



Cardinal Kids Learning Center

Parent Handbook

Cardinal Kids Learning Center

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Welcome!

We would like to take this opportunity to welcome you to the Cardinal Kids Learning Center! We are happy that you have chosen to send your child(ren) to our center and look forward to getting to know your family.

Our Mission

Our mission is to provide a safe, affordable, high-quality, and reliable child care learning center for all young children in Randolph and the surrounding area.

Our Philosophy

Our philosophy at the Cardinal Kids Learning Center is that all children will be given the opportunity to participate in a wide range of experiences from which to grow. It is our belief that such experiences must be provided in a supportive and nurturing environment, be child oriented, and have a hands-on approach. This provides the opportunity for optimal growth in all areas of development including physical, emotional, mental, and social, and promotes School Readiness.

Hours of Operation

Cardinal Kids Learning Center is open Monday through Friday from 7:00am to 6:00pm. Staff may be at the center earlier preparing the center for the daily activities. However, children are not allowed to be brought into the center prior to 7:00am unless previous arrangements have been made with the director. Children must be picked up by 6:00pm or a late fee of \$5.00 per child will be assessed for every fifteen minutes late. This fee must be paid in full the following week. No care will be given on Saturdays or Sundays.

Holidays

Cardinal Kids Learning Center will not be open on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve (Close at 1:00pm)
Christmas Day

Pick-up and Drop-off Procedures

Parents are responsible for bringing their child into the building each morning. When doing so, you must clock your child in and take them to their appropriate classroom. The toddlers will hang up their belongings in the entry way and the infants will be handed over the half door to the teachers. Parents must come into the building in the evening when picking their child up and clock their child out.

Parents will be responsible for putting their child's belongings in their classroom and for taking them home. Children will have individual cubbies with their daily work and notes from teacher/office. Please be sure to check your child's cubby on a daily basis.

If the person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and adult. If there is a Court Order keeping one parent or guardian from the child, Cardinal Kids Learning Center must have a copy of the Court Order on file otherwise we cannot prevent the non-custodial parent from picking up the child.

Your child will be released only to those persons listed in your file. Please advise family and friends who occasionally pick up that identification will be required. Please notify the office if there are any changes in pick up plans or arrangements.

Absentee Policy

In the event that your child is ill and needs to miss a day, please call the center by 7:00am that day to let staff know. Parents will be responsible for that day's tuition. Please inform the director two weeks prior to vacations and long periods of time away from the center. If two weeks' notice isn't given, you will be responsible for full payment whether or not your child attends during that time. Parents agree to give two weeks' notice before removing their child from the program. If notice is not given, you will be billed and responsible for two weeks' tuition.

Health, Illness, and Exclusion Policy

As children are busy playing in our center, we want to make sure that we keep illness to a minimum. We understand that it can throw off schedules when children are sick. Our policy at the Cardinal Kids Learning Center is that a child must be fever-free for 24 hours before returning to the center. Please DO NOT administer a fever-suppressant and bring your child to the center. This is unfair not only to your child but also to the other children and teachers.

Signs of possible illness include: unusual lethargy, irritability, persistent crying, and difficulty breathing.

Listed below are criteria for excluding ill or infected children from the center. Please DO NOT bring your child to the center if any of the following are in evidence.

- Fever:
 - Infants younger than 4 months 100 degrees F axillary
 - 4 months old and older 100 degrees F axillary
- Uncontrolled diarrhea
- Vomiting: two or more times in the previous 24 hours
- Mouth sores: with drooling
- Rash: with fever or behavior change, until a physician determines the illness not to be communicable
- Purulent Conjunctivitis (Pink Eye): may return 24 hours after treatment was begun
- Infestation (scabies, head lice): may return 24 hours after treatment was begun, if they are nit free.
- Impetigo: may return 24 hours after treatment was begun
- Streptococcal Pharyngitis (Strep Throat): may return 24 hours after treatment was initiated, if the child has been fever free for 24 hours
- Pinworm: may return 24 hours after treatment was begun
- Ringworm: may return 24 hours after treatment was begun if the area is covered
- Chicken Pox: may return 6 days after onset of rash or when all lesions have dried and crusted
- Rubella: may return 7 days after rash appears
- Hand-Mouth-Foot Disease: may return 24 hours after rash appears

