



# **Kid's World, Inc. Parent Handbook**

**11507 Winchester Avenue  
Bunker Hill, WV 25413  
304-596-0006  
kidsworldwv@gmail.com  
www.kidsworldwv.com**

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## **STATEMENT of PURPOSE**

### **HISTORY/PURPOSE OF THE CENTER**

Kid's World is West Virginia Corporation, established in 2009 by Dawn Voysey. The purpose of Kid's World is to provide a learning environment and varied experiences that are developmentally appropriate for each child to grow socially, emotionally, cognitively, and physically. Kid's World will serve children from 2 years to 13 years of age. Kid's World offers a variety of programs that include: preschool, Berkeley County Pre-K, before & after school care, summer programs, and mini classes. Kid's World will provide educational services and enrichment activities to Berkeley County, WV; North Winchester, VA; Frederick County, VA; and Jefferson County, WV. Kid's World is a licensed child care center through WV DHHR.

### **MISSION STATEMENT**

Kid's World strives to provide a safe, secure, and nurturing environment for each child to explore and discover learning through a variety of ways. Kid's World strives to provide a learning environment and varied experiences that are developmentally appropriate for each child to grow socially, emotionally, cognitively, and physically. Learning occurs through both student-initiated and teacher-initiated lessons through experiencing and doing in a multi-sensory environment.

### **OUR BELIEFS**

- All children can learn.
- Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- Student learning is the chief priority for our school.
- Teachers, director, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
- Clear goals and high expectations for student achievement should guide the development of the curriculum and the design of instructional strategies and learning activities.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and real contexts to apply their learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## GOALS

Each child is unique and develops at various rates. Our goal is to foster a nurturing environment and provide ample opportunities to:

- ❖ Develop Self-Confidence
- ❖ Develop Gross Motor Skills
- ❖ Develop Fine Motor Skills
- ❖ Develop Oral Expression
- ❖ Develop Language Arts Skills
- ❖ Develop Math Concept Skills
- ❖ Develop Social Concepts
- ❖ Develop Creative Expression
- ❖ Develop Science and Nature Skills

## ENROLLMENT REQUIREMENTS

### PRIVATE PRESCHOOL PROGRAMS:

- A child must be at least 3 years old to enroll in the two day or three day program.
- Registration Fees & Deposit are due at registration. This reserves your spot.  
**Fees are Non-Refundable**
- Registration Forms must be completely filled out (No blank lines).
- A child must have proof of vaccinations from the doctor.
- A child must have a recent health evaluation report performed by the doctor.
- A child must be potty trained or almost potty trained before coming to preschool. (No diapers or pull-ups)

### BEFORE & AFTER SCHOOL CARE PROGRAMS:

- A child must be between 3-13 years of age.
- A child must attend either Kid's World, Bunker Hill Elementary, Mill Creek Intermediate, or Musselman Middle.
- Registration Fees & Deposit are due at registration. This reserves your spot.  
**Fees are Non-Refundable**
- Registration Forms must be completely filled out (No blank lines).
- A child must have proof of vaccinations from the doctor.
- A child must have a recent health evaluation report performed by the doctor.

## **KW BERKELEY COUNTY PRE-K PROGRAMS:**

- A child must be 4 years of age by June 30<sup>th</sup>.
- A child must attend live in Berkeley County, WV
- Registration Forms & Enrollment are completed through the Berkeley County Pre-K Office

Parents may make an appointment to tour the facility or visit during an Open House. Our center accepts enrollment applications on a non-discriminatory basis. Kid's World accepts children regardless of race, color, creed, religion, sex, national origin, handicap, and age or marital status of the parent. Applications will be accepted on a first come, first serve basis.

## **HOURS**

Kid's World is open depending on the daily programs:

### *2 Day Private Preschool Program:*

This program will meet Tuesday and Thursday mornings from 9:00am-12:30pm. Class size will be limited to 16-18 children. Two teachers will conduct this class.

### *3 Day Private Preschool Program:*

This program will meet Tuesday, Thursday, and Friday mornings from 9:00am-12:30pm. Class size will be limited to 16-18 children. Two teachers will conduct this class.

### *Berkeley County Pre-K Program:*

This program will meet Monday-Friday from 9:15am-3:15pm. Class size will be limited to 20 children. Two teachers will conduct this class.

