in school and in life.

Family involvement, family satisfaction, and shared decision making about your child's experience are essential to the Kinder Explorers program. We believe the center forms a caring and learning community in which families, staff, and children can interact and grow. We actively work to support family life and create ways to involve families in our program.

Family involvement is an all-purpose term that encompasses family partnership groups and committees, volunteering, family education, and special events. We believe the key to family involvement is giving families a variety of ways to be involved, if they are able, in the life of the center.

FAMILY INVOLVEMENT

Family-Teacher Partnership

The family-teacher partnership at Kinder Explorers helps children build a positive attitude toward themselves, toward language, literacy, and all other areas of the curriculum. Together, we can provide a stronger program for your child to foster a lifelong love of learning. The best teacher and family partnerships are based on frequent opportunities to share information. You can strengthen your family's role as your child's first and most important teacher and share in learning by participating in activities at home as well as at the center.

The following are some of the many ways you can be involved:

- The center's open-door policy welcomes and encourages you to call or visit at any time.
- Family resources are available so that you can find books, articles, CDs, DVDs, and other helpful materials on parenting, child development, health and nutrition, and general work/life and family topics.
- A Family Partnership Group provides a forum to discuss center-wide activities and promote collaboration.
- Parenting seminars, curriculum nights, special events, family breakfasts, potluck dinners, and family support group meetings may be held throughout the year.
- An annual survey allows you to rate and comment on all aspects of the program.
- Daily, weekly, and monthly formal and informal communication takes place through vehicles such as morning and afternoon greetings, daily and weekly journals, classroom bulletin boards, center calendars, posted planning forms, documentation of your child's learning, newsletters, and conferences.
- We encourage you to share your ideas and concerns with center management and staff at any time.
- You are invited to come into your child's classroom and may choose to share a special activity or project.
- You are welcome to join your child for lunch any time you wish.
- Subscribe to our free electronic newsletter, ke-family news.

Daily Reports

A daily written report is prepared for each child in Kinder Explorers. This provides a parent with an overview of the activities in which the child participated as well as information on meals, sleep, and toileting. Kinder Explorers' teachers will also provide comments on the child's progress. Parents should check their mailboxes daily for these reports and any other messages.

Daily Feedback

This is the daily communication between staff and parents in the morning and evening to provide updates on the children's health, dispositions, etc. A long dialogue may not be possible at the drop-off and pick-up time as the staff is responsible for supervising all of the children in their care. If you have a concern or suggestions, a special appointment is advised or a phone conference may be arranged. Nap time is usually the most convenient time for this type of conference. **Kinder Explorers is always open to suggestions and feedback to improve the way we serve you and your family.**

Newsletters

Periodic newsletters are sent to the email address we have on file, to keep parents informed on Center activities.

Other Communications

Kinder Explorers will from time to time communicate with parents via Informal notes, Memos, and Quality Assurance Parent Surveys.

Changes in Family Information

Families are expected to inform staff of any changes so that registration forms can be kept up to date at all times. We must be able to reach families at all times. So we must be told

immediately of any changes in address, phone number or place of work and if there is any change in the people who are authorized to pick up a child.

Conflict Resolution

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of a center is determined not by the absence of conflict, but by its quick and intelligent resolution.

Kinder Explorers is committed to responding to all family grievances within a 24-hour period and to resolving those grievances as quickly as possible.

Concerns and grievances are most effectively addressed within the center. If a specific classroom concern arises, you should discuss the issue with the appropriate teacher. We encourage you to discuss more general center concerns with center management, who will involve staff members as needed.

Family Lending Library

From unique tips on potty training to engaging your child in science activities, you'll find a diverse offering of fun and helpful tips at our family lending library. Open to families, staff and our students, Kinder Explorers has a library offering resource books.

Borrowing from our library is easy and free. Materials are checked out by a parent or a child enrolled at our child care center. Borrowing time is 4 days for children's books and 2 weeks for parenting books, with extensions available upon request.

Family Referral Program

Satisfied Kinder Explorers families are always our best ambassadors. We are thankful when a family who is satisfied with their child's experience tells another family. To reward families

for their consideration, we have designed the Kinder Explorers Family Referral Program. Through the Family Referral Program, you are eligible to earn unlimited tuition credits. When an enrolled family refers a new family to a Kinder Explorers Early Education and Preschool Center, and the new family enrolls, the referring family receives a tuition credit after the new family has been enrolled for 30 days. To learn more, visit www.kinderexplorers.com/parent-referral.aspx

2

Program Standards

“The right to a quality education is, I believe, the perfect path to bridge the gap between different cultures and to reconcile various civilizations. Without such a right, the values of liberty, justice and equality will have no

meaning. Ignorance is by far the biggest danger and threat to humankind.”

– Mozah bint Nasser Al Missned

We recognize how important new beginnings are to each child and to each child’s family. Therefore, in fulfilling our commitment to quality education we teach, inspire and support our students by providing opportunities for them to discover their potential, develop their character, and maximize their learning so they may become life-long learners and world class citizens.

PROGRAM STANDARDS

Program Quality Standards

We believe that quality is a goal to work toward every day. That is why we have made ongoing self-assessment an integral part of our programs. In addition, work is in progress for our center’s participation in a voluntary accreditation process through the National Association for the Education of Young Children (NAEYC), or a state quality rating and improvement system.