It is the parents' responsibility to inform the director if their child has been diagnosed with a contagious illness, so proper notifications can be made. Notice will be posted and information sent out to parents about the illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

Common colds and allergies should not, unless causing the child to feel uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

It is required that you provide Cardinal Kids Learning Center with a current and updated immunization record for your child prior to the first day of care.

Supply Policy

The following supplies are needed while your child attends the Center.

Infants:

- Diapers
- Bottles
- Change of Clothes
- Formula
- Ointment
- Bulb Syringe
- Sleep Sack or Swaddler-optional

Toddlers (18 Months to 3 years):

- Diapers/Pull-Ups/Training Pants
- Blanket for nap
- Change of clothes
- Stuffed animals/comfort items

Preschool Age (3-5):

- Blanket for Nap
- Change of clothes
- Stuffed animals/comfort items

You must label all of your child's belongings that come into the center. If supplies are not brought they will be purchased and charged to your bill. Diapers will be \$.25 each if children run out. Notice will be sent home when your child's supplies are low. We ask that your child not bring any personal items from home (toys, video games, trading cards, etc.) Cardinal Kids Learning Center is not responsible for any lost, stolen, or broken items.

Medication Policy

Medication can be stored and administered at the Cardinal Kids Learning Center under the following guidelines which are set forth by the Nebraska Health and Human Services Regulation and Licensure Division. The center requests that all medications be delivered directly to class teachers or the director, and that proper documentation be completed in order to administer it. Expired medication will not be kept on site as it is a violation of our licensing agreement with the State of Nebraska.

- Delivery of Medication- Any child care provider, center, or preschool staff person who gives or applies medication shall do so in accordance with the "5 Rights" as required in Nebraska Statutes 71-6718 through 6742. These are:
 - The right drug
 - The right recipient
 - In the right dose
 - By the right route
 - At the right time

- Written Permission and Instructions- Cardinal Kids Learning Center Staff shall give or apply medication, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Parents must fill out a Permission to Administer Medication/Competency Statement prior to administration of medication. Staff shall comply with the instructions provided by the parent. Medication must be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed what is printed on the label. It will be stored in the office.

Payment Policy

All payments are due by 6:00pm Monday evening for the current week's tuition. If your child does not attend the center this day, then payment is to be made the first day of attendance that week. Payment made after 6:00pm will assess a late fee of \$5.00 per business day. If tuition is not paid for 2 consecutive weeks, your child will be unable to return to Cardinal Kids Learning Center until your account is paid in full. Cash or check is accepted and a receipt will be given upon request. There is a \$25 returned check fee.

All accounts must be paid up-to-date to receive end of the year tax documents.

Enrollment Policy

Before enrolling your child at the Cardinal Kids Learning Center, there are several things you must do. These include:

1. Read through and become familiar with the policies in this handbook. You will be required to sign a form that indicates you have read, understand, and agree to all policies as outlined.
2. All appropriate forms must be filled out, signed and on file prior to admission. All necessary forms/consents will be given to you in your admission packet.
3. All required supplies must be brought on or prior to the first day care begins.
4. Come visit the center at least once before your child begins.
5. Contract your childcare hours a week in advance with the director.

Rates

Enrollment Needs (private pay)

Check next to care needed:

Infant Care

(6 weeks to 18 months) _____\$120 for first 30 hrs/\$4.00 per hour after

Toddler Care

(18 months to 3 years) _____\$112.50 for first 30 hrs/ \$3.75 per hour

School Age Care

(3 to 5 years) _____\$112.50 for first 30 hours/ \$3.75 per hour

Additional Child

_____ \$2.75 per hour except infant

Preschool (3 yr old)

_____ \$40 per week

Drop Ins- We will accept drop ins on a daily basis if we have open spots and enough staff. The rate will be \$5.00 an hour.