### *Before & After School Care Program:*

This program will meet Monday-Friday when Berkeley County Schools are in session. Before School Care is offered from 6:30am until school begins. After School Care is offered from the end of school until 6:00pm. Class size will be limited to 30 children. Two teachers will conduct this class.

## **ORIENTATION DAY**

Orientation will be scheduled before the new school year begins. It is a day for parents, teachers, and children to come to school together. The children will meet with the teachers and familiarize themselves with their classroom. Parents will meet with the director, view a presentation, go over policies of the school and address questions. It is important that at least one parent attend this informational meeting and exploration session. It is come and go as desired and should last approximately 1 hour.

## **CLASSES BEGIN**

The first full day of class will be given in the Welcome Packet sent over the summer each year. Start dates are based off of the Berkeley County Public Schools. We stagger the opening of our programs.

## **NON-ATTENDANCE DAYS**

Kid's World typically follows the same calendar as Berkeley County Public Schools. Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving break, Christmas break, M.L. King Day, Spring break, and Memorial Day are examples of days that Kid's World will not be open. You will be given a calendar at Orientation with the correct dates. The calendar is also available on the Brightwheel app.

We will be open for Teacher Workdays at a separate price if there are enough children (6 or more). (Only available for BC Pre-K, Elementary School, Intermediate, & Middle) Kid's World is not open during the summer months.

## **2 HOUR DELAYS/RELEASE & AIT/DATA TEAM DAYS FOR BERKELEY COUNTY**

Kid's World will provide child care on AIT/DATA Team Days for Berkeley County. In the event of a 2 hour delay or release, it will depend if the center can open and remain open. There will be a \$10 charge per child to attend during these times. This is in addition to the normal monthly tuition.

## **TEACHER WORKDAYS FOR BERKELEY COUNTY**

Kid's World will provide child care on Teacher Workdays for Berkeley County. There is an additional fee per day (7:30am-5:30pm). Special arrangements can be made prior if extended hours are needed. This is in addition to the normal monthly tuition. Please refer to the current tuition rates sheet. At least 6 children need to attend to be available.

## **LAST DAY OF CLASSES PRESCHOOL AND GRADUATION**

Preschool and Pre-K Classes will run through May. There will be combined class picnic and graduation on the last Thursday of May or the first Tuesday of June. These are on a voluntary basis. It will be held at Clearbrook Park, VA. The staff of Kid's World will not be responsible for the children on this day. A parent or guardian must accompany the child to the picnic. We will celebrate the school year!

## **BEFORE & AFTER SCHOOL CARE**

Before & After School Care will run from the 1<sup>st</sup> day of Berkeley County Public School until the last day of Berkeley County Public Schools.

## RATES

### PRESCHOOL RATES

*Registration Fee & Deposit:* (one time annual fee per child)

Registration Fee: \$50.00  
Deposit: \$100.00

This is a one time non-refundable fee, which must accompany the enrollment application for the year.

*Tuition: Payment Information:*

Please refer to the current tuition rates sheet.

Payments due August 1<sup>st</sup> through May 1<sup>st</sup>

**2 Days a Week (Tuesday, Thursday)**

**3 Days a Week (Tuesday, Thursday, Friday)**

***If we do not use our weather days, there will be an additional \$20 per day added to May.*** We have 6 weather days built into the calendar for each program that you are not paying for throughout the school year.

### BEFORE & AFTER SCHOOL CARE RATES

*Registration Fee & Deposit:* (one time annual fee per child)

Registration Fee: \$50.00  
Deposit: \$100.00

This is a one time non-refundable fee, which must accompany the enrollment application for the year.

*Tuition: Payment Information:*

Please refer to the current tuition rates sheet for each program.

