

# Kids Rule Academy

## Parent Manual

Located in the Christian Life Church

Non-Religious, NOT affiliated with the Church

2909 W. Mequon Rd.

Mequon, WI 53092

Center Hours: Monday - Friday 7:00 a.m. - 6:00 p.m.

Academy Administrator: **Alex Mazur**

Academy Director: **Rixanne Lefco**

262-242-5500

**[www.kidsruleacademy.com](http://www.kidsruleacademy.com)**

Updated: April 2016

## Table of Contents

Mission	2
Philosophy	2
Enrollment	3
Program Fees	4
Parent Involvement and Communication	5
Guidance and Discipline	6
Grievance Procedures	7
Discharge Policy	7
Health and Safety Policies	8-13
Evacuation Procedures	13-14
Confidentiality	15
Child Abuse and Neglect Policy	15
Children's Forms and Health Requirements	16
Program Guidelines/Curriculum	16-20
Routines	20-25
Holidays/Sick Days/Vacations	25-26
Schedule Changes	26
Closures/Inclement Weather/Emergencies	26
State Licensing Information	27
Special Bonus for Academy Families	27

## **Our Mission**

Here at the Kids Rule Academy we will always provide a safe, loving and nurturing environment that focuses on the self-esteem and development of children by allowing them opportunities to explore and strengthen their self-expression, self-discovery and embrace their curiosities and creative processes. The Kids Rule Academy offers a very welcoming educational center that encourages open communication, respect, trust and of course learning! The Kids Rule Academy strives to nurture an environment and relationships in which parents, children and staff come together to learn and grow as one collaborative community. What makes us unique is our ability to include various values, traditions, and cultural identities while building a foundation for all to grow and learn from. Diversity is one of our greatest strengths and it is within The Kids Rule Academy environment that we bring together members of various communities to form a unique and warm learning community for children to prosper in!

## **Our Philosophy**

Here at the Kids Rule Academy we recognize that all children are unique individuals and because of this they all possess different abilities, interests, needs and learning styles. We are a play-based, learning center that helps and nurtures children in growing socially, emotionally, cognitively and physically through the exploration and engagement with teachers, peers and the world around them. The Kids Rule Academy provides children with opportunities to learn, grow and ultimately flourish, through regular engaging and participation in developmentally, and age appropriate, experiences, lessons and activities in a safe, warm and loving environment. Children's natural curiosity and booming creativity during their young, formative years helps to encourage their investigating, observing and interactions with those around them and their various environments; these activities all assist in the development of problem solving skills, language skills, and encourages the establishment of self-esteem, positive self-image and self-confidence. We believe that parents are a significant part of a child's educational experience and path and because of that, we understand that children grow and learn more productively if parents are actively involved in the educational and learning processes. The primary connection between home and school is the involvement of family and community in a child's education and experiences. Here at the Academy we feel that parent/s are a child's very first teacher and therefore, parental involvement in the learning process is very important to us here at the center. We therefore encourage the active involvement of parents at the center and practice an open-door policy for parents and families. So please, come and visit whenever you can and join us in our daily activities and educational explorations!

Here at The Kids Rule Academy we strive to be inclusive and actively engage with each child's culture and community within our program and curriculums. We feel that acceptance of diversity is meaningful to working in a partnership with parents and as such, we strive to instill, and appreciate and respect for diversity within the children who attend our

center. Our family and community centered programs embrace the cultures, traditions, beliefs and values of each family and community that help to make up our community and contribute to the development of the children. Not only are we proud to encourage and promote diversity in our center, but we accept all lifestyles and different approaches to parenting and family. Introducing children to the pluralities of people's experiences and lives at a young age helps to set the stage for well rounded, accepting and respectful citizens.

Our belief is that children learn best through meaningful play so our play-based, child-centered areas throughout the center are designed with the total development of the child in mind. Meaningful play encourages curiosity, discovery and problem solving which allows for academic advancement and development of a positive self-image so every day we engage children in meaningful to help foster and nurture their growth. It is in the educational philosophy of The Kids Rule Academy that children's learning and growth are nurtured through the providing of developmentally appropriate experiences where children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and all children have the ability to learn provided the right environments and our preschool program recognizes children's varied abilities, interests, needs and learning styles. Therefore, we offer a wide range of experiences, activities and programs for children to flourish in!

