



All About Kidds

Learning Center LLC

OPERATIONAL PLAN

Mission Statement

To provide quality childcare and learning experience for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically, and intellectually.

All About Kidd's Learning Two
154 Valley Hill Rd
Riverdale Ga 30274

Phone: (404) 992-8823

E-mail:

janet.kennard@allaboutkiddscenter.com

Website: www.allaboutkiddscenters.com

Welcome to All About kidd's Learning Center!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at All About Kidd's would be glad to address any of your questions or concerns. Once again, welcome!

Operational details

Children Served: 6 weeks to 12 Years of age. Days of Operation: Monday -Friday.

Hours of Operation: 6:00AM -6:00PM. Months of Operation: January-December

We believe...

Our Philosophy

- 1.All Children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self-esteem.
- 2.The home is the most important factor in a child's development. We will always strive to support and complement the family to promote the healthy development of children and parents.
- 3.Loving, trusting, and respecting each child enables that child to love, trust, and respect others. Each child and family are due to the respect for personal privacy demanded by professional ethics.
- 4.It is important to meet each child's needs for physical, social, emotional, and intellectual growth by providing diverse experiences in a classroom supportive environment.

5. Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

School Closing:

All About Kidd's Learning Center will/ be closed on the following holidays. MLK Day, President Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Eve, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas, New Year 's Eve Day, New Years Day and the day after New Years Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Regular tuition is expected as our teachers are paid for these days. All About Kidds will also close when the clayton county school district closes for unforeseen incidents due to weather.

Enrollment Policies

Children between the ages 6 weeks and twelve years are eligible for enrollment at All About Kidd's. Children may attend the center between the hours of 6:00A.M. and 6:00P.M. In a 10-hour block, Monday through Friday.

- CHILD ENROLLMENT form encourages families to share their home traditions with us.
- Each classroom invites students to bring in a picture board to hang in the classroom highlighting family, traditions, and likes/dislikes.
- We collaborate with Decal Bright from the start and the State of Georgia to ensure that any family can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just on special occasions, and share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

Documents to be completed and returned before enrollment are:

- Child Enrollment Form
- Child Immunization Record
- Signed acknowledge form of handbook.
- Policy Contract • Child information Records
- Infant/Toddler Supplemental Information Form (if applicable)

A 7% discount IS offered to families with more than one child enrolled. This applies to full-time enrolment only. (School-age full time—AM, PM, No school days)

A registration fee of \$75 is due once the director has assigned a start date. This is a one-time, nonrefundable charge. If a child is withdrawn then reenrolls later, a second enrollment fee will be expected. Tuition for full or part time childcare is based on the following:

Tuition Rates

Infants non-walking: 260.00

Infants walking: 225.00

Toddler: 185.00

Preschool 3 years: 140.00

Preschool 4 years: 145.00

After school: 75.00

Summer camp: 185.00

Enrollment fee: 75.00

Weekly Payment- Child first schedule day a payment for the first week plus Enrollment fee is due upon starting. The following payment is due every Monday. Child will not be able to attend unless payment is made on or before that Monday morning.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule

Transportation Policies

This policy ensures the safe and efficient transportation of children to and from the daycare center, as well as during field trips or other outings. All About Kidds will offer pick-up and drop -off from school and home within a 15-minute distance from the Center.

Pick up Procedures: Only authorized children with parental consent will be transported. Staff will verify attendance before departing from the daycare or school. Children must be seated with seat belts or car seats properly secured.

Drop off Procedures: Children will only be released to authorized individuals listed on the enrollment form. The driver will confirm the child is safe inside the home or received by school staff. A sign-out sheet or digital record will be maintained for each drop off.

Public School pick up and drop off: Public schools are allowed to drop off children at the facility with written consent from the parents. This must be communicated through the school that a child attends.

Vehicle Safety Maintenance: All vehicles used for transportation must be properly insured, registered, and maintained. Vehicles must have working seat belts, car seats, if required), and emergency equipment (first aid kit, and fire extinguisher). A daily pre-trip inspection is conducted before transporting children.

Driver Requirements: Drivers must have a valid driver's license with a clean driving record. All drivers must complete background checks and child transportation safety training. No use of mobile devices or distractions while driving.

Child Safety Procedures: Children must be signed in and out before entering or exiting the vehicle. Proper care seats and seat belts must be always used. A staff member will always check the vehicle to ensure no child is left behind. Staff-to-child ratios must be maintained during transportation.

Pick up and Drop off Procedures: Parents must provide written consent and updated emergency contact information. Only authorized individuals (with proper ID) may pick up a child. If a delay occurs, parents will be notified immediately.

Procedure if no one is at the drop-off site

The driver will wait up to 5 minutes and attempt to contact the parent/guardian or emergency contacts. If no one can be reached the driver will inform the daycare director. If no authorized person arrives within the waiting period, the child will return to daycare. The daycare will contact the parents to arrange an immediate pickup. Additional late fees may apply. If the parent or guardian remains unreachable after a reasonable time, child protective services or local authorities may be contacted as a last resort.

Field Trip Transportation

Parents must sign a field trip permission form. Emergency contact information and first aid kits must be carried. A roster and headcount will be taken before departure, during the trip and upon return. Parents will be notified of the time of departure and return. All Children will depart from center and be returned to center for pick up. Parents are welcome to attend all field trips with advance notice. We encourage parents to share these experiences with children.

Emergency Procedures

In case of an accident, 911 will be called immediately and parents will be notified. Children will be kept safe and reassured while waiting for emergency responders. An incident report will be completed and reviewed.

Center Pick-up and Drop-off

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to

stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person

Children enrolled on a part-time basis are expected to be picked up at the agreed upon daily time. The parent or guardian of a child is not picked up until after the agreed time, or past closing (6:00 p.m.), will be charged \$1 per minute. Families who pick up later than 3x, in a one-year period, will pay \$5 per minute after 6:00pm. All late fees are expected by 5:30 p.m. the following day. This fee applies per family. Payment should be given directly to the staff members. Excessive abuse of late pickup times can result in disenrollment.

We discourage leaving your idling vehicle in the parking lot during drop off and pick up times. In case of extreme cold or heat please make your transition brief, so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

Daily Routines

Every classroom has their daily routine posted on the parent information board and includes a copy in their classroom handbook. Infants do not have a set schedule for activities as their care is based on their individual needs

Center Happenings

All About Kidd's makes every attempt to keep parents up to date on happenings here at the center and in the community. Center newsletters are sent out at least 4 times a year and classroom newsletters are sent out monthly. Parent bulletin boards are in each classroom, and white boards are in each classroom and are updated daily. Notices are sent out at least monthly from our ProCare App. Please read them. It is also the parents' responsibility to keep up to date by being aware and checking for updates.

Together, as partners, we will be able to provide your child with a fun and safe learning environment.

Family Gatherings

All About Kidd's families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at All About Kidd's. Dates and times will be posted. Our Winter

Family Festival is usually held in January; dinner and entertainment are provided. In June we celebrate preschool graduation by having a family potluck. Often each classroom will have a special celebration also. Family members are invited to Grand-parent's Day, Mother's Day, and Father's Day celebrations

All About Kidd's Discipline Policy

At All About Kidd's Learning Center the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- Environment--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulated, and supplies required for hands-on experiences.
- Logical Cafes--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- Curriculum--Is developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior--We reinforce the behaviors we wish to see repeatedly.
- Redirection-- interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Positive Reminder--Telling the children what we want them to do rather than using "no" or "don't."
- Renewal time--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider alternate behavior.

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children! A parent may be called at work or home at any time and the child exhibits

uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting the emotional or physical wellbeing of another child or an adult.

Initial Consultation:

The director may request that the parents or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parents will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach to solving the problem. Parents may be asked to consult outside professionals or bring behavioral specialists to help identify the problems or provide new strategies for AAK to continue care. Our goal is to work as a team to better serve each child.

Unenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. In certain instances, a child may be physically restrained to keep the child, other children, or staff safe from harm.

No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

Conflict Resolution

If an issue should arise between a family and a staff member, or between two families, we encourage the party concerned to speak directly to the staff member, or family, prior to coming to the directors. If the problem remains unresolved, or the parent wants to make sure the administration is aware, our door is always open. The administration will act as a moderator in situations that require more attention or are recurring. We will make every

Religious/cultural Activities

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldview of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting knowledge about differing cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, their home culture and heritage, and their beliefs.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Morning Star Childcare

Safe Sleep Policies

- 1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall follow CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.

effort to remain fair, with our main priority being the safety and quality of care, of the children at All About Kidd's.

Meals, Snacks and Food Allergies

The center will provide milk for lunch and Dinner along with morning snacks. Parents will provide formulas or breast milk for children up to the age of 12 months. AAK will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special food required. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.

AAK offers a Morning snack, hot lunch and a hot dinner.

Parents are asking not to send their child to the center with any snacks/food, this makes it difficult for the other children. Please respect AAK policy on food being brought to the center by children. AAK morning snack is given at 9:00A.M, Lunch is served at 12:00 P.M. and Dinner is served at 4:00P.M.

Granting Permission:

Our center is always open for parents to access all areas in the facility, and we encourage you to come and see the center in operation. The stronger the relationship between the service and families: the better the outcomes for the children.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained in what to watch for and how to properly report it.

Non discriminate Statement

In Accordance with Federal Law and the U.S Department of Agriculture policy, this institution is prohibited from discrimination in its program and services based on race, sex, color, national origin, age, disability.

- 5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for each mat will be liquidated daily or marked for individual use. If marked for individual use, all sheets cover must be laundered weekly or more frequently if needed. This facility will adhere to the practices.
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will move to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) Wedges, other infant positioning devices are not provided. The written statement incline interdictions online to use the Device and a time frame for using the door.

Bottles, Blankets and Pacifiers

You may send extra bottles (infant room), a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center can be established.

Diapers & Toilet Training

Parents supply all diapers and Wipes at All About Kidd's. Wipes will be provided by the center on occasions if the child is out until parents provide more. All About Kidd's ask that parent check in with teacher to make sure your child have the proper supplies needed.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-especially in a hurry! While toilet training, parents are to provide "pull-ups" at All About Kidd's.

Potty Training Policies

We require that the child be at least 2 years of age and must also show signs of readiness (Please read the Potty-Training Readiness Checklist below). The child must be always kept in diapers or pull-ups (your choice). Please use the Velcro pull ups that are easily removed.

Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will use diapers until your child remains dry for two weeks throughout the day, can announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups if they desire to use them (until the child is ready for underwear) and a few extra changes of clothing. Proper Clothing

Do not bring your child in panties or underwear until your child remains dry for two weeks throughout the day, can announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. During potty training your child must be always dressed in "User friendly" clothing such as: Soft, loose pants with an elastic waistband which will be added in developing independence. Be sure to send your child plenty of clean clothes.

1. No tight clothing
2. No shirts that snap in the crotch
3. No pants with snaps & zippers
4. No overalls or bib type clothing
5. No belts

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

Required Supplies

The following items are to be left in the childcare program and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes to clothing including socks (an extra pair of shoes if available) A bag of pull-ups (if you choose to use them) you will be notified when the supply is running low.

Potty Learning Schedule

For the first week, the child will be scheduled to use Potty at consistent times of the day.

Upon arrival at the center 6:00 - 8:45am

Before outside play-early drop off 9:30 - 9:45am After Lunch 11:40 - 12:00pm

After nap 1:45 - 2:00pm

Before outside Play 3:45 - 4:00pm Just before going home 5:45 - 6:00pm

Infant Feeding Procedure

Infant feeding will be based upon the primary caregiver system. Only the infant's primary caregiver or designated substitute will handle the bottle from the refrigerator to the Crockpot, from the Crockpot to the Child's 2f't of In some instances, the primary caregiver may ask their coworker to handle the process or a portion of the process.

This must be noted in writing on the infant's Journey sheet.

Warming Bottles of Formula, Milk, and Breast Milk

Note: Regardless of whether you are preparing a bottle of formula, milk, or breast milk, verify that you have the correct bottle for the child. Double-check the bottle to ensure that it is clearly labeled with the full name of the child for whom it is intended.

1. Wash your hands and sanitize work surfaces.
2. Thaw frozen breast milk. If you are using frozen breast milk, remove the bottle from the freezer and place it in a container of cool running water, gently swirling if periodically to evenly distribute the temperature or place it in the refrigerator to defrost if there is time. Use the oldest bottle of breast milk first. Fat in breast milk may separate and rise to the top as it thaws. Gently swirl in a face container to mix any fat that may have separated. Previously frozen breast milk thawed in the refrigerator must be used within 24 hours.
3. If appropriate, prepare the formula for the infant according to the parent7guardian's written instructions.
4. If you are using a refrigerated bottle, get the bottle. Use the oldest bottle of breast milk first.
5. Check the label on the bottle.
6. Check the label on the bottle immediately upon removing it from the storage area.
7. Check the label again before marking your initials on the child's Infant Communication Form.

8. Note that you have verified the labeling on the bottle on the child's Infant Communication Form. Mark a check mark and your initials in the Bottle Check first column of the Feedings section or the infant Communication Form.

9. Running the bottle under warm tap water or placing the bottle in a container of warm tap water is acceptable; cordless bottle warmers may also be acceptable.

10. Bottles and infant foods can be served cold from the refrigerator and do not have to be warmed, however, if the family requests that they be warmed, the following methods can be used:

11. Run them under warm tap water.

12. Place them in a container of water no warmer than 120°F for no longer than 5 minutes.

13. If the use of a slow-cooking device^o is allowed, follow these steps: Place the bottle in the device set on low (no higher than 120° F) for no more than five minutes. Water should not be boiling.

14. Make certain only clean bottles are placed in the device.

15. Heat only one bottle at a time when possible.

16. Change the water in the device and sanitize daily. Do not allow bottles to warm at room temperature.

Note: Do not use a microwave oven to heat a bottle. Microwave ovens heat unevenly and place children at risk for serious burns.

17.. Warm the bottle for young infants to “tepid” (about the same temperature as the underside of your wrist or forearm). Older infants may need to only have the chill reinvoked or may even prefer the bottle cool.

18. Check the label on the bottle. Upon removing the bottle from the Crockpot, check the label with a coworker to verify that you have the correct bottle for the child. Mark a check mark and your initials in the Bottle Check second column of the Feedings section on the Infant Communication Form.

Note: Infants should not be held while removing a bottle of food from the Crockpot or while preparing a bottle or food that has been warmed in some other way.

19. Check the temperature of the bottle’s contents. Shake the bottle, then sprinkle a few drops from the bottle on your wrist or forearm to test the temperature of the contents. If the drops feel “hot,” let the bottle cool a few minutes and then test the temperature again. Do not offer an infant a “hot” bottle.

Injury, Illness and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury, illness, Exposure to a notifiable communicable disease, an adverse reaction to prescribed medications occurs, Minor

The Incident Report will be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified via phone, email, or app regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident the center teacher or director will call 911 first. The child will be transported to the hospital noted on the Information Record (or the closest hospital). The parent/guardian will be called immediately.

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will not be administered to children from the center. Prescription medication must be given to children by parents before their drop off in the morning. Staff cannot administer medication (prescription or over the counter)

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Policy on Exclusion of sick children

You are the best judge for your child's health, and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character, your child's teacher will consult the director, and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your co-operation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor's note is required.
- Fever of 100.5° or higher. For a mild fever, muscle ache toothache, or headache Tylenol (supplied from home) be administered. *See Medicine below. The child must be fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.

•Diarrhea (more than two loose, watery stools), vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited; and no other symptoms of illness are present.

• Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.

• Crying and irritable for a long time or not eating or drinking normally. Anytime a child is not themselves! It cannot be soothed by a teacher, requires one-on-one or complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.

• Highly contagious condition such as:

• Head lice: suggested treatments available upon request Child must be cleared free to return to school.

• Chicken pox and Hand Food Mouth: Child must be fever free and sores scabbed over.

• Strep throat: Child must have 24 hours of antibiotics in his/her system.

• Mumps, pin worms, impetigo, conjunctivitis (pink eye etc. Follow doctors' recommendations method of treatment. Information from our main office is available upon request.

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

***If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director**

Communicable Disease Exposure Notification & Response

If a child or staff member is diagnosed with a communicable disease, the daycare must be notified immediately. All About Kidds will follow public health guidelines for disease reporting and management. Parents of potentially exposed children will receive written notification including symptoms to watch for and any required precautions. Staff will be informed of the exposure and any necessary safety measures. Infected children or staff must stay home for the period recommended by public health authorities. A doctor's note may be required for return if the illness poses a continued risk of spreading. Increased handwashing and sanitation of toys, surfaces, and high-touch areas. Monitoring children and staff for symptoms. Encouraging vaccination

compliance as recommended by health officials. If required by local health regulations, the daycare will report confirmed cases to the appropriate health department.

Protection of children during Emergencies

This policy ensures the safety and wellbeing of children during emergencies such as fires, natural disasters, medical incidents and security threats.

General Emergency Preparedness: Emergency contact lists are updated regularly and kept accessible. Staff are trained in first aid, CPR, and emergency response procedures. Emergency drills (fire, lockdown, severe weather) are conducted quarterly. A fully stocked emergency kit is maintained on-site.

Fire Emergencies: Fire alarms activated immediately. Staff evacuate children to the designated safe area, performing headcounts. 911 is called and no one re-enters until cleared by authorities.

Severe Weather (Tornado, Earthquake, Flood): Children are moved to designated safe areas (interior rooms, away from windows). Staff keep children calm and accounted for. Parents are notified once it is safe to do so.

Medical Emergencies: Minor injuries are treated with first aid; parents are informed. For serious injury or illness, 911 is called, and parents are notified immediately. An incident report is completed for all medical emergencies.

Recognizing Adverse Reactions: Staff will monitor children for symptoms such as: Difficulty breathing or swelling (Possible allergic reaction). Rash, hives, or severe itching. Vomiting, diarrhea, or excessive drowsiness. Unusual behavior changes or loss of consciousness.

Security Threats (Intruder, Lockdown, Abduction Attempt). Doors are locked, and children are moved to a secure location. 911 is called if there is an immediate threat. Only authorized individuals may pick up children; ID verification is required.

Reunification & Parent Notification: Parents are contacted through the center's emergency communication system. If evaluation is required, children will be relocated to a pre-designated safe location. Proper sign-out procedures ensure each child is released to an authorized adult.

Fire Safety Policy

This policy ensures the safety of all children, staff, and visitors in case of a fire emergency. It outlines prevention measures, evacuation procedures, and staff responsibilities. This policy is reviewed annually and updated as needed.

Fire Prevention Measures

Keep all exits and walkways always clear

No open flames, candles, or flammable materials near children

Electrical appliances and outlets checked regularly for hazards.

Fire extinguishers are maintained and easily accessible.

Smoke detectors tested monthly; fire drills conducted quarterly.

Evacuation Procedures

Alert and evacuate if a fire is detected, staff must activate the fire alarm and call 911.

Teachers immediately gather children, bringing emergency contact lists and first aid kits. Exit safely using the closest safe exit. Do not use elevators. Gather at the designated safe location outside and perform a headcount. If any child or staff member is unaccounted for, inform emergency responders immediately. Do not re-enter the building until it is declared safe by the authorities.

Training & Drills

Staff must review fire safety procedures monthly, Fire drills conducted every three months and documented.

Emergency Contacts

Fire Department: (770-461-4548)

Director's Contact: Jessica Foster (619-817-1623)

Alternate Contact: Janet Collins (404-992-8823)

Physical plant problems

All About/ Kidd's will be open on public school Designated" snow days "--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency. In cases AAK is told we must close temporarily, and it is beyond our control, tuition is still due. AAK will make every effort to pro-rate, discount, or credit accounts as necessary

Out-Side Play

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 50° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

Bodies and Boundaries

There is a natural curiosity among children with regards to their bodies. When situations arise where we must speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

Photographs and Publicities

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational training. Your permission for photographs of your child to be used without compensation is part of this agreement. Your child's photo will also be displayed on their classroom's site inside of Pro Care app and on the Company Webpage.

All About Kidd's Learning Center

POLICY CONTRACT

Please carefully read, sign, and return the following form to the center director.

I have been provided an All About Kidd's Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition, any late fees, or change in schedule fee, amounts, and understand that these may change depending on schedule and rate adjustments during the course of enrollment. Two weeks notice must be given for disenrollment. This contract can be terminated by AAK at any time if policies and procedures are disregarded by parents/guardians.

1" Child's Name _____ Monthly Tuition _____ Weekly Tuition _____^{2nd}

Child's Name _____ Monthly Tuition _____ Weekly Tuition _____

3" Child's Name _____ Monthly Tuition _____ Weekly Tuition _____

____ Monthly Tuition is due on the 1st of the month and processed through Bright wheel or at the center. If paying by check every month then Bright wheel will be kept on file at AAK as back up. Tuition will be processed through Bright wheel if payment is not made by 5th of every month. A \$20 late fee will be assessed to the account.

____ Weekly Tuition is due the 1st day of attendance every week. If paying by check every week then Tuition All About Kidd's will be kept on file at AAK as back up. Tuition will be processed through Bright wheel if payment is not made by the 2nd day of attendance every week. A \$20 late fee will be assessed to the account.

Registration Fee \$ 75 is due upon enrollment.

Approved Start Date _____

Weekly Schedule/Days _____ *Hours _____

I have read and agree to the Tuition and Payment Policy for All About Kidd's.

____ I have read and agree to the Discipline & Guidance Policy for All About Kidd's.

____ I have read and agree to the Wellness Policy for All About Kidd's.

____ I have read and agree to the Assessment Policy for All About Kidd's. I will complete an Ages and Stages Questionnaire on a yearly basis, provided by AAK.

I have read and agree to the Special Needs Policy for All About Kidd's. I will seek assistance for my child if concerns of cognitive/social/emotional needs arise. AAK will work with me as a team and provide support and resources.

____ I give my permission for AAK to use photographs/videos of my child for advertising,

Both parents must sign OR parent/guardian with sole custody of the child:

Parent/Guardian _____ Signature: _____

Date: _____ Parent/Guardian Signature: _____

Date: _____

*AAK limits daily enrollment to 10 hours a day maximum. Fees will be applied for over 10 hours. Any change in originally scheduled hours needs to be approved by a Director/Owner of Morning All About Kidd's and is not guaranteed due to possible staffing and ratio restrictions. Change in Schedule fees will be applied.