



Policies, Procedures & Parent Handbook



Kids Kondo Policies, Procedures & Parent Handbook

Kids Kondo, a private infant and preschool development center, was established in 1980 to provide a loving, caring home-like childcare center for Robert's young children. That tradition continues today. We look forward to enriching your child's life and providing a caring, nurturing and compassionate home away from home for your child to grow and learn.

PHILOSOPHY AND GOALS

Our philosophy is based on the belief that each child will develop to his/her full potential when provided with a loving and supportive atmosphere, in addition to a challenging curriculum that promotes a positive self-image and the desire to learn. Our teachers are experienced in early childhood education and work as a team to meet the individual needs of each child.

Kids Kondo strives to help each child to:

- Develop a positive self-image and acknowledge his or her self-worth through love and acceptance
- Develop a desire to learn through creative experiences and age appropriate experiences
- Develop basic social skills by encouraging constant social interactions
- Increase their independence and trust in adults and others
- Respect the rights of others and develop self-discipline and problem solving skills
- Provide a safe, healthy, and stimulating environment, conducive to each child's learning and developmental potential

ENROLLMENT

Enrollment is open to children 6 weeks through preschool age without discrimination on the basis of race, color, gender, national origin, religion, political affiliation or physical disabilities, in so far as we are able to provide quality services for the child and space is available. Part-time care is available starting with the two year olds.

HOURS OF OPERATION

Kids Kondo hours of operations are Monday through Friday from 7:30 am - 6:00 pm.

Standard Holidays observed are:

- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day
- Holiday break between Christmas and New Year's (days vary)
- Floater Day (at center's discretion)

FORMS

The following forms must be completed and on file.

- Enrollment Application and signed Financial Agreement
- Child Health and Emergency Permission Record
- Certificate of Immunization Form 3231

TUITION AND FEES

The tuition and fee schedule provides tuition rates, late fees, material fees, registration fees, check return fees, and declined credit card fees. Tuition is payable bi-weekly in advance. Tuition is due every two weeks on the Friday before the week childcare is provided. The tuition fee includes breakfast, lunch, afternoon snack, learning programs, and the preschool program. If paying by check, please write the child's name on the check. Full tuition is due in case of illness, absence, vacation, or school closings.

Kids Kondo does not generate invoices. Payment is expected before childcare services are provided. If you like, we will provide you with payment receipts. Account statements are provided upon request. Also, a year-end summary for income taxes purposes will be provided.

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A \$125 non-refundable registration fee is required with your Enrollment Application to reserve a position for your child. Upon enrollment a \$50 quarterly Material Fee (non-refundable) is due along with the first tuition payment.

CANCELLATION OR WITHDRAWAL

Four weeks written notice is required to withdraw your child or cancel a reserved position. This applies even if your child is not attending. If you decide **not** to bring your child to Kids Kondo after you have a reserved position, you must give 4 weeks notice of cancellation or pay up to 4 weeks tuition. If this notice is not given, then you will be charged your tuition for each week up to four weeks, and not less than one week. If you withdraw your child for more than one month, then a new registration fee is required.

DELINQUENT ACCOUNTS

Your tuition payment is considered late on Monday of the childcare week. If tuition is not paid for a period of two weeks, then we reserve the right to not allow you to drop off your child and cancel your childcare service until full payment has been made. A late payment fee of \$15 per week will apply until tuition is paid in full.

If you are unable to pay your account when due, please make someone in charge aware. We will try to work with you as we have all experienced financial difficulties at one time or another.

LATE PICK-UP

Children become upset when parents are late picking them up. If your child is not picked up by 6:00 pm then you will be considered late. If a parent cannot be reached, we will call your emergency contact(s) to pick-up your child beginning at 6:15 pm. The late fee is \$1.00 per minute after 6:00 pm.

CONTACT INFORMATION

It is critical that you update your child's files as soon as any contact information changes. Please inform office staff or any changes or print the form from KidsKondo.com and give to staff. Every child is required to have two emergency contact individuals other than parent(s) / guardian(s) that can reach the center within 30 minutes who are willing to pick up your child if the occasion arises.