### **Enrollment Policy at the Kids Rule Academy**

Opening hours for The Kids Rule Academy are as follows: We will be open from 7:00a.m. until 6:00p.m. Mondays through Fridays, 12 months a year (except for the holidays listed on page of this manual) The Kids Rule Academy is licensed by the state of Wisconsin for a capacity of up to 100 children between the ages of 6 months and 5 years of age, and before and after school children up to 12 years old.

We consider part time attendance to be a maximum of 5.5 hours per day between the hours of 7:00 a.m. to 12:30p.m. OR 12:30p.m. and 6:00p.m. Fulltime is considered a maximum of 10 hours per day between the hours of 7:00a.m. and 6:00 p.m. There is a minimum of 2 half days or more per week for each child for active enrollment in our programs.

Kids Rule Academy admits children regardless of race, national origin, religion, ability or ethnicity. We welcome all forms of families at the center.

Children's enrollment can be completed by filling out the enrollment form along with the signed registration form with the deposit of \$100 and \$225 for children under 24 months old (non-refundable). All children must have a completed registration form and all forms required by licensing prior to attending the center. Please be sure to keep up-to-date with all medical requirements.

## **Enrolment**

We encourage new families to come and visit their child's classroom before the child's start date. This gives the child a chance to become familiar with their new environment and new faces. It also gives parents a chance to bring in the supplies they will need, the paper work, ask all the questions, and get to know the teachers. It makes the transition and separation easier.

On or before the first day of school, parents need to provide The Kids Rule Academy with all of the following proper enrollment information for their child:

- Enrollment form ( plus non-refundable deposit)
- Emergency contact and information card
- Parent Agreement
- Registration Form
- Up-to-date Health history form with information and an Emergency Care Plan
- The child's Health Report (completed within 30 days)
- Immunization Record (completed within 30 days)
- Infant/Toddler Intake Form for children under 2 (*updated every 3 months please!*)
- A list of all items needed for the child will be provided at the time of enrollment. Items provided by the center will be discussed at enrollment time and at the orientation, please make sure to provide the necessary items for your child for their time with us at the center.

Parents may contact the center with any questions regarding enrollment over the phone or by visiting our website. Information regarding policies and weekly activities at our center will be sent to you by post mail, email or telephone conversation. You will be notified of any changes to our policy or procedures immediately. Again, we strongly encourage a visit to the facility for a tour at your convenience so that you can get to know us and can explore the environments we offer here at the center. Also, we are an open-door facility and encourage you and your family to come and visit; so please take advantage of this and pay us a visit sometime!

## **The Kids Rule Academy's Program Fees**

At the time of enrollment and acceptance of the enrollment form a registration fee of \$100.00 \$225.00 for children under 24 months old (non-refundable) will be collected by the center. Payment for the program can be made in full for the year (52 weeks) or weekly, bi-weekly, or pre-pay for as many weeks as parent wish. Payments can be made directly to the center by personal check, cash or money order, and a receipt will be provided for all payments made upon parent's request.

A fee of \$ 35.00 will be charged as a late fee for late payments or if your check comes back as NSF. A monthly tuition must be paid to the center on the first of every week.

## Parent Involvement and Communications

We aim to communicate regularly and openly with family and parents at all times. We have many procedures and policies in place that make sure you are kept up-to-date about what is happening at the center and regarding your child's progress. Please check children's cubbies daily for important information; there will be daily feedback sheets in the cubby for children two years of age and under which helps keep you up to date daily.

All teachers on the daily bases will email pictures and the activities that the children engaged in throughout the day. They will also keep you informed on the various classroom information, upcoming events, and activities at the center. Licensing information such as capacity, hours and days of operation, licensing visits, any non-compliance notices, lunch and snack menus and calendar of any upcoming events we have planned will be posted on the board in the front foyer.

