

Kool Kids Nation



Established 2019

Policies

Communication Log A daily record will be kept for your child listing food eaten, diaper or toileting details, naptimes, favorite activities, needed supplies, and any discipline issues that may arise. The log will be kept in the ProCare app and provide a daily log. Please check it each time you come to pick your child up.

Meals and Snacks will be offered as per our daily schedule. A menu will be posted. Food will be offered to children, but they will not be forced to eat. I will notify the parents if a child is not eating.

Quiet Time is required for all children. Children will each be given a cot or playpen to rest in. Children will not be forced to sleep, but will be required to lie quietly for the duration of Quiet Time, to allow the other children to get the rest they need. If a child is disturbing the other children by making noise or moving around, they will be given a playpen in a separate room to spend Quiet Time in. Other activities will not be offered during Quiet Time.

Medication will be given only with written permission and instructions.

Sick Children will not be admitted for care, in the best interests of the other children in my care. Any child exhibiting the following symptoms will be sent home with the parent: vomiting, diarrhea, fever above 101F (38.3C), contagious rash, excessive coughing that produces phlegm or a nose that is running greenish or yellowish mucus. If a child develops any questionable symptoms while in care, I will notify a parent immediately.

Supplies Diapers, wipes, sippy cup, formula, breast milk, baby food and an extra set of clothes must be provided when needed for each child. I will provide wipes, snacks and meals, 2%

milk, bibs, blankets, sheets and pillows (although children are welcome to bring blankets and/or stuffed animals from home too). *Weather-appropriate outdoor clothing must also be provided for each child.* Because we meet the bus each morning and afternoon, we will be outside in all types of weather (heavy rain, extreme cold, etc). All clothing may be kept in the child's cubby or on their hook.

Receipts will be provided in January for the preceding year. Please let me know if you require them at a different time.

Two Weeks Notice, or two weeks' payment in lieu of notice, is required if your child will no longer be attending Kool Kids Nation Childcare. I reserve the right to discontinue care for a child without notice for issues such as (but not limited to) behaviour problems or nonpayment of fees.

Please Call by 9 am if your child will not be attending Kool Kids Nation Childcare on a given day.

Late Pick-Up **Kool Kids Nation** closes promptly at **6:00pm**. Please call me if you will be late. You will be charged \$1/minute for each minute past 6:00pm.

Discipline will consist of distraction and diversion techniques (infants to 18 months of age), or time-outs (18 months and up). If necessary, a child will be given a safe place to play away from the other children. Physical punishment will not be used. Aggression (biting, hitting, etc.) will be followed by an immediate time-out. Any time-outs will be recorded on the Communication Log.

Toilet Learning will be as per the Daily Schedule. At Potty Time/Diaper Check times, all children that can walk will be encouraged to sit on the potty or toilet. If they are successful, they will be praised, but rewards will not be given. All other times, children will be assisted (if needed) and/or allowed to use

the toilet whenever they need to. As well, dirty diapers will be changed as needed. When your child is toilet training, please dress them in a Pull-Up or training pants with a waterproof cover.

Evacuation Drills will be practiced periodically. An emergency card is kept for each child in our Evacuation Pack so that parents can be contacted if there is an emergency that requires immediate pick-up (fire, etc.). Children are taught to make their way to the front door at the sound of the smoke detector or when they hear the word “evacuation”. From there we will exit to the van or to **Pick Up Spot**, across the road.

Pick Up If a child is to be picked up by someone other than a parent listed on the registration form, please let me know in advance verbally (NOT by email, but by phone or in person), and let them know I will be asking for photo identification. If I am not told in advance that someone other than a parent will be picking up, I will not release the child to them. If this results in a late pick-up by a parent, all late fees will apply. Please let me know if there are any sensitive custody issues that pertain to your child.

Payment

Kool Kids Nation now offers only full-time spots, at the rate of \$225/week.

To register your child, a completed Registration Form and **non-refundable** Registration Fee of **\$55** is required.

These rates will not increase except if deemed necessary during contract updates which take place on January 1st of each year.

Fees are due each Monday by 5:00pm for the preceding week. Cash is the preferred form of payment.

Late Fees \$5 per 24 hour time period will be charged if payment is not received by **5:00** on each Friday.


*For example, a payment that is received at **5:00pm** on Tuesday will have a \$5 late fee added to it. A payment that is received on Wednesday at **5:00pm** will have a \$10 late fee added to it.*

If payment is not received by Monday morning at drop-off, the child will not be admitted to care until the payment plus late fee is paid in full.

Holidays **Kool Kids Nation** will be closed for the following holidays: **New years eve, New years day, Good Friday, Easter, Memorial Day, 4th of July, Christmas, Christmas Eve, day after Christmas, Labor Day, Thanksgiving ,day after Thanksgiving.** Full daycare fees for all of these holidays, **except Valentines Day,** are required. In addition, we will be closed for two weeks in either February or September, and for one week over Christmas each year. Payment is not required for these closures, and exact dates will be handed out in January of each year.

Days Off (formerly known as Vacation and Sick Days) Families are entitled to 10 (ten) days each year of days off at half-rate. These days can be taken for any reason (because a child is sick, family vacation, doctor's appointments, etc.). Unless you let me know otherwise, I will charge half the daily rate for any absent days until your 10 days are used up. After that, all days, even if absent due to sickness, will be charged at full rate.

Provider's Sick Day If I need to close on a given day because of sickness, family emergency, etc, there will be no charge for that day. As much advance notice as possible will be given. If I need to leave in the middle of a daycare day because of an extreme emergency or I am too sick to work, parents will be contacted to pick up their children. **Mrs. Miller** may be called in as a substitute if absolutely necessary.



YEAR Contract Agreement

Please sign the attached form to acknowledge that you have read these policies, that you understand them, and that you agree to abide by them.

Kool Kids Nation Childcare
Care Provider: Antionette Miller
3434 Maura Ct
Indianapolis, IN
317-562-0080

Please detach , sign and submit the form below to **Antionette Miller** once you have read this handbook. If you have any questions at all, please do not hesitate to call or email .

For your records: This form was signed and submitted on _____

Kool Kids Nation Childcare
2021 Contract Agreement

I, _____ agree to abide by the policies and procedures described in the ABC Daycare Parent-Provider Contract. I have thoroughly read the contract and understand it. I also understand that failing to comply with this contract may result in the discontinuation of care of my child.

Signed: _____ Date: _____