DROP-OFF AND PICK-UP

For safety's sake, children must never be left without direct transfer to an adult. Therefore, children should be taken directly to their classroom when dropped off. Children will be released to the parent(s) / guardian(s) and to the designated persons on the child release. We will request proper identification from that person for your child's safety and protection. Once an authorized person picks up the child, the supervision and safety of the child becomes their responsibility. Please do not allow children to play in other rooms or in the driveway as this is disruptive to others and poses a safety hazard as well.

Should we suspect that the person picking up your child might be under the influence of drugs or alcohol, we reserve the right to call someone else from your list to pick up your child.

Separation is easier if you do not linger after your child is reasonably settled. Linger sometimes prolongs your child's adjustment period and also upsets other children whose parents have already left. If you are concerned you may watch from another room, or feel free to call the school later to find out how he or she is doing.

Please prevent your child from bringing toys, money, or other items from home unless it is "show and tell" day. Toys sometimes get lost or broken, and we do not want your child to be disappointed. We cannot assume responsibility for replacing broken items. In particular, please do not allow your child to bring toy weapons of any kind to school.

DRIVEWAY ETIQUETTE

We want all of our parents to be aware of our "rules" concerning the driveway. As you may have noticed there is only enough room for six cars at a time in the driveway, and the middle car in either lane is "stuck" until the car in front or behind them moves. We ask that parents who have things to discuss with the teachers or those who are planning on staying a while to park on the street. We would like to keep the driveway as clear as possible and have it as a "thru only lane" rather than a place to park when you are planning on staying for any length of time.

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INFANT INFORMATION

For infants, you will need to bring a clean pack and play size sheet; 3 to 4 prepared bottles of formula or breast milk, labeled with the child's first and last name; jar food or cereal also labeled; Velcro bibs; extra clothes; diapers; and immunization certificate - form 3231. If you like, you may provide a mobile for the crib. Once a month, please bring a box of tissues and some baby wipes.

SEVERE WEATHER, FIRE OR EMERGENCY SITUATIONS

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern.

If there is an emergency situation and it becomes necessary to close the center, parents will be notified to make arrangements for early pickup.

If there is inclement weather and it is determined the center will not open, Kids Kondo follows the same school closings as the City of Atlanta Schools. Kids Kondo will be listed under school closings on www.11Alive.com or local channel 11. We will also change our outgoing message on the main phone 404-897-1936.

If an emergency situation develops and it is determined that the building or premises are unsafe, your child(ren) will be evacuated to Atlanta Fire Station #19 at 1063 North Highland Avenue. Parents will be notified of the situation and you will be required to pickup your child(ren) as soon as possible.

SAFETY AND HEALTH POLICIES

All staff members are informed of safety rules, special hazards, and commonly occurring accidents. They received detailed instructions on evacuation procedures for fire and storm, use of fire extinguishers and how to report an accident. All staff members are trained in CPR and pediatric first aid. The children are under adult supervision at all times. Written procedures for fire and storm evacuation are posted in each classroom and are practiced monthly with the children.

HEALTH AND ILLNESS

Any child who shows signs of illness, such as fever, rash, cough, diarrhea, etc. cannot be accepted into the classroom. The teachers have the authority to refuse admittance into the classroom for any signs of illness. Should a child show symptoms of illness during the day a parent will be called to pick up the child. Your child should not come to school if any of the following has occurred:

- Fever—currently or within the previous 24 hours
- Vomiting or diarrhea
- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or severe cough
- Common cold—includes any colored nasal discharge
- Sore throat, earache or croup
- Any unexplained rash
- Any skin infections (boil, ringworm, impetigo, etc.)
- Conjunctivitis (pink eye) or any other eye infection

If your child develops an infectious illness following a day of school, please notify the person in charge. We may require a doctor's note before he or she is allowed to return to the center. Also, if your child suffers from non-contagious allergies or asthma, please ask the child's pediatrician for a note explaining this. Any child, who is overly tired, affected by medication, or whose behavior is out of the ordinary should be kept at home.

MEDICATION

All prescribed medication must be left at the office with the person in charge. A medication form must be filled out completely and signed by the parent or guardian before any medication can be given. Medications must be in the original container and labeled as follows: Child's name, current date, dosage, times to be given, expiration date, and any other special instructions. If your child is taking an antibiotic, he or she must have been on it for a minimum of 24 hours before returning to the center and symptom free of illness.

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For any non-prescription medication we must have a signed, dated authorization for medication form stating the name of the child to receive the medication, name of the medication, amount to be given, length of time to be given and any other special instructions. Medications will only be dispensed by the person or persons designated by the Director.

EMERGENCY MEDICAL TREATMENT

Trained staff members will treat minor emergencies. Each child is required to have consent for Medical Emergency Treatment on file. In case of emergency, a trained staff member will administer the necessary First Aid or life saving treatments. An office staff member will make every attempt to notify the parents immediately for instructions. In the event a parent cannot be reached we will call 911 to have the most immediate medical help available to meet the needs of the child. If a contacted individual cannot pick up the child, a Kids Kondo staff member will accompany the child and the emergency medical team to the nearest hospital and seek medical attention from the doctor on call.

KIDS KONDO EMERGENCY MEDICAL PROCEDURES

- 1 Call a parent
- 2 Call to an emergency contact
- 3 Call to emergency medical team 911, if necessary
- 4 Have emergency medical team transport child to nearest hospital. A staff member will accompany the child
- 5 Seek medical attention of the doctor on call at the hospital

CHILD ABUSE

Teachers observe the children's health and behavior on a daily basis and any signs of suspected child abuse or neglect will be reported to the Department of Family and Children Services as required by Georgia law.

DRESS CODE

Children should be sent to school clean and well rested. All children (regardless of age) should have a change of clothing in their bags in case of accident. All sweaters, jackets, and other items should be clearly labeled with your child's name. We are not responsible for items left by parents or others who pick up your child. We do not recommend open toe shoes.

PARENT'S ROLE

The relationship between parents and the center staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Parents can assist and help ensure a smooth transition by doing the following:

- Have all forms completed promptly
- Update forms, contacts as needed
- Keep staff informed of special needs or changes that might affect your child's behavior
- Notify the center if your child is ill
- Do not bring an ill child to the center
- Notify the center if your child will be absent
- Notify the center if you will be late picking up
- Provide a change of clothes labeled with child's name (we are not responsible for lost items)
- Dress child properly for weather and play
- Participate in special activities
- Attend parent meetings or conferences
- Ask questions and address concerns as they arise
- Volunteer to be a teacher's helper
- Read a story to class
- Share a special talent or hobby

You are welcome to celebrate your child's birthday at center if you notify their teacher in advance. We prefer if you schedule the party in the afternoon during snack time.

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MEALS

We provide breakfast, lunch and an afternoon snack for children on table food. We serve milk with breakfast and lunch, and juice with our afternoon snack. Breakfast is served between 8:30 and 9:00. Lunch begins at 11:30 for toddlers and 12:00 for preschoolers. Please **notify** the office and your child's teacher of any **food allergies**. Menus are posted on the parent board and on KidsKondo.com. If your child has special dietary needs, it is your responsibility to check the menu and supplement his or her meals as needed.

For bottle-fed children, parents must provide prepared formula or breast milk, placed in bottles. All infant items should be marked with the child's first and last name.

DISCIPLINE

At Kids Kondo we use behavior modification or the "time-out" method to guide your child toward appropriate behavior. If there are children who have more severe discipline problems, parents may be called in for a conference. Parents or guardians are required to abide by the policy any time they are at the center.

Parental support and consistency between home and school is our goal.

DISMISSAL POLICY

The staff will work with each child to fulfill the needs of the child and every effort will be made to provide a positive learning experience. Special needs will be accommodated when possible.

Kids Kondo reserves the right to ask parents to make alternative arrangements for childcare if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the center. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in our care, alternative arrangements will be required.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow Kids Kondo policies or procedures, it may be necessary to dismiss your child(ren) from the center.

EXECUTIVE STAFF

Robert Clark & Deborah Pirkle	Owners
Mary Jo Schaab	Director
Raquel Harkins	Assistant Director / Curriculum Coordinator

We are always available to take your call or email regarding your child care needs. Please contact us if you would like to schedule an appointment to visit our facility. Our staff looks forward to many wonderful years of caring for your precious child.