For children six weeks to two years of age, we ask that an infant/toddler Intake Form will be filled out. This form includes information about the child's sleeping, eating and diapering routines, the child's way of communicating, and techniques that help to comfort the child so we are well prepared to care for your child. This form will be kept in the child's classroom and will be updated and signed by the parent every three months. Please ensure that this is kept up-to-date and please inform us of any changes to the above stated that impacts your child's care and needs.

We have an "Open Door Policy" here at the center and we strongly encourage parents to come visit and to spend some time with their child while they are at our Center. Parents can get involved in a variety of ways; for example everyday help in the classroom, chaperoning on special field trips, making treats or snacks for holidays or birthdays, and participating in special activities or events held at the center. Parents may visit and observe at any time during the Center's hours of operation and are encouraged to get involved in activities (unless access is prohibited or restricted by court order). We would also love for parents or grandparents to share their special interests, hobbies, customs and traditions from their heritage, religion or ethnic background at our center to help us support diversity and learning. Thus we invite you to come and share food, stories and/or activities among others you think would be fun and appropriate for the center. So please contact a member of staff if you are interested in any of the above stated!

Additionally, we want to work with parents to achieve the best for your child and their needs. Orientations are held before school starts so the parents will have an opportunity to meet with their child's teacher and get acquainted with the center and its staff. Orientation enables parents to learn about their child's new classroom, and teacher, and also allows parents to ask teachers and staff questions. Parent/teacher conferences are held twice during the year and at the beginning of the school year, we also call parents to

have a brief discussions and updates. Parents are encouraged to meet with their child's teacher at any time there are question, comments or concerns; or just because!

## **Child Guidance and Discipline Policy**

The Kids Rule Academy strives to provide a stimulating, happy, enjoyable environment for all children who attend and those that work here. Children will always be given a wide range of various age-appropriate activities to choose from and will be given the attention they need to minimize any discomfort and/or apprehension.. We will always use appropriate methods to help manage crying, fussing or distraught children/infants: this includes: holding, rocking, changing, feeding, stroller rides, singing to, placement in a swing, music/movement, or allowing them to take a nap. Appropriate techniques to manage transitions or procedures such as waiting in line or waiting for their turn includes activities such as allowing children to choose another activity, sing a song, finger plays, and/or guessing and memory games.

We will be sure to guide children's behavior and actions by setting clear limits and boundaries,. We will talk with children about expected behaviors and rules, and staff will consistently model these behaviors for children. Behavior management including "Thinking Times" will be for the purpose of helping children develop self-control, self-esteem and respect for the rights and comfort of others. After all, at the center we strive to insist a sense of empathy and compassion in children so that they can be warm and respectful members of the community. Undesirable behavior, such as biting, hitting or pushing will be redirected to another activity. If a child continues to exhibit unacceptable behavior despite attempts to curb it, we will request a conference with the parents to consider how to best deal with the behavior so that all children at the center can have enjoyable and safe visits. If the behavior continues despite efforts to stop it, the next steps may include referrals to appropriate community resources that can assistance and/or discharge from the center.

In accordance with WI state licensing policies, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited at the center at all times. Prohibited actions that the center will never use include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory comments about the child or the child's family; physical restraint, binding or tying the child for the purpose of movement restriction, enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training. These forms of punishment will never be used at this center by our staff, even at a parent's request. We aim to create a warm, loving and nurturing atmosphere here at the center and because of this we will always treat your child with compassion, respect and kindness.

## **Grievance Procedures**

If a parent and/or family member has a grievance with any aspect of the center, they are encouraged to speak with the Director as soon as possible to resolve the matter. If further assistance is needed or the issue is not resolved, the parent/family should contact the administrator, Alex Mazur for help and support.