A \$50 Registration Fee is required at the time of application for each family. After the first three months of child care, this will be given back to you as credit.

Termination Policy

Cardinal Kids Learning Center reserves the right to immediately end care for nonpayment; failure to respect staff, teachers, directors, the building, its grounds; behavior of the child, which is harmful to the physical or emotional well-being of other children and staff; and failure to abide by Cardinal Kids Learning Center Policies.

Positive Guidance Policy

Cardinal Kids Learning Center believes children must have a safe, orderly environment, in order to have a positive and successful learning experience.

Goals for Staff:

1. Help children develop conflict resolution
2. Promote positive social interactions between children and adults
3. Help children learn self-control
4. Develop a healthy self-image within children
5. Communicate clear expectations, limits, and rules

6. Empower children to be independent
7. Partners with families and other caregivers to meet these goals

Our top priority is to make each child feel safe. To be successful in this practice, we have an ABSOLUTE ZERO TOLERANCE toward any adult using inappropriate discipline.

We encourage positive guidance. It teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of a conflict.

We encourage children to empathize with one another's feelings and see the results of their actions. We will promote "Be Safe, Be Responsible, and Be Respectful" to all that enter our center including children, staff, parents, and visitors.

Child Abuse/Neglect

In compliance with Nebraska Statute 28-711 Reporting Law, when any person has reasonable cause to believe that a person is being subjected to conditions that would result in neglect or abuse, he/she is required by law to report such incidents to the Child Protective Service or proper law enforcement agency (local police/sheriff department).

It is the primary goal of the program to provide and ensure a safe environment for all children. Child abuse exists in every level of society. There are four recognized and defined forms of child abuse:

- **Physical Abuse:** Non-accidental injury, which may include severe beatings, burns, strangulation, or human bites.
- **Neglect:** The failure to provide a child with the basic necessities of life-food, clothing, shelter, or medical care.
- **Sexual Molestation:** The exploitation of a child for the sexual gratification of an adult, as in rape, incest, fondling of genitals, or exhibitionism.
- **Emotional Abuse:** A behavior that places unreasonable demands on a child to perform above his or her capabilities, and does so in an excessive or aggressive manner. Examples include: constant teasing, belittling, verbal attacks, and a lack of love, support, or guidance.

It is important that parents know that it is against Nebraska law and considered child neglect to leave a child, six years of age or younger, alone in a vehicle. Please let staff know if you require assistance with other siblings. Staff are required, by law, to report to the authorities if children are not properly restrained in a car seat.

***Staff can neither confirm or deny any child abuse or neglect cases reported by our program.**

Meals and Menu Policy

Cardinal Kids Learning Center provides nutritionally balanced meals and snacks for your child each day. Breakfast is served from 7:30am-9:00am followed by a morning snack at 10am. Lunch is served from 11:30am-12:45pm, followed by an afternoon snack served from 2:30pm-4:00pm. Please do not send any food or drink from home without prior approval through the director. Infants that are eating solids and not eating table foods will be provided with 2nd and 3rd stages baby food as well as rice, mixed grain, and oatmeal cereals. We purchase Wal-Mart's Parents Choice formula with iron. If you would prefer to supply your own baby food, you are allowed to do so. Parents are required to supply formula if different from what is offered. Meals and snacks are served family style. Weekly menus are posted for parents.

If your child has any special diets or allergies, please inform the director. We ask that you make arrangements to provide appropriate snacks/foods to keep on hand for your child, in the event they cannot eat the planned menu item.

Emergency Policy

Cardinal Kids Learning Center has an Emergency Action Plan in place. All staff are required to undergo and maintain first-aid certification, CPR certification, and blood borne pathogens training to provide immediate care for an acute illness, medical condition, or injury.