NAEYC has developed standards to define and recognize quality early education programs. To become accredited, a program must go through a rigorous process of self-study involving children, families, and staff. A variety of strict criteria related to providing a developmentally appropriate program must be met. These criteria include having a well-qualified and trained staff, good staff-child ratios and group sizes, and a comprehensive curriculum, as well as meeting stringent health and safety standards. In addition, the program must provide meaningful opportunities for family involvement. At Bright

Horizons, our centers strive to meet NAEYC accreditation standards or other state quality standards.

For more information about education at Kinder Explorers please visit www.kinderexplorers.com/curriculum.aspx, or speak to the center management.

Portfolio

To document each child's learning journey at Kinder Explorers, a beautiful portfolio is developed over time full of information and photographs. Your child's portfolio is an important tool in creating a link between his school and home environment. Parents are encouraged to add their own memories to the portfolio, for example, pictures of their family and stories from holidays and special family celebrations. Portfolios live at school, but can be taken home for one or two days to be shared with family and friends. Please sign your child's portfolio in and out on a special form located in the portfolio library.

Assessments

The Teaching Strategies GOLD™ assessment component of our curriculum is used to provide a developmental picture of your child, relative to general norms, and information on how your child is progressing. It is important to remember that development is a journey, not a race. Children benefit from the individual, measured pacing of the journey, not from achieving developmental milestones at the earliest opportunity.

Parent/Teacher Meetings

Conferences are scheduled at least twice a year depending on the age of your child and state licensing requirements. Together, parents/guardians and the child's primary caregiver/teacher will review your child's digital portfolio, the Family Conference Report form, and a summary of your child's development, highlighting your child's learning in different areas. Together, you will also develop goals and next steps for your child. This is also a great time to discuss how you can support your child's learning at home. Additional conferences with staff are always available at your request.

Positive Guidance

Kinder Explorers consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness. Children learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle toward independence.

Children are accepted as they are — development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs. Behavioral guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance of behavior and modeling, staff members help children to feel good about themselves and to behave in responsible ways.

In our approach:

- Expectations are limited to what is realistic for the developmental level of the child, and they are clarified for children so they understand what is expected of them.
- A “yes” environment is created, which enhances and encourages children's positive behavior.
- Teachers model appropriate behavior.
- Teachers encourage children's efforts to build feelings of self-worth.
- Children are given alternatives, which enable them to turn destructive situations into constructive ones.
- Natural and logical consequences are used
- to motivate and empower children to make

The following methods of discipline are prohibited:

- Corporal punishment, including spanking.
- Shaking, jerking, squeezing, or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labeling, such as indicating a child is a “bad” girl or boy, or otherwise implying that he or she, rather than the behavior, is the problem.
- Using bribes, false threats, or false choices.
- Withholding of food or drink, outdoor time, or unrelated activities (e.g., special events) as punishments.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet.

- responsible decisions about their behavior.
- Behaviors such as cooperating, helping, negotiating, and problem solving are encouraged.

Our policies are designed to promote respect for every child and family we serve. Each child's record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive incident. Knowledge of the aggressor's identity is not necessary to parents'/guardians' understanding of an incident of aggression, or of the actions taken by the center staff to ensure the well-being of their own child. In fact, such knowledge may serve only to stigmatize the other child unnecessarily (and inappropriately, given the developmental context of such behaviors). It may even add to the stress of this child's parents/guardians, who already find themselves in the midst of a difficult situation. The interfamilial conflicts that could also result add nothing constructive to the situation and may hinder its speedy and natural resolution. Therefore, it is in the best interests of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently by other high-quality child care organizations.

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Our commitment is to provide a quality group-learning environment for every child.

3

Health and Safety



Caring for Your Child Comes First

Education and development are important, but we know that nothing matters more than the safety, security and health of your child. That's why protection and preparedness are critical considerations in everything we do at Kinder Explorers Children Learning Centers.

HEALTH AND SAFETY

On average, preschoolers experience eight to ten illnesses a year. If a child in care is ill, it may be more difficult for families, staff, and children to balance their respective needs. For example, it may be inconvenient for the family member who has to leave work or school or difficult for staff who are trying to care for a sick child despite other demands of the day. Although everyone shares a concern for the child's well-being, it is easy to get frustrated under the circumstances. We are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

Child's Wellness Check

If your child appears to be ill when brought to the center and he or she cannot be made comfortable, you will be asked to take your child home. If we feel that your child is well enough to attend the center but may be becoming ill, we will monitor your child and update you as necessary.

To protect the health of all children, the Center follows the guidelines of the American Academy of Pediatrics for exclusion. Kinder Explorers requires that a child, staff, or volunteer with the following conditions be excluded from the Center until his/her recovery has reached a stage conducive to inclusion in regular Center activities:

- If your child becomes ill at the Center, he/she will be isolated and you will be notified at once to take your child home. Facilities are not available at the Center for sick children. ***If the Center calls a parent when his/her child becomes ill, parents are expected to pick up the child in a timely manner. Children need to be picked up within 30 minutes.*** We require parents to come expeditiously without hesitation. If a parent does not come or refuses to pick up his/her child, he/she will be de-enrolled from our program.
- If your child develops an illness, rash, fever, etc., you should call the Center and state the nature of his/her condition. Other parents may need to be notified in case of a contagious disease. A doctor's note is required upon return to the center.