Payments due August 1<sup>st</sup> through May 1<sup>st</sup>

***Before School Care Program Only***

*\$10 extra to be added per 2 hour delay day*

***After School Care Program Only***

***Before & After School Care Programs***

*\$10 extra to be added per 2 hour delay day*

***Daily Rate: Before & After School Care***

Payment is due each week (Payment before services)

*\$10 extra to be added per 2 hour delay day*

***Daily Rate: Before School Care***

Payment is due each week (Payment before services)

*\$10 extra to be added per 2 hour delay day (Before Only)*

***Daily Rate: After School Care***

Payment is due each week (Payment before services)

***Teacher Workdays:*** (7:30am-5:30pm)



Tuition is based configured as a whole year and then divided equally. **All tuition payments are due by the 1<sup>st</sup> of each month for 10 monthly payments from August 1<sup>st</sup>-May 1<sup>st</sup>.** Please be prompt with payments. A **late fee of \$5.00 per day late** will be charged **after the 1<sup>st</sup> of each month.** In case of **returned checks, you will be charged the fee the bank charges us (\$25.00), along with that payment.** After Kid's World has received one returned check, all payments must be made in cash, money order, or credit card on Brightwheel. All payments must be made within 2 weeks of the due date. If you do not pay within 2 weeks (your tuition plus the late fees) your child will not be able to attend Kid's World until all fees and tuition are paid in full. **Collection Fees:** After 30 days, these debts will be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection fees will be added to the original debt and the parents must pay these fees as well as all attorney fees if applicable. There is no penalty for prepayment of tuition. There are no refunds on fees or tuition payments made.

Refunds can not be made for snow days, vacations, disciplinary suspensions, or absences, with one exception. The exception would be if your child is hospitalized. No tuition is due if proof of hospitalization is shown to the administrator.

*Withdrawal:* A written notice must be given at least 1 month prior to withdrawing a child from any Kid's World program. Parents are still responsible for any days not paid in full due to adjustments made monthly. BC Pre-K programs are a 1 year commitment. If proper notification is not given, the parent or guardian will be required to pay for the 1 month tuition. If fees are not paid, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection fees will be added to the original debt and the parents must pay these fees as well as attorney's fees if applicable.

*Family Rate:*

- Registration Fee:  
\$10.00 reduction for second child in same program
- Tuition:  
First child is full tuition, with a \$25.00 monthly reduction for each additional child in the same program.

**Ways to Pay:**

**1) Brightwheel: Processing Fees Added**

- ACH: \$1.00 per invoice payment
- Credit Cards & Debit Cards: 3.0% per invoice
  - Please notify Dawn immediately if you plan on using credit cards or debit cards to pay invoices

- 2) Checks or Cash** can also be placed in the gray payment box or the outside lock box, or checks mailed from your bank  
(Please DO NOT give money to staff members!)

## **ARRIVAL/DISMISSAL**

**Please arrive and depart during your scheduled times.** An approved adult must accompany your child to the drop-off area. An approved adult must sign each child in and out daily. Children will not be admitted into the school prior to the start of their program. Children must be picked up promptly when their program is over.

Please be prompt when picking up, as children tend to become upset, restless, and/or afraid if you are late, and teacher planning/preparation times are essential.

### *Release of Children*

A parent/guardian consent form is kept on file at school. For the child to be released to anyone other than parents/guardians, the names must be listed on this form. Please notify the people listed on the form that they must bring their identification with them. Safety is very important. Notify the school if anyone other than the parent/guardian is sent to pick up your child. List the name of anyone who is NOT allowed to pick up your child. Please make the teacher/administrator aware of any potential problems (i.e., custodial). Each day, you are responsible for signing in your child and signing out your child.

If an emergency arises, send a message on Brightwheel so that we can reassure your child. We must have a written request (note or email) or an in-person request to:

1. Dismiss your child early.
2. Release your child to a babysitter, car pool, family member, or friend other than specified on the registration form. Please have them present a picture ID.

### *Time*

The doors of the school will **NOT** be opened prior to the start of each program. Please be prompt when dropping off and picking up your child. If you must be more than 5 minutes late, please call the administrator, or make arrangements to have someone else pick up your child. Excessive lateness in picking up will result in fees. **A fee of \$5.00 will be charged for every 5 minutes you are late after ending time.**

### *Brightwheel*

Kid's World is now using Brightwheel.com to check-in and check-out children enrolled in all of our programs. Each parent, guardian, or allowed pick-up person needs to have a code entered into the system. It is the parent's responsibility to make sure all information needed is entered into Brightwheel and all parties involved in picking up your child know the procedure. **Do not give your code out to anyone else picking your child up. NO CHILD should be signing in and out.** Anyone picking up your child on a regular basis needs to obtain a code and be entered into Brightwheel.

Teachers and parents are able to communicate via Brightwheel messaging as well.

## **BEHAVIOR AND DISCIPLINE**

Children are expected to exhibit appropriate behavior at all times. Positive statements and redirection of negative behavior are practiced at Kid's World. Kid's World may use a visual behavior chart in class to assist the children if needed. If the child continues the inappropriate behavior, the child will be asked to take a quiet time away from the group. If these methods prove to be unsuccessful, a verbal or written discipline report will be discussed with the parents by the director and a behavioral plan developed. If inappropriate behavior continues, a child may be asked to stay home for 1 day. No refund is available for disciplinary days. If inappropriate behaviors continue and the child has had three (3) conduct reports, the next step could mean removal from the program. Examples of inappropriate behavior include: physical abuse (hitting, kicking, biting), throwing object toward staff or students, defiance of authority, abuse of equipment, supplies, or facilities.

Corporal punishment is prohibited onsite and off-site during center activities.

## **SECURITY & SAFETY**

Provisions are made by Kid's World to ensure the safety of your child and reduce their risk of harm. Your child's safety is a top priority.

The center provides a coded door that will only allow access to our staff. Please make sure to ring the doorbell for entry.

While we maintain a welcoming atmosphere in our center, in order to ensure the safety and security of all our students and staff, the director reserves the right to deny permission for entry based on the best interests of the staff and students at that time. All visitors are required to show their identification to enter the center.

If your child has an accident while on the premises, an accident report will be completed. A parent or guardian must sign and return it acknowledging the incident.

All BC Pre-K chaperones and volunteers must be cleared through the Board of Education. All volunteers will be screened through online sources.

***Please Note:*** Parents please do not leave children in the vehicle unattended at any time. Parents need to have children properly secured in the correct safety seat when driving. ***IT IS AGAINST THE LAW!***

## **CHILD ABUSE AND NEGLECT**

Kid's World employees are mandated to report any suspected child abuse and neglect. This is required under West Virginia State Law. The law further protects the teacher against liability for referring such cases in good faith.

## **CONFIDENTIALITY**

Information regarding your child will remain confidential. Your information will not be disclosed to others.

## **INCLEMENT WEATHER POLICY**

1. When Berkeley County Schools are closed, Kid's World will be closed. Please listen to your local TV and radio stations for school closings. Kid's World will also send a Brightwheel message out by 6:00am for Before School Care Programs and all other programs by 7:00am.
2. If Berkeley County Schools are on a 2 hour delay, Kid's World will operate beginning at 8:30am for the before school care program. After school program follows the regular times. Private preschool programs will operate from 10:30am-1:00pm. Berkeley County Pre-K will operate from 11:15am-3:15pm.
3. If Berkeley County Schools are on a 1 hour delay, Kid's World will operate beginning at 7:30am for the before school care program. After school program follows the regular times. Private preschool programs will operate from 9:30am-1:00pm. Berkeley County Pre-K will operate from 10:15am-3:15pm.
4. If Berkeley County Schools release 2 hours early, Kid's World will operate beginning at 6:30am for the before school care program. After school program will begin when schools are released until 6:00pm (*additional charge applies*). Private preschool programs will operate as scheduled. Berkeley County Pre-K will operate from 9:15am-1:15pm.
5. Of course, parents have the final decision as to how safe it is to travel, even when school is open.
6. There are no adjustments to tuition for the days that school is not open (i.e., snow days, holidays, and breaks). This is already figured in ahead of time and divided up throughout the year.

## **ATTIRE FOR SCHOOL**

Your child will be very busy throughout their school day. Remember that each day your child will be given the opportunity to use paints, play-doh, markers, sand, and sometimes water; therefore, please do not dress him or her in good clothes which may become soiled.

Children should wear clothing appropriate for school activities. Washable play clothes are best. Even though your child may want to show off their new clothes and fancy shoes, they are not appropriate for daily school activities. Children should wear clothes that they can manipulate themselves. Tennis shoes are the best shoe for our day. Children enrolled in the preschool/Pre-K programs need to leave a pair of non-marking sole shoes at the preschool for daily inside activities (i.e., crocs, slippers, Velcro tennis shoes). Please do not put belts on your child unless they know how to manipulate them and the same goes for overalls.

