

# Parent Handbook

YOUR GUIDE TO YOUR CHILD'S EDUCATIONAL EXPERIENCE AT  
KID TIME CARES

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***Welcome:***

Welcome families to Kid Time Cares. We are overly excited to have your child join us for their early childhood education experience. Kid Time LLC has been in operation since 2004 and we are extremely excited to add a new piece to our family; our new full day childcare center in September 2020.

Our mission is to foster your child as a whole, and to help them discover their abilities and potential. We want your child to feel like they are at home when they walk through our doors. Through a fun and loving environment, kids can achieve anything.

Our philosophy is simple. We value each child as an individual and intend to meet all of their learning needs. Using play centers allows the child to gain independence and decide what they want to discover. We believe in working with families directly to help achieve their goals for their child.

***Background:***

Laura Stephenson, director, has been working with Kid Time LLC since 2016. In Jan of 2019, she became one of the owners. Laura received her associate degree in Early Childhood Education from Bucks County Community College in May 2019. She completed her bachelor’s degree at Holy Family University in December 2022 in Early Childhood Education, with a minor in business administration.

Nicole Filer, assistant director, has been part of the Kid Time team since 2016. Nicole has her CDA (child development associate) and is currently enrolled at Bucks County Community College for her associates in Early Childhood Education. She has worked in the childcare field for 15 years. Nicole has worked with every age group from infant to school age and has 7 years experience working with children with special needs. She has also worked as a health and safety coordinator for another childcare center.

***Teachers:***

As per state license requirements, all teachers possess criminal and child abuse clearances, FBI fingerprint clearances, National Sex Offender Registry clearances, and keep current certifications in First Aid, CPR, AED, mandated reporter, and fire safety. Staff is also required to complete ongoing professional development throughout the year.

***Ratios:***

We follow all state regulations when it comes to staff to child ratios. The ratios are as followed:

<i>Similar Age Levels</i>	<i>Staff</i>	<i>Children</i>	<i>Maximum Group Size</i>	<i>Total Number of Staff Required for the Maximum Group Size</i>
Infant	1	4	8	2

Young toddler	1	5	10	2
Older toddler	1	6	12	2
Preschool	1	10	20	2
Young school-age	1	12	24	2
Older school-age	1	15	30	2

Our classrooms are measured by a state inspector to determine the number of children allowed in the room.

***About Our Program:***

Kid Time Cares is an all-day childcare center for infants through pre-K. We serve families with children aged six weeks through five years old. Located at 3710 Green Lane, Levittown PA 19057, we offer full time spots as well as three- and two-day spots. Please note that full time spots will be filled before part time spots. We believe in nurturing the whole child: social and emotional, physical, cognitive, and language domains. We accept CCIS/ELRC (formally Apple) subsidy and private pay students. This program includes breakfast, lunch and snack. We are licensed through the Department of Human Services and participate in Keystone Stars. We are open 6:30am-6pm. Please see hours and payment section for details.

***Curriculum:***

We use the Frog Street curriculum. “We provide intentional age-appropriate instruction that is aligned to both federal and state standards. Our comprehensive, research-based programs integrate instruction across developmental domains and early learning disciplines.”

***Parent Involvement (Post Pandemic):***

It is encouraged and expected that you, the parent or guardian, will want to participate in your child’s experience. There are many ways this can occur. At drop-off or pick-up, you may have your child show you his/her classroom. This is also a good time to check in with your child’s teacher about any questions or concerns. Parent/teacher conferences occur just twice per year, but it is encouraged that you contact your child’s teacher with questions or concerns at any time. Please note that a teacher may not get back to your inquiry right away if you are calling during school hours. Your child’s teacher will be contacting you through parent portal of the communication app at least once a month with an update on school happenings. Additionally, your child’s teacher may send a message through the parent portal on the communication when they want to share something wonderful about your child. Volunteering in the classroom may occur provided you attain the necessary clearances. This is for the safety of all the children in the classroom. Please see director, Laura Stephenson, for info on clearances.

***Child Observations/ Assessments:***

This is a requirement of Keystone Stars, a PA quality improvement program for child care. As such, children in care at Kid Time will be observed within 30 days of enrollment and once per additional year to ensure that educational benchmarks are being met. All findings are shared with parents/guardians through parent/teacher conferences. Conferences are twice a year once in fall and once in spring. We

do this when we resign files for the state. We have parent's double check that all their information is current. We also have them sign a copy of their child's assessment and then they can sign up for an in person or telephone conference with the child's teacher.

***Discipline:***

Kid Time Cares uses the Positive Behavior Interventions and Supports approach to interacting with children. Despite our best intentions, problems are inevitable and are handled thusly. Minor disputes are handled by encouraging the children to work through the problem. Role reversals are suggested for problems that continue. Intervention will occur should anger turn to violence. Every effort will be made to ensure every child enrolled in Kid Time remains in care despite behavioral concerns. Staff are required to document behavioral challenges and share with families and the director. The director may then refer the family for support from outside resources. If said child has an IEP (individualized education plan), the IEP support team will be consulted for assistance to prevent suspension/expulsion of the child from the Kid Time Cares program. If your child's behavior is persistent the teacher will be asked to complete observation forms and running records of the incidents. Incident reports will be filled out and signed by parents at pick up and a copy will be placed in your child's file. We will try different strategies with your child to correct the behavior.

***Admission and Enrollment Requirements:***

- Emergency Contact form
- Physical and Immunization forms
- Payment Agreement form
- Payment Submission form
- Photo Release form
- Getting to Know You form
- Ages and Stages form
- Over the Counter Medication form
- Free or Reduced Lunch Eligibility form

Admissions, the provisions of services, and referrals of clients to *Kid Time Cares* shall be made without regard to race, color, religious creed, ancestry, age, sex, or national origin (including limited English proficiency). Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Kid Time LLC 3710 Green Ln Levittown, PA 19057 215-315-8350	Dept of Human Services Bureau of Equal Opportunity Rm. 223, Health Welfare Bldg P.O. Box 2675 Harrisburg, PA 17105	Commonwealth of PA DPW Bureau of Equal Opps. Southeast Regional Office 801 Market St Phila, PA 19107
Office for Civil Rights Suite 372, Public Ledger Bldg	US Dept of Health & Human Services PA Human Relations Commission Philadelphia Regional Office	

150 S. Independence Mall West  
Phila, PA 19106-3499

110 North 8<sup>th</sup> St, Suite 501  
Phila, PA 19107

Kid Time LLC is an Equal Opportunity Care Provider (EOCP)

Kid Time Cares believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

All children are subject to a two week trial period upon enrollment. After two weeks it is at the discretion of Kid Time Cares to continue care for your child.

IEP/ IFSP is an important document which is vital to your child's education, should they need one. We strongly recommend sharing your child's IEP/IFSP if you are comfortable. This allows teachers to be able to make reasonable accommodations. We request that teachers be included in IEP/IFSP meetings if you feel comfortable. This also allows the teacher to hear all updates in real time. This also allows them to speak about things going on in the classroom. We work closely with the Bucks County IU to allow services such as speech therapy, occupational therapy, and behavior therapy to take place in the building. We work closely with the specialist to help ensure IEP/IFSP goals are being met. This can look different for many children, some could be making accommodations, adding visual aids to the classroom, and implementing new behavior strategies to name a few.

In order to support dual language learners, Kid Time asks all new families to fill out a "getting to know you" form. On this form, it asks what language is spoken in the home. We use this form to assist staff in getting to know the new families. It is also referred to at conference times. This ensures that the child's linguistic needs are being met. Training on diversity is required by our teachers. Each employee is required to take the training: "Dual Language Learnings" by Better Kid Care.

### ***Developmental Screening Policy:***

Ages and Stages developmental screening forms are given out at the time of enrollment to be completed by the parents. This is used to provide the staff with information regarding your child's current developmental standing. The director will score the results and any odd findings will be shared with the parents. This screening tool also helps teachers create specific goals for your child.

### ***Transitioning:***

**Into Our Program:** Our Open House occurs in August if there is room for enrollment into our program. This is a time for new families to see the classroom, meet the teachers, ask questions, and fill out paperwork. Families coming into the program after the start of school will be offered a private tour for the same purpose. Whenever a child begins our program, they are oriented to the classroom over the first few days.

**Within Our Program:** When a child is moving up to the next classroom, they will spend about two weeks before the move visiting for a few hours each day they are in attendance. This allows them to see the room and get to know the teacher and new friends. We typically do move ups twice a year, in January and June unless it is developmentally appropriate for your child to move prior to the move up dates. A

letter about the move up will be sent home prior along with a welcome letter from the new classroom teacher.

**Exiting Our Program:** Special Kindergarten readiness activities occur in the spring. Upon parent's request, your child's record (Kid Time file) may be transferred to your child's next school upon leaving current school. Parent may request file at any time. We pay close attention to the surrounding districts to look out for kindergarten registration dates, once we find out when the registration process opens we will send home a letter letting families know.

