

KING'S KIDDIE KINGDOM

815 W. 74th Street * Chicago, IL 60621

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MISSION STATEMENT

Our Mission at King's Kiddie Kingdom is to partner with families to help develop well rounded children who are intellectually, physically, creatively, emotionally and socially equipped to succeed in primary school and beyond.

OUR GOALS FOR THE CHILDREN

- **To develop self respect for themselves and others**
- **Approach their world with curiosity and a desire to learn.**
- **To develop a range of virtues, including responsibility, self-control and courtesy**
- **Acquire a body of knowledge needed to succeed in primary school and beyond.**
- **Work and play cooperatively, responsibly, and productively in a group.**

OUR GOALS FOR THE FAMILIES

- **To partner with teachers to become active participants in the child's learning experience.**
 - * **To encourage learning outside the classroom.**
 - * **Volunteer in the classroom, activities, field trips, etc.**
 - * **Attend parent conferences, workshops, etc.**
 - * **Reinforce concepts introduced in class at home**

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UNITY

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“Working Together”

I dreamt I stood in a studio and I watched two sculptors there
The clay they used was a young child’s mind
And they fashioned it with care
One was a teacher – the tools she used
Were books, music and art
The other, a parent, worked with a guiding hand
And a gentle loving heart
Day after day, the teacher toiled with touch
That was skillful and sure
While the parent labored by her side and when at last the task was done
They were proud of what they had wrought
For the things they had molded into a child
Could neither be sold nor bought
And each agreed they would have failed
If each had worked alone
For behind the teacher, stood the school
And behind the parent, the home.

-Anonymous

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Services

At King's Kiddie Kingdom, we care for children between the ages of 6 weeks to 6 years old. We are open Monday through Friday from 6:00am-6:00pm

Tuition

The tuition is \$190.00 per week for infants/toddlers*. For children who are 2 years and older and not potty trained, the tuition is \$165.00 per week. For children, who are fully potty trained** the tuition is reduced to \$150.00 per week. Tuition is due the first day of the school week. Bi-weekly or monthly payment arrangements will be considered on a case-by-case basis. Parents who have a co-payment must pay by the 1st of the month. All payments must be made in the form of personal check or money order. Personal checks must be in the name of the enrolling parent. There is a \$40.00 charge for any check returned for any reason. If a check is returned, no future payments with a check will be allowed. All payments shall be turned in to the director or office attendant. A receipt will be given for each payment for your records.

*Infant/toddler is any child between the ages of 6 weeks-24 months.

**Fully potty trained means the ability to verbalize the need to use the restroom and use the restroom with minimal assistance. The child must be able to remain dry throughout the day, including naptime.

Other Fees

- Late fees will be assessed when tuition is not paid by the required due date: \$15.00 each day after the due date. After the third day, the child will not be allowed back into the center until the debt is satisfied.
- Daily late fees will be assessed when the child has not been picked up by 6:00pm. The fee is \$1.00 per minute after 6:00pm. This policy will be strictly enforced.

Attendance Policy

The center operates during the daytime from 6:00am- 6:00pm Monday through Friday. Please have your child in attendance by 9:00am at which time the children prepare for a structured learning environment.

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Breakfast is served between 7:00am-8:00am. If your child is not in the center by this time, please feed your child breakfast before coming to the center.

All children **MUST** be signed in and out each day in their classroom with their teacher or assistant.

Holidays

King's Kiddie Kingdom observes the following holidays and will be closed on the following days:

- Dr. Martin Luther King's Birthday
- Good Friday
- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving and the day after
- Christmas and New Years (December 24- January 1)

Pick-up Policy

All children must be picked up by 6:00pm by the parent or the designated pick-up person. Children will **ONLY** be released to the parent or an authorized person from the release form. All authorized persons must be 18 or older and must present a valid State ID or drivers' license. **NO EXCEPTIONS WILL BE MADE!** Please avoid sending various individuals to pick-up your child. If you know in advance that you are not going to pick-up your child, please inform his/her teacher.

In the event that a child is not picked up by 6:00pm, there is a \$1.00 per minute late fee that is due no later than the next morning of class. The staff will make attempts to contact the parents. If the parent fails to contact the center and fails to have the child picked up after an extended period of time, the proper authorities will be contacted.

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Emergency Contact Information

It is extremely important that emergency contact information is kept up to date, these are the numbers that we will use to contact you in case of emergency. In addition to this, it is your responsibility to update the list of authorized persons to pick up your child, if any information changes.

