

Kids Komfort Daycare

Parent Handbook

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Mission Statement

Kids Komfort Daycare provides quality early childhood care that will allow your child the opportunity to develop physically, intellectually, socially and emotionally to his/her full potential.

Philosophy

At our Center we strive to give each child a sense of belonging in this world. We provide a loving and caring home environment for your children; we also strive to meet your Childs emotional needs on many levels.

We truly believe that how your children are raised today, affects tomorrow and their future.

Policies and Procedures

Hours of operation

6:45am-6:00pm-Monday thru Friday

Special Closings

The Center may be closed due to inclement weather or special circumstances. Local radio and television stations will provide the closing information.

Scheduled Closings

Holiday closings (subject to change)

- New Years Day
- Good Friday/Monday Easter
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving/2 days
- Christmas/Dec 24th-Jan 1st

Admission Procedures

Parents must complete all forms in the Enrollment Packet, including the Tuition/Time Slot Fee Contract. A \$25.00 non-refundable family deposit is requires to guarantee your Childs place. If you are enrolling

an infant/toddler (6wks-2yrs) your place will only be held for two weeks, unless you hold your place with ½ of the monthly payment for that age. During the summer months, if you will not be using the Center, you will have to hold your Infant/Toddlers place with ½ of the monthly fee. This is due to the current waiting list for that room. If you choose to not hold your Childs place, it will/may be filled by a waiting list family and you will not be guaranteed your place back.

Late Fees

All fees are prepaid. Monthly fee contracts are due by the fifth of each month. Services can be terminated for late payment. There are no refunds for missed days or scheduled Center closings. Late Fees are as follows: \$15.00 late fee for balances over thirty (30) days and, \$15.00 for monthly fees not paid by the 5th of that billing month.

Returned Check Fees

There is a \$25.00 charge on ALL returned checks. If the Center receives a returned check, checks will no longer be accepted from that party.

Late Pick-Up Fees

Children picked up after the Center closing, will be charged \$1.00 per minute, per child. If late more than three (3) times, that fee will be increased to \$5.00 per child and the child will be subject to disenrollment. The Center has no choice but to call appropriate authorities if a child has not been picked up by a ½ hour after closing, if not relative or emergency person can be located.

Arrival and Departure

All children must be physically brought into the Center by a parent/guardian and must be signed in and out daily.

Withdrawal

If you no longer require the Centers services, you will need to provide a two (2) week verbal/written notification of your Childs last day in the program.

Termination

If you do not feel that the Centers program is meeting your Childs needs or because of concerns you might have for the Center, as a Parent you have the right to terminate Center arrangement on a timeline that is in your Childs best interest.

Accidents

Scratches and scrapes are inevitable when children play or as they are learning to walk and are becoming more mobile. Minor accidents will be treated properly, immediately, and with lots of care and attention. If a serious situation should arise, the parent/guardian will be notified immediately. An

accident report will be filled out for the parent/guardian to acknowledge and sign. The report will be put into the Childs file.

Emergencies

In the event the parent/guardian cannot be reached, the emergency contact person will be called. If need warrants, the child will be taken to the hospital emergency room if parent/guardian or emergency contact person cannot be reached. Parents must keep emergency phone numbers current.

Child Abuse/Neglect

Under the Nebraska law, staff members are mandated reporters of suspected child abuse and/or neglect. We are required to report any and all suspected cases of abuse and/or neglect to the proper authorities.

Fire Procedures

In case of a fire at the Center, the staff shall determine the safest route of exit and quickly and quietly lead the children to the exit and out of the building. In compliance with State regulations, we will conduct fire drills monthly.

Tornado Procedures

In case of a tornado warning, the staff shall quickly and quietly lead the children to an interior room away from the main windows. In compliance with State regulations, we will conduct four (4) tornado drills yearly.

Security

North Platte City Police Department will be notified immediately in circumstances detrimental to the Center's children, parents or staff.

Field Trips/Summer Activities

During the summer months we take the children on activities/outings, a signed permission slips will be necessary and must be on file for all field trips/activities.

Nutrition

The children will be served breakfast, lunch and an afternoon snack. Monthly menus will be posted in the Center. We ask that you do not send candy, snacks etc. to the Center with your child(ren) unless it is a special occasion and you have discussed this with the Director. Please inform the Center, in writing, of any food allergies you child may have. A letter from their doctors will need to be on file.

Meal Service Times:

- Breakfast 7:00am-9:00am
- Lunch 11:15am-12:00pm

- Snack 2:00pm/3:30pm-4:00pm

Toilet Training

We will help/continue with potty training as long as the child has started the process at home and is mentally and physically ready.

Birthdays

Birthdays are special events for children! On the day of celebration, you may bring treats. We will eat these for snack that day.

Personal Property

Children should not bring toys to the Center except for items that are going to be taken to Preschool for Show and Tell/Share days. This eliminates the problem with loss, sharing and breakage. Toy guns and weapons are not allowed on the property. Your child is allowed to bring a blanket for Quiet Time, and it may stay at the Center. School children may bring an athletic ball, for an outdoor activity, but it must be shared with others. The Center is not responsible for misplaced, lost or stolen items; we will do our best to keep track of all belongings.

Affirmative Action

The Center will not discriminate against any child because of race, sex, ethnic origin, religion, creed or handicapping condition.

Licensing Information

The Center is licensed by the State of Nebraska and will comply with the regulations of the State Department of Health and Human Services. The Department of Health and Human Services and the State Fire Marshal will conduct periodic inspections.

Problems or Concerns

I will be happy to visit with you about any problems or concerns you may have regarding your child(ren) and/ or our program. Our doors are always open, we would love to hear from you.

Thank you so much for allowing us to love and care for your children; they are a blessing, great joy and our future.

Truly Thankful,
Shannon Streeeter, Director
(308)532-0522

Old MacDonald Nursery Schools, Inc
dba: Kids Komfort Daycare
602 S. Taft Ave
North Platte, NE 69101

(308)532-0522

Fed ID # 47-0616011

Ernie and Sandy Dumas, Owners
(719)836-4517

State of Nebraska - Childcare Regulations and Childcare Licensing Office
Nebraska Department of Health & Human Services
(308)535-8200 (North Platte office)
Provider ID # 26904964

Parent Responsibilities

Please abide by the following rules so we may provide the best possible service for your child(ren).

- ❖ Your child must always be brought into the Center and signed in.
- ❖ Whenever a change occurs in the family's information on file, it is the responsibility of the parent to provide the current information to the Center. The Nebraska Department of Health and Human Services licensing procedures require accurate, updated files.
- ❖ All immunizations must be current and a copy must be in the Child's file upon enrollment. Please notify the Center if your child receives additional immunizations and provide an updated copy.
- ❖ If your child is going to be absent for any reason, please call the Center (532-0522) in advance or as early as possible that morning.
- ❖ Children **may not** bring toys from home. This eliminates problems with loss, sharing and breakage. Toy guns and weapons are not allowed.
- ❖ Please dress your child appropriately for the Center. Make sure clothing is comfortable and washable. Provide warm clothing, hat and coats in the winter. Outdoor play is very important. Each child should plan on outdoor play when the weather permits.
- ❖ Please provide an extra set of clothing (pants, shirt, socks and underwear) in case of an accident, for children 2yrs and under or potty training. Bring these to the Center clearly marked with the Child's name.
- ❖ If your child has borrowed clothing from the Center, **PLEASE RETURN** as soon as possible. If you also have any underwear, shorts, pants or shirts that no longer fit your child, we would greatly

appreciate the donation. (Sizes 9mths-5T). Clothing that we cannot use will be donated to one of the thrift shops in town.

- ❖ Children must be picked up on time. We realize emergencies can cause parents to pick up their children later than scheduled. If this happens, please call so we can make the proper arrangements (See Late Fees). Children will not be dismissed until the parent/guardian comes into the Center to sign them out.
- ❖ If your child is to be picked up by someone other than the parent/guardian, the Director or Staff must be notified either in writing or verbally. We will not release any child to any person not known to us. Therefore, we may need to ask to see some identification.
- ❖ It is the parents' responsibility to communicate with the Director about any health/medical problems your child may have.
- ❖ Open communication between home and the Center promotes the growth and security of the child. You are encouraged to call the Center whenever a question arises.

Discipline

Kids Komfort Daycare use positive guidance and redirection to manage your Child's behavior. The goal of discipline is to help children build their own self-control; to modify behavior that is socially unacceptable or non-productive in nature. Discipline is guidance and learning, not punishment. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow the behavior. Talking with the child after they gain self-control will help them understand why the behavior is undesirable. Time out will be used when a child has lost control and is unable to reason. If a child is constantly exhibiting disruptive behavior, the parents/guardian will be consulted. After three (3) incidents, the child may be removed from the Center. Kids Komfort reserves the right to dis-enroll any child or family if disruptive behavior continues. Discipline of a child shall be administered by the staff as follows:

- ❖ The use of discipline shall not be humiliating, frightening, or physically harmful.
- ❖ Discipline shall be consistent and individualized for each child and appropriate to the child's level of thinking.
- ❖ It shall be directed toward teaching the child acceptable behavior.
- ❖ It shall not be associated with food, rest, toilet training, or isolation.
- ❖ A variety of discipline techniques will be used, as not all techniques work with all children at all times. These include:
 - Redirection
 - Behavior Modification
 - Natural and Logical Consequences
 - Time Out (The child will be removed from the situation for one minute for every year of age.)

If these techniques do not improve the behavior, The Director will notify the parent/guardian. A discussion about the child will not be done in the presence of the child. Arrangements for a conference may be made by contacting the Director.

Health Requirements

Health Regulations are determined by the Nebraska Department of Health and Human Services. For the protection of all the children in enrolled, the Center **requires** a current copy of immunization records at the time of enrollment.

The Center /Director will report all cases of contagious diseases to the Nebraska Department of Health and Human Services and to the parents as soon as the disease is identified. Under the Centers discretion , Parents will be called to pick up their child(ren) from the Center and the child must remain out of the Center for 24 hours if :

- ❖ The child has a fever of 100° or higher.
- ❖ The child has diarrhea for the second time during the day.
- ❖ The child vomits.

If a parent cannot be reached within thirty (30) minutes, one of the emergency contacts will be called. Every attempt will be made to reach the parents/guardians first (messages on voice mail, cell phones, etc.), but for your child's well-being and that of the other children enrolled, children need to be picked up within thirty (30) minutes.

The child(ren) should be kept home if he/she has the following:

- ❖ Heavy nasal discharge/drainage either green or yellow in color.
- ❖ Symptoms of a virus/cold/flu.
- ❖ Signs of an illness.
 - Earache
 - Stomachache
 - Reddened eyes

- Rash
- Cough(deep, tight or bark sounding)
- ❖ If they are unable to participate in normal activities/routine.

If a child is sent home, because of an illness, a physician note may be required, allowing the child to return to the Center.

Reportable Communicable Diseases

The Center will notify parents of all the enrolled children of any case of any reportable communicable disease on the same day the Center is informed of or observes the illness, unless otherwise directed by West Central Health Department.

- ❖ Notification to parents of all enrolled children.
- ❖ Posting notice of the outbreak in a conspicuous place.

List of “Reportable” Disease to Parents

Chicken pox (varicella)
 Conjunctivitis/pink eye
 Head lice
 Influenza
 Pin worm (enterobiasis)
 Ring worm (tinea dermatopytosis)
 Scabies (Acariasis)
 Fifth disease (human parvovirus infection (erythema infectiosum)
 Rotavirus
 Respiratory Syncytial Virus (RSV)

List of “Reportable” Diseases to Parents/Health Department

Measles
 Mumps
 Rubella
 Pertussis
 Haemophilus influenza type B (Hib) (invasive infection only)
 Diphtheria

Neisseria meningitides (invasive infection only)
 Hepatitis A
 Shiga toxin producing E. coli (STEC, including E. coli O157:H7)
 Shigella
 TB
 Suspected food or waterborne clusters or outbreaks

A physician note will be required allowing the child to return to the Center.

Disease	Incubation Period	Rules for Attendance
Chicken Pox	14-21 days	Child must be absent until all sores are scabbed over and dry. -Dr's Note to return to Center
Hand Foot and Mouth	4-7 days	Child must be absent until all sores are scabbed over and dry. -Dr's Note to return to Center
Impetigo	4-10 days	Child must be absent and prescribed medication for 48hrs. Infected area must be covered. -Dr's Note to return to Center
Lice or Crabs	7-10 days	Child/Home must be treated and absent until no nits are present.
Measles	8-14 days	Child must be absent for 7 days after rash appears. -Dr's Note to return to Center
Mumps	12-21 days	Child must be absent until all swelling disappears. -Dr's Note to return to Center
Pink eye	24-72 hrs	Child must be absent until eyes are clear/no drainage and on prescribed medication for 48hrs -Dr's Note to return to Center
Ringworm	10-14 days	Child must be absent and prescribed medication for 48hrs, infected area must be covered. -Dr's Note to return to Center
Rubella	14-21 days	Child must be absent for 5 days. -Dr's Note to return to Center.

Scabies	4-6 wks	Child must be absent and prescribed medication for 48hrs. -Dr's Note to return to Center
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