### ***Confidentiality:***

To protect the rights of you and your family, child's records are only available to authorized staff, DHS (Department of Human Services) employees, and the parent/ legal guardian. Information that is necessary to your child's care will be shared on an as needed basis with the appropriate staff.

Every child and family's privacy is important, If you have any concerns that your privacy is not being respected, please speak with the director/assistant director immediately.

Kid Time Cares takes confidentiality very seriously. We require all staff and families to respect the privacy of coworkers and all families associated with Kid Time Cares. Any staff or families that fail to respect the privacy of others will be asked to leave Kid Time Cares.

### ***Hours and Payment:***

Early morning care is at 6:30am – 9am. Breakfast will be served at 8:30am. Any students arriving after 9am will not receive breakfast. Normal school hours are 9am-3pm. After school care is 3pm-6pm.

Kid Time Cares closes promptly at 6pm. After five minutes there will be a \$1 per minute fee.

Payments are due Monday for the following week. We ask that you pay your child's first week at enrollment. Any payments not in by Wednesday are subject to a late fee on top of what is owed. If you incur late fees, they will be added to the tuition due the following Monday. Payments may be in the form of venmo, cash, check, credit or debit. Any bounced checks will receive a \$20 fee. Your account may not fall two weeks behind. Any account behind two weeks may result in suspension of services or termination from the program. Billing is done through our communication app Procure.

Kid Time Cares is closed on most major holidays. This includes both election days which are used as professional development days for staff training. We are closed the following dates Fall Election Day, Thanksgiving & Day After, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Spring Election Day, Memorial Day, and July 4<sup>th</sup>. Please see the printable version of our calendar on our website.

### ***Absences:***

Please notify your child's teacher if they will be absent. Tuition is a weekly fee. You will be charged the full amount of tuition regardless of absences, illness, and weather. We will not charge the days the center is closed for holidays or emergency closures; please see calendar.

### *Vacation:*

Kid Time Cares allows one week of tuition-free vacation. Vacation must use all 5 days consecutively. You must give use a two-week notice. Any vacations taken after use of your free week you will be charged your weekly tuition to hold your child's spot in the program.

### *Front Door:*

Please note for the safety of the students and staff, the door will always be locked. Please ring the doorbell and a staff member will step out front to assist you. \*please do not pull on the door as this can cause damage to the door and unlocking mechanism\*

### *Authorized Pick Up:*

At the time of your enrollment, you will fill out an emergency contact form. This provides us with information on whom your child may be released to. If you plan to have someone else drop off or pick up your child other than you, please let us know as soon as you know. Anyone picking up we are unfamiliar with must have an ID that matches the information on the form. If this person is not on your form, you will be called and an over the phone authorization may be given. If you need to add someone to your form or make any changes, this can be done at any time. Please see director or assistant director.

### *Failure to Pick Up:*

Kid Time Cares closes promptly at 6pm. After 15 minutes, you will receive a phone call from our staff. If we do not get in touch with you, we will reach out to your emergency contacts. **If we are unable to get in touch with anyone after 1 hour, the local police department and Child Protective Services will be called. We will remain with your child until they are picked up or instructed differently by law enforcement. You will be charged the late fee every minute past 6:00pm. This is a \$1 per minute fee.**

### *Right to Refuse Child Release:*

Kid Time Cares has the right to refuse child release if a staff member has a reasonable cause to suspect designated pick up person is under the influence of alcohol or drugs or is physically impaired in any way that may endanger the child. We will help your child get home safely by contacting someone else on their emergency form. If authorized person becomes aggressive or physical towards any staff or child, we will contact local law enforcement. Safety is our number one priority.

### *Court Ordered Releases:*

For children who are subjects of court orders, custody, protection from abuse, or restraining orders, Kid Time Cares must be provided a copy of most recent court order. This will remain in the child's file. Kid Time Cares will follow this document strictly.

### *Medication:*

If your child requires any form of medication prescribed from a doctor, a form from your doctor will be required. Medication must be in original container with label from pharmacy noting your child's name.

Over the counter medication may be given if we have a form with your child's proper dosage from your doctor. Medication must be in original bottle with your child's name on it.



*Illness Policy:*

<b>Exclusion Signs and Symptoms:</b>	<b>Readmission Criteria</b>
Fever: with temperature at or above 101 degrees F. (orally or axillary) with temperature at or above 100 degrees F with one other positive symptom* if less than six months of age	Fever has been absent for 24 hours without medication
Ringworm: flat, spreading, ring shaped lesion	24 hours after physician's care and ringworm treatment begins (need note from Dr. to return)
Strep throat or sore reddened throat: accompanied by a fever, headache, loss of appetite, swollen lymph nodes in neck, or bad breath	48 hours after physician's visit and antibiotic treatment begins (need note from Dr. to return)
Sore throat: with one positive symptom*	Sore throat and /or symptom is no longer present
Conjunctivitis: (pink eye) Red, watery eyes with thick, yellowish discharge; puffy appearance to eyes	Discharge has diminished to the point that the eyes are no longer runny and under treatment for at least 24 hours (need note from Dr. to return)
Diarrhea and Vomiting: 2 or more incidences within a 4-hour period	24 hours after last incident of diarrhea or vomiting
Persistent Cough: with one positive symptom*	24 hours after symptoms subside
Chills or Profuse Sweating: (not weather related)	Chills or profuse sweating have been absent for 24 hours or child is free of symptoms and able to participate in center activities
Rash: Rash of unknown origin (not believed to be from medication) with one other positive symptom*	Rash has been identified by a physician as not a contagious rash, or is under treatment and no longer contagious (need note from Dr. to return)
Nasal Discharge: Nasal discharge, which is green or dark yellow in color, accompanied by a fever	Nasal discharge has become clear and/or fever is not present and child is able to participate in center activities
Child complains of not feeling well or is unable to participate in daily activities: with one other positive symptom*	Child can participate in center activities and is free of other symptoms

Head Lice: Live lice on the scalp or nits attached to the hair shafts	24 hours after treatment and there are no lice or nits present
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Other contagious diseases/illnesses: measles, mumps, chickenpox, scabies and impetigo	Child has completed the contagious stage of the illness (need note from Dr. to return)
Hand, Foot and Mouth Disease	24 hours fever free, no open or draining blisters (need note from Dr. to return)
Fifth's Disease	24 hours fever free & child can participate in care
*Positive symptoms include - Headache, sore throat, cough, rash, low grade fever, inability to participate, nasal discharge, fatigue and lack of appetite	

\*Please see Covid-19 Health and Safety Plan for specifics on Covid-19 occurrences \*

### ***Emergencies:***

In the event of an emergency closure (inclement weather, loss of power, etc.) you will be notified through the communication app, as well as our Facebook page.

Kid Time Cares also has an emergency preparedness plan which is available to parents whenever they would like to view it.

All staff are trained in first aid, CPR, AED, and Epi Pens.

1. Minor injuries such as scrapes and scratches will be handled appropriately and a note or phone call will alert the parent. An incident report will also be completed.
2. For injuries that swell or need medical attention, parents will be called immediately and first aid and comfort will be given until parent arrives.
3. Any life threatening injury requiring immediate treatment, 911 will be called and then the parent will be contacted. First aid will be given until emergency personnel arrive. Director or assistant director will ride with your child in the ambulance and will meet you at the hospital.

### ***Fire Safety:***

Kid Time Cares is equipped with fire alarms, smoke detectors, and fire extinguishers that are inspected annually. Fire drills are practiced monthly with children. Staff are also trained in fire safety. In the event of a fire, all children/staff will evacuate and meet at our emergency location (Truman High School). Then parents will be contacted about next steps. It may be upsetting that we do not call you immediately, but the safety of the children is our number one priority. We need to keep phone lines open in case medical teams need to be contacted.

### ***Suspected Child Abuse:***

All staff are trained in mandated reporting as required by law. We take this responsibility very seriously. We will contact Child Protective Services if we have reasonable cause to suspect child abuse, neglect, or a child is in danger of neglect and abuse. This is confidential and we will follow our confidentiality policy before, during, and after incident for the protection of everyone involved.

### *Communication:*

Communication with teachers and staff will occur through our communication app. Updates and important notices will be sent out by director and assistant director through the parent portal. We also have a parent board with helpful information. Director and assistant director can be reached at 215-315-8350 or by email. We have an open-door policy at Kid Time Cares, meaning you may speak with any director or teacher at any time. Parents are welcome in the classroom whenever they would like if they do not pose a distraction for children during educational hours (post pandemic).

### *Supplies:*

Each classroom will have its own list of supplies. You will receive the list at the time of enrollment. In addition, here is a list of general supplies you will need:

**Clothing-** Please send in two complete season-appropriate changes of clothing in a zip lock bag labeled with your child's name.

**Diapering-** If your child is in diapers or pull ups, we ask you supply a bag of diapers at the beginning of each week, and a full pack of wipes. A teacher will let you know when you are getting low. A staff person shall check a child's diaper at least every 2 hours and whenever the child indicates discomfort or exhibits behavior that suggests a wet or soiled diaper. A staff person shall change a child's diaper when the diaper is wet/soiled. Diaper cream must be in original container with your child's name clearly labeled.

**Rest Time-** You can provide a blanket and small pillow if you wish. Sheets will be supplied for you and will be washed using a clean and clear detergent. If you would like to wash your own sheets, you may do so.

**Infants and Toddlers-** For any child who drinks breast milk or formula, all bottles must be prepared at home and labeled with the child's full name and if it is formula or breast milk. Please supply enough to last through one day. Bottles will be returned daily. We will provide you with one can of formula weekly supplied through our food program. (See director or teacher about formula type/brand currently being supplied.) You may leave a labeled sippy cup on location which we will wash after each use. Label bibs (preferably ones that can be wiped or washed off easily) with child's name. Pacifiers can be sent if needed; place in a zip lock bag with name labeled on it.

**Toys-** We have plenty of toys on location. We ask that all toys from home stay there. We do not want anyone to be upset if their toy is lost, broken, or stolen. Kid Time Cares is not responsible for toys or other unnecessary personal items. The only permitted items will be blankets and pillows for rest time.

**Outdoor Attire:** Fresh air and gross motor time are essential to our program. Please make sure your child is in weather appropriate clothing: coats, hats, gloves, scarfs, and boots for winter, lighter jackets for spring and fall, sunscreen, light clothes, and sun hats in summer. Your child must be in closed toed shoes to go on the playground. **If it is not raining, we go outside every day that the temperature is above 25 degrees F with wind chill or under 95 degrees F with heat index.**

School Attire: Closed toed shoes are preferred; you may pack slippers for the classroom as well. Children will learn through play. We use sand, paint, water, glue, markers, crayons etc. Sometimes our smocks are not enough; please put your child in clothes that you don't mind getting "dirty".

### ***Food Program:***

We participate in the Archdiocese of Philadelphia Nutritional Development Food Program (NDS). We provide breakfast, lunch, and afternoon snack. For infants we provide formula and infant cereal. When your child turns one they will be placed on the solid food program. The breakfasts, lunches and snacks follow meal patterns established by the United States Department of Agriculture. Each breakfast must include a grain, fruit or vegetable and milk. Each lunch must include a meat or meat alternate, grain, milk and two fruit and vegetable servings. Each snack must be comprised of two components that may include a meat or meat alternate, grain, fruit or vegetable or milk. NDS also offers select infant formula and cereals to parents whose infants are in care at centers under NDS sponsorship.

No outside food is permitted in the building at all this is due to several allergies at some children in our center have. This is so we can make sure we keep all children enrolled safe when they are in our care.

### ***Special Diets/ Food Allergies:***

If your child has special dietary needs as per documented physician's notes, please see director so a meal plan can be created. Please note: if we can not meet the needs of your child's dietary requirements due to food program restrictions, you may need to provide meals for your child.

Please let us know if your child has any known food allergies. Epi Pens will need to be provided if necessary, along with an action plan and medication form from your child's doctor.

### ***Care Plans:***

If your child requires chronic need for special daily care, such as feeding tubes for example, a care plan must be filled out by the child physician. We do have a form that we use, but your doctor can write one using their own form as well. This is a detailed plan and instruction on how to care for your child's needs. It is vital to your child's care and is required should your child need special care. This document is shared with the classroom teacher and training will be set in place if needed.

***Parent Code of Conduct:***

Please sign and return. By signing you are agreeing to follow the conditions below. This will be placed in your child's file for our record.

We expect parents to observe a certain standard of conduct. The following items are not acceptable in the center:

- Physical punishment of my child or any other child is not permitted
- Confronting other students about any incident or their behavior
- Threatening, harassing or otherwise disrespecting staff, other parents, or other children
- Swearing/cursing or threatening/obscene gestures
- Quarreling with other parents or staff
- Making negative or disparaging comments regarding the school to staff, parents, or anyone other than Administration (including outside of school)
- Not following policies designated to protect the safety and security of everyone at the School
- Smoking is not permitted on the property at all

Failure to follow may result in your child's termination in our program.

**Immediate removal from the program and property:**

- Bringing any form of weapon or firearm on the property
- Possession of illegal substances or alcohol on the property
- Any form of physical altercation with staff and other parents

I understand by signing this, I agree to follow all policies listed above. I agree that safety is the number one priority and I will abide by any and all safety measures.

By signing this statement, I have read the Parent Handbook provided to me at the time of enrollment. I understand all policies and statements.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_