## **Discharge Policy**

The Kids Rule Academy reserves the right to discharge children from the center for the following reasons, but not limited to:

At any time with or without reason

- Failure to keep files and forms up to date or by providing falsified information
- Physical or verbal abuse towards our staff or children
- Lack of parental cooperation or communication with staff despite repeated attempts to solve
- Negative child behavior at the center
- Damage of property
- Inability of the center to meet the specific needs of the child
- Repeated failure to pick up the child at schedule time
- Serious illness which possess a threat to others
- Failure to pay fees on time (grounds for immediate termination and/or late fees)

A 30 day written notice submitted to the director is required to terminate the enrollment if the parent decides to leave the center. We would greatly appreciate as much advanced notice as possible when leaving our program and will aim to give parents and families the same courtesy in return.

If The Kids Rules Academy determines it is best to terminate the enrollment of a child and issues a 30 day termination to the parent/s, the parent/s will be responsible for the payment for the 30 days following the notification of termination. We reserve the right to terminate the enrollment at the center immediately if the child imposes a threat to the health and safety of our staff and/or other children at the center. Please note that parents will be responsible for tuition payment for the 30 days following an immediate termination.

Any parent who would like to return to the academy following termination must go through the appeal process after contacting the director of the center. In meeting with the director, it will first have to be determined that there is space at the center and then to determine if the family is eligible for return assuming the issue/s has been resolved. Reinstatement at the center will also be dependent on the issue/s and if they can be

rectified with certain limitations or agreements to solve the issue/s. Please note that if enrollment was terminated for non-payment, all fees including late fees and penalties must be paid prior to re-acceptance and enrollment to the academy.

## **Health and Safety Policies**

### **Sick Children**

We strongly urge that children who are ill should be kept at home for 24 hours after their last occurrence of vomiting, diarrhea, fever, or other illness! They should also be well enough to attend school and participate in all activities prior to returning to the academy. Please ensure that your child does not attend if they are unwell as to ensure the health and safety of the other children and our staff. The Kids Rule Academy tries to keep our center as free as possible from germs and the spread of sickness and we appreciate your assistance and cooperation in helping us with this.

If your child is ill, please call the school as soon as possible to inform us that your child will not be attending that day. If, during the day, a child displays the following but not limited to symptoms, they shall be isolated and we will contact a parent or other contact:

- Vomiting
- Diarrhea,
- Fever over 101
- Inflammation of the eyes ( signs of pink eye)
- Sore throat
- Lice
- Rash

After we have contacted yourself or another family contact, it is requested that the child is picked up from the center within one hour of contact about the illness being made. . Your child will be isolated from the other children in an area of the classroom (or isolated in the office, if staff is available) and will be able to rest on their cot until they are picked up from the center. Please be sure to help us in picking up your child in a timely matter as to prevent the spread of illness to staff and other children.

### **Communicable Disease**

The Ozaukee County Community Health Nursing Service and the State Licensing Specialist will have to be notified when a sick child is suspected of having a communicable disease such as but not limited to chicken pox, German measles, infectious hepatitis, measles, mumps, whooping cough, diphtheria or meningitis. . When a diagnosis is made, the exposed children shall be watched for symptoms and the parents will be notified of the diagnosis and possible exposure in writing or by telephone call.. After a communicable disease, a child may be readmitted without a statement from a physician if the child has been absent

for the period of time as designated by the Department of Health and Social Services for that particular illness. Again, please be sure to not allow your child to attend the program if they are showing symptoms of any of the above listed illness as these are highly contagious.

### **Medications for use at the Center**

The Academy staff may dispense medication if the "Authorization to Medicate" form is signed by a guardian and on file at the center- But only in this case! Please be sure that this is kept up to date and that the center is informed of any changes ASAP.

All medication to be administered to children must be in the original container (whether over the counter or prescription) with child's name, dosage, directions for administering, and expiration date clearly marked on the label. Prescription medicines should have the name of the pharmacy on the label. No medication may be kept at the Academy without a current "Authorization to Medicate" form on file for health and safety reasons.

A written record will be kept at the center that includes the type of medication given, time, date and name of the person administering shall be made in the medications and injury logbook on the same day that the medication is administered as to keep track of medication administration. All medication will be stored out of reach of children at all times . Those medications needing refrigeration will be stored in the refrigerator in a container also out of the reach of children. All topical solutions such as but not limited to sun block, insect repellent, powder, gels, ointments and lotions must also have written permission before they can be applied to a child for health and safety reasons. So please be sure to keep your files up to date so that we can use these items as needed.. The brand and strength of sun block must be indicated on the permission form given to the center. Please be sure to inform us of any allergies that your child might have.

