



10967 Four Seasons Place
Crown Point, IN 46307

219-226-4034
kidzonewinfield@gmail.com

*"Where children thrive
through nurturing care
& educational fun!"*

Monday - Friday
6:30am - 6:00pm

PARENT HANDBOOK

Introduction

Welcome to Kidzone Early Learning Center! We are excited to have you join our family! Kidzone is a family-owned business that supports Christian values. As our curriculum may not be a “Christian curriculum”, we will pray before meals & celebrate Christian holidays.

We are a child development center serving toddlers through preschool age. Our goal is to build a positive, nurturing environment that will stimulate young minds through interactive educational play & activities. We will assist with teaching the basics of daily living, such as: manners, friendship, being healthy through nutrition & fitness, independence, making good choices, problem solving, language, confidence, honesty, love of learning, etc. The most crucial years of learning are from birth-age 5, while the brain develops most rapidly. By choosing Kidzone, you have taken the positive step in having us be a crucial part of your child’s development!

As your childcare provider & an owner with family values, we look forward to serving you in the best possible ways! Background on the owner...I am a mother of 4 daughters, 14 years of working as a nurse in labor & delivery or in women’s health, a year of having my own in-home daycare & have been a licensed foster family for 6 years. I am excited to be able to provide a wholesome childcare center for our community!

We like to keep the lines of communication open! If you have any questions or concerns regarding your child or the center, please bring it to our attention. We’d be more than happy to sit & speak with you regarding the matter. You may reach us during regular business hours at 219-226-4034.

Please read through the policies in this booklet carefully. If you have any questions, do not hesitate to ask! You will find a signature page at the end of this booklet that will need signed by both guardians & returned for your child’s file. Prior to starting care, we will need ALL necessary paperwork filled out & returned.

We look forward to working with your family!

Enrollment:

*\$50 non-refundable registration fee per child applies; due each year for renewal August 1st, prior to the new school year.

*All children enrolled are a part of our educational curriculum.

*Regular tuition is ALWAYS due, even if a child is sick or the center is closed due to a holiday or inclement weather.

Full-time: Enrolled 4 or 5 days a week.

Rate: \$190/week (1 & 2 year olds)

\$180/week (3, 4, 5 year olds)

*Full-time students will be given one week a year tuition-free for vacation.

*If more than one vacation week is needed, you will be required to pay for the additional weeks even if your child does not attend.

*If a child's regular schedule falls on a day that the center will be closed (see list of observed holidays), normal tuition for that week is still required.

Part-time: Enrolled for 2 or 3 SET days in a week. (No 1-day a week unless approved by director)

Rate: \$55/day (1 & 2 year olds)

\$50/day (3, 4, 5 year olds)

*Part-time days must be set days & can only be changed if space allows.

*If a child's regular schedule falls on a day that the center will be closed (see list of observed holidays), normal tuition for that day/week is still required.

Payments:

*Tuition is due the Friday **before** the week of care.

*If the center is closed or your child is home sick, there is no change to the tuition amount; full payment is still due.

*Automatic bank draft is the preferred method of payment & may be set up through your Brightwheel childcare app. This way you can ensure payment is not forgotten :)

Cash or check is also accepted. Cash needs to be placed in an envelope with the child's name on it & placed in the lock box located next to the main entrance. Check's need the child's name in the memo section & then placed in the lock box.

*Please do not hand your payment to any employee's.

*If payment is not received by Friday before the week of care, a \$5 late fee per each day late will be applied, beginning that Monday.

If payment is not received by Wednesday, the child will not be able to return to school until a full payment plus the late fee's is received.

*If the center is closed on a Friday, all payments are due **before** the closed day.

If your child is not scheduled to be at school on Friday's, your payment is due on the last day of the week that your child attends.

*If you need to change a regular scheduled day or add an extra day to your child's schedule, the administrator/director will approve or deny the request depending on the availability & the teacher/student ratio.

*Return check fees: There will be a \$35 fee for NSF check returned. This is what the bank charges us. If you have two NSF checks, we will ask that all payments be made in cash or money orders. If it is necessary to pursue legal action for any unpaid childcare, you are responsible for the legal costs related to the matter.

Tuition Increase:

Kidzone Early Learning Center reserves the right to increase tuition at any time.

Parents will be notified at least 2 months prior to the increase. Increases generally follow the other local centers increases.

Parent Communication:

**We will use the Brightwheel Childcare App to communicate with parents throughout the day. This will include how your child's day went, diaper changes, meal & nap times, pictures, reminders & special notes. It is encouraged to use automatic bank draft for the weekly payment, in which, can be set up through the app also. An invitation to set up the app will be sent via text message upon registering your child for school. We believe that this is a great way to stay in communication with our parents & we hope you enjoy this feature also!

**Parent/teacher conferences will be held each year in November. The purpose of the conference is to let parents know how their child is doing after adequate time evaluating & getting to know him/her. Parents may request a parent/teacher

conference at anytime during the school year. These meetings are not required, though are highly recommended in order to benefit you & your child. This will also help you to get acquainted with your child's teacher & discuss your goals for your child. Progress reports will be sent home also.

Daily Schedule:

The child's daily schedule will consist of developmentally appropriate lesson plans, which will include:

- Small & large motor skill activities (crafts, painting, playdoh, dancing, kids yoga)
- Large & small group activities (circle time, games, one-on-one instruction)
- Independent play with centers (Dinosaurs, kitchen, baby dolls, books, learning centers)
- Outside play 2x/day (weather permitted)

*Weekly lesson plans will be written by the lead teacher in the classroom. The lead teacher will be qualified with either a Child Development Associate or an Early Childhood Education degree. At least one teacher in each classroom will be CPR & First Aid certified.

Your child will be placed with the same age children & will move to the next class beginning in the Fall. Your child may be moved to the next class prior to the new school year, if there is room to move up & space is needed to enroll a new child.

*One year olds must be off the bottle & walking per state regulations.

*Two-year olds must be potty-trained prior to moving to the three's room.

Basic Daily Schedule: (see your child's full schedule posted in their classroom)

Open Centers/Free Choice	6:30a-8:30a	Children choose their centers
Breakfast	7a-7:30a	Breakfast is served to all who arrive before 7:30a
Large Motor Skills	8:30a-9a	Teacher directed activity
Circle Time	9a-9:30a	Children will discuss calendar, weather, days of the week, months & activities they will be doing for the day
AM Snack	9:30a	
Center/Outside Time	10a-11:30a	Children will be given opportunities to engage in indoor & outdoor activities
Lunch	11:30a-12p	
Nap	12p-2:30p	Children will be encouraged to take a nap. A 30 minute rest period is required then children may be given alternate quiet activities to do if nap is not taken
PM Snack	3p	
Repeat Morning Routine	3:30p-Close	Similar to morning routine, including reading & centers

*Children will have their diapers changed/use bathroom prior to snacks & lunch & as needed.

*Children will wash their hands prior to & after each snack/meal.

Physicals:

*It is required by state that every child has a physical within 30 days of enrollment. The physical form needs filled out & signed by the physician. If your child has had a physical within the year, you may have the doctor fill out the form using this physical exam. The child will not be able to return for childcare if past 30 days, until the necessary forms are turned in.

*Children must be current on their immunizations PRIOR to their first day at Kidzone. Updates must be kept on file. If child is not up-to-date on immunizations, they will not be able to attend school until updated.

Arrival/Departure:

*Please have your child arrive by 9am to get the most out of the program.

*If your child is going to be absent from school or will be later than 9am, please inform the office. This is important so that we may include your child in snacks, lunch & activities. Full payment will still apply even if your child is absent.

*Since it is disruptive to the other children, no arrivals or pick-ups will be accepted between 11:30am and 2:00pm. Please discuss with staff if an exception is needed due to a doctor's appt, ect. We greatly appreciate your cooperation in this matter!

Late Pick-Up Policy:

**\$1 for every minute past 6pm will be charged to your account.

*Please be on-time, so our staff can get home to their families :)

If a child has not been picked up at closing time & the center has not been notified regarding the parent/guardian's delay then the following procedure will be followed:

- Parent/guardian will be called on their cell phone. If unable to contact on their cell phone, we will attempt to contact you through your employment number.
- If we are still unable to reach you, the emergency contact person will be notified to pick up the child.
- At 30 minutes past the closing time, if no contact has been made by parents or someone authorized to act on your child's behalf, DCS or law enforcement will be contacted.
- When a parent/guardian fails to contact the center regarding delays in picking up their children, it is considered neglect & is something we do not take lightly.
- Excessive violation of this policy may lead to child being dropped from program.

Signing in/out:

*You will ring the doorbell & someone from the office will let you in. The door is locked on the outside to protect our children.

*You will use the Brightwheel app at the front desk area to sign your child in on arrival & to sign your child out upon pick-up by using your 4-digit code & signature. Please do not share your code with anyone! Each authorized pick-up person will receive their own code.

*If someone else will be picking up your child, they must be on your authorized pick-up list & present a photo ID.

*If any person appears to be under the influence of drugs or alcohol that is picking up your child, your child will not be released to that person. Different arrangements will need to be made to have your child picked up. Our main goal is the safety of your child!

*Parent must walk their child into the building & to their classroom upon arrival & must walk their child from their classroom & out of the building upon leaving. Please do not leave your child unattended until they are in their classroom.

Authorized pick-ups:

Children WILL NOT BE RELEASED TO ANY UNAUTHORIZED PERSONS! You will fill out an authorized persons form upon enrollment. Please include ALL persons who you think might pick up your child. If the person is unfamiliar to the staff, then the authorized person must be able to show a photo ID before the child can be released with them. If they cannot provide a positive ID, the child will not be released to that person even if the child knows the person. Please keep the authorized pick-up form updated. We want to protect & keep our children safe!

Visitor policy:

All visitors must sign in & out on the visitor log. To ensure the security of all involved, a photo ID will be required for all unfamiliar visitors. Visitors are required to be accompanied by a staff member & are not to be left alone while in the center. Custodial parent/guardian are permitted to have unscheduled visits at any time the childcare center is in operation.

Field trips:

Most of our field trips will be on-site at Kidzone. We will have planned visitors/activities throughout the school year to engage the children. We will inform parents prior to any on-site field trips. The preschool age children will have local, walkable field trips. A consent form will be sent home prior to the local field trips.

Holidays:

Kidzone observes the following holidays & the center will be closed:

New Years Eve	Thanksgiving Day
New Years Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
4th of July	Day after Christmas
Labor Day	

*Subject to change at anytime

Please mark these dates on your calendar so you have time to arrange for other care, if needed. We are closed on these days because many parents are off & do not require childcare. We are sorry for any inconvenience this may cause. Full tuition is due unless you have a full-time student & are using your vacation week.

Power outage:

If a power outage occurs, we cannot (by state regulations) open the school. If this were to occur, you will be notified as soon as possible. If a power outage occurs during school hours & does not come back on within an hour, all parents will be notified & your child will need to be picked up within 1 hour of receiving the notification. This is to protect the safety of our children & staff. If you are not available, the next available person on your pick-up list will be called.

Snow days/inclement weather:

The center will be closed if a State of Emergency is declared for our area. This would make it unsafe for our families & staff to travel.

Safety is ALWAYS our number one concern!

Emergency drills:

Evacuation drills for fire & severe weather will be practiced monthly to ensure our children are readily prepared in case of an actual emergency.

When severe weather is in the area, the director/administrator will closely monitor weather reports in order to alert staff to be prepared to move children to safety.

Emergency procedures are posted in each classroom.

Vacation days:

*Children who are enrolled on a full-time basis will receive one week vacation tuition-free.

*A 2-week written notice must be given to qualify for a vacation. You will be charged for the week if a 2-week written notice was not received. The reason for this is that we are staffed for your child to attend that week if not given notice.

*Part-time students do not qualify for any tuition-free vacation days.

Withdrawing your child:

If you decide to withdraw your child from Kidzone, we ask that you give a two week written notice. Again, we are staffed for the attendance of your child. If you are unhappy with the center in any way, please discuss the matter with the administrator. We want to be the best we can be & will listen to suggestions that can better the center. We strive to give your child the very best care!

Meals & Snacks:

*All meals & snacks served follow the Indiana state nutrition guidelines & have been approved by the state nurse.

*Kidzone will provide all meals & snacks: breakfast, AM snack, lunch, PM snack.

**The meal plans for the week will be posted.

*Breakfast is served from 7am-7:30am. No breakfast will be served after this time.

*No peanuts will be served, including peanut butter, due to potential allergies. Though, foods served may be processed in factories that handle peanuts.

*A doctor's note stating any allergies a child may have must be kept on file, if unable to eat certain foods including milk.

*If you would like to bring treats in for your child's birthday, state regulations requires that it is store bought. The treat will be served to the child & his/her classmates during snack times, either 9:30am or 3pm.

*Kidzone has the right to alter the menu if certain food items are unavailable or for a special occasion or holiday. The change will be posted.

Medications:

*All medications should be given to the child at home if at all possible.

*If your child needs to receive medication while at the center, you will need a signed medical consent form.

*No medication can be given unless the doctor signs the consent form. This includes: prescription meds, Tylenol, eye ointments, skin care products, allergy medicines, cough medicines, etc.

*You must include the exact NAME of the medicine, DOSAGE to be given, TIME to be given & the REASON for the medicine. The proper measuring device must accompany the medication, we can not give the medication without this.

*Medications will be kept in a locked cabinet or refrigerator container marked as medication.

Change in address/phone:

*Please notify the office as soon as possible of any changes in your address, phone number, work phone number or emergency contacts.

*We need to be able to contact you at all times. If you are not going to be available on a particular day, please provide us with a name & number of someone authorized to make emergency decisions for your child.

Discipline policy:

It is very important that a child's development is nurtured through caring, patience & understanding. However, we may have to respond to a child's misbehavior at times. Hitting, kicking, biting, spitting, hostile verbal behavior & other behaviors which will hurt another child are not permitted. Caregivers will use a positive discipline approach.

In response to misbehavior, Kidzone employees will:

- Respect your child
- Establish clear rules
- Be consistent with enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending to child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child away from the other children in order to give child a break & to think about his/her choices
- Positive reinforcement will be used

In response to misbehavior, Kidzone will NOT use:

- Any form of corporal punishment or physical punishment
- No belittling, humiliating or frightening methods or words will be used
- Depriving your child of food or basic needs
- There will be no punishing a child for potty training accidents

***We always want to make a big deal when our children are doing well, making good choices, or being a good friend, so we will encourage them & praise them for doing so!

Suspension/Expulsion Policy:

We strive to provide an environment where children feel safe & secure while in our care at Kidzone Early Learning Center. We promote a positive discipline policy by giving praise & positive reinforcement. When children receive positive, nonviolent & understanding interactions from adults & others, they develop good self-concepts, problem solving abilities & self-discipline.

When children are having excessive problems with hitting, biting, temper-tantrums, ect, that begin to be disruptive to the other children's safety & learning environment as well as the teachers, the steps that Kidzone Early Learning Center will follow are listed below:

1. The teachers will document the incident & the actions taken. The parents will be notified. An incident report must be signed at pick-up.
2. When behavior continues to put other children or staff in harm's way & causes distractions with daily routine in the classroom, the parents will be notified for a conference to discuss the concerns & a plan of action will be developed as a team with parents, teachers & management.
3. The parents will be given a referral for other services, such as behavioral therapy, through First Steps, Crown Point school system or Porter County school systems. Early screenings are important in identifying concerns early & ensuring children who need support, receive it as early as possible.

4. If the problem continues after meeting with the parents & coming up with an action plan, working with the child & documenting the concerns/issues & interventions, then the child may be suspended for 1 week of care to allow the child to refresh.
5. After another 2 weeks, if the behavior stays the same or gets worse, the parents will receive a letter & will be given a two-week notice for termination of care. If keeping the child in care puts the other children at risk, the child may be immediately terminated. Safety is always our #1 concern.

Please know that we will do everything we can to work with your child before this termination occurs.

Suspected child abuse:

Kidzone is required by law to report any SUSPECTED child abuse or neglect to Child Protective Services. Staff members are encouraged to talk with the administrator/director before reporting any suspected child abuse or neglect cases, however, any staff member has the right to report anonymously at any given time without notifying the administrator/director.

Confidentiality policy:

All information pertaining to admission, health, family or discharge of child is confidential. Only information that the child's teacher needs to know to best assist him/her in the classroom will be given. Any personal information that you would like to discuss can be done confidentially in the office.

Alcohol, tobacco, illegal substances, firearms:

The use of tobacco & the use or possession of drugs or any illegal substances & firearms are strictly prohibited within the Kidzone building & parking lot.

If a parent chaperone's a field trip, the same rule applies.

A law enforcement officer may be notified, if necessary.

Parent policy:

Parents (or any person) on Kidzone property are restricted of using obscene language, yelling, being physically or verbally abusive to any staff member, parent or child. The person will need to leave the center immediately & a law enforcement officer may be called, if necessary. Remember SAFETY is our children's #1 concern!

Communicable diseases - health & safety:

*A child may not come to school if he/she has a communicable disease. This is something that is easily spread, such as: ringworm, chicken pox, pink eye, strep throat, scarlet fever, flu, ect. This is for the health & safety of other children.

*Your child will be sent home if they have: vomiting, diarrhea (more than once per day) or a fever of 100 degrees or higher. We ask that you come pick up your child within 1 hour from the time we notified you. Your child will not be able to return to school for 24 hours after being sent home ill. Please do not send your child to school the next day. This is to protect the other children & an attempt to stop the spread of infection! We may ask for a medical release from the child's physician in order to return back to school.

*Notify the office immediately if you find your child is home & has a communicable disease, so we can make others aware of the exposure.

*Kidzone will provide you with information pertaining to the communicable disease your child may have been exposed to. We will make every attempt to prevent any illness from spreading! The center takes extra precautions everyday & includes measures such as disinfecting toilets, sinks, toys, tables, doorknobs, eating utensils, etc.

If any parent knowingly sends their child to school sick, including lice & withholds that knowledge from the staff causing other children to become exposed, they may be removed immediately from the center. Remember that the safety of the children ALWAYS comes first. Please be respectful & cooperate with the center policies.

Accident reports:

*Safety is always our #1 priority with our children & we try our best to protect them while in our care. Sometimes, beyond our control, an accident can occur. If an accident does happen, an accident report will be written stating exactly what happened, how it happened, where it happened & measures taken to aid in an injury.

*The report will need to be signed upon pick-up of the child & will be kept on file.

*If an accident involves the child's head, you will be notified immediately. If a serious accident should occur, we will first call 911. We will notify you immediately using the information from the medical emergency form that you signed. Please keep this information updated; notify the office of any changes.

*In the case of an accident or illness, parents & guardians give permission to Kidzone to provide & seek medical assistance for your child when the parents/guardians can not be

reached immediately for an emergency. Parents/guardians will be responsible for any medical treatments & charges once given the receipt statement.

Healthcare consultant:

Dr. Harris from Franciscan Physician Network Winfield Health Center will be the healthcare consultant for Kidzone. While she will not provide any direct healthcare at our center, she will provide important information for our staff & families throughout the year. See the section by the parent board for important health information provided by Dr. Harris & Franciscan.

Divorce/Separation:

In the case of separation or divorce, we must have a copy of the court order on file that states whom the child will be permitted to leave with. Otherwise, the child will be allowed to leave with either parent. We would have no jurisdiction. Please notify the office if your child is experiencing difficulty at home. This may help us to understand your child's behavior, if unusual.

Legalities:

Heather Norwalk, owner, holds the responsibilities for legal aspects of the center. Please contact Heather at 219-226-4034 to discuss any issues.



Childcare Rates & Available Programs

Hours of Operation: Monday - Friday 6:30am to 6pm

Full-Time:

One's & Two's:	\$190/week
Three's & up:	\$180/week

Part-Time:

One's & Two's:	\$55/day
Three's & up:	\$50/day

*One year olds must be off the bottle & walking per state regulations

*Annual Registration Fee: \$50 per child (Due August 1st every year)

*Multiple Child Discount: 10% off oldest child