**EXAMPLE:** Children should be able to put on their own coats, sweaters, hats, and shoes; they should be able to fix their own pants.

### *Extra Clothes*

Each child should have a change of clothes appropriate for the season. Their clothes bag should consist of a shirt, pants, underwear, and socks. Please label all clothing with your child's name. Accidents happen! Please replenish items as needed.

### *Personal Belongings*

We request that ALL coats, jackets, bags, etc have your child's name visible to our staff. We request that **ALL** personal items (i.e., toys, books) remain in the car or at home. Misunderstandings and toys getting broken or lost can be very upsetting for a child. Necklaces and drawstrings are not allowed due to choking hazards while playing on the playground. Phones and tablets are not allowed to be used by the children, while at Kid's World, unless approved by the director. Please keep all hand sanitizers, lotions, and more at home as well.

## **POSTED ON THE BULLETIN BOARD**

Monthly newsletters, menus, sign-up sheets, and other important info will be posted on the bulletin board. Please read over to stay informed. You can also make use of Brightwheel, our Facebook pages, email and web site for updated information.

## **ADDRESS AND INFORMATIONAL CHANGE**

Please notify the director immediately if any information on your child's registration forms change. Up to date information is very important for the care and safety of your child.

## **PHOTO/VIDEO RELEASE**

From time to time, the director and or teachers will take photos of the children for the website, facebook, and class projects. Please fill out your preferences on the photo release form, sign, and return it to school as soon as possible.

## **PHONE CALLS**

The Kid's World phone number is 304-596-0006. When calling Kid's World, please call the teachers before or after school. Teachers and teacher's aides can not leave the children during the school day to talk on the phone. Please let us know if your child will not be in school, and the reason. If you get the answering machine, please leave your name, a number to be reached at, whom you are calling, and the reason for your call. The teacher or director will return your phone call as soon as possible. Brightwheel messaging is a better way to contact a teacher or director during normal business hours.

## **EMAIL/FACEBOOK/BRIGHTWHEEL**

The Kid's World email is [kidworldwv@gmail.com](mailto:kidworldwv@gmail.com). Please feel free to email the director with any questions or concerns. Your email or message will be answered as soon as possible during business hours. You can also message your child's teacher through Brightwheel. Please understand that messages may take longer than 24 hours but we will attempt to be under 24 hours during normal business hours.

## **CONFERENCES**

Teachers and director can meet to discuss your child, concerns, and delights if you schedule an appointment. Before school and after school, teachers and the administrator are making sure each child gets to his/her parent/guardian safely. We would prefer not to talk about your child in front of other parents. Your child should be your concern only and not everyone else's business. Teachers and the director will gladly meet to discuss anything! We want you to feel comfortable talking with us.

## **FIELD TRIPS/ON-SITE ACTIVITIES**

A signed permission slip/waiver is required to participate in all on-site activities and field trips. Field trips are optional.

The director will send home a form with each child to notify the cost, where, time, and to ask if you will be attending the field trip. Field trip forms are due by the deadline or prior with no exceptions. If you are unable to attend and would like your child to participate, please contact one of the other parents to work out arrangements with them directly. The staff is not responsible for the children, only the parents are responsible. The teachers are there to make sure everything runs smoothly. Field trips are chosen to accompany a particular unit.

***For Private Preschool:*** On the day of the field trip, there will be no preschool. Parents, children, and staff will all meet at the field trip destination at the time the field trip is scheduled. Parents are responsible for only their child. Siblings are welcome to attend provided their behavior is not a distraction.

***For Berkley County Pre-K:*** On the day of the field trip, children are to attend school on-time and then leave together for the field trip. Parents are responsible for only their child. Sorry, but siblings are not allowed to attend the field trip. All parent volunteers and chaperones are required to be county approved in order to attend. Please make sure your name is turned in at the beginning of each school year.

## **PARKING**

- Please arrive between your designated times to prevent congestion.
- Please follow the "U" shape when parking your vehicles. It is important to fit as many vehicles as possible on the paved areas.
- Please pull up to the sign marker if you are first.
- Please pull closer to the vehicle in front of you.
- Please refrain from parking on ANY grass.

- Please use common courtesy when leaving and yield to those entering the driveway.
- Please do not park straight on in front of the garage.
- Please do not pull through onto the grass area to access the side road. This is not our property.

## **SNACKS/BREAKFAST/LUNCH**

A healthy snack will be available to each child daily in the private preschool programs, the after school care program, and the summer programs. Due to Health Department regulations, food provided by parents for special occasions such as birthdays or parties must be store-purchased or prepared at the center.

### ***Before School Care:***

If your child arrives before 7:10am for before school care, you can choose to send a healthy breakfast for your child to eat. Please make sure it is clearly labeled with your child's first and last name and date brought. NO junk food! You also have the option to purchase a school breakfast for \$5.00.

### ***Berkeley County Pre-K:***

Breakfast and lunch are provided free of charge to the students enrolled in the Berkeley County Pre-K. The menus for each are provided by the county. If you choose, your child may bring a healthy packed lunch that meets West Virginia standards listed below. Please see link below for more details. If your child packed a lunch, a milk can be purchased for \$.25 if desired.

### ***Teacher Workdays/Summer Program Days:***

Children are asked to bring a healthy packed lunch. See the West Virginia standards online at <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=26170&Format=PDF> for more details on a "healthy" lunch.

Please follow these state regulations when bringing in a lunch:

- 1) Clearly label with child's first and last name
- 2) If refrigeration is needed, clearly label all containers with child's first and last name and the date it was brought to the center.

You have the option to buy a school lunch for \$5.00 per lunch.

### ***Birthdays:***

**Private Preschool Program:** Birthdays will be celebrated during snack time. You may choose to sign up the month prior to your child's birthday for a date to celebrate. On this day, you may provide the snack for the class. Please be aware of any allergies that other children may have. **All snacks must be pre-packaged** from the store with ingredient information. Parents must also send in a healthy item as well, such as fruit or veggies. If you desire cupcakes, please only the mini cupcakes.

**Berkeley County Pre-K:** No outside food is allowed for birthdays. Parents are allowed to come in and eat with their child during lunch if desired. Please let us know prior to showing up. Adult school lunch meals may be purchased that morning for \$4.00. **NO Fast Food Allowed!**

**Allergies:** If a child is on a special diet or has certain allergies, we will be in compliance to the parent's instructions as to what the child can or cannot eat. (We ask that if your child requires special food, you help to provide it for them. We also require a doctor's note stating the allergy and an action plan for the child).



## **EMERGENCY PROCEDURES**

### *FIRE:*

Children will evacuate the premises by using the closest emergency exit. The children will remain outside until Kid's World is deemed safe. Throughout the school year, your child will practice fire drills to become familiar with the procedure.

### *TORNADO/HURRICANE WARNING:*

Children will be escorted to the basement for safety if a warning is issued and remain there until the warning as expired.

### *RELOCATION:*

If children are in danger and need to be removed from the property of Kid's World, there are 2 relocation shelters in place.

Location North of Kid's World: Food Lion Inwood, WV  
4803 Gerrardstown Rd Inwood, WV 25428  
(304) 229-0464

Location South of Kid's World: Target Stephenson, VA  
191 Market St, Winchester, VA 22603  
Rutherford Crossing  
(540) 545-4960

## **ILLNESSES AND MEDICATIONS**

1. **DO NOT SEND YOUR CHILD TO KID'S WORLD IF THE CHILD SHOWS THE FOLLOWING SIGNS OF ILLNESS:** A child with any of the following symptoms of illness shall be immediately dismissed to their parent/guardian:
  - a) Temperature of 100°F within the last 24 hours
  - b) Diarrhea (3 or more abnormally loose stools within a 24 hour period)
  - c) Severe, continual, or constant coughing
  - d) Pink, or red swollen, itchy eye, seeping eye
  - e) Untreated infected skin patches, unusual spots or rashes
  - f) Evidence of lice infestations, scabies, or other parasitic infestations
  - g) Sore throat or difficulty in swallowing
  - h) Vomiting more than 1 time, when accompanied by another symptom
  - i) Greenish/Yellowish discharge seeping out of the nose
  
2. **IF A CHILD SHOWS ANY SIGNS OF ILLNESS/OR MILDLY ILL WHILE IN A PROGRAM:** The parents will be contacted and will be required to take the child home. If a parent/guardian is unable to come, the child will be discharged to the next person designated on the registration form. The child will be isolated until they can be picked up. The child will be within the sight and hearing of an adult at all times. The child will be cared for in another room, away from other children.
  
3. A child may re-enter Kid's World after all of the following conditions are met:
  - a) As soon as all signs of illness are gone
  - b) Fever free for at least 24 hours without fever reducing medication
  - c) The parents feel that the child's own health is not in danger
  - d) After the isolation period has ended

A doctor's examination of the child and written permission for the child to return may be required at the discretion of the director.
  
4. **NO MEDICATION/VITAMINS WILL BE ADMINISTERED AT KID'S WORLD AT ANY TIME** unless they are emergency medications. All emergency medications need to have a written order from a licensed health care provider and the proper forms on file. NO Hand Sanitizers, Lotions, etc.
  
5. In the event of an emergency, Kid's World will contact 911 first and then notify the parents/guardians about the situation. Medical and emergency consent form must be filled out with registration.
  
6. Each staff member is required to follow the same guidelines as above.
  
7. BC Pre-K enrolled children are required to send in a written parent note or a doctor's excuse in order for the absence to be considered excused within 3 days of the absence.

## **ACTIVITIES DURING A PRESCHOOL/PRE-K DAY**

### *Circle Time-*

Included in group time activities are weather, calendar, story time, show and tell, games, songs, musical instruments, finger plays, conversations, and other activities for the group together.

### *Learning Centers-*

Children will have an opportunity to choose a variety of activities every day, including manipulative items, dramatic play, blocks, reading corner, math center, language center, writing center, and cooperative play. This time is also for the creative activity of the day, connected with the day's lesson plan.

### *Small Groups-*

Teachers will have an opportunity to focus on a particular skill with a small group of children together.

### *Arts and Crafts-*

Children will have the opportunity to create with a variety of materials. Arts and crafts will work on fine motor and hand-eye coordination skills.

### *Outdoor Play- Indoor Play -*

Children are encouraged to socialize with their peers and develop their creativity through outdoor play. We will provide equipment which includes swings, interlocking blocks, panels and posts to build, a sandbox, various balls, and an art studio. If weather doesn't permit, children will be able to play indoors. We will not be outside for long periods of time if it is raining, snowing, or too cold. The staff will decide to limit outdoor play due to weather or safety concerns.

### *Restroom, Hand Washing, & Meal Time (Breakfast, Lunch, Snack)-*

Children can go to the restroom any time during the day. Teachers take all children to the restroom before meals & snacks, to make sure all hands are washed.

Meal gives children an opportunity to talk together as a small group, practice manners, share, and participate in cleaning up. Nutritious snacks will be provided each day. There will be opportunities for the children to complete cooking recipes. (The private preschool program sings a prayer song prior.)

### *Rest Time (BC Pre-K Only)-*

Children have the opportunity to relax their mind and body.

## **ACTIVITIES DURING BEFORE AND AFTER SCHOOL CARE PROGRAMS**

### *Snack Time:*

We provide a small snack for your child. (After Care Only) Snack time is optional to eat.

### *Recreational Time:*

Children will have the opportunity to play outside/inside depending on the weather. There will be a variety of games and equipment provided for your child for both inside & outside.

*Academic Time:*

Children will have the opportunity to complete their homework and receive academic support if needed. Children should bring a book to read each day during this time.

*Enrichment Time:*

Children will have the opportunity to participate in several enrichment activities that include arts/crafts, music, science and technology.

## **INSURANCE**

Information regarding liability insurance coverage including information on coverage or non-coverage of accident/injuries can be viewed upon request. In the event of an accident or injury, Kid's World's liability insurance is secondary insurance.

## **MEDIATION/ARBITRATION CLAUSE**

If any serious dispute arises between you and your child regarding Kid's World, the dispute shall be resolved by mediation or binding arbitration.

You as the parent or guardian have the right to report to the Secretary any complaints without retaliation related to compliance with the provisions of West Virginia Code §49-2B-1 et seq. and the requirements of this rule. A copy of the West Virginia child care licensing regulations is available on site.

## **AMENDMENTS**

Kid's World reserves the right to revise the parent handbook with written notification to the parents or guardians.

## **ABOUT THE DIRECTOR**

All throughout my life, I have had the opportunity to work with precious young children through being a Sunday school teacher, daycare teacher, preschool teacher, elementary teacher, and mother of twins. I graduated from Elon University in 1999 with a BA in Elementary Education and Special Education. I taught in the Prince William County Public School System for 6 years in Virginia. For my first 3 years, I taught half-day kindergarten in the morning and special education in the afternoon. The next 3 years were spent teaching first grade. In 2005, I took a break to raise my precious twin girls. During that time, I continued to teach preschool special education summer school and tutor.

During November of 2007, we moved to Bunker Hill from Woodbridge. I continued to tutor and took on a position as a preschool teacher until March 2009. It has always been a dream of mine to open my own preschool. I started pursuing options to open my own program in the spring of 2009. Kid's World opened up in September 2010.

Throughout my years since my BA degree, I have continued to take graduate courses to expand my knowledge in early childhood education, elementary education, and special education.

## WAYS PARENTS CAN HELP

**Children must be signed in and out** by the parent or guardian approved by the parent(s). Only those persons listed on the registration form may take a child from Kid's World. If those persons are not known to current staff, picture identification will be required. There are exceptions, but please see the section on Arrival/Dismissal.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Adhere to all policies and procedures of Kid's World, Inc.
- Communicate with our staff members about your child, concerns and delights you have about our program.
- Pick up and **read** the notices and information left for you in your child's box.
- Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct appropriately.

Promptness and good attendance will help your child understand the importance of their school day and that you care about their schooling.

If you would like to volunteer your time, please see the director about ways you could be helpful. Younger siblings need to have other arrangements made for them when you are volunteering. This is a WV state licensing policy.

If you have any suggestions or comments, please place them in the payment box. This will help us improve our programs.

Invitations for personal birthday parties and notes should be handled outside of school through the mail. If the entire class is being invited, parents may send them into school and they will be placed in the mailboxes. No gifts or cards to be exchanged during school hours unless there is something for each child.

# PARENT ACKNOWLEDGEMENT

## 2018-2019 Parent Handbook Receipt

Kid's World, Inc. is in need of your help and cooperation. When you have read and understand this document, please sign this sheet and return it to the school. Responsibility lies within the parent/guardian to fully understand the policies presented in this handbook.

\_\_\_\_\_ I acknowledge that I have received and understand Kid's World's policies presented in the parent handbook.

\_\_\_\_\_ I acknowledge that I have received and understand Kid's World's policies regarding illnesses and medication. I agree to adhere to the guidelines presented in the parent handbook.

\_\_\_\_\_ I acknowledge that I have received and understand Kid's World's policies regarding behavior management and the reporting of child abuse and neglect. I agree to adhere to the guidelines presented in the preschool handbook.

All tuition payments are due by the 1<sup>st</sup> of each month for 10 monthly payments from August 1<sup>st</sup>-May 1<sup>st</sup>. Payments can be made by cash or check. The \$100 deposit will go toward your May payment if your child completes the 2018-2019 school year and has no outstanding fees on their account. A late fee of \$5.00 per day late will be charged after the 1<sup>st</sup> of each month.

**Collection Fees:** After 30 days, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection fees will be added to the original debt and the parents must pay these fees including all attorney fees if applicable. There is no penalty for prepayment of tuition. There are no refunds on fees or tuition payments made.

**Withdrawal:** A written notice must be given at least 1 month prior to withdrawing a child from the preschool program. Parents are still responsible for any days not paid in full due to adjustments made monthly. If proper notification is not given, the parent or guardian will be required to pay for the 1 month tuition. All BC Pre-K programs are a 1 year commitment. If fees are not paid, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection fees will be added to the original debt and the parents must pay these fees as well as attorney's fees if applicable.

I \_\_\_\_\_ acknowledge that I have read and understand Kid's World's policies regarding tuition payments. I understand that this registration form is a legally binding contract.

Print Student's Full Name: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] I have a question or two that I would like to talk about with the Director.

\_\_\_\_\_  
\_\_\_\_\_

Office Use Only: Enrollment Date: \_\_\_\_\_