- A child with an elevated temperature, diarrhea, vomiting or known illness will not be admitted to the Center. If your child has a fever, vomiting or diarrhea the night before, you are requested to keep him/her home to limit exposure to infections in the center. *If your child is 2 years old and under we do not recommend bringing your child to the Center with a temperature above 100.4 degrees. If your child is between 3 years old – 5 years old we do not recommend bringing your child to the Center with a fever above 100.0 degrees.*
- If your child has three episodes of vomiting or diarrhea you will be called to pick up your child. *Your child must be free of any fever, vomiting, or diarrhea at least 24 hours before returning to the Child Care Center without medication.* The Center does not administer any breathing treatments or operate any medical equipment. Parents are welcome to come in to provide any specialized services to their children at anytime.

NOTE: If your child is sent home with an Exclusion for Illness Form, its terms are strictly enforced. The exception to this requirement would be that a licensed physician has indicated in writing that the child does not present a health threat to others and is able to participate in all Center activities.

Reportable Communicable Diseases

When Kinder Explorers is notified that a child enrolled in our center or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. Kinder Explorers will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. **We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.**

Included among the reportable illnesses are the following:

- Bacterial meningitis
- Chicken pox
- Diphtheria
- Haemophilus influenza (invasive)
- Hepatitis A
- Measles (including suspected)
- Meningococcal infection (invasive)
- Pertussis
- Poliomyelitis (including suspected)
- Rabies (human only)
- Rubella congenital and non-congenital (including suspected)
- Tetanus (including suspected)
- Any cluster/outbreak of illness

Please refer to the local Public Health Department for the additional requirements, or ask center management for a complete listing.

It is very important that all communicable illnesses be reported to the Center. A statement from a physician denoting the type of illness and the date when the child may return to school may be required for contagious illnesses. Contagious illnesses will be reported to the State's Health Department and/or CDC if there are concerns that the illness is occurring in epidemic proportions. The goal of the Center is to prevent the spread of illness. Parental cooperation is essential in this effort.

Medication Procedures

The director, or designated individual, is responsible for checking the medication logs and dispensing the medication. The individual dispensing the medication will sign and date the log when the medication is given. This will ensure that the medication has indeed been dispensed to the child.

The medication logs and authorization forms are located outside of the Director's office. Completed authorization forms must be left in the Director's folder, outside of her office. This will serve as a second method to ensure that your child receives his/her medication. Check expiration dates on all medications. We will not be able to administer expired medications even if the log and form are completed.

Every medication needs to have the child's first and last name printed on the bottle. Only one bottle may be used for each child. Siblings may not share containers of medication. Over-the-counter medications will not be given unless a doctor's written prescription is provided. This note needs to indicate the dosage approved by the physician. The doctor's note must accompany the parent signature on the medication log and the authorization forms.

Dispensing Medication

When a child needs medication, two (2) forms must be completed. The first form is the medication log. The log needs to be completed each day. A parent must indicate dosage of medication to be dispensed and the time. Medication will not be dispensed on an "as needed" basis. (For example, "give Tylenol for fever" or "give Tylenol when needed" is not acceptable.) The second form is the authorization for dispensing medication. The authorization form needs to be completed for each new cycle of medication. It will only be dispensed for the dates indicated on the form. The dates cannot exceed one month's time period. Another authorization form needs to be completed each month. If the medication is to be given once or twice daily, we expect that the medication will be dispensed by the parents at home.

Designated staff members will administer medication according to the Six Rights of Medication:

- 1) Right Child;
- 2) Right Medication;
- 3) Right Dose;
- 4) Right Time;
- 5) Right Method;
- 6) Right Documentation

Creams, Powders, Sunscreen, etc.

If a child requires over-the-counter diaper ointments, lotions or powders, these must be labeled with his or her first and last name. The parent must complete an

authorization form for each type of ointment. This authorization is good for the duration of the school year. The dispensation of medication is undertaken as a professional courtesy and not required by law. Kinder Explorers reserves the right to refuse to dispense medication to any child if necessary procedures are not followed.

Hand Washing

We require hand washing before eating, after bathroom visits and at any other appropriate time to help teach children valuable personal skills.

Allergy Prevention

Families are expected to notify the center regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication. A list of children's allergies with their pictures is posted in all the classrooms throughout the center, including the kitchen. Staff members are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies.

Contact with peanuts, or products containing traces of peanuts or peanut oil, can be critical or even fatal to a child with a severe peanut allergy. Our Center has taken a proactive approach to create a "peanut sensitive" environment or will do so in the event a child in the program develops such an allergy or a child with this allergy is newly enrolled in the program. In our program, all families and staff are asked to carefully monitor all food ingredients to avoid peanuts and peanut products.

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness.

Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

Injury Prevention

Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three. For the same reason, children's personal items such as barrettes, hair ties, earrings, necklaces, and beaded jewelry are also strongly discouraged in these areas. When visiting your child's classroom, please ensure that purses, briefcases, or backpacks are not left within the reach of children.

Accidents and Injury

Should a child become injured at school, the parent will be notified via an accident report form. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be included in the child's school record. If the injury is of a serious nature, a parent will receive a phone call from the school at the time the accident occurs.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

Balloons

Broken balloon pieces can be ingested and cause an obstruction of a child's airway. This is possible whether a balloon is inflated or not, as children may bite the balloon or suck it in while attempting to inflate it. As a result, latex balloons are not allowed in Bright Horizons' centers. If you wish to send something special in for your child's birthday or for another celebration, other items could be used such as birthday hats, beach balls, or streamers. Check with center management to find out what is allowed in your center and is appropriate for your child's age group.

Clothing Hazards

Playground safety is a major concern in child care. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment and creates a hazard that might lead to strangulation or other serious harm. Parents/guardians should be aware of the potential strangulation hazards of drawstrings on clothing.

To prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck or waist, including scarves and mittens or gloves secured with a string through the sleeves of a jacket. Please check your child's clothing carefully and remove all drawstrings.

Footwear

Footwear (e.g., sneakers and sandals with backs) that is appropriate for active, outdoor play such as climbing, running, and jumping on various surfaces is strongly recommended. Closed-back shoes are always preferred.

No-Smoking Policy

Kinder Explorers is a non-smoking facility. No smoking is permitted inside the building at any time. Smoking is also prohibited within 50 feet outside of center.

Parking and Speed Limit

The speed limit through the parking lot is 10 mph. Parent parking is located at the front of the building. For the safety of all, children should be accompanied by a parent into the building and with their hands held in the parking lot. Parents and children should enter through the front door.

Insurance

The Center carries liability insurance for children enrolled and for staff at the Center. If you have questions concerning insurance coverage, contact the Director of Business Operations at, (301) 306-9333.

4

Policies & Procedures



“One test of the correctness of educational procedure is the happiness of the child.” – Maria Montessori

POLICIES AND PROCEDURES

Mission

Kinder Explorers supports families through collaborative partnerships to provide young children with a continuum of high quality education and care that meets their unique needs and ensures that they develop the skills that will prepare them for academic excellence and success in life.

Our Vision

To be the early childhood learning center that is first-choice among the parents and guardians of young children globally, and that best understands and satisfies the educational and nurturing needs of young children.

Purpose & Goals

Kinder Explorers has a two-fold purpose. Our Center seeks to provide a facility where parents can leave their children while they embark upon endeavors in life. Parents can be assured that their children will receive excellent care in their surrogate home.

Secondly, the Center seeks to provide an environment for children that maybe conducive to learning. Our teachers will provide an array of activities that will foster intellectual, social, emotional, and physical development. The activities include language development, creative arts, drama, construction with building blocks, supervised play, computers and field trips.

Enrollment-Class Placement

Enrollment is open to any child 2 to 5 years of age. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

Interested parents and children are invited to tour the Center, meet the staff, and review and complete all the necessary paperwork prior to enrollment. Upon receipt of the completed application and the registration fee, placement will occur on a first-come, first-serve basis. If not included as part of the tour, prior to the child's attendance, a conference with the parent and child is requested to acquaint each new family with the environment, staff, and schedule for the child. Children are grouped according to age and developmental level.

Special Needs Children

The school welcomes children of all abilities. Those with special needs are served according to the requirements of the Americans with Disabilities Act. Such services include, but are not limited to: participation in each child's IEP review, application of the IEP goals to the classroom as deemed appropriate by the MSDE Special Education Department, and coordination with special education providers as needed. Kinder Explorers will work with outside therapists in the program, provided that there is a meeting prior, and that the goals of the therapist align with our program.

Center Hours

Our Centers are open 12 months a year, Monday through Friday from 6:30 am to 6:30 pm.

Holiday Schedule

Our Centers are closed on the following holidays.

- Memorial Day
- Presidents' Day (Professional In-Service Training Day)
- Independence Day
- Columbus Day (Professional In-Service Training Day)
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Years Day

Emergency Closings

Kinder Explorers will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or states of emergency, it may be necessary for the Center to close or delay the opening time. Parents should call the Center's Director by 6:00 am at (301) 306-9333 for announcements

of school closings/delays or simply check the Center's web site at <http://www.kinderexplorers.com>. If parents are prevented by weather conditions from reaching the facility to pick up their children, closing staff members will care for the children and maintain proper staff-child ratios until such time as the parents can safely pick up their children.

Should the building require emergency evacuation, the staff-child ratios will be maintained and the children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information and class attendance with him/her to the new site. Parents will be contacted by telephone as to the location of the children, or by radio broadcast if phone transmission is not possible.

Drop-Off and Pick-Up

To ensure each child's safety and to encourage daily communication between families and staff, **parents/guardians are responsible for physically checking their child in and out of the center each day.** Teachers ensure safety throughout the day with roll-calls, head counts, and signing children in and out whenever a child leaves or enters a classroom using transition tracking sheets. Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises. Families are required to re-enter the center when picking up children at the end of the day. Once a child is removed from the supervising staff member it becomes the responsibility of the person picking up the child to supervise him or her.

Children attending the morning preschool program should be settled and ready for the program by 9:00 a.m. Late arrivals may make a child feel left out since his/her classmates will already be involved in the day's activities. ***Parents should notify the Center by 9:00 a.m. whenever their child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. Also, the director should be notified if a child is ill. This enables our staff to keep track of any illnesses which may occur at the Center.***

Please note: children must be under direct adult supervision at all times while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child Release form. Authorized persons picking up children will be required to show photo ID. For the safety and trust of the children in our care, we will not release children to a person they do not know. On occasion, you may wish to allow friends, coworkers, or family to visit your child(ren) at the center. The names of those permitted to visit must be specified in writing. *All visitors will be asked to present a photo ID and sign the Visitor's Log.*

Meals and Snacks

The Center provides breakfast, lunch and an afternoon snack in accordance with the USDA Food Program. Our kitchen manager prepares the meals and snacks on a monthly rotation with changes implemented for summer and fall menus. Food exceptions cannot be made except on case of allergy or religious constraints. Parents are asked to see that children do not bring food into the school (except for special treats to be shared with all children in the class).

IMPORTANT:

- Breakfast is each morning, from 7:30 - 8:45 am. Because our daily formal program starts promptly at 9:00 am and school activities after 8:45 am do not allow for the supervision of children who are eating breakfast, our staff cannot attend to any child with breakfast from home after 8:45 am or requesting breakfast after 8:45am.
- Parents must inform the Center of any special dietary requirements, including food allergies. Candy and chewing gum are not permitted in the center.

Items To Bring to the Center

Each child is expected to keep a complete change of extra clothing, including socks and shoes at the Center. Please also include a comb or brush. Extra clothing should be placed in a

plastic Ziploc bag clearly labeled with the child's name. During toilet training please bring at least two extra changes of clothing.

Students are required to begin the school year with the following supplies:

- 3 large boxes of tissues
- 1 large box of baby wipes
- Disposable diapers and any needed diaper powder, wipes, or ointment (Toddlers).
- 1 child size blanket (to be taken home for laundering every Friday) and/or pillow (if the child desires) for naptime.
- 1 complete change of clothes (uniform pants and shirt, socks, and underwear) to be labeled and placed in a gallon-sized Ziploc bag.

The Center cleans cots at least weekly. A soft toy or doll from home may also be provided for naptime comfort. Children should not bring other toys from home except for special projects. The Center provides adequate toys and materials for all children and cannot take responsibility for items from home that may get lost or broken. **Anything pertaining to violence (guns, war toys, etc.) cannot be utilized at Kinder Explorers. Material deemed inappropriate for a preschool audience will not be used.**

Consumable supplies must be replaced throughout the year as needed. Non-consumable supplies must be labeled with the student's name.

Field Trips

Fieldtrips are planned for the children throughout the year at Kinder Explorers. A fieldtrip is considered to be any supervised trip with the children that are outside the viewing area of the Center. They may be walking or riding in the center van to visit people or places of interest.

Center staff will always inform parents of the field trip by posting a notice with the destination, departure, and return times. Children will be supervised at all times and if transportation is needed, staff will maintain the local jurisdiction's Child Passenger Safety Laws. A written consent form for your child to participate in field trips is included in your enrollment packet. A fee will be charged for some field trips. Prior to each trip, information will be sent home outlining the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the supervising teacher by the date requested in order for a child to attend.

Birthday Celebrations

Birthdays are special events for children! If you are planning a birthday party at home and wish to invite children from the Center, please do not distribute birthday invitations at the Center. We request that you mail invitations to parents or call them. If addresses or telephone numbers are needed, please contact the Director and she will help you attain this information.

On the day of your child's birthday celebration, you may bring treats. We ask that birthday celebrations are kept to treats only that will be eaten at lunch or snack that day. We want to emphasize that we encourage healthy eating at Kinder Explorers. We celebrate a few birthdays a month and that can add up to a lot of unhealthy eating. You are welcome to come and share this time with your child!

If you wish to donate a birthday book or story tape in honor of your child's special day. It will be labeled as such and be a reminder of the day throughout the year and many years to come.

Rest Time

All children at the Center are encouraged to rest after lunch. Quiet music is played, the lights are dimmed, and it is a period of relaxation. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves while the other children are napping.

To protect your child's health, we provide a freshly sanitized cot. Parents should provide a blanket and pillow (if the child desires) for naptime. Parents will be responsible for laundering these items on a weekly basis. The Center cleans cots at least weekly. A soft toy or doll from home may also be provided for naptime comfort. Please do not send an oversized sleep cover. Although children will not be forced to go to sleep during the nap period, nor criticized for not going to sleep, they will be required to rest quietly so that children who want to sleep may do so.

Potty Training

Children must be physically, cognitively, and emotionally ready if they are to be successful with learning to toilet independently. The child's primary caregiver will follow the family's lead and will partner with the family to make toilet learning a relaxed and successful process that builds the children's self confidence and self esteem. The process usually begins when children are about 24 months old. **Children are expected to be toilet trained when they enter classrooms for three year olds.**

Handling Soiled Clothes

The Center for Disease Control (CDC) recommends that Child Care personnel NOT rinse out soiled clothes before they are put in a plastic bag. The procedure of rinsing soiled clothes increases the chance that germs will be spread. Therefore, soiled clothing will be bagged immediately after removing them from the child.

Photographs and Recordings

All children may be photographed or recorded to develop videos, published material, or news releases, with the understanding that a family's privacy will be respected and honored. Teachers and students may also photograph or record children for the purpose of course assignments or for educational or scholarly purposes. Identifiable photographs will not be used on the Internet without prior specific approval from the parents.

Uniform Guidelines

Kinder Explorers chooses to have a uniform for a number of reasons:

- To denote pride in membership and reflect a positive image of our Center.
- Instill a sense of modesty and decorum and help children to realize that there is an appropriate dress for the proper time and place.
- To signal that Kinder Explorers students will distinguish themselves socially and in intellectual and artistic achievement, rather than by dress.

Uniforms may be purchased in most local retail stores e.g. J.C Penney, Target, Wal-Mart, etc.

Boys Uniform (K2 to K5)

- Twill uniform pants or shorts in Navy.
- Uniform knit polo shirts, long or short sleeve (no logos, or monograms) in Light Blue.
- Light Blue Turtle Necks may be worn under the sweaters.
- Uniform V-Neck Cardigan or Pullover Sweaters in Burgundy.
- Belts: A blue or black belt may be worn with all blue pants. Belts are optional provided that pants are not excessively baggy, worn below the hips, and/or falling off.
- Shoes: Closed toe, closed heel, ankle high, hard soled, or tennis shoes must be worn.

Girls Uniform (K2 to K5)

- Twill uniform Skorts, pants or shorts in Navy.
- Uniform knit polo shirts, long or short sleeve (no logos, or monograms) in Light Blue.
- Light Blue Turtle Necks may be worn under the sweaters.
- Uniform V-Neck Cardigan or Pullover Sweaters in Burgundy.
- Belts: A blue or black belt may be worn with all blue pants. Belts are optional provided that pants are not excessively baggy, worn below the hips, and/or falling off.
- Shoes: Closed toe, closed heel, ankle high, hard soled, or tennis shoes must be worn.

Note: Children are expected to be in full uniform each day with the exception of scheduled non-uniform days.

Transportation To/From the Center

Parents/guardians and other authorized persons are responsible for transporting children to and from the center in an appropriate child restraint system. If someone other than yourself will be picking your child up from the center, please ensure adequate child restraints either by leaving your child's car seat with us or confirming that the individual picking up has an appropriate child safety seat.

Confidentiality and Distribution of Records

The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, center management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for seven years. A small fee may be charged, if necessary, to retrieve your child's file from off-site storage. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the center, center management will provide a copy of your child's record to you within a reasonable time of your written request.

Process of Disenrolling a Family

Except in the case of an emergency, it is expected that parents will notify the Center in writing at least two weeks in advance of withdrawing from the program. If this advance notice has not been given, tuition for the two week notification period will still be due.

Our programs are based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parents' /guardians' actions or requests may warrant the need to find a more suitable setting for themselves and their child. Examples of such instances include:

- The parent/guardian fails to abide by the center policies or those requirements imposed by the appropriate licensing agency.

- A parent/guardian demands special services that are not provided to other children's families and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to center staff, children, or anyone else at the center, including any communications they may have posted on any social media sites.

Family Code of Conduct

If Kinder Explorers has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parent/guardian or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

Kinder Explorers requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Kinder Explorers is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Kinder Explorers but, is the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment.

No parent or adult is permitted to curse or use other inappropriate language on Center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff. *Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.*

Threatening Staff, Other Adults, or Children

Threats of any kind will not be tolerated. In today's society Kinder Explorers cannot afford to sit by idly while threats are made. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

Addressing of Other Children

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.

Center Safety

In order to maintain a safe and secure environment for young children, firearms, explosive devices, and other weapons are not permitted on Kinder Explorers' premises. If required, family members and anyone dropping off or picking up a child is asked to secure any weapons before entering the center, regardless of a valid permit to carry such weapon.

Biting

Biting is not uncommon when toddlers respond to the discomfort of teething and/or when they are beginning to express their strong likes and dislikes. Biting can also occur when

children are seeking adults' attention or when they are adjusting to sharing their space and their materials. Biting occurs most frequently when children's language is just emerging – it is sometimes their most effective strategy for expressing their emotions.

We wish that biting never happened – but it does. You can be assured that our Center's staff supervises all children all the time. When we are working with a child who is using his/her teeth to solve his/her problems, our teachers and caregivers target their efforts to prevent injuries and to change this behavior as quickly as possible.

Teachers model and encourage children to "use their words" to solve their problems. They also model and encourage other appropriate ways to express strong emotions. They may say, for example, "If you are upset you can stamp your feet!" Teachers and administrators also make every effort to work with parents to eliminate this behavior. We can identify methods for changing the biting behavior, books to share with children, etc.

If a child should be bitten these procedures are followed:

- The child who was bitten receives necessary first aid immediately. He/she is comforted and the injury is washed with soap and water.
- The teacher fills out an Incident Form describing what happened. It is put in the files of both the child who was bitten and the child who did the biting.
- If the skin was broken, parents of the child who was bitten are called immediately. If the skin was not broken the incident is discussed when the parent(s) come in the afternoon.
- Our Center's Code of Ethics requires us to carefully maintain confidentiality. That means that when we discuss issues of concern we will share information about your child ONLY with you.

Babysitting

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

Child Custody

So that all parents/guardians feel equally welcome at the center, Kinder Explorers strives to remain neutral in all custody disputes. *Legally, unless there is an active restraining order, court order, or court-ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child.* We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Kinder Explorers' primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Waiting List

The Director will maintain an enrollment list. Priority on this list will be given as follows:

1. Kinder Explorers employees.
2. As openings occur within the Center, those children already enrolled in the program will have priority.
3. Siblings of children in the program.
4. Remaining families on the list by date and Center receipt of application.

If parents do not accept an opening within 48 hours of when they are offered it, they have the option of staying on the waiting list but will drop to the bottom, or are taken off completely.

5

Fees & Procedures



FEES AND PROCEDURES FOR PAYMENT

Registration

A non-refundable registration fee is charged each year to cover administrative costs. Please see the Center management for the current registration fee. This will be charged annually. Current enrollees will be given a 30 day notice of any increase in annual registration fees and/or weekly tuition.

Fees

Fees vary depending on your child's age and their scheduled time at the Center. Tuition is billed on a weekly basis and includes a morning snack, lunch, and afternoon snack.

Registration fees and tuition will be reviewed on an annual basis. All fees are pre-paid. Weekly tuition payments are due and payable on the first day that your child attends each week. Kinder Explorers defines a week as five consecutive days, Monday through Friday. There is no refund for missed days as billing is based on a child's schedule, not attendance.

Tuition is considered delinquent and a late fee of \$30.00 will be imposed if tuition has not been paid by Tuesday evening of the current week. If payment or a suitable arrangement is not made by Friday of that week, the child will not be allowed to return to the Center. **Child care can be terminated for habitual late payment.**

Re-application to the Center may be made as long as the tuition, late payment fee, and new application fee accompany the application. However, there may be a waiting list.

The tuition mailbox is located outside the Director's office. Kinder Explorers only accepts personal checks, cashier's checks, and money orders. Checks should be made payable to "**Kinder Explorers**". Please contact the director if payment difficulties are anticipated so that alternative arrangements can be made.

Sibling Discount

Kinder Explorers offers discounts to families with more than one child enrolled at our Center. The discount is 10% off the second child's tuition rate and 5% for any children after.

Drop Ins

Drop ins must comply with all requirements as full time students. Tuition will be payable on the day the service is provided.

Security Deposit

One week deposit fee is required for each newly enrolled child. This deposit fee is refunded at the time you decide to permanently remove your child from the Center, contingent upon your providing a two week written notice, otherwise you will forfeit your deposit.

Supply Fee

Each child will be charged an annual supply fee for lesson plan items.

Acceptable Forms of Payment

Kinder Explorers accepts payments by check, credit card or cash. All cash payments must be made in the office. Only Kinder Explorers Administrators can provide a receipt for cash payments. Checks must be made payable to **Kinder Explorers**. Please note the child's name in the memo section of your check.

Late Pickup Fees

A fee of \$1 per minute will be collected from a parent when late for the scheduled 6:30 pm pick up. This fee increases to \$5 per minute after 6:45 pm. The clock near the sign-in/out sheet will be used to determine late charges. **Phone calls to notify of late arrival will not exempt a late fee charge.**

Vacation

All full-time children will be awarded a one-week "vacation" after one year of enrollment has been accrued, and the **weekly tuition fee discounted 50%**. Vacations will be granted the day after your one-year anniversary date. Vacations must be used in one-week intervals before the next anniversary date. Your child may not attend the center

during his/her vacation week. **Vacations cannot be carried over to the following year. Please notify the Office Manager or Director in writing two weeks prior to your free “vacation week.”** Your discounted tuition will be due prior to your child leaving for vacation. If your account becomes delinquent by one week, your child will be de-enrolled from the Center, and will not be allowed to return to the Center until the balance has been paid in full.

Moving a Child to an Upper Class

When moving a child from a lower class to an upper class we will notify the parents and provide information of what the parents and children can expect from the new class. Parent-teacher talks can also be held. Class changes are not always made by a change in age (birthday) but rather when developmental changes and advances occur and the child is comfortable developmentally and emotionally with the changes. **Please note that the weekly tuition of a prior class remains in effect for two (2) weeks after a child has transitioned to a higher class.**

Returned Checks

A fee of **\$35.00 plus \$30.00 late fee** is charged for any check returned for Not Sufficient Funds. Kinder Explorers reserves the right to refuse payment by check for tuition payments after two checks have been returned by the bank.

Center Closures

There is no credit given for Center closure due to scheduled Center holidays, snow day, or any other reason.

Absences

There are no deductions in tuition for absences, illness or the Center holidays, which are observed throughout the year.

If your child misses the entire week because of illness we will only charge half the regular week’s tuition as a reservation fee, **provided we receive a note from a licensed physician.**

Any child absent from the Center for a period lasting longer than two (2) weeks at any one time, without notifying the Center's Director, will automatically be dropped from active enrollment, and will need to re-enroll.

Sick Policy (Payment)

We understand that children become ill on occasion and will be unable to attend the center on those days. Although we can sympathize with your situation, please be mindful that in order for us to maintain our standard of quality, we budget for everyday costs relating to our dedicated teachers and educational resources and cannot afford to waive fees for days on which your child does not attend. We do, however, have a payment policy which takes into consideration a child who is seriously ill and is therefore unable to attend the center for an extended period of time. We understand this does not take into consideration **ALL** potential emergency situations families may encounter (death of a family member, travel plans, maternity leaves, parent's illness, etc.), but we urge parents to make appropriate decisions which may include either paying to save your child's space during an absence or withdrawing from the program.

If a child is seriously ill and cannot attend the center (**per doctor's written orders**) for more than one consecutive week, the following payment policy will apply:

- Weeks 1, 2 & 3 – 50% of regular fee is charged
- Week 4 – 100% of regular fee is charged

In order to be eligible for a reduced rate for weeks 2 & 3 of a child's serious illness, the parent MUST provide us with a note from the attending physician stating the child's condition and when he/she will be able to return to the center. If a parent chooses to keep a child out for an extended period beyond the doctor's recommendation, you will have to decide whether to pay full price to save your child's space or withdraw from the program.

Summer Enrichment Program

Kinder Explorers offers a summer enrichment program for children, ages 2 to 5. This is a separate program and requires a separate registration fee and weekly charge. More information for our Summer Enrichment program is available every April. Children enrolled in our Summer Enrichment program have a separate handbook with more specific policies for field trips, appropriate behavior and discipline.

Additional Information

Kinder Explorers reserves the right to deny, cancel, sever, suspend, or terminate the services to any child, without notice, for any reason, so long as the determination is not based in whole or in part on the race, color, religion, age, gender, national origin, disability, or political beliefs of the child or child's parents. Any unused tuition will be refunded minus outstanding charges.

- I ("Parent/Guardian") agree to accept financial responsibility for damages done to the Center or property by my child.
- I ("Parent/Guardian") agree that Kinder Explorers will not release a child to any parent, relative, or other authorized adult who appears to be impaired by drugs, or alcohol. In the event this situation is suspected, a telephone call will be made to the parent, emergency contact person, and/or police and the Department of Social Services/Public Welfare.
- I ("Parent/Guardian") agree that in the event that child abuse or neglect is suspected, Kinder Explorers has an obligation to report such suspicion to the Department of Social Services.
- **I ("Parent/Guardian") agree to abide by the Center's dress/uniform code.**
- I ("Parent/Guardian") agree that in the event that become dissatisfied with the Center in any respect, I will seek to resolve the matter with the person or persons involved in a respectful manner rather than begin to spread criticism or hold a negative attitude in my heart.
- I ("Parent/Guardian") understand that if a Kinder Explorers employee babysits for me or my family, any babysitting is provided solely in the person's individual capacity and not as an employee or agent of Kinder Explorers. I agree to release, indemnify, and hold harmless Kinder Explorers for any liability related to babysitting services, including transportation of my child/children.
- I ("Parent/Guardian") understand that as a courtesy Year-end Tuition Payment Statements will be mailed or given to parents.
- **I ("Parent/Guardian") understand that this Parent Handbook is an Enrollment Agreement and that its terms including the fees, are subject to change in**

whole or in part by Kinder Explorers with two weeks' notice. The Agreement may be terminated by Kinder Explorers at any time.

Kinder Explorers reserves the right to edit any of the information contained in this handbook at any time. The material contained herein should not be considered as the sole determination of policy.

Finally, we are pleased that you have chosen Kinder Explorers as your Early Childhood Education and Child's Development partner. We look forward to seeing your child develop self-esteem, confidence, the love of learning. God bless you and yours.

AGREEMENTS

- The Center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the Center.
- I (“Parent/Guardian”) understand that weekly tuition payments are due and payable on the first day that my child attends each week (a week is defined as five consecutive days, Monday through Friday), and that tuition is considered delinquent and a **late fee of \$30.00** will be imposed if tuition has not been paid by Tuesday evening of the current week.
- I (“Parent/Guardian”) understand that a fee of **\$35.00 plus \$30.00 late fee** is charged for any check returned for Not Sufficient Funds (NSF).
- I (“Parent/Guardian”) understand that a fee of **\$1 per minute** will be collected from me when late for the scheduled 6:30 pm pick up, and that this fee increases to **\$5 per minute after 6:45 pm**. The clock near the sign-in/out sheet will be used to determine late charges.
- I (“Parent/Guardian”) understand that if my child is not present at the scheduled mealtime, it is my responsibility to see that my child is fed.
- I (“Parent/Guardian”) authorize the Center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. **
- I (“Parent/Guardian”) understand and agree that a **two week written notice** is needed to end my child care services. If no notice is given, I will **forfeit my security deposit** and that my vacation/sick days may not be used.
- I (“Parent/Guardian”) certify that I have received, read and understand the information contained in the Parent Handbook and Fee Schedule, and agree to the terms and conditions set forth therein.

SIGNATURES

Signature of Parent/Guardian

Date

Signature of Center Director

Date

Date Child Entered Care: _____ Date Left Care: : _____

**If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.



OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided): Date _____

Proof of the child identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Maryland, certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Maryland and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

APPENDIX I: Parent and Guardian Permission Form

The relationship that evolves between parents and teachers contributes tremendously to the sense of trust that is developing in each child. Parents and teachers have important complimentary roles and responsibilities in making a young child's experience in group care of the highest possible quality. Therefore, the Center will provide developmentally appropriate care and instruction for all students.

Please read the following conditions for participation in the Kinder Explorers. If you feel that you are able to accept them, sign and return the form to the Center.

1. I agree to participate fully in parent-school activities, including scheduling parent-teacher conferences. I will do my best to keep teachers informed of changes at home and to work with suggestions made by the instructional staff.
2. I understand that my child will be observed and will participate in training and research projects approved by the Center. I will be informed of any special projects in which he/she may be involved, particularly if he/she will interact individually with the researcher.
3. I give the Center permission to photograph and use photographs of my children in the development of videos, published materials or news releases with the understanding that our privacy will be respected and honored. I also give teachers and students permission to photograph or video my child for the purposes of classroom assignments. Photographs may not be used on the Internet without my explicit permission.
4. I understand that if my child is totally unable to function in a group setting, he/she may be asked to undergo diagnostic assessment and may be referred to another agency for assistance. If these resources are not able to provide the necessary assistance, alternative sources for care will be suggested.
5. I understand that the Kinder Explorers will strive to provide high quality care for my child. I know that I am encouraged to observe and participate in my child's classroom at any time and am expected to communicate daily with the staff.

Child's name: _____

Parent/Guardian Signature

Date

Administrator's Signature

Date