### **Hand Washing Routines and Procedures**

The following hand washing routine will be used by both children and staff at our center:

1. Run water at a warm temperature.
2. Get hands wet and apply the appropriate amount of soap.
3. Work soap into a lather for at least 15 to 20 seconds making sure to cover the areas between the fingers, under nails, and on the backs of the hands with soap.
4. Rinse off soap well under running water.
5. Dry hands with a disposable paper towel.
6. Use the same towel to turn the water off.
7. Use lotion once hands are dried to prevent hands from becoming dry or cracked.

## **Personal Cleanliness**

1. Children's hands will be washed upon arrival to the Academy, after using the toilet, before and after eating, and other times as needed.
2. Staff will wash their hands before any handling of food, after assisting with toileting, wiping bodily fluids and other times as needed.
3. Bodily secretions such as runny noses, eye drainage and coughed-up matter shall be wiped with a disposable tissue and placed in a plastic lined container. Whoever cleans up the fluids will wash their hands immediately after.
4. Protective disposable gloves shall be worn if there is contact with fluids containing blood or tissue. In this instance, hands will be washed with soap and water and the gloves will be disposed of in a plastic bag.
5. Diapering shall be done in a designated area in the classroom on a plastic lined changing table and soiled diapers will be disposed of immediately in garbage can using foot to lift the lid. Diapers will be changed regularly. The changing table will be cleaned immediately with soap and water and then bleach solution after a diaper is changed at the station. The adult changing the diaper will wash their hands immediately. The child's hands will also be washed following a diaper change.
6. Any bodily secretions on surfaces will be cleaned right away and disinfected with a bleach solution. Hands shall be washed immediately after wiping off and cleaning surfaces as well.
7. Children can use the bathroom as needed (doors are always propped open for safety). Children will wash their hands with soap and water when finished using the toilet, before leaving the bathroom. If staff assisted in any way they will wash their hands with soap and water as well before leaving the bathroom.
8. Clothing that becomes soiled will be changed quickly and the clothes will be placed into a plastic bag and put into the child's cubby to be taken home and cleaned. If the child has an accident during nap-time, their clothing, cot sheet and blanket will be sent home in a plastic bag for cleaning.

## **Toilet Training**

When you feel your child is ready for toilet training, we ask that you begin this training at home during a weekend or vacation. We will follow through the training you start and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go quickly. The child in training must be kept in pull-ups or underwear at all times during the process. Putting a child in dippers and/or training pants can delay the training process. Keep in mind that regular daily activities at KRA can distract your child from responding to an urge to use the potty, more than at home. Therefore we will continue to use dippers until your child is can and will announce that he/she must use the bathroom (not just at home but also at the KRA), and can control his/her bladder and bowels for a few minutes beyond the announcement. We also ask that if your child is not in training yet, please do not put him/her in pull ups.

## **Sanitation of Toys and Equipment**

Here at the center we will do everything we can to ensure that all equipment and toys are kept as clean and sanitary as possible and that the center is kept at a high standard of cleanliness. Furnishings and toys will be washed and cleaned at least weekly and more frequently in the infant and toddler classrooms. This is done to prevent the spread of germs and illness in the center. All toys in use will be sprayed with a bleach and water solution daily/weekly, depending on the level of use in each individual classroom. Toys that are mouthed or come in contact with bodily secretions will be placed in a bin that is inaccessible to children until the toys are cleaned and sanitized. All surfaces and counters used for eating will be cleaned and sanitized before and after each use. Crib sheets will be sent home to be washed every week, and cots will be wiped down with soap and water and then sprayed with a bleach and water solution weekly. Cribs will be sprayed and wiped down at the end of each week with a bleach and water solution as well.

## **Accident or Injury Procedure**

1. For minor injuries, staff will handle routine first aid treatment which they will have received training in. Superficial wounds will be properly cleaned with soap and water only and then covered with bandages. Ice packs will be applied to minor injuries when and if required. The Academy will provide basic first aid items such as bandages, tape, soap and ice packs. Parents will be informed when they pick up their child of any minor injury.
2. In the case of a more severe injury where emergency medical care is needed, 911 will be called and the child will be taken to St. Mary's Hospital Ozaukee. Parents will be contacted immediately by a staff member.
3. If a more severe injury occurs off-site, the child will be taken to the nearest emergency medical center and parents will be contacted immediately.
4. Reports of accidents and/or injuries will be sent home for parents in addition to a telephone call and record will be kept in the child's permanent file, as well as written in the medical log.

## **Parent Notification**

Parents shall be notified:

1. A written note will be posted outside the classroom so parents know when their child has been exposed to a communicable disease, which has either been diagnosed or suspected so that they can take the proper precautions.
2. Immediate telephone call when their child has fallen ill or suffered serious injury. Again, please be sure that all emergency contact information is kept up to date.
3. Face to face by staff when the child is picked up from the Academy if the child suffered a minor injury.

4. By immediate telephone communication from the Director when their child has suffered suspected child abuse by a teacher, staff member or another child. Local authorities and the proper agencies will also be contacted in this instance.
5. By immediate telephone communication from the Director if their child is missing. Police will also be called immediately in this case.

### **Medical Log**

Daily records will be kept in the Academy's office medical and injury logbook of any injuries suffered. Records of any injuries recorded and suffered will be reviewed by the Director, along with staff, at minimum of twice a year to determine that all possible preventive measures are being taken to ensure the health and safety of children at the center; there will be documentation in the logbook that reviews have taken place. All injuries to a child and first aid administered will be documented in the Academy medical log. Any injury suffered outside of the Academy and any marked change in a child's behavior will be documented in the medical log. All medications administered to a child while in the Academy's care will also be documented in the medical log so that there is a consistent record of medication administered and the scheduling of it. All documentation shall be done by the staff who observed the injury, or by the staff who administered the medication to the child. The logs will be kept up to date and closely monitored to further ensure our center is as safe as possible for those attending.

### **Special Health or Dietary Needs**

It is important for all staff at our center to know about the special dietary and nutritional requirements of all children in the room where they are working. We think it's important to make sure that this information is readily available to the relevant staff therefore the child's information will be kept in their classroom where staff can readily and easily locate it. A sheet detailing the health and dietary needs of children will be posted on the inside of the cabinets in each classroom for staff. Staff will review the information whenever they come into a new classroom so that they are fully aware of any special needs or requirements children in the room may have to review. Additional information for special needs children will be stored in the child's folder in the office and shared with all staff, including specific health care requirements including any physical, emotional, social, or cognitive disabilities, including IEP if available. Information regarding special dietary needs and requirements will also be listed in the classrooms so that staff can adhere to and follow any special dietary instructions for the children in their classrooms.

### **Sudden Infant Death Syndrome**

Children under the age of 12 months olds will be put on their backs in cribs that have a tight fitting mattress to sleep to reduce the risk of Sudden Infant Death Syndrome ( or SIDS) or suffocation,. Infants that are not yet mobile shall have time when they are

awake to spend on their stomachs for exercise and movement development. Consistent with recent research and medical advice to reduce the risk of SIDS, all infants will be placed on their backs when sleeping at the center and will be closely monitored and checked in on while sleeping.

Mattress coverings will be tightly fitted and blankets used to cover the infant will be tucked tightly under the mattress and kept away from the child's nose and mouth to reduce any risk to the infant. Please note that soft materials and bulky materials including sheepskins, thick blankets, pillows, stuffed animals, and bumper pads are not allowed in the cribs at the center. All infants will be placed on their backs to sleep unless another position is specified in writing by the child's physician and only in that case. The child will be allowed to assume the most comfortable sleep position when they are able to roll over independently and they will still be closely monitored when sleeping. Children that fall asleep somewhere other than their crib will be placed in their crib to continue sleeping. The temