

Krayola Kids Childcare Center
903 Nicklaus Court
Isanti, MN 55040
(651) 399-1029



Krayola Kids Childcare Center
903 Nicklaus Court
Isanti, MN 55040
(651) 399-1029

Parent Handbook

WHERE KIDS ARE FIRST!

Table of Contents

Introduction	1
Mission Statement	1
Open Door Policy	1
Hours of Operation	1
Age Categories	2
Daily Sign-In	2
Security and Website	2
Use of Cell Phones	2
Parking Drop-Off Safety	3
Insurance	3
Health Record	3
Tuition Contract	3
Vacation	4
Environment	4
Educational Methods	4
Conferences	4
Outdoor Activities	5
Clothing	5
Rest Periods	5
Methods of Discipline	6
Illness	6
Medications	7
Nutrition	7
Injury Prevention	7
Injury	8
Mandatory Reporting	8
Inclement Weather	9
Fire and Tornado Drills	9
Field Trips	10
Additional Information	10

This handbook is designed to answer common questions asked by parents/guardians enrolled in this program. Please address any additional questions to the Center Director. Please keep this book for your records.

Krayola Kids Childcare Center and its staff are honored to have your child enrolled with us. This handbook contains useful information regarding the daily operation of our center. If additional questions arise, please see the Director. All of our policies and procedures are posted in the center for your review (copies available upon request).

If at any time you wish to contact the Department of Human Services, Division of Licensing, you may do so at (651) 296-3971.

Mission Statement

The mission of Krayola Kids is to welcome children into a safe learning environment, which allows for growth physically, emotionally, intellectually and socially. To provide a safe learning environment where kids are first.

Open Door Policy

Krayola Kids has an open door policy and we strongly encourage parents to stop by and visit when ever possible. With our Camera View System, you can view from work or home, but stop by and visit. Give us a call if you will be here during the lunch hour. We'll set a plate!

Hours of Operation

Krayola Kids is open Monday through Friday, 5:30 a.m. to 7:00 p.m. No scheduled drop offs between 1:00 and 3:00 p.m. to ensure a restful nap.

Krayola Kids is closed on the following days:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

* If more than 25% of students need care on Christmas Eve, we will be open until 2:00 p.m., otherwise closed.

If the holiday falls on a weekend, the holiday will be observed on the closest weekday, or when nationally observed. Regular tuition applies to these holidays.

A late fee of \$1.00 per minute will be assessed for every minute that a child is left beyond ours of operation. **This is paid directly to the staff person required to stay with the child.**

If the child is not picked up by 7:30 p.m. and every effort has been made to contact the parents and alternate persons, Krayola Kids will be required to call the Isanti Police Department for assistance.

Age categories served

Krayola Kids is licensed for 78 children (6 weeks – 12 years old)

- 8 Infants:** 6 weeks to 15 months
- 21 Toddlers:** 16 months to 33 months
- 34 Preschool:** 33 months to 1st day of Kindergarten
- 15 School Age:** Kindergarten to 12 years old

These age categories are guidelines set up by the Minnesota Division of Licensing. Each child develops at their own pace. Krayola Kids along with you will make the determinations as to the appropriate category for your child.

Daily sign in

Krayola Kids Childcare Center has a Door Security System. Each time the keypad is used, your child will be checked in and out for the day. Each child in each family is required to be checked in. We ask that you do not share your code with anyone. When an alternate person comes to pick up your child, they will be greeted at the door so that we can better help them to find the child and their belongings. Identification and prior parent notification will be required before Krayola Kids will release the child into their care.

Use of Cell Phones

Children come first at Krayola Kids. Children really need the undivided attention of their families during drop-off and pick-up times. Therefore, the use of cell phones while you are here with your children is not allowed. This also allows for proper communication with the staff during these times.

Parking and Drop Off Safety

All children must enter Krayola Kids accompanied by a parent. They are not to run ahead of adults in the parking lot. Children also must be walked to their classroom or playground by a parent. Drop-offs at the front door are not allowed. A parent must make contact with one of the teachers.

Please do not leave purses, wallets, or other valuables in vehicles during pick-up and drop-off time. Thefts in the parking lot can occur even when vehicles are locked. **Never leave your child in the vehicle unattended.**

When you pick up your child, keep the child in your presence. The child may not leave the classroom or building unattended.

Insurance

Krayola Kids carries a \$1,000,000 general liability coverage.

Health Record

At the time of enrollment, parents must provide current immunization records. Parents who object on the grounds of their beliefs must complete the summary form and sign and notarize the appropriate statement. Within 30 days of enrollment, as required by law, parents must provide a current health care summary signed by a physician. *Children with diagnosed medical/behavioral conditions may also need to provide an Individual Child Care Plan (ICCP) signed by a physician.* Failure to supply this documentation will be cause for exclusion from Krayola Kids until the forms have been received.

Because it is required that these forms be kept up to date, a new medical examination or an updated immunization record may be necessary.

Tuition Costs

Weekly tuition is due on Friday for the following week. A \$10 late fee will be assessed at 12:00 noon on Monday if payment has not been made. If tuition has not been paid by Wednesday, your child will not be allowed to attend until tuition is paid. If not paid by the following Monday, your child's spot will be open to enrollment by one of our families on the waiting list. Please see the Director for special arrangements. When a family has more than one child, the oldest child will receive a discount of up to \$10 for full time enrollment. Occasionally there may be an additional charge for special activities. Tuition is not attendance based. Full tuition will be charged for absences from Krayola Kids. Please inform your child's teacher when these absences occur. A two-week written notice is required if your family decides to leave Krayola Kids. Tuition will be evaluated and adjusted annually to meet the needs of our economy. A 30-day written notice will be given for all rate changes.

Vacation

Following 1 year of enrollment, each child will receive 1 free vacation week. (To qualify, the child must not be in attendance for an entire calendar week). A two-week written notice is required to take advantage of this savings. Request forms are located on the front counter of the reception desk.

*Vacation is not available to families who are carrying a balance on their accounts.

Environment

Krayola Kids Childcare Center has all of its classrooms self-contained. Each room is equipped with its own restrooms and hand washing sinks. All of the interest groups required by licensing will be offered in each classroom. Large dramatic play equipment will be rotated from time to time to ensure variety in creativity.

The children will enjoy their meals, family style, in the classroom. This provides a comfortable, calm area for mealtime, without the stress of another

transition. Krayola Kids will provide breakfast and snacks prepared on-site with lunches being catered. Parents are encouraged to join us for lunch when possible.

Weekly lesson plans will be posted in each classroom and may include, music, dance, group time, calendar, arts and crafts, quiet time, games, large motor activities, cognitive and manipulative activities, dramatic play and many others.

We encourage child-provoked activities and make time available for these teachable moments in every day's lesson. Flexibility is the key to a well-balanced lesson plan.

Krayola Kids is equipped with an indoor large motor room to offer a variety of activities on cold, rainy days. This may include games, climbers, riding toys, balls and parachutes.

It is our goal that all of our children know that they are Unique, Able, Loveable, and Special individuals who can conquer challenges at Krayola Kids and at home.

Educational Methods for Teaching

Krayola Kids is a child friendly environment geared to educate children by incorporating learning with fun activities that will allow the children the opportunity to profit from their daily interactions. We strongly encourage individuality as we develop the "whole" child.

Krayola Kids focuses its curriculum on the changing needs of our community. We recognize the many cultures that are shared in our community. We strive to meet national credentials set forth by the National Academy for Education of Young Children (NAEYC). Our curriculum will include but is not limited to growth in all areas of physical, emotional, social and cognitive learning.

A schedule of activities will be posted in each classroom weekly for parents review, however when given the opportunity to go with a "teachable moment," our staff will change course to accommodate the needs of the classroom.

Krayola Kids Childcare Center's objectives are that every child has the opportunity to:

- Feel at home in our care.
- Participate in age appropriate activities that are teacher directed and child initiated both indoors and outdoors with a wide variety of equipment and materials, which will aid in the interaction of children.
- Learn and play in a safe, caring atmosphere with children of the same age under direct supervision at all times.
- Create positive and caring relationships with both children and adults.

- Develop a curiosity for the world around them by asking questions, trying new things, sharing ideas and feeling good about their efforts.
- Try things on their own as they develop good self-esteem and independence.
- Challenge their "whole" self through both physical and intellectual activities.