Custody Policy

At the center, we will not get entangled with the legal problems of divorced and/or separated parents. If there are visitation issues that have not been resolved, the center is not the appropriate place for parent visitation and subsequently should be left out of any situations that would force us to be in the middle. We will not release any information to anyone besides the enrolling parent(s) and we will only release a child to authorized persons. The only exception to this policy is through court orders. A copy of that order must be kept in the child's files in the office and must be kept up to date at all times.

Adjustment Period

For various reasons, some children will have difficulty adjusting to the center's environment, depending on age, past care, etc. When this occurs, the staff will try various things to comfort and reassure the child. If the adjustment period takes longer than 2 weeks, we ask that the parent or a family member come in to support the child for a short time.

Bringing Items To The Center

- Health regulations prohibit children from bringing candy and foods from home. Please do not send toys, candy or gum to school with your child. During the initial adjustment period, if necessary, a child will be allowed to bring a favorite toy from home.
- ***PARENTS OF INFANTS***: You are required to bring pampers, wipes and the infant's formula or breast milk. For your convenience, you can bring some of these items in advance and leave them at the center to be used by your child only.

Clothing

- It is recommended that children be dressed in washable, comfortable clothing. This includes clothing that is easy to be removed by the child and appropriate for the weather. During the winter months, insure that children have hats, gloves and scarves for outdoor play.

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Please be advised that children explore with paints, clay and other materials. We will do our best to keep the children clean, by using aprons and smocks.

- Occasionally, bathroom accidents and other activities may necessitate that the child's clothes be changed. Please make sure your child has an extra set of clothing (a complete set including socks and underclothes) with all items labeled with the child's name in a plastic shoe box. Periodically, check the box for the size. **PARENTS OF INFANTS:** Include extra bibs, burp clothes, etc.
- Please do not send children to the center wearing expensive jewelry. The center is NOT responsible for these items if they are broken or lost.

Toilet Training

When parents decide that they are ready to begin toilet training their child, we will support this training at the center. If parents have suggestions or training tips that they are using, please inform the teacher. We do require that children are in pull-up training pants during this stage.

Children will not be shamed or disciplined for toilet accidents.

Arrival At The Center

- Please DO NOT leave the car engine running while you drop your child off at the center.
- Parents should immediately take their child to their designated classroom.
- Parents must sign their child in with their teacher or assistant.
- All children must wash their hands upon entering the center.

Health Checks

For the safety and protection of all children, a daily health check will be performed on all children to check for signs and symptoms of illness. A child can NOT attend the center during the time he/she shows any signs of:

- Temperature
- Diarrhea
- Vomiting
- Rash

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- Discharge from eyes or ears
- Head lice
- Pink eye

Parents should exercise every caution and keep their child home should any of these symptoms be present. If the child has been exposed to a contagious disease, he/she should be kept home and his/her condition be reported to the center.

Strep throat, pin worms, viral infection, ear infections, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions categorized as “*highly contagious*”. If a child becomes ill during the day, the parent will be notified and the child will be isolated until the parent comes to get the child. In the event of a child contracting any illness or disease, letters will be mailed home to the parents informing them of the incident, along with signs and symptoms they may want to monitor.

We also ask that all enrolled children’s nails are trimmed low to avoid possible injury to themselves and others as well as reduce the spread of germs.

Communicable Diseases

Childhood diseases and illnesses are a part of growing up. If there is a communicable disease that has been reported, all parents will be informed and encouraged to consult their pediatrician.

If your child has been exposed to a communicable disease outside the center, we would appreciate you informing the Director or the Teacher.

Children absent due to a communicable disease may not return to the center without a signed statement from their pediatrician indicating the child is no longer contagious and can safely return to the center.

At the center, we will take every precaution to reduce the likelihood of the spread of any of these illnesses.

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Birthdays and Special Occasions

We encourage the celebration of birthdays and special events in the lives of your children. If you choose to bring in food for this special occasion, all food items must be packaged directly from the manufacturer. NO open items will be accepted. NO home cooked items will be accepted. Please let your child's teacher know in advance if you plan to bring in a treat.

However, during any given month, there may be other children that celebrate a birthday the same week or even the same day as your child. At the center, we encourage a healthy and nutritious diet for the children. It is possible that we will combine the birthdays of some children to avoid too many days of cake, cookies, etc. We will inform the parents of this in advance.

Nutrition and Meal Service

Menus will be posted in the kitchen and the classroom accessible to parents and menus will be made available to parents upon request.

Parents will provide food for infants not yet consuming table food.

Field Trips

Field trips are a part of our preschool curriculum. No child will be permitted to go on a field trip without a signed and returned permission slip. Parents may be asked to pay a portion of some field trips. Parents will be notified in advance of upcoming trips. All parents are encouraged to volunteer and accompany the class on the trip.

Activities

We offer a wide range of activities for children to choose from and take part in, including the following, but not limited to:

- Arts and Crafts
- Block Building
- Cooking Experiences
- Computers (older preschoolers)
- Dramatic Play (Finger plays, puppetry)
- Field Trips (preschool curriculum)
- Large Motor Activity
- Math Concepts
- Music/Dance

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- Pre-Reading
- Pre-Writing
- Science Activities
- Spanish

Parent-Teacher Conference

Parent-Teacher conferences will be conducted once every three months. An informal conference may be conducted in the event the parent or the teacher feels it is warranted. Parents, you have a responsibility to work with the center and your child in preparing him/her to enter primary school.

Child Abuse

In addition to being mandated by the federal government, it is the policy of our center to report any concerns of child abuse to the Department of Children and Family Services.

Staff

Professional and qualified teachers staff our center. The educational program is created for each age group with the students in mind. The staff includes teachers and assistants. There is also a full time Director on staff, which implements the center's policies and oversees the educational curriculum. Any parent concern that can not be handled by the Teacher can be brought to the attention of the Director.

Absences and Withdrawal Policy

Because our program and licensing requirements force us to engage staff based on the number of children enrolled, parents are required to pay tuition for the entire week, even if they choose to keep the child out for a day. Please inform your child's teacher concerning any foreseen absences.

It is requested that a 1 month written notice be given to the Director notifying the center of a parents' intent to withdraw their child.

Discipline

Discipline is defined as training that teaches one to obey and control one's behavior. Our center encourages discipline in the form of verbal correction and the method we use is "Time Out." During "Time Out" the child is verbally told what he/she has done wrong, then removed from the group and

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sat down alone. This gives the child the opportunity to reflect on the wrong action. Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.

For the safety of all the children enrolled in our program, it is our priority to keep every child safe. We will not allow children to hit, push, bite, roughhouse, pull hair or spit on other children. Inappropriate language, obscene gestures, and profanity is strictly prohibited. We will correct all inappropriate behavior immediately with the child and inform the parent. We recommend that parents talk to the child concerning the inappropriate behavior. If the behavior persists, other actions will be taken. A child who is a continual disruptive influence will not be tolerated, particularly if the misbehavior involves harm or the risk of harm to other children. We will NOT allow children to disrupt the educational environment.

We will also use appropriate discipline to encourage good behavior:

- Modeling appropriate behavior to the children.
- Acknowledge good behavior.
- Redirect children to a more acceptable behavior.
- Setting clear limits so that children know what is acceptable.
- Offer choices
- Include the child in resolution of conflicts.
- Ignoring negative behavior (when appropriate).

Prohibited Behaviors

THE FOLLOWING BEHAVIORS ARE PROHIBITED IN THE CENTER. THIS APPLIES TO TEACHERS AND PARENTS!!

- Corporal punishment, including hitting, swatting, beating, shaking, pinching and other measures intended to induce physical harm;
- Threatened or actual withdrawal of food, rest, use of the bathroom;
- Abusive or profane language; Screaming at a child;
- Any form of public or private humiliation; including threats of physical punishment;
- Any form of emotional abuse, including shame, rejecting, terrorizing or isolation.

ANY EMPLOYEE THAT VIOLATES THIS POLICY WILL BE TERMINATED IMMEDIATELY!!

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Student Enrollment Termination

If a teacher experiences problems with a child, the problem will be first brought to the attention of the parent. If the problem persists, the teacher will inform the Director and a parent conference will be scheduled. The three will create a plan to attempt to resolve the issue. If the problem persists, we reserve the right to terminate the child's enrollment.

Medication

Both prescription and non-prescription medications must be in its original container with the child's first and last name on it. The label must be in a condition that the name of the medication and the directions for use are clearly readable.

When the child no longer needs the medication, the unused portion or the empty container is returned to the parent.

All parents must sign a medical release form authorizing the center to administer appropriate medications that are provided by the parent.

Incident Report

If a child is injured at the center, regardless of how minor one may think it is, it will be documented and the parent will be informed. In the event of a serious emergency, appropriate measures will be taken, the child will be transported to the nearest hospital with a staff member and the parents will be notified.

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Frequently Asked Questions About Parent Involvement

What is parent involvement?

Parent involvement is an all purpose term used to describe all manner of parent-program interaction. There is no one model of parent involvement.

Why should I get involved in the classroom?

Because there are benefits for all—teachers, parents and children. Some of the many benefits are:

For teachers: increased knowledge, positive feedback and parental resources to add to and reinforce their own efforts in providing an enlarged world of learning.

For parents: feelings of support in the task of parenting, knowledge and skills gained to help them in child rearing and enhanced parental self-esteem from receiving positive feedback on their parenting actions and feeling included in their child's life away from home.

For children: increased security in the new school environment, increased feelings of self-worth and increased success in school and beyond.

How can I get involved? What can I do? What if I don't have much time?

All you have to do is let the teacher know that you want to volunteer and set up a day and a time. Here are a few volunteer opportunities:

- Read stories—the children would love to have some new faces and new voices to read to them.
- Teach the children how to make a tasty and nutritious snack— children love to make things to eat.
- Give career mini workshops—come in and tell the children about your job, show them the tools you use, etc. The older children are very interested in what grown-ups do all day.
- Rock the babies—it's good for them and you!
- Theme and decorate a bulletin board for the center.
- Showcase any talent that you have: musical interest, drawing, sewing, juggling, etc.
- Donate toys or clothes.
- Watch the children during nap time from 1:00-3:00pm. Teachers need a break and children always love to see their family in the classroom.
- Any help would be appreciated and beneficial

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ENROLLMENT CHECKLIST

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- Completed enrollment form**
- Questionnaire/Assessment**
- Emergency contact information**
- Completed pick-up release form**
- Parent's consent forms (video, trips, religion, medication,**
- Acceptance of discipline policy and handbook policies**
- Medical records**
- Health care and treatment , including First Aid**
- Registration fee**

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Parent's Consent Form

I/we hereby consent to have my child _____
photographed, videotaped, audiotaped and/or interviewed by the news media on the school premises when school is in session or when my child is under the supervision of King's Kiddie Kingdom. In addition to this, I/we authorize the staff of the center to use any photos/stills/videos of my child for publicity or brochures.

It is further understood and I/we do agree that I/we will not be compensated for any photos/stills/videos of my child.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

FIELD TRIPS AND NATURE WALKS

I/we authorize my child _____ to
accompany his/her class on field trips and walks around the school community. I/we understand that all such trips are under the direct supervision of his/her teacher and assistant.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

RELIGIOUS OBSERVANCES

I/we authorize my child to participate in short prayers before eating and to participate in Bible stories during circle time.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

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ADMINISTER PRESCRIPTION/NON-PRESCRIPTION MEDICATION

I/we authorize a staff member to administer prescription and non-prescription medicine to my/our child as specified in the prescription's and non-prescription directions for administration. I/we understand that I/we will supply the medication according to the center's policies.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

EMERGENCY FIRST AID/MEDICAL TREATMENT

I authorize King's Kiddie Kingdom to provide first aid treatment to my child in the case of an accident. I additionally authorize King's Kiddie Kingdom, in my absence to call emergency city services (911) and have my child transported to the most appropriate medical facility, as well as consent for medical treatment of my child at said facility. A staff person from the daycare center will accompany my child should they be transported to a medical facility and parents will be notified immediately.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

ACKNOWLEDGEMENT OF HANDBOOK and DISCIPLINE POLICY

I/we have received, read, understand and agree to the policies that have been described in the handbook. Furthermore, I understand that King's Kiddie Kingdom reserves the right to change policies as needed. I/we have received, read, understand and agree to the discipline policy of King's Kiddie Kingdom.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

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PICK-UP RELEASE FORM

I/we authorize the following persons to pick up my/our child in the event that I/we are unable to do so. I/we understand and accept that these people must be 18 or older and present a valid State ID or drivers license to pick up my/our child. I/we agree that no unauthorized person will be allowed to pick up my/our child from the center.

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP

Signature of parent/guardian

Date

Signature of parent/guardian

Date

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