



# **Guardian/Parent Handbook**

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## Program Overview

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### Philosophy & Goals

Our program and environment are structured to create a secure and loving faith-based atmosphere. We cannot replace the home, but we can act as an extension of its environment when parents cannot be there. We strive to support all parents in the care of their children.

### History

Kingdom Kids was founded in 1998 by Faith United Methodist Church. It is our goal to provide your child with quality care and learning opportunities. We strive to be a Christian Ministry to the children and our community.

### Administration

Kingdom Kids is a Ministry operated by Faith UMC as a non-profit learning center. We are governed by an Administrative Committee along with the Daycare Director. The committee is an active, dedicated group of people whose goal is to provide quality care.

### Teachers and Team Members

We strive for each classroom to be staffed with loving, dedicated people who desire to help your children learn and grow. All the teachers and team members are background checked, CPR trained, First Aid trained, and expand their learning by doing trainings and seminars throughout the year.

### Communication

This handbook is designed to provide valuable information about Kingdom Kids Daycare Ministry. This book contains policies, procedures, and expectations for Kingdom Kids. If there is ever a question or concern and you cannot find the answer in this book then please communicate with us. Communication is key in providing a good quality early childhood education for your child.

We use the app Procure to communicate with you on a daily basis. Procure also allows us to check students in/out, share photos, parent communication/questions, add learning activities, and much more. It is the guardian responsibility to ensure they are reading Procure messages.

We also encourage you to get to know all of the teachers and team members at Kingdom Kids. We are here to support and communicate with you in order to provide a well-rounded experience for your child.

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## Attendance and Closures

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### Holidays

Kingdom Kids is closed on all major holidays with the expectation for the days in-between Christmas and New Year's. At the first of the year the director will send out a list of the dates that we are closed for the year.

### Closure Due to Weather

We strive to be open during all regularly scheduled operating days. However, we live in Northern Indiana and weather happens. On a rare occasion we may have a two-hour delay or closure due to weather, please watch for this information on WNDU channel 16, Procure, and Facebook. We will do our best to have this posted no later than 6:00am.

### Closure due to Illness and Staffing

We strive to be open during all regularly scheduled operating days. However, if there is a large outbreak of illness or if staffing is too low to maintain ratios we may have to close with little or no notice. Tuition is due regardless of closure and no refunds or discounts will be given if we have to close unexpectedly.

### Teacher Trainings

There are 3-5 times a year we are closed for teacher trainings. You will be notified of these closure dates at the beginning of each calendar year. There is no discount given for being closed on these days.

### Attendance Policy

We require your child to arrive by 9:00am to participate in all the essential early learning activities that take place daily. If your child will be absent or late please message the teacher on Procure to let them know.

- **Tuition is due regardless of illness, absence from the center, or day days we are closed due to weather, holiday, or other closures due to illness and staffing.**

### Late Pick-Up

It is vital you pick your child up on time. If your child is picked up past 5:45pm there is a \$10.00 late fee every five minutes per child. After 30 minutes and all emergency contacts have been attempted then we may have to call DCS to come get your child. To avoid this please pickup your child on time and communicate with us through Procure, phone, or email that you are running late. If you pick up late on a regular basis then services can be terminated and/or suspended.

- A \$25 fee will be charged should a check or tuition express payment be returned for insufficient funds. You will then be able to pay by cash or money order for 6 months.

## Vacation

After being enrolled for a full year then you are eligible for two weeks of vacation time/credit. After being enrolled for six months you are eligible for one week of vacation time/credit. Vacation days start over every calendar year and cannot be accumulated or carried over to the following calendar year. A vacation request form must be filled and submitted at least two weeks prior to vacation. If a vacation request form is not filled out at least two weeks prior then the vacation request may be denied.

## Tuition Changes

Kingdom Kids reserves the right to change the tuition pricing at any time. We will give families a minimum of two weeks notice prior to any tuition changes.

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## Discipline/Guidance

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### Discipline

It is very important that a child's development is nurtured through caring, patience, and understanding. However, while caring for your child(ren), we may have to respond to your child's behavior. Hitting, kicking, spitting, hostile behavior, and other behaviors which will harm another child are not permitted.

#### **In response to misbehaviors, we will:**

- Respect your child
- Use developmentally appropriate language
- Use developmentally appropriate reasoning
- Be consistent when enforcing rules
- Use positive language to explain desired behavior
- Speak calmly at your child's level
- Give clear choices
- Redirect your child
- Give your child a brain break, sensory break, or have them move to a calmer area.

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements (please refer to the termination of care policy).

### **Biting Policy**

Biting is a developmentally appropriate action for many children. We will work with a child if they are biting. However, if your child bites another classmate and it causes them to bleed or break skin then your child will be

- The child's name, the current date, Physician's name, Name of medication and strength, directions for use.
- Over-the-Counter medications will be given on a as needed basis. All medicine should be in the original packaging and labeled with the child's name. These medications will be supplied by the parents and can be kept at the center or taken home daily. By reading and signing this handbook I am consenting for Kingdom Kids to give my child over-the-counter medication. Over-the-counter medications than be given are, but not limited to, are Acetaminophen, Ibuprofen, Benedryl, Baby wipes, Baby lotion, Baby Powder, Sunscreen, Insect Repellent, Band-aids, Neosporin, and Bactine.
  - Must be in original packaging and labeled with your child's first and last name

When you bring medications into the center you need to fill out the medication log completely. If this is not filled out your child will not be able to be given medication. You must place the medication in the labeled medicine box located in the Director's office, no medication of any kind can be left in your child's cubby or backpack, or any place other than the medical box in the Director's office.

## **Illness**

### **Reasons why the child cannot come to daycare or may be sent home from daycare:**

\*Fever: A fever of 100.5\* or above; Your child **cannot** come to daycare with a fever of 100.5\* or higher, and the child must be fever free, without medicine, for a minimum of 24 hours before returning to daycare. If you bring your child back before the 24 hour policy is up, your child will be sent home.

\*Cold or productive cough with thick green/yellow nasal discharge: These symptoms are a sign of infection in the body. Your child should not return until nasal discharge returns to light yellow/clear color **OR** you obtain a doctor's note stating the child can return.

\*Croup: Consult a doctor and you must have a note from the doctor stating that it is okay for your child to return. Your child must be fever free and symptom free for at least 24 hours before returning to daycare.

\*Strep Throat: Consult a doctor and you must have a note from the doctor. Child must be on antibiotics for 24 hours and must be fever free for at least 24 hours before returning to daycare.

\*Flu: Your child must be fever free and symptom free for a minimum of 24 hours before returning to daycare.

\*Bronchitis/Pneumonia: Consult a doctor and you must have a note from the doctor stating it is okay to return to daycare. This typically takes between 2-3 days before the child can come back to daycare. The child must be on antibiotics and have no fever for at least 24 hours without taking fever reducing medication.

\*Persistent Diarrhea: If a child has more than two diarrhea diapers/loose stools within an hour, a parent will be notified to pick up. All symptoms must be gone for 24 hours before returning to daycare.

\*Vomiting: All symptoms must be gone for 24 hours before returning to daycare.

throw it away. All meal and snacks times are posted in the building. If you arrive after the designated meal/snack time then your child will not be given that meal/snack.

### Outside Treats/Snacks

You MAY NOT bring ANY homemade treats. If you are bringing in a special snack it must be unopened and store bought.

### Food Allergies/Substitutions

Kingdom Kids will accommodate food allergies and substitutions with the proper documentation. All food allergies must have a physicians note. If a child has a milk allergy then a parent must fill out a special dietary need form if the milk is on the allowable food substitutions. If the milk does not fall under allowable substitutions then a physician note is required. **If a physician note is required then it must be on file before the child can start attending.** For specific dietary need questions please speak with the 504 coordinator. *\*\*For a list of allowable milk substitutions please see the CACFP Milk Substitution Form posted outside the director's office.*

### CACFP

We follow the CACFP food program guidelines. This requires us to follow food guidelines such as portion sizes, food labels/ingredients, recipes, allergy and food substitution requirements, and a well-rounded meal consisting of all food groups.

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## Other Information

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### Dress Code and Clothing

Each child is required to have a clean change of clothes in their cubby at all times. We have limited extra clothes so if your child does not have extra clothes in their cubby you may be called to bring them in new clothes if needed.

Children must wear clothing and shoes every day.

- If dresses/skirts shorts are worn then shorts or pants MUST be worn under.
- NO spaghetti straps.
- Shoes and sandals must have back straps.
- During colder weather please have a jacket, hat, and gloves in your child's cubby at all times.

### Toys and Electronics

We do not allow any outside toys, games, and electronics to be brought in, expect for E-Learning days. Please no guns or weapon toys.

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## Infant Procedures

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### Bottle Procedures

If using breast milk or personal formula the parent/guardian must pre-make the bottles daily. Requirements for bottles are outlined below:

- Containers carrying the bottles must be clean, labeled, and only contain bottles
- Bottles must have tightly secured lids
- Bottles must be labeled with child's initials
- Bottles must be dated
  - Bottles are only good for 24 hours
- Unused bottles will be sent home daily
- Breast milk guidelines (read and sign form FSAA- MS02 on page 4 in packet)
  - Extra frozen breast milk can be brought in
    - All breast milk pouches/containers must be labeled with the child's initials and date they were frozen
- Formula Guidelines
  - Kingdom Kids provides **one** kind of formula that is kept onsite
    - Kingdom Kids formula bottles will be made in the classroom
    - Parents are responsible for providing clean bottles daily with used bottles being sent home end-of-day
  - If using your own formula then those bottles need to be premade
  - Extra cans of family-provided formula can be left at Kingdom Kids but must be labeled with the child's full name

### Pacifier Guidelines

- Children can have a pacifier that is kept here
  - Child's initials will be put on their pacifier
- Pacifier attachments **cannot** be worn when napping/sleeping

### Safe Sleep

- Children under the age of 12 months are not permitted to sleep with blankets or other items in their crib.
- Each child gets their own crib and the crib sheets are changed daily.
- Safe sleep policies do not allow pacifier attachments to be worn while sleeping/napping