All Children will be supervised at all times

Conferences

The physical, emotional, social and intellectual progress of each child will be documented in each child's record and will be communicated to parents during conferences which will be offered each November and April. Open communication is the key to a successful program. You are always welcome and encouraged to talk with the staff regarding your child's progress.

Outdoor Activities

In accordance with licensing regulations, outdoor play activities will be scheduled daily, weather permitting. Children will not be excused from these activities without a written doctor's note. Children need to be dressed appropriately. We will apply sunscreen that you have provided in accordance with our medication policies.

Clothing

Each child is required to have an extra outfit including underwear, shirt, pants, and socks on hand for occasional accidents and spills. Mark the clothing with the child's name. For the winter months they will also need warm outdoor clothing including a warm jacket, snow pants, hat, 2 pair of mittens, and boots. Snow boots cannot be worn during the day. Shoes will be required. Also, diapers and wipes are provided by parents.

Rest Periods

Quiet time is scheduled each day for all children. Children are required to rest quietly on cots for a minimum of 30 minutes at which time they will be allowed to engage in quiet activities allowing those who need to sleep the opportunity to do so. Your child is welcome to bring one small, labeled blanket. The blanket will need to go home weekly to be laundered. No scheduled drop offs will be allowed between 1:00 and 3:00 p.m., in an effort to ensure a restful nap.

Methods of Discipline

Effective behavior guidance and management require a positive approach, supervision and patience.

We at Krayola Kids believe that the children's behavior is more easily and better handled through means of positive reinforcement, through modeling and group discussion, children will be taught acceptable alternatives to inappropriate

behavior. There will be redirection of negative behavior and a thorough explanation of appropriate behavior and why it is expected.

There will be times, however, when thoughtful and purposeful discipline becomes necessary for the good of the individual child as well as the other children in the classroom. The safety of the children and staff will be protected at all times. Therefore, procedures will be tailored to the child's developmental level.

The forms of discipline used at Krayola Kids are:

- Temporary loss of privilege
If after a complete discussion about the unwanted behavior the child continues to mistreat another child and/or equipment, the child will temporarily lose the privilege to play with that child or equipment.
- Temporary exclusion from the group
A child will be excluded from the group for a short period of time if the unwanted behavior continues after a discussion and the loss of privileges. (All separations must be logged on the classroom separation log)

If negative behavior continues after these forms of discipline, the parent will be notified and a conference will be set up. At this time we may devise a behavior plan that is tailored to the situation. This plan may include a behavior chart, progress notes, and a time line for reevaluating success.

Illness

In an effort to protect children from the spread of illness, sick children will be excused from Krayola Kids for a minimum of 24 hours following the last occurrence of a fever or symptoms. Children with any infectious or contagious illness will not be allowed at the center. At times a Doctor's note may exempt your child from exclusion. However, each case will be evaluated by Krayola Kids based on the severity of the symptoms. These include:

- Fever (100+ degrees auxiliary).
- Diarrhea or vomiting 2 or more times in a day.
- Significant respiratory distress.
- Lethargy or discomfort to the extent that a child cannot function normally within the classroom ratio.
- Any communicable illness or undiagnosed rash, until treated with appropriate antibiotics for a minimum of 24 hours. A complete list of these illnesses can be found in our policies and procedures, which are posted at the center.

Should a child become ill while at the center, the following steps will be taken:

- The child will be isolated in a comfortable supervised area.
- A parent or alternative person specified on the enrollment form will be notified. The sick child must be picked up within an hour after notification.

- A child's doctor or emergency personnel will be contacted and treatment sought if deemed necessary.

A contingency plan should be in place before enrollment so parents are prepared should this occur. When an enrolled child develops an infectious or contagious illness, parents must notify Krayola Kids. Notices will then be posted to inform parents of the illness, symptoms, incubation period, and treatment.

Medications

On occasion medications will be needed. Krayola Kids will only administer medication with a parent's written permission. The medication must be in its original container with complete instructions. The label must have directions for dispensing, name of the medication, doctor's name, date of prescription, and the child's name. Your pharmacist can dispense the medication in 2 containers for home and school.

If your child has special needs that require special medical procedures for the child's condition (i.e. Epi-Pen), it is your responsibility to ensure that Krayola Kids has the unexpired supplies needed.

Non-prescription medications such as sunscreen, medicated powder, creams, fever reducers, cough syrup, etc. may be administered to a child with a parent's written permission according to manufacturer's directions unless written directions are provided by a physician. Please read the label carefully. Often times the dosage for children less than two year of age require a doctor's note.

Nutrition

Krayola Kids will provide Breakfast, Lunch and two Snacks each day. These are included in your weekly tuition. Breakfast is served from 7:30-8:00 a.m. only. We provide Similac w/ Iron formula, jar food, and box cereal for infants.

Krayola Kids menu is set up to ensure a well balance diet for all children in our care. Krayola Kids Staff must offer all the items on our menu. Your child is not required to eat them.

All food brought to Krayola Kids for a special treat must be commercially made and the teacher or Director must be notified in advance.

Injury Prevention

The Director or the Health and Safety Coordinator will conduct a daily walk-through of the Center for the express purpose of identifying and rectifying situations or equipment, which poses an undue risk which causes an accident or injury.

To minimize injuries, Krayola Kids will observe the following precautions:

- Keep children away from any hot objects or food.
- Store all poisons, cleaners, and medications out of reach of children.
- Be sure that toys are age appropriate for the children and, that any small children cannot swallow them.
- Cut up food as appropriate
- Keep all plastic bags out of reach of children.

- Use sunscreen during summer months when children are outdoors for an extended period of time, with parent permission.
- Closely supervise all children while taking walks outside and strictly observe all traffic violations.
- Prevent children from becoming overly excited or aggressive. Indoor running and chasing behaviors will be redirected immediately. Large motor activities in the Large Motor Room are to be teacher directed and supervised at all times.
- Require all their staff to be trained in CPR, 1st Aid, SIDS and shaken baby syndrome.

Injury

In the event a child is injured at Krayola Kids, staff will administer first aid r CPR as necessary. If emergency treatment is indicated, staff will call 9-1-1, and a parent or other authorized adult listed on the emergency form and explain the situation. If a child needs to be transported to the nearest hospital, it will be at the parent's expense. Staff will accompany the child and will remain with the child until a parent arrives. The child's health and consent forms will be sent with him/her. All injuries will be reported on the injury log in the classroom, and evaluated periodically by the director to implement changes to the program as needed. Parents will also be asked to sign an incident report detailing the injury and receive a copy for themselves.

Mandatory reporting

All of our staff is mandated by law to report suspected child abuse to local authorities or social services agency. If neglect or abuse is suspected, a mandated reporter is required to contact local social services agency at (763) 689-1711. If you suspect such abuse is occurring at this center or any other center governed by Rule 3, a report must be made to the MN Dept. of Human Services at (651) 296-3971. Further reporting information is included in your enrollment packet.

Inclement Weather

Krayola Kids follows Isanti school closings. Announcements will be made on WCCO (830 AM) Radio and Television. Please listen for Krayola Kids Childcare Center, Isanti, MN. Every effort will be made to have the center open on fog and bad weather days if local staff can achieve safe travel. Regular tuition applies to storm days. The director or designee will call if Krayola Kids must close when in operation due to severe weather, parents or other contacts as indicated on enrollment form so that all children get picked up. In the event of impassible roads, the center will close. Staff will stay at the center until all children have been picked up. All children will be well cared for until arrangements are made for the children to return home.

Fire and Tornado drills

Krayola Kids will conduct monthly fire drills year round and tornado drills from April through October to ensure that the children are comfortable with the procedures should a need arise for a true evacuation. All drills will be logged as per licensing requirements.

Field Trips

Krayola Kids plans many field trips for the fun and educational experiences they offer. Theses trips are always optional. There may be an additional charge for these trips. No refunds are available on field trips unless cancelled by Krayola Kids. Scholarships may be available in times of hardship. Please see the director for more information.

Additional Information

Krayola Kids maintains a Parent Resource File at the front desk. This is available to all parents at all times. Feel free to read or take any information you may find helpful for your child or family. We also accept any information that you feel others may benefit from.

Krayola Kids will not host pets with respect to common allergies. We may have fish or reptiles at some time. On occasion, we will be learning about pets and animals, in this case we may have pets visit the center. You will be notified in advance or this situation. Please inform staff if you do not wish for your child to participate in this activity.

Notes:

