



Lil' Kidz Kastle Daycare Center
 11447 Cronhill Dr. Suite N-O
 Owings Mills MD 21117
 410-902-9448

Dear Family,

Welcome to Lil' Kidz Kastle Daycare where we aim to provide your child with the best possible care so that you may maneuver comfortably through your day. You will find friendly educators and a family- like atmosphere when you enter our facility. Our program is a safe, loving, supportive, healthy environment in which children can learn and grow. At Lil' Kidz Kastle Daycare we believe that the quality of adult interaction with children is significant in the development of a child's self-esteem in the first years of life.

It is our goal to work as a team with our families to ensure that the needs of each individual child are met. We make communication with each family a priority and do so daily through conversation, e communication and in writing.

The following handbook is designed to help you transition into our program as well as navigate 'life in the Kastle' as your child grows through our Program. Use this booklet as your resource guide. The Center Director and I will be happy to answer any questions and address any concerns you may have.

Remember that we are in the business of serving you with a High Level of Quality Childcare.

Again, on behalf of the Teaching Team and I - Welcome!

Sincerely,

*S. Weems
 Owner*

PHILOSOPHY OF OUR PROGRAM

We believe that each child is a unique individual with unique personalities and special interests who require a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is our desire as state certified educators to help our children meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. At Lil' Kidz Kastle Daycare we strive continuously to provide quality childcare at an affordable cost.

There are five elements that we believe are conducive to establishing such an environment:

- (1) the teachers serve as a guide
- (2) allowing the child's natural curiosity to direct his/her learning
- (3) promoting respect for all things and all people
- (4) the teachers' interaction and supporting families and children requiring intervention
- (5) the continual Program Assessment of all educators towards mandatory Continuing Education training throughout the year in the Early Childhood field and the Public Education Community.

We believe that when the teacher's role is to guide and support the child with access to information rather than acting as the primary source of information, our children's search for knowledge is met as they learn to find answers to their questions.

No child and his/her family will be discriminated against because of race, religion, family background or culture.

“We juggle learning and play in a tactfully creative manner for a balanced Childcare experience for all parties involved in our Program”.

OUR PROGRAM OBJECTIVES

For each child to construct knowledge through the learning environment opportunities to discover for themselves and practice skills in authentic situations. Providing our children access to hands-on activities and allowing adequate time and space to use materials that reinforce the 'Study Lesson' for the specified time period creates an opportunity for individual discovery and construction of knowledge to occur.

OUR MISSION STATEMENT

To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, developmental abilities, interests, and culture.

To assist each child to grow to his/her fullest potential by recognizing each stage of development and fashioning our environment regularly (i.e. curriculum, facilities, and educators) designed to nurture and facilitate growth during each stage.

To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem-solving.

OUR VISION

To serve as Partners with our Parents (past and present), Educators and Local Community in helping children to develop a deep love and respect for themselves, others and their environment that occurs via:

- Through an open sharing of ideas and a judicious approach to discipline
- Ensuring multiple sources of communication is of priority daily for parents' accessibility (written, verbal, media)
- An anti-bias approach to learning
- Community networking and Resource Center and Outreach

OPERATIONAL HOURS

Our operational hours Monday through Friday from 6am-6:30pm.

COMMUNICATING WITH FAMILIES

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom.

WAYS OF COMMUNICATING WITH FAMILIES

- Weekly bulletins
- Newsletters
- Telephone calls
- E-mails
- Notices
- Articles of interest, community resources, and relevant websites

SERVICES OFFERED

Lil’ Kidz Kastle Daycare is a year-round program that offers the following services to families enrolled

- Full-Time care for children 6 weeks to School-Age
- Before and After Care
- Hot/Cold breakfast and lunch
- Wholesome PM snacks
- An integrated curriculum emphasizing Developmental Domains outlined by our Curriculum and Healthy Beginnings
- Assistance with potty training

PROGRAM SPECIFICATIONS

Lil’ Kidz Kastle Daycare accommodates families with the need for full-time and part-time childcare on a ‘first come first serve basis’ during the specified time period during the year i.e. summer months, school holidays and also part week care.

MEETING ALL YOUR NEEDS

Lil’ Kidz Kastle Daycare Center is readily able to accommodate families with children with various special needs whether physical (health included), developmental and/ or within the child’s learning environment that match guidelines in accordance with the Office of Childcare, the American Disabilities Act (and Childcare and the ADA Opportunities and Resources for Families and Childcare 1st Edition, Revised 2009).

The school will also accommodate “third party” intervention into our Programming environment working directly with a child via family request i.e. Occupational Therapy/ Physiotherapy, or with a child via Center request with parent/guardian acknowledgment such as Child Find, Project ACT Network.

SPECIAL SERVICES

The school districts provide free screening for children who might have special needs. If the school district approves services for a child, the outside therapist may provide those services at Lil' Kidz Kastle Daycare – at parent/ guardian will.

If you think that your child might have special needs, consult with the director who can assist and accompany you through the referral process.

GETTING TO KNOW OUR CENTER FAMILIES

Lil' Kidz Kastle Daycare builds positive relationships with our families by being familiar with their unique characteristics, strengths, and any issues important to each of them. To develop and maintain partnerships with the families we create a welcoming environment and opportunities for involvement. Our center gathers information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept accessible to only the directors. Lil' Kidz Kastle Daycare will only release your child and family information with written authorization.

In addition, we schedule visit days to meet the family members and create a smooth transition for the enrolled child. Our center has an open-door policy. Parents and family members are welcomed at all times.

Each family is a part of the Center's listserve to maintain 'ecommunications' between the Administrative Team, educators and parents.

EMPLOYEES HIRED BY PARENTS

The Owner/Operators of LKKDC strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a LKKDC employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a LKKDC employee.

We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect.

If you hire a staff member to work for you and that employee resigns their position with us in order to accept your employment offer, you will be required to pay LKKDC \$1,000 finders fee.

ENROLLMENT APPLICATION AND REGISTRATION FEES

Non-Refundable Registration Fees: **\$85.00 per child**

Annual Administrative Fees **announced annually*

Payment is due on/before March 1st of the calendar year
(Annual Administrative Fees amount subject to change increase with minimum of six(6) days notice prior, and non-refundable)

The Non-Refundable Registration Fees of \$85.00 must be paid at the time of your *offer and acceptance* application for care. The Non-Refundable Registration Fees required to reserve a place for your child for two(2) weeks.

Upon your enrollment into the Program, the amount that consists of two (2) weeks of tuition is due. In some cases, special payment arrangements may be offered to families enrolling multiple children into the Program within a 30 days time frame.

This two (2) week tuition payment is non-refundable but can be used after you have informed the office of your withdrawal from the Program with a minimum of thirty days notice - and there is no outstanding balance.

There will be a \$35.00 late payment fee for all checks returned to us unpaid from the bank.

CATEGORIZATION OF TUITION

- Infants/Toddlers 6 weeks - 24 months
- Two Years Old 24 months - 36 months
- Three Year Old 36 months - 47 months
- Four Year Old and Five Year Old (All Day)
- Five Year Old (Half Day)
- Five Year Old (Before **AND** After)
- School Age (Before **AND** After)
- School Age (Before **OR** After)
- Drop In Care (Infants)
- Drop In Care (2 year and Up)

PROGRAM OPERATIONAL HOURS

Lil' Kidz Kastle Daycare Center is open from 6:00 a.m. to 6:30 p.m. Monday through Friday.

The center is closed:

New Years Day	Columbus Day
Labor Day	
Fourth July	Memorial Day
Martin Luther King Day	Thanksgiving Day
Veterans Day	Independence Day
Presidents Day	Christmas Day

Parents will be notified of closing for Professional Day and Emergency Closings/ Modified Days of Operation due to unexpected circumstances, and closing for Parent-Teacher Conference in accordance with Center communication policies outlined in this Handbook.

INCLEMENT WEATHER POLICY

In the event of inclement weather and/or Public school closure, Lil' Kidz Kastle will make every attempt to open as usual in all its power. However, to preserve the safety of our Teaching Team and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters i.e. treacherous road driving conditions, snow or ice.

Program families will be notified of the decision at 5:00am, in the following ways:

- Center 'Call In' method via Center telephone line for prompt on Operational information
 - Supplementary email from Administrative Team
 - Local radio station WJZ
 - Channel 13

If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone and email. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

SIGNING IN AND OUT

Parents are responsible for signing children ***In and Out***. This procedure is extremely important for attendance records, Center Staffing and safety measures in emergencies.

There is a *Sign-In/Sign Out* kiosk in the Main Entryway/ Foyer. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye. The Administrative Team or your child's teacher will assist you with practical suggestions to build a ***Drop Off*** routine.

ARRIVAL

The center opens at 6am. All children are expected to be present by 9:00 am for the start of the active day. However, children will not be accepted into the Program after 10am with a medical note of prior informing a Director of your child(ren) late arrival and date.

Please notify the Center before 7:00 am if you expect your child to be late. Children should be signed in upon arrival by the person dropping him/her off.

DEPARTURE

The Center closes at 6p:30 pm. Children should be signed out upon departure. Please notify the Center as soon as possible if you expect to be late to pick up your child(ren).

Parents who pick up their children after 6:30pm are expected to pay a late fee of \$1.00 per minute for every minute immediately and directly to the Childcare personnel detained with your child(ren).

ABSENCE

Please notify the Center of any absences as early as possible but no later than 7:00 am. The Center will have an answering machine on during non-working hours for notification of unanticipated absences. Emails can also serve as notification.

VACATION

Parents and guardians are solely responsible for paying tuition on time in accordance with this handbook while your child(ren) is away from the Program on vacation.

There is a ONE TIME *Administrative Discretionary Vacation Tuition Deduction* i.e. the school will deduct 50% of the total cost of tuition for one (1) week while your child(ren) is away from the Program. This deduction will **only** be used for vacation time, and a thirty (30) day advance notice is required in writing to guarantee this deduction.

FINANCIAL POLICIES

Tuition is payable weekly every Friday for the upcoming week. Any tuition payment received after 6:30 pm on *Friday* will incur a \$6.00 per day charge until payment is received in full. Any Tuition account that remains unpaid after one (1) week after missed payment Friday is subject to suspension of your childcare services from the Program until the balance is paid in full.

**tuition during the suspension is required prior to admission into the Program*

There will be no refund for the days missed while the child is enrolled i.e. illness, vacation, suspension. Children in transition (moving from one classroom to another) will pay the tuition fees for his/her specified age group amount until the effective date for tuition change as specified by Administration and Parents Handbook/Guidelines.

ADDITIONAL FEES

Throughout the school year, children may have special 'onsite' activities, extra-curricular experiences or field trips to support classroom lessons and learning, as a result, families incur a reasonable fee related to the cost of the activity or trip. Transportation for off-site trips and experiences will be provided unless otherwise notified.

FAMILY RATES

The rates are per child, with discounts varying from 5% - 10% depending on the group(s) the children are enrolled in for families having more than one child in the Program. Discount amount is discussed and established by the Owner/Operator and parent/guardian directly.

PURCHASE OF CARE VOUCHERS

The Center accepts and welcomes Purchase of Care Vouchers. The parent/guardian is required to pay the balance/co pay as per voucher difference, and stated by LKKDC Owner/Operator.

LATE PAYMENTS

There will be a \$6.00 late payment fee charged to each day tuition is paid late until payment is received in full.

It is policy that children may be required to withdraw from enrollment in the center when tuition is more than 40 days in arrears.

SUMMER CAMP FEES

Lil' Kidz Kastle Daycare Center offers an 8 - 10 weeks Summer Camp for all students twelve months and older enrolled in our Program. The school also extends our Summer Camp Program to the neighboring community. There is a flat fee per age group to cover the cost of developmentally appropriate enrichment experiences and activities. The cost is announced to families in March prior to the summer of that year. There are payment plans for families who are unable to make one full payment.

THE ENROLLMENT PROCESS

Non-Refundable Enrolment and Registration Fee **\$85.00 per child**

At Lil' Kidz Kastle Daycare we have an open enrollment policy. This means that we accept applications throughout the year. A child is accepted if there is space in the desired age group classroom based on your position on the Center Waiting list and when the proper documents are submitted.

Enrollment applications are available directly from the Administrative Team member conducting your Tour of our Facility.

Payment is due year-round regardless of absence due to vacations, illness, or closings of our Center due to holidays, inclement weather, or the like.

Everything needed to enroll can be found in the Enrollment Packet available via the link sent in an email upon your acceptance of the placement.

Your child is officially enrolled when you have submitted:

- The Health Inventory, Immunization record
- Health Addendum completed by a physician.
- An Emergency contact card.
- The "All About My Child" Form
- Making a Difference pamphlet on Regulated Childcare
- An application for enrollment
- Non-refundable registration fee of \$85.00.

- Acknowledgment of Extracurricular Activities and Summer Camp (fees)
- Acknowledgment of Late Payment (fees)

**In the event of a change of address, home or work phone number, you should notify the Center without delay.*

FUNDRAISING

The school is a Program that receives and welcomes varying donations and limited financial support from alumni, community and enrolled families. The parent/ family donations help the center provide enrichment to the program and the environment.

Classroom floors or carpeting, cubbies and extra playground floor materials i.e. rubber mulch have been the results of their – and your – participation in our fundraising efforts.

CURRICULUM

Lil' Kidz Kastle Daycare Center has designed an educational Program built on research, core practices, and methods defined by Creative Curriculum - an age-appropriate skills and learning concepts developing curriculum selected by the State of Maryland. The Classroom Teaching Teams and Program Administrative Teams with the use of the Creative Curriculum plan weekly and bi-weekly Developmentally Appropriate experiences for the classroom-based a monthly 'Study Theme and Sub Theme'.

Each Study and theme allows for and fosters hands-on activities to enhance growth and development in social, emotional, physical, and cognitive areas. Our Teaching Team is ready and happy to assist you with any questions and resources that you may have about your child's daily or weekly schedule, his/her growth and development, and also the Program's plan for your child's next stage of learning or transitioning.

ASSESSMENT OF CHILD PROGRESS

Our Program utilizes a play-based on-going approach to both formal and informal assessment of each child. This is done to ensure that the educators plan their curriculum goals and activities to support individualized learning. Our educators observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children's actual performance.

Our Program uses a variety of methods such as observations, checklists, rating scales, and individually *administered tests*. The assessment results are used to benefit children by informing

sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used. All our assessments are kept in the child's portfolio, which follows the child from group to group to show the progress in cognitive, language, physical, social and emotional areas of development that are consistent with our program curriculum and philosophy.

ASSESSMENT OF CHILD PROGRESS cont'd

Our families are part of the assessment process with regular communication, partnership, and involvement. All assessments are shared with parents/guardians at our bi-annual Parent-Teacher conferences.

**Parent-Teacher Conference dates and times are announced in advance by Program Administration*

N.B. Lil' Kidz Kastle Daycare will be closed on Parent-Teacher Conference

DISCIPLINE POLICY

Children who are having difficulty for any reason will be redirected to another activity with teacher assistance. In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will be taken up to the office to sit with an administrator where he/she can gain enough self-control to rejoin the group. The child will always be left in an area where he/she is in full view and can be supervised and supported by a staff member. Interaction between the child and a staff member will take place immediately following the separation to guide the child toward appropriate group behavior. A method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

CHILD ABUSE POLICY

All Teaching Team members, volunteers and Administrative Team at Lil' Kidz Kastle Daycare Center have mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited.

Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Maryland Department of Human Services at the mandated number **1-800-332-6347**.

NEGOTIATING DIFFERENCES

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well being of the children and staff as a priority.

Lil' Kidz Kastle Daycare Center is always open to suggestions and feedback to improve the way we serve you and your family.

EMERGENCY INFORMATION

No child will be released to someone, not on file. In order to authorize an additional person(s), you must submit authorization in writing (email) or contact a director via telephone. All newly authorized persons will be subject to a photo ID check at least twice on different occasions.

If an unauthorized person should arrive at the Center to pick up your child, they **will not** be allowed to pick up your child and a Center educator/ director will notify you immediately. All persons authorized to pick up your child must be at least sixteen years old.

Non-parents who are the primary caretakers of the children will be required to furnish the signature of the legal guardian.

All children departing in a motor vehicle must be placed in specifically position car seat 'rooted' to be hardware in the car.

PICK-UP POLICIES

Our concerns are for the children's safety, both physical and emotional, so we ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen. Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with

you, class rules that encourage appropriate behavior still apply for your child. Parent's visiting a class at day's end of the day may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the educator if it's time to leave.

AUTHORIZATION TO RELEASE A CHILD

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child only through a notification in writing (email) from the child's parent. Proper I.D. must be given before the child is released.

CUSTODY AGREEMENTS

In cases of custody agreements(and/or issues), Lil' Kidz Kastle Daycare Center requires that we have all copies of legal documents stating who has custody of the child(ren). The Program does not have legal authority to prevent a parent from picking up his/her child(ren) unless the proper documentation i.e. court order is on file.

EMERGENCY CONTACTS

Your Emergency contacts listed on your emergency card **WILL** be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. Two (2) contacts that live in a 15 mile radius of Lil' Kidz Kastle Daycare Center
2. Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

MAIN ENTRY SECURITY SYSTEM

The doors to the Center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The door opening access is permitted to parents/guardians upon enrollment into the Program.

All non-parents/guardians and visitors to the Program are required to knock and/or buzz for entry into the building.

Enrolled parents and guardians are **prohibited from sharing the PIN CODE** allocated to your child by the Director/ Administrative Team under no circumstances.

PARENT VISITS

Parents may visit the Center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

FAMILIES INVOLVEMENT

Families are welcome to participate in class activities and school events.

WAYS FOR THE FAMILIES TO BE INVOLVE:

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participate in ‘class activities’ or field trips
- Contributing to the curriculum

**Donate items on Classroom Monthly Wish List*

PARKING

There is limited short-term parking available directly in the front of the Center for families. We ask that you do not park in the marked area especially where loading/unloading of Center services take place or in front of any signs that say No Standing or No Parking. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

PERSONAL BELONGINGS

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are “soft cuddliest.” A book to share with the whole class is always welcome.

It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Action figure/superhero toys and projectile toys are **not permitted** in the Center.

Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality.

N.B. Any Video tapes brought from home, to be shared at school during inclement weather or when curriculum themes relate, necessitate a few words of caution. Disappointment may arise when we are not able to show a videotape due to time constraints or developmental

appropriateness. We require administrative approval after advance screening before your child offers to share a video with his/her class.

CLOTHING

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the family's name, to facilitate dressing and reduce loss.

Four full sets of extra clothes should be kept at the Center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. Shoes need to be appropriate for indoor/outdoor play. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and educators will gladly help with the changes.

TRANSPORT AND STORAGE OF BELONGINGS

Each child enrolled at Lil' Kidz Kastle Daycare Center is required to have a small child-sized backpack to store his/her clothing in their assigned(labeled) cubby area. Clothing should be placed in the backpack in a freezer bag and remain onsite throughout the week and taken home at the end of the week (i.e. Friday) with the child's bed/ cot covering and a blanket.

In the event that your child's clothing had to be changed by his/her teacher, the soiled clothing will be placed in a separate bag on his/her cubby area to be taken home to be cleaned, the supply of clothing articles taken home must be returned the following Center operational day - and placed in the freezer bag in his/her the backpack.

Lil' Kidz Kastle Daycare Center is not responsible for items left in the building on weekends - as the Center undergoes a thorough cleaning and items may be discarded by the *non-teaching team* cleaning company.

REST TIME PROVISIONS

Parents are responsible for providing and laundering (weekly) bedding(cot sheet, crib sheet), fabric bibs, blankets, and infant sleep sack. Cot beddings/sheets & blankets need to be taken home every Friday to be laundered. For Infants sleeping in cribs, parents are required to have a minimum of 2 crib sheets onsite for frequent changing during the week. Blankets are prohibited by State regulations for all children in Regulated childcare under 14 months old of age. As a result, we ask that parents provide a loose sleep sack for younger infants during the cold months.

MEALS

Lil' Kidz Kastle Daycare Center provides three (3) nutritious meals that meet USDA standards and the State of Maryland Food and Nutrition guidelines to all children enrolled in the Program twelve(12) months and older.

Children with Food Allergies and/or Food Restrictions must have a Food/Meal Plan and an Allergy Action Plan from his/her medical provider. Upon your enrollment, an Administrative Team member will discuss practices with parents/guardians regarding your child's meal care plan - i.e symptoms, medication e.g. Epi Pen, Benadryl

A monthly Program Menu is displayed on the Parent Board in your child's classroom.

*Breakfast is served only between 8:30 and 9:00 a.m.

Lunch and PM Snack times vary per classroom (*see Classroom Daily Schedule*)

Milk and water is served/offered to all children (without Dairy Allergies) with all meals for children outside of the Infant Program

However, for infants (6 weeks to 12 months) parents must provide their own formula (or expressed milk for nursing infants if parents so choose) and whole milk (half gallon weekly) and toddler formula/ transitioning supplements for those not yet ready for container milk.

Parents must inform the center of any special dietary requirements, including food allergies in Infants as they arise.

SPECIAL PROGRAM FEATURES

Lil' Kidz Kastle Daycare Center is a program that encourages all children to learn through a variety of creative and innovative means for total self-expression, self-esteem building and learning through movement and music.

GH incorporates and fosters body regulation and the developing coordination of hands and eyes while maneuvering within the spaces surrounding them. LKKDC may work with outside enrichment providers such as JUMPBUNCH external childcare and school-aged certified gymnastics and fitness coaches using a variety of child-size sports equipment. This and other enrichment Program services are considered 'extra curricula' experiences and incur a non-tuition separate cost per child once enrolled in the Program.

Lil' Kidz Kastle Daycare Center Program Coordinator and Teaching Team also conduct 'Fitness Week' where parents and educators work with the children to practice simple yoga stretches and movements. Rhythm and syncopation by classroom educators are also done regularly to encourage movements to a variation of beats.

WITHDRAWAL AND SCHEDULE CHANGING POLICY

Notice of thirty(30) days is required before the withdrawal or schedule changing request of an enrolled child at the Center. If the child is withdrawn without prior notice, all security deposit will be used.

If the Director and/or Administrative Team of the Center determines that a child is unsuited for the Center's environment, the parents will be consulted. Within two weeks of this meeting, the child will be withdrawn and all agreements will be terminated.

HEALTH AND SAFETY

HEALTH POLICIES

The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in daycare because of the many close physical interactions between children and adults.

The majority of daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between educators and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion.

Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/educator relationships, negatively affecting the quality of the day-care experience. Unfortunately, absolute criteria for exclusion of ill children does not exist.

Day-care programs base their exclusion policies on two issues:

- (1) risk of transmission of infectious diseases and
- (2) the demand of sick children for increased adult attention, which may exceed the resources of the day-care program" (Quoted from Pediatrics in Review).

The health policy of Lil' Kidz Kastle Daycare Center is designed to best meet the needs of our children, parents and our Teaching Team.

The policy has been in place since the center opened, but we keep rewriting it in an attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

Center health policies may differ from your child's pediatrician's opinion. In all situations, the Center's policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

In all cases where a parent/guardian is being contacted regarding an ill child (or a seemingly unwell child) the information, all pertinent symptoms and observations from the caregivers will be communicated by a Director or Administrator only. As well, at this time instructions

regarding 'pick up' and consulting child's pediatrician and return to care policy will be discussed.

HEALTH AND SAFETY cont'd

DAILY HEALTH CHECK

Teaching Team members and Directors at Lil' Kidz Kastle Daycare Center will perform a daily health check on each child upon drop off every morning.

The daily check will examine whether or not the child has:

- Fever or elevated body temperature of 100°
- Skin rashes or unusual spots

ILLNESS WHILE IN CARE

While it is impossible to eliminate the spread of illness in a childcare facility it is important that all families are aware that our policy states that once your child becomes ill while in the care of the Lil' Kidz Kastle Daycare Center an Administrator will contact parents/guardians for prompt 'pick up' whilst trying to keep the child as calm and comfortable as possible.

Children are primarily excluded or 'sent home' from the Program when he/she exhibit but not limited to such illnesses as:

- two or more loose bowel movements
- the onset of an unexplainable rash
- difficulty breathing
- vomiting i.e norovirus
- blood in stool
- irritated, pinkish, matted eye(s) i.e. conjunctivitis
- blisters to hands, mouth, feet
- bumps with broken skin on lips i.e herpes, impetigo
- suspected measles, Mumps. chicken Pox

IF YOUR CHILD BECOMES ILL AT THE CENTER

If your child becomes ill while at the Center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list.

Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

REPORTABLE ILLNESSES

Some childhood illnesses are required, by law, to be reported to our local health agency. In the case of contagious illness in your child's class, we will post a notice by the sign-in/out sheet in the classroom.

COMPLAINTS OF PAIN

We will also address complaints of pain reported by verbal children as well as or signs/ cues of nonverbal children in the Program. Parents will be contacted of such observations and/or reports, and together we can make next step plans for handling the complaint(s).

OUTLINE OF ILLNESSES - SIGNS AND SYMPTOMS

There are many Common communicable diseases in Childcare, and we ask that you pay close attention to the symptoms listed below and avoid bringing your child(ren) into the Program when noticeable.

Lil' Kidz Kastle Daycare Center has policies and practices in place for 'child exclusion from Center' periods with regards to specific illnesses until a medical evaluation allows inclusion.

A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.

A doctor's note is also required when a child has been away from the Program for three(3) or more days due to an illness.

EXCLUSION FROM PROGRAM

The following symptoms will necessitate exclusion from the center:

FEVERS

A temperature of 100° F or higher is the reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever and medication-free for 24 hours - from the Center.

SEVERE COLDS

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reasons for exclusion.

DIARRHEA

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

VOMITING

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

EXPLANATION – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

RASHES

Rashes must be physician-diagnosed for a child to be in the Center.

MOUTH SORES

Mouth sores with drooling are a reason for exclusion unless the child's pediatrician states the child is non-infectious.

CONJUNCTIVITIS

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is the reason for exclusion. A child may return to the center 24 hours after the medication is begun.

TEETHING

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements, and a clear, runny nose. Teething does not cause the exclusionary conditions described above.

SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE

Symptoms of contagious childhood diseases are a reason for exclusion. The Center, however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm, and Coxsackie.

*Exposure to contagious disease is no reason for exclusion.

SIGNS OF POSSIBLE SEVERE ILLNESS

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficulty breathing are reasons for exclusion.

ABSENCE DUE TO CONTAGIOUS ILLNESS

Please call the Center if your child will be absent and let us know the reason(s). Contagious illnesses must be posted in the classrooms or email notification to families, so other parents know what is going around.

To be cleared by a pediatrician for group care, we need:

1. the child to be seen by a doctor

2. a note from the doctor stating (a) a diagnosis (b) that the child is not contagious (c) the date that the child may return to group care.

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

HEALTH LAW REQUIREMENTS

A complete physical examination is required by state law. It must be within 15 days prior to enrollment if the child is over 6 months old and within 10 days if the child is under 6 months old.

An updated physical examination is required yearly, on the expiration date of the current physical.

Your child will be excluded if their physical has expired until an updated physical has been submitted. Maryland State Department of Health sets the following minimum required immunizations for school attendance in Nursery, Pre-K, Daycare, as:

3 Diphtheria Toxoid, 3 OPV, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib as age-appropriate

MEDICATION POLICY

At Lil' Kidz Kastle Daycare Center Administration Personnels are State certified and authorized to administer any physician-prescribed medications to enrolled children.

In compliance with all new Health and Infections control regulations of the Maryland State Department of Social Services, Lil' Kidz Kastle Daycare Center only an Administrator or Medication Certified Teaching Team members(witnessed by Admin personnel) can administer prescription medications to a child in care.

CHRONIC ILLNESSES AND MEDICATION ADMINISTRATION

At Lil' Kidz Kastle Daycare Center exemptions for children with chronic and acute conditions are considered on a case-by-case basis by clinical/ medical personnel at your child's pediatrician office whose recommendation and the decision is final.

Physicians generally prescribe antibiotics for young children for a number of early childhood related illnesses, as a result, we recognized that children will attend care while on prescription antibiotics.

Lil' Kidz Kastle Daycare Center has guidelines in place to support families with children on antibiotics as well as remain in compliance with the State of Maryland regulations. The guidelines are as follow:

- child receives first (1st) full dosage of medication 24hrs prior to returning/attending to the Center
- written permission to administer antibiotic i.e. Medication Form OCC 1216
- all required portions of the Medication Form completed

CHRONIC ILLNESSES AND MEDICATION ADMINISTRATION cont'd

- medication in its original container/vial/tube from the pharmacy with label intact and visible for reading i.e. Rx number, child's name, dates, route, dosage, storage
**in cases where medication prescribed was in a tube,
please provide the box with above-stated information*
- medication and instrument to measure and serve medication should be handed over to an Administrator in a freezer bag (with the completed form OCC 1216)

OVER-THE-COUNTER MEDICATIONS

Lil' Kidz Kastle Daycare Center **DOES NOT** administer over-the-counter medication such as Acetaminophen, Nonsteroidal Anti-Inflammatory, and/or Benzocaine to children in our care.

In the likelihood that your child has undergone surgery and require Acetaminophen or Nonsteroidal Anti-Inflammatory medication for pain relief upon his/her return to Center - a doctor's note and/or completed Medication Form (*OCC 1216*) is required with an unused bottle of the over-the-counter medication(seal intact) in a freezer bag labeled with the child's first and last names.

Hydrocortisone and/or Antihistamine can be administered once per day for a specified period of time with written consent/permission (Form OCC 1216) as directed by a Medical Practitioner.

APPLICATION: CREAMS AND OINTMENTS

Lil' Kidz Kastle Daycare Center is permitted to administer only over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written parental consent.

The Program will not apply Sunscreen Lotion and Topical Insect repellent to children under the age of fourteen(14) months.

Make sure your child's physician is aware of Lil' Kidz Kastle Daycare Center policy before advising over the counter medications for pain and fever relief as our Team and Administrators are

prohibited from administering more than one dosage during the Center's operational day and only allow to do so three (3) times in an operational week.

N.B. In some cases, the Medication Administration document completion process may take up to a month to get all the paperwork approved. During this time parents/guardians will need to make arrangements for your child to receive his/her medication.

At all times, signed documentation by the child's physician along with written parental consent to administer medications is required.

An update by the physician and parent is also required every six (6) months. Failure to comply with Lil' Kidz Kastle Daycare Center policies could result in the suspension of childcare services.

IN CASE OF INJURY

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the closest Emergency Room via EMS services, unless the parents have designated a different emergency plan.

EMERGENCY PROCEDURES

PROJECT SECURITY BLANKET

In the event that the children would be safer remaining indoors, we would shelter them inside the Lil' Kidz Kastle Daycare Center. If our building was not considered to be a safe place for the children, we would relocate to a designated space – this space is known as our Project Security Blanket location. Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers.

LIL' KIDZ KASTLE DAYCARE OUTREACH

At Lil' Kidz Kastle Daycare we strive to be a viable source of resources for our families and our local community through a number of Center Outreach Programs at various times of the year. Our families are encouraged to take part directly and indirectly in collaboration with our Program Educators and Administrative Team. Through parent questionnaires and educators assessments of the Center and the local community – we coordinate, notify families, seek 'follow up and volunteers' implement and execute the following Center outreach activities.

Families upon admission into the Program are made aware that participation in Center Outreach Program is a 'no-stress' experience with a sense of Networking within the Center and in the Community as the optimal goal of each event.

Our families, educators and Administrative team take part in Outreach Program that benefits other families within the Program and the local community in Program events such as:

- Quarterly Clothes Drive (and Adult Clothes Swap)
- Back to School Toiletry Drive – Fall
- Thanksgiving Food Pantry for seniors in the Community
- Winter Coat Exchange and/or Donations

PROGRAM SUPPLIES CHECKLIST

WHAT YOUR CHILD WILL NEED

Individual containers will be available for each child so that items can be left at the Center.

Please label all belongings.

INFANTS

- Child-sized backpack (zipper shut)
- Disposable diapers and diaper wipes
- Bibs
- Baby Cereal
- Extra can of ready-to-feed Formula
- Change of clothes
- Pacifiers
- if used sleep sack and crib sheet
- 1 box of Tissue (monthly)

TODDLERS

- Child-sized backpack (zipper shut)
- Disposable diapers and wipes in a plastic container
- 3 Changes of clothes including shoes/play clothes for outside
- light blanket - for naptime period
- blankets (weekly, or as needed)
- 1 box of Tissue (monthly)

Child’s Name

.....

Print Name: Parent/Guardian

.....

.....

Parent/Guardian Signature

Date

COVID-19 Policies

May 2020

In response to the COVID-19 pandemic and our preparation for reopening to our previously enrolled families and future families, we have included several new policies and procedures in accordance with the Center for Disease Control and Prevention(CDC), guidelines from our operations while under Essential Personnel Childcare(EPCC) regulations and State of Maryland Board of Education(MSDE) Office of Child Care regulations. These precautions are necessary to reduce the risk of spreading this disease in our vulnerable community. Please note that this is a “living” and will be updated as regulations and guidelines change.

New Policy

COVID-19

If your child tests positive for COVID-19, they will be required to stay home for the minimum quarantine period of fourteen (14) days. As well, he/she should not return until seven (7) days symptom.

A doctor's note to return is required and a second negative test is strongly recommended.

If your child exhibits any of the following symptoms while in our care, a parent/guardian will be contacted immediately for pick up. Please note that we are required to contact the health department and licensing office if any symptoms arise with your child.

**SIGNS AND SYMPTOMS AS OUTLINED BY
THE CENTER FOR DISEASE CONTROL AND PREVENTION**

May 2020

Effective Monday 8th June 2020 LKKDC will be using the Signs and Symptoms as outlined by the Center for Disease Control and Prevention when making the decision to provide or deny care for children in our facility to prevent the spread of COVID-19.

COVID-19 Symptoms:

- Coughing
- Sneezing
- Sore throat
- Shortness of Breath or difficulty breathing

- Fever
- Chills
- Muscle pain
- New loss of taste or smell
- Headache
- Nausea

New Policy

May 2020

Daily Health and Temperature Checks (prior to facility entry)

All staff, families (household members), children and volunteers must conduct a health and wellness Question and Answer component, and have their temperatures checked for the above symptoms before entering the Center.

If you or anyone in your family in care or in contact with your child has experienced the symptoms as listed above, we ask that you contact the Center Director if a Medical clearance may be required by a physician.

Onsite Observation

If LKKDC ‘onsite screening personnel’ observe that your child(ren) with any of the symptoms listed above – we will not accept your child into the Center for **48 – 72 hours**. Also, note LKKDC will not provide care for siblings once one child in the household has been denied care into the Program due to symptoms listed.

LKKDC requires that all children who were denied care into the Program due to visible symptoms as listed will be required to present a medical report from a physician.

PROGRAM REQUIREMENT: PRESCHOOL THROUGH SCHOOL-AGED CHILDREN

Families requiring care for Preschool children Preschool through School-Aged (2 years – 12 years) must send your child(ren) with at least one (1) cloth face mask daily. LKKDC is not permitted to supply masks for children in the Program, as a result any child(ren) who arrives at the facility without a mask will be denied care until the family can produce a cloth face mask.

It is suggested that children ideally have two (2) masks daily. LKKDC is not permitted to launder used cloth face masks for children in our care. **label all face masks**