

The logo for Kool Kidz Adventure Academy features the words "Kool Kidz" in large, colorful, playful letters. Each letter is a different color: K (red), o (yellow), o (green), l (purple), K (orange), i (yellow), d (green), z (blue). Small blue icons of children playing are integrated into the letters. Below this, the words "Adventure Academy" are written in a blue, sans-serif font.

Kool Kidz Adventure Academy

Childcare & Learning Center

928 West 1800 North

Clinton, Ut 84015

801-525-4587

childcare@koolkidzcamps.com

preschool@koolkidzcamps.com

koolkidzcamps.com

Parent Handbook

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 so 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. _____

Initial

Date: _____

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, Christmas Eve, Christmas Day, and the day after.

When a holiday falls in the middle of the week, we will have sign-ups for the day before and after. If we do not have a minimum of 35 children signed up, we will not be open on those days.

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 \$25; 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 new 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; non-compliance is subject to termination.

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: _____
Initial

Tuition and Fees

- All accounts are set up as a monthly pre-payment plan. You have four payment options:
 - Debit Card with a 2.5% fee (we do not accept credit cards)
 - Cash
 - Check
 - Automatic Withdrawal (no fee)
- The total amount must be paid on the 1st to avoid late fees. If your account is not paid by the 2nd, you will receive a \$10 fee each day until the 5th. If your account is not paid by the 5th, childcare will be suspended until paid in full. If your account is not paid before the 15th of the month, your account will be turned over to collections, and childcare will be terminated.
- You have the option of splitting the payments up into the first 4 Fridays of the month as an automatic payment.
- If you have two or more children enrolled, you can either pay in full by the 1st of the month* or pay half by the 1st and the other half by the 15th. ** If the first half is not paid by the 2nd or the other half is not paid by the 16th, 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.
- Part-time rates include 3 set days per week. The part-time rate for school-age during the school year includes 40 hours per month. Any hours over 40 are charged at a rate of \$12 per hour.
- Clients issued state funds who have a co-pay must also follow the same payment plans as stated above.

*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.

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.

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.

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 special 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

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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. 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.

Sleeping Arrangements

Children may bring sheets and blankets to use during nap time. However, we provide a washable sleeping cot and, each child is assigned their own mat, which no other child uses. Mats are disinfected weekly. However, you must take these items home every Friday to be washed. Children nap from 12:00 pm – 2:00 pm. Children six and older (after kindergarten) may attend summer camp rather than nap during the summer months.

Toys

Children are not allowed to bring *ANY* toys from home. We have a sufficient number of toys for all children. We are not responsible for any lost or broken items.

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. Children two years of age or younger never watch TV or videos. Older children spend no more than 30 minutes per week watching TV or videos, except for one monthly video. Per state rule, children will have opportunities to play outside on the playground every day, weather permitting.

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, children are not allowed to wear flip-flops or sandals while at the center. Any violations of this policy will result in a notification to bring alternatives or pick up your child.

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Academic Preschool Program

Your child must be at least three years old and potty trained for our preschool program. The curriculum includes academics 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 \$55
- Our five-day program is \$190 a month (only Preschool), \$175 per month (to add-on to childcare)
- Our three-day program is \$130 a month (only Preschool), \$115 per month (to add-on to childcare)
- Our two-day program is \$100 a month (only Preschool), \$85 per month (to add-on to childcare)

Summer Camps

Childcare Adventure Camp (\$150)

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 preregister and pay the fee.

Steam Adventurers Camp

This camp will reinforce and help children maintain their elementary school academics while providing STEAM-focused summer camps (Science, Technology, Engineering, Arts, and Mathematics). STEAM Adventurers encounter a theme each week to spark curiosity and prevent the summer learning slump. STEAM adventurers must have completed kindergarten to participate in this summer camp.

- Registration is \$20
- Our two-day program is \$30 per week (only Summer Camp), \$20 a week (to add-on to childcare)
- Our three-day program is \$45 per week (only summer Camp), \$35 a week (to add-on to childcare)

Young Adventures Preschool Camp

This camp uses music and movement, discovery play, manipulatives, math skills, creative art projects, snacks, imaginative play, educational games, and lessons to create an adventurous learning atmosphere. This camp is for children 3-6 who are pre-kindergarten.

- Registration is \$20
- Our two-day program is \$30 per week (only Summer Camp), \$20 a week (to add-on to childcare)
- Our three-day program is \$45 per week (only summer Camp), \$35 a week (to add-on to childcare)

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

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.

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

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 100.4F will be sent home
- Any child with a temperature of 100F+ 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

Over-the-counter medicine brought from home must have the child's name on the bottle. If the child's name is not on the label, we cannot administer it. Prescriptions must be followed explicitly according to the label. Medications are to be placed in a tub in the fridge or locked in the office. If your child needs medicine at the center, you must fill out a medicine slip before administering 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.

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

Initial

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. Documentation may be required to verify accidents at home. Please inform us of any marks on your child before you leave. 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 Child Care 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

Biting and Behavior 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.

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 agenda. 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 result in a parent/teacher meeting with the administration to discuss a plan of action to increase positive behaviors for that child. An evaluation will be recommended for the child if necessary, and the office will supply contact information. The parent will be given one week to make the appropriate connection and 60 days for an evaluation. All paperwork, letters, and documentation must be provided to the office. Failure to respond on time may result in the child's expulsion from the program.
- Logs will be kept in the office 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 need to take the next day off. If the child is sent home more than three times, the center is required to hire a shadow at the cost of \$360.00/week at the parent's expense. If the parent does not agree to this cost, the parent is given two weeks' notice to find alternate care.

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

Parent Signature

Child

Child

Date

Child

Child

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 fingerprint or 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