A complete first-aid kit, Procedures for Health Emergencies, CPR Procedure, and First-Aid Procedures for Health Emergencies are located in each classroom.

Inclement Weather Policy

If schools are cancelled due to weather conditions, Cardinal Kids Learning Center will make every effort to remain open. There are many factors we must take into consideration when making the decision to close. First and foremost is safety. In the event of closure, we will post it on KTIV, our Facebook page, and the local radio stations.

Outside Play

All children will go outside every day, weather permitting. Please send your child in appropriate clothing and shoes. During the snowy months, if the day is decent, we may play outside so please send boots, hats, gloves, and layers of warm clothes. During the summer, we will have lots of water play. On days of inclement weather, we will take advantage of our gymnasium and enjoy indoor play.

We will make sure, on summer days, sunblock is used on the children. Parents may be asked to donate a bottle of sunblock during the summer months to share. If your child has sunblock allergies, please let the director know at time of application.

Toilet Training

Our staff is trained to help with toilet training. We will work closely with parents to provide a routine in this aspect of the child's training experience. We will strive to take the child to the bathroom hourly and encourage them to sit on the actual toilet, providing a child-sized potty ring if needed. We believe it is important to maintain constant communication with parents while their child is toilet training, and until the parent feels they no longer need updates or the child is fully trained. We will provide a daily activity sheet detailing the attempts at toilet training or diaper changes.

If during the day your child has a toileting accident, the staff will assist in changing his/her clothes. The soiled garments will be placed in a plastic bag and sent home that day, with a note making the parent aware of the accident. If no clothes are available, the staff will notify the parents, or an emergency contact, to bring a clean change of clothes for the child. **Please make clothes and footwear simple, washable, sturdy, not too tight or loose, safe and easy to manage.**

Accident Report Forms

If your child is involved in a mishap that requires any attention or first aid, an accident report will be filled out, and if needed a phone call to the parent will be made. You will be advised of what happened, where it happened, and what action was taken. A copy will be sent home and the original kept in the child's file.

Should an accident require emergency medical treatment, the child will be taken to Faith Regional Hospital Emergency Room. The parents will be notified immediately to meet the staff member and child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan above.

Daily Sheets

Teachers in the infant to 2-year-old classrooms will provide a daily activity sheet for each child. This sheet will detail how the child's day was including: diaper changes, toilet training attempts, bottle feedings, naps, and meals. This will also notify parents if the child is running low on supplies such as: diapers, formula, breast milk, extra clothes, etc.

Transitions

As your child grows and matures, he or she will transition from one classroom to another. Here at the center we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both classrooms will work together to provide your child with visits to the new classroom to avoid any stranger anxiety.

Smoke-Free Environment

All facilities follow a “Smoke-Free Environment” Policy. The policy prohibits smoking, including electronic cigarettes, at all times in all spaces utilized by the program. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor property, parking lots and walking field trips. Under no circumstances should smoking occur in the presence of children.

Parent Involvement

While enrolled at Cardinal Kids Learning Center, we hope to develop a partnership between the center and home, which benefits the development and growth of your child. We strive to be in constant communication about the child’s daily routines and activities. In most of the classrooms we will provide a daily report, and will also have bulletin board displays with important notices for parents. Please know you are welcome to visit the center at any time. If you wish to join us for lunch there may be a small fee and 24-hour notice will be required. You may also be asked to assist in field trips, cooking projects, or other special classroom activities.

Communication is essential as we work together to meet the needs of your child. Please call if you have any questions. We need and welcome your input. Should you observe any area or piece of equipment that needs maintenance or repair, please alert the director. If you have any questions concerning center policy or practices, please speak with the director and/or teachers.

Family Educational Opportunities

Parents will be provided with many opportunities throughout the school year to:

- Review the GOLD Website.
- Share your child’s health information.
- Identify family strengths and skills.
- Review developmental screenings.
- Review child’s attendance.
- Review child’s education progress.