



Childcare & Learning Center

928 West 1800 North

Clinton, UT 84015

801-525-4587

childcare@koolkidzcamps.com

preschool@koolkidzcamps.com

koolkidzcamps.com

Parent Handbook

Revised 9-20-2023.

At Kool Kidz, we provide high-quality care that embraces the individuality and diversity of the children and families we serve. We are loving and dedicated nurturers who are passionate about providing an environment that encourages each child to be caring, respectful, curious, and responsible individuals.

Welcome to Kool Kidz Adventure Academy!

We are delighted that you have chosen our center to provide for your childcare needs. You and your family are encouraged to visit our center before the first day of enrollment to meet and become better acquainted with our teachers. It will make separating on the first day much easier.

The Parent Handbook describes our program, philosophy, policies, and practical details that make each day successful. Please carefully read this handbook and keep it for future reference. The office staff at Kool Kidz are happy to address any of your questions or concerns.

Our Philosophy

Kool Kidz is a community for creative and independent thinkers and an exciting place where children explore the rich possibilities of childhood in a comfortable home away from home setting. We provide high-quality care that embraces the individuality and diversity of the children and families we serve. Our vision is to inspire, create, and explore our world through each child's eyes and for them to discover and find their place in that world. We are dedicated to creating irresistible play-based learning environments and passionate about developing young minds' competence, capabilities, creativity, resourcefulness, and resilience. We strive to create a mutually caring and respectful relationship with each child, encouraging children to be caring, curious, and responsible people. At Kool Kidz, we have a clear vision for early childhood education. We are constantly researching and experimenting with new innovative ideas to ensure we are a contemporary leader in early childhood education.

Kool Kidz Welcomes Those of Diverse Faiths, Ethnic Origins, and Race

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity, it is not limited to these areas. We believe that diversity consists of various physical, cognitive, and social abilities. We strive to create a developmentally appropriate classroom environment that reflects each child's unique abilities and encompasses their home culture and experiences.

One of the most important things we can teach our children about diversity is role modeling that treats all people with kindness and respect. We incorporate diversity into our curriculum at Kool Kidz Adventure Academy by encouraging families to share their home traditions with us and urge families and the community to visit us throughout the year, celebrate special occasions, and share their traditions and customs. We help our teachers to incorporate props, pictures, toys, and materials into the different learning environments that reflect the diversity in their classrooms.

I have reviewed and agree to the above terms. _____

Date: _____

Initial

Hours of Operation

Monday – Friday
6 am – 6 pm

Licensed Capacity

111 children

Holidays & Holidays Policies

We will be closed on New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve, Christmas Day and the week between Christmas Eve until the first business day after New Year Day.

In addition, to meet The State of Utah training requirements, Kool Kidz may close occasionally (up to 4 days/year) to provide In-Service Training Days for our teaching staff. **These dates will be posted at the beginning of each new year. Dates are subject to change with notice.**

Enrollment

Children between four weeks and twelve years are eligible for enrollment at Kool Kidz Adventure Academy. Children may attend the center for a 10-hour block between 6:00 am and 6:00 pm, Monday through Friday.

The registration fee for each family's childcare is \$100; this holds your spot for two weeks. Before your child can come to the center, the registration fee and an advance tuition payment must be paid. Included in your registration packet is a "Get to Know You" form. We want to learn all about your child to better care for them and meet their needs. During your enrollment in the center, please share any information with the teacher or office staff that may affect your child's life or development, interests, strengths, concerns, and goals.

You are also required to include current and up-to-date immunization records. You must notify the office staff immediately of any new immunizations. Keeping these records current is a mandatory requirement of the state; noncompliance is subject to termination of care.

You must complete and return the following documents before enrollment:

- Child Enrollment Form
- Health Assessment
- Consent for Medical or Emergency Treatment
- Behavior Policy
- Drop Off and Pick Up Policy
- Tuition Express Electronic Funds Transfer Form
- Tuition Agreement
- Immunization card (all children need to be up to date to enroll)
- Get To Know You Form
- Income Eligibility Form

These documents help us keep your child(ren) safe. The paperwork must be completed and returned to the center before your child(ren)'s first day. If anything, such as phone numbers or addresses, changes, **it is your responsibility to notify us immediately to update your file.** Before enrollment, you are invited to spend time with your child, during regular hours, in the classroom. Please call 801-525-4587 to set up a tour.

I have reviewed and agree to the above terms. _____ Date: _____

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Tuition and Fees

All accounts are set up as a monthly pre-payment plan. You have four payment options:

- Convenience fee for Debit Card with a 3.5% fee (we do not accept credit cards)
- Cash
- Check
- Automatic Withdrawal (no fee)

Late Fees

- If your payment plan is to pay all on the 1st, the total amount must be paid on the 5th to avoid late fees. If your account is not paid by the 5th, you will receive a **\$10 fee each day until the 10th**. If your account is not paid by the 10th, childcare will be suspended until paid in full. If your account is not paid before the 30th of the month, your account will be turned over to collections, and childcare will be terminated.
- If your payment plan is to pay split between 2 payments (on the 1st and 15th), the total first payment must be paid by the 5th and the other half is not paid by the 20th, **you will be charged an extra \$10 a day until paid in full**. If you have not paid in full by the end of the month, childcare will be suspended until paid in full.
- If your payment plan is to split the payments into 4, the payments are due the first 4 Fridays of the month as an automatic payment. If the previous payment is not paid before the next payment is due, you will start accruing a **\$10 fee each day until payments are brought current**. If you have not paid in full by the end of the third week of not being current, childcare will be suspended until paid in full.

Other details:

- If the 1st of the month falls on a weekend, payment is due the 1st business day of the month.
- If the 15th falls on the weekend, payment is due the following Monday.
- Part-time rates include 3 set days per week.
- Hourly rate for special situations will be charged at a rate of \$15 per hour must be approved through the Director.
- Clients issued state funds who have a co-pay must also follow the same payment plans as stated above.
- After your account is 30 days delinquent and no payments have been made (after payment arrangements have been made and were not kept) your account will be sent to collections, and you will be responsible for all collection fees assessed.
- Because of increased wages and other increased expenses, tuition increases will occur two times a year, of each year on May 1st and November 1st. These increases will be between 3-5% depending on the economy.

Payment Penalties

To keep your child's slot, you must keep the agreed-upon payment plan. If your account gets in arrears, your slot will be terminated permanently, and your account will be sent to collections as stated above. If your account is sent to collections and your case is pursued in court, you will also be responsible for paying all court costs and finance charges. If childcare is terminated due to non-payment, termination is permanent with no chance of re-enrollment at Kool Kidz Adventure Academy.

I have reviewed and agree to the above terms. _____

Date: _____

Initial

Change in Program, Withdrawal, or Dismissal from Program

You must provide written notification of all changes to your schedule. You will also need to provide a two-week written notice if you choose to terminate childcare. If you fail to provide notice, you will be charged for two weeks from the day they leave.

The director and owners of Kool Kidz reserve the right to terminate, without notice, the enrollment of any child at their discretion or for the following possible reasons (please note this list is not exhaustive):

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- The child has certain needs that we cannot adequately meet with our current staffing patterns.
- Physical or verbal abuse of teachers or children by parent or child.
- Unresolved issues or non-immunizations.

Meal Program

We provide nutritious breakfasts, lunches, and afternoon snacks according to the following schedule:

Breakfast	7:30 am – 9:00 am
Lunch	11:00 am – 1:00 pm
Snack	2:00 pm – 4:00 pm

School-aged children will have snack time once they return from school. If your child misses our mealtimes, you will need to feed them before dropping them off at the center. *NO OUTSIDE FOOD IS ALLOWED IN THE CENTER* unless it is for special dietary needs that we cannot accommodate. These instances where we cannot accommodate, will need to be with written documentation (signed doctor's note) of the dietary needs as well as a special form filled out so that it is in the child's file. Weekly menus are posted at the front entrance. We use 1% milk for children over 24 months and whole milk for children younger. If your child requires an alternative, you will need to provide a doctor's note with a replacement suggestion.

Arriving at School

Your child(ren) must arrive at the center no later than 9:30 am. When you bring your child in later, they eat and take a nap but miss out on playtime, critical for their development. If children have time to play, socialize, and learn, they have a better day and succeed in our program. If your child has preschool, we ask they arrive no later than 9:00 am. Children who do not make it to preschool on time are missing out on learning and socializing skills. On the rare occasion that you will be later than 9:30 am, please contact the office to let us know.

Absences

You are required to call Kool Kidz if your child is absent: (801) 525-4587. Likewise, you must notify us if your child has contracted a contagious illness, so we can notify other parents if needed and keep it from spreading to the best of our ability.

Toys

Children are not allowed to bring *ANY* toys from home. We have enough toys for all the children. We are not responsible for any lost or broken items.

I have reviewed and agree to the above terms. _____ Date: _____

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Sleeping Arrangements

Children will need to bring sheets and blankets to use during nap time. However, we provide a washable sleeping cot/mat and each child is assigned their own mat, which no other child uses. Mats are disinfected weekly. Sheets and blankets will need to be brought each day and will go home each night. We ask that they be laundered at home over the weekend. Children nap from 12:00 pm – 2:00 pm.

Apparel

Your child must be dressed appropriately for childcare. You will need to provide proper outdoor clothing and sunscreen for your child. Your child(ren) must have jackets, coats, and other winter gear in the colder seasons. For safety reasons, we recommend children not wear flip-flops or sandals while at the center, however we will leave that to the parent's/guardian's discretion. Any violations of this policy will result in a notification to bring alternatives or pick up your child. **Please label children's jackets, blankets etc.**

Curriculum

Our academic program's foundation comes from guidelines adopted from Developmentally Appropriate Practice in Early Childhood Programs from the National Association for the Education of Young Children (N.A.E.Y.C.). It may seem as though the children play for most of the day. However, children's work is play. We assure you that every activity is carefully planned to reflect each child's interests and needs. Kool Kidz feels that holiday traditions and activities are an essential part of our culture. The curriculum will reflect holiday celebrations. If you do not want your child to participate, you must check the weekly lesson plan and provide alternative care on those days. All children may spend no more than 30 minutes each day watching educational/curriculum related TV or videos. These come in two different time slots and are of approved materials only. Per state rule, children will have opportunities to play outside on the playground every day, weather permitting.

Academic Preschool Program

Your child must be at least three years old, and potty trained for our preschool program. The curriculum includes academic skills in many areas such as literacy, writing, art, science, social studies, math, sign language, and social skills. Our program offers several field trips throughout the school year.

- Registration fee \$65
- Our five-day program is \$280 a month (only Preschool), \$260 per month (to add-on to childcare)
- Our three-day program is \$200 a month (only Preschool), \$180 per month (to add-on to childcare)
- Our two-day program is \$160 a month (only Preschool), \$140 per month (to add-on to childcare)

Summer Camps

Childcare Adventure Camp

This camp is an add-on to childcare where campers participate in specific adventures, activities, and field trips beyond the regular childcare experience. Activities and field trips include movies, visits to parks, Classic Fun Center, and more! Due to licensing capacity and the limited amount of space available during the summer for transporting children to and from field trips, campers must have completed 1st Grade to participate in this camp. Each summer, your school age child is required to pre-register and pay the fee.

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Illnesses

Guidelines for excluding your sick child from the center for these illnesses are as follow:

Fever

Children sent home with fevers not related to teething or immunization shots will be required to stay home at least one full business day after the fever has dissipated on its own, without the aid of medication.

- Any child with a temperature of 101 F+ will be sent home.
- Any child with a temperature of 100 F+ will be monitored every 30 minutes.

Diarrhea

Infants and children with loose stools or excessive water and NOT contained in the diaper or toilet will be sent home immediately. After the last recorded incident, the child cannot return to the center for at least one full business day.

Infants and children with loose stools contained in the diaper or toilet but who have a fever will be sent home immediately. After the last recorded incident, the child cannot return to the center for at least one full business day. In some cases, a doctor's note may be required for the child to return to the center.

Streptococcal (Strep Throat)

Infants and children diagnosed with this illness will be excluded from the center for at least one full business day after treatment has been initiated, and the child has been without fever for at least one full business day. A doctor's note is required for the child to return to the center.

Vomiting

Infants and children will be sent home immediately. After the last recorded incident, the child will be excluded from the center for at least one full business day.

Pink Eye

Infants and children will be sent home immediately. Children must be on the required antibiotic for at least one full business day and showing no signs of watery white or yellow discharge from the eyes. A doctor's note is required for the child to return to the center.

Rash

Infants and children will be sent home immediately if the rash is accompanied by a fever or behavior change. The child will be excluded until a physician has determined the rash is not the symptom of a contagious disease. A doctor's note is required for the child to return to the center.

Antibiotic

If your child is given antibiotics for any reason, including ear infections, they will be excluded from the center for at least one full business day before returning to childcare. A doctor's note is required for the child to return to the center.

Medication

Prescriptions and all over-the-counter medicine brought from home must have the child's name on the bottle and it must be checked-in to the OFFICE with a completed Medication Form. No prescriptions or over the counter medication should be in the child's backpacks/diaper bag. Medications are then stored in a tub in the fridge (if needed) or locked in the office. If the child's name is not on the label, we cannot administer it. All medications must be followed explicitly according to the label/instructions. If your child needs medicine at the center, you must fill out a medicine slip with details of when and how to administer before we can administer it. Please let the office staff know if the medication needs to be refrigerated and if it needs to go home with you at night.

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Infant Program

You will need to provide the following items for your infant to use while at daycare:

- Bottle or sippy cup (labeled)
- Diapers
- Baby wipes
- Extra set of clothes (labeled)
- Fitted crib sheet (labeled) – A state requirement.
- Blanket (labeled) – A state requirement.
- A backpack to put their personal items in is required.

You must take all sheets and blankets home on **Friday** to be laundered and return them clean on **Monday**.

Our teachers will notify you when your child is low on supplies. If you do not replenish needed items, we have extra diapers and wipes but charge your account \$5 for a five-pack. Otherwise, we may call you to pick up your child or refuse drop-off until you bring in the necessary supplies. We cannot borrow supplies from other parents.

Accidents

Accident reports are filled out for any cut, bruise, or mark on the child's body that may have occurred while at the center. Please remember that you may always call our office for clarification if your child reports anything of concern. Likewise, you will be asked about any injuries on your child(ren) upon arrival. Please inform us of any marks on your child before you leave. Documentation may be required to verify accidents at home. We are legally required to ask your child regarding the incident and document our conversation. At that time, Protective Services may need to be called. In these situations, open communication is essential. If you have any concerns or questions, please call our director or assistant director at 801-525-4587.

Potty Training

Until your child is entirely potty trained, you are required to provide disposable diapers or pull-ups and wipes. We will help with potty training once your child has moved to our two-year-old room and you have begun at home and have had reasonable success. We ask that you bring plenty of extra clothes during this time to make it easier for your child and us if an accident occurs. Please make sure these items are labeled with your child's name so they are easily recognizable, as we will not be held accountable for lost clothes.

Smoking/Alcohol/Drugs

Smoking or any other form of tobacco is prohibited on the premises. Our center complies with the Utah Clean Air Act and is a drug-free work environment. All lighters and matches will be inaccessible to children. Please help us keep it safe for our children.

Grievance Procedure

We hope you will always be pleased with the quality of care your child(ren) receives, but if you have a concern, we ask you to talk to the person(s) involved and the director to discuss ways to resolve the concern. If you feel you cannot go to the person(s) involved yourself, please notify the director or office staff. Your child's safety and well-being are our number one priority. If the problem is not taken care of to your satisfaction, after taking it to the director, you have the right to take it to the Bureau of Childcare Licensing at 801-273-6613 or 1-888-287-3704.

Thank you very much for the opportunity to provide care for your child(ren). If you have any suggestions or complaints, please feel free to come to us.

- Cindi and Sam Buckley
Owners

I have reviewed and agree to the above terms. _____ Date: _____

Initial

BEHAVIOR MANAGEMENT POLICY

Every child has the right to feel safe. If a child hinders another child's right to feel safe due to another child's aggressive behavior, bullying or other uncontrolled behavior we will then implement our behavior management policy. While in our center's care, the children at Kool Kidz are taught to respect themselves, others, physical space, and materials. Teachers will ensure each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without aggressive or destructive behaviors. This model helps prevent behavioral difficulties between children and reduces the need for disciplinary action. When situations require intervention, teachers provide children with clear explanations of why specific behavior is inappropriate and help them find alternative behavior that fits classroom guidelines. These guidelines revolve around concerns for the safety of all children and the materials within the center. Classroom rules are tailored to the children's developmental level in attendance, are short and simple, positive, and consistently used. Older children are encouraged to set rules together.

To enforce the boundaries and rules at the center, the adults use the following techniques with the children:

- Clear statement of the limit. ("Blocks are for building; balls are for throwing.")
- Stating expectations positively. ("The blocks are for building.")
- Redirection. ("Let's go see what Sara is cooking in the kitchen.")
- Supporting problem-solving and negotiation between the children. ("How could you use your words to tell Trevor that you would like to have a turn with that truck?")
- Logical consequences or choices. ("You are having a hard time playing with the blocks without throwing them, you need to make another choice, do you want to play with play dough or to read a book?")
- Modeling effective ways to express feelings and emotions. ("I don't like it when you grab the book from my hands. Which words can you use to let me know that you need something that I have?" with toddlers, give them the appropriate script such as, "Leah, say, 'Can I have the book, please?' the next time you need or want something.")

There are times when all of the above-mentioned techniques have been used and the problem persists. It is at these times that we might ask the child to sit quietly by himself/herself until that child can return to play appropriately. This is a time to regroup. Even as adults, we sometimes need time alone to "pull ourselves together." Children also need this, especially when they have been in a group setting all day.

On most occasions, age-appropriate behaviors are discussed in communication with the parent with a positive reinforcement approach. On occasion, disruptive or continuously aggressive children may need a behavioral plan put in place. Kool Kidz will not tolerate continuous disruptive or aggressive behaviors by children of any age. While we focus on each child as an individual, if a child's behavior continuously takes away from the care and safety of others, the subsequent processes will be followed:

- A child who continuously demonstrates intolerable or uncontrollable behavior against other children or teachers will be taken to our Behavior Specialist or Director. They will talk to the child and try to find the root cause of the issue. The child will be given a "time to cool down" either in our Dream Room or in the office. A behavior report will be written for the parent(s) explaining the situation and steps taken to improve undesirable behavior.
- If the child displays repeated inappropriate behavior and shows little progress towards changing the behavior, the Behavior Specialist or Director will call upon the child's parent(s) to work cooperatively in developing strategies that will meet the child's needs. A behavior modification plan will be documented in the child's file.

I have reviewed and agree to the above terms. _____ **Date:** _____

Initial

- An evaluation will be recommended from The Children Center if necessary, and the office will supply an approval form to be signed by parent(s).
- The parents will also be given one week to make the appropriate connection with their pediatrician to set up an evaluation. All paperwork, letters, and documentation must be provided to the office. Failure to respond on time may result in the child's suspension from the program.
- Behavior Logs will be kept in the office and sent home to identify triggers and patterns of repeated undesired behavior and be offered to any evaluator upon the parent's written request.
- If aggressive or dangerous behavior occurs twice in one day, the child must be picked up from daycare immediately. If intolerable behavior occurs a third time in the same week, the child must be picked up and will be suspended from care for 3 days at this point.
- If the child is sent home more than three times in one week, parents can choose to pay an additional \$250.00/week at the parent's expense for their child to be shadowed by a Behavior Specialist who will stay with the child and try to help the child with transitions, learning to be successful in a class setting and how to identify their feelings and communicate their needs etc. If the parent does not agree to this cost, the parent is given two weeks' notice to find alternate care.
- If having the child shadowed one on one for two weeks does not improve the situation and the child is still restricting productivity in the classroom, and child's behavior escalates to a violent or threatening nature towards other children or staff members the parent will be asked to pick up their child immediately and will result in termination of care.

I certify that I have received Kool Kidz's Behavior Policy. I have had the opportunity to read it and ask any questions regarding this policy.

Parent Signature

Child

Child

Date

Child

Child

I have reviewed and agree to the above terms. _____

Date: _____

Initial

BITING POLICY

Children biting other children are unavoidable occurrences in a group childcare, especially with toddlers. It is a common happening in any childcare program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. **Every child in the Infant and Toddler classrooms are potential biters and/or will potentially be bitten.** It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. **Biting is purely a sign of the developmental age of the child.** It is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

Why do they bite?

Every child is different. Some bite more than others; or some may not bite at all.

There are many possible reasons as to why an infant or toddler may bite:

1. Teething
2. Impulsive and lack of control. Babies sometimes bite just because there is something there to bite. It is not intentional or to hurt, but rather exploring their world.
3. Making an impact. Sometimes children will bite to see what reactions happen.
4. Excitement and over stimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don’t have the same control over their emotions and behaviors as some preschoolers do.
5. Frustrations. Frustrations can be over a variety of reasons – wanting a toy someone else has, not having the skills needed to do something, or wanting a care giver’s attention. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting will often be the quickest and easiest way of communicating.

What do the teachers do in response to children who bite?

It is our job to provide a safe setting in which no child needs to hurt another to achieve their ends or meet their needs. That being said, as biting is normal in a group setting, behavior management does not immediately eradicate issues of biting. With positive redirection and several things the teachers do to assess the biting situation we can determine the cause and set goals to prevent it from happening again. Teachers can try to minimize the behavior by:

- Letting the child biting know in words that biting is unacceptable.
- Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The teachers will tell the child that “biting hurts” and then focus of caring attention is then placed on the bitten child. The biter is talked to on a level that she/he can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
- Not casually attributing willfulness or maliciousness to the child. Infants explore anything that interests them with their mouths, and that includes others’ bodies and limbs!

When biting changes from a relatively unusual occurrence (a couple of times a week) to a frequent and expected occurrence, it will be addressed with added precautions.

I have reviewed and agree to the above terms. _____ Date: _____

Initial

Biting Policy and Guidelines

- Biting in the center will be treated very seriously.
- First Aide will be given to the hurt/injured child immediately.
- The child that has bitten will be reminded that “biting hurts” and then directed to help the other child and/or apologize.
- An incident report will be written for both the children and their parents will be notified of the incident. Due to confidentiality no other child’s names will be disclosed to parents. Please be respectful of this as we do not want confrontations or other negative attention being placed on any of our children.
- **We do not provide one on one childcare. If a child’s biting is requiring a teacher’s full-time attention to prevent biting, then the director/behavior specialist will be notified. Extreme circumstances of repeated aggression will require the child to be picked up from the center and remain at home until the biting subsides.**
 - ✓ The 10th biting behavior report within a 15-day period will be documented along with an action plan to modify the behavior. Parents will be requested to have a one on one with the Director and an action plan will be implemented.
 - ✓ The 20th biting behavior report within a 30-day period will be documented, a 3-day suspension period will be issued, and an action plan will be reviewed and modify with the parents help before the child can return.
 - ✓ The 30th biting behavior report within a 45-day period will result in the child being removed from our program.

I certify that I have received Kool Kidz's Biting Policy. I have had the opportunity to read it and ask any questions regarding this policy.

Parent Signature

Child

Child

Date

Child

Child

I have reviewed and agree to the above terms. _____

Date: _____

Initial

DROP OFF AND PICK UP POLICY

You are required to sign each child in upon arrival and leave the child under the caregiver's direct supervision. You are required to sign your child(ren) in using the computer with a PIN given to you at the time of registration. Please do not drop your child off without properly signing them in. You must sign your child(ren) in and out correctly as we may leave important messages for you on the computer. Please do not allow your child(ren) to sign themselves in or out as this leads to frequent errors. If you do not sign your child(ren) out, your child(ren) will be signed out at 6 pm when the center closes, and you will be responsible for any overcharges.

- Children must arrive clean and fed (unless arriving just before a mealtime). We will try our best to send your child home with a clean diaper, face, and hair fixed. We would appreciate the same consideration when you drop off your child(ren).
- We ask that you drop off your child no later than 9:30 am; this gives the child time to play with their friends and do some fun activities we plan in our curriculum. (There may be exceptions if there is a doctor appointment or family situation that prevents you from dropping off your child before 9:30 am.) Please discuss any situations with the director.
- It is normal for some children to cry or have difficulty separating from their parents during drop-off. Please make your drop-off brief. The longer you prolong the departure, the harder it gets for the child. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are quick to get involved in play or activities after their parents are gone. Please know we will love and comfort your child.
- Pick-ups and drop-offs can be a time of testing when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure times, we expect parents to support our rules. Please be in control of your child(ren), and do *NOT* allow them to run around the center. They either need to be under your supervision or in their class with a teacher. State licensing requires no children to be in the classrooms unattended.
- WE ASK PARENTS TO STAY OFF OF CELL PHONES WHILE IN THE CENTER. Your child has waited all day to see you and is excited when you walk in the door. Please give your full attention to your child.
- Pick-ups and drop-offs are not good times to discuss serious problems. Tiny ears and minds hear and understand everything. Our director can set up a time where the issues can be discussed in private.

Only the individuals listed on the Child Information Record or a written permission note from the parent will be allowed to leave with your child(ren). The unfamiliar person (including grandparents) must provide a picture I.D. If there is any concern, the Kool Kidz staff reserves the right to deny a person's request to pick up a child.

I certify that I have received Kool Kidz's Drop Off and Pick Up Policy. I have had the opportunity to read it and ask any questions regarding this policy.

Parent Signature	Child	Child
Date	Child	Child

I have reviewed and agree to the above terms. _____ **Date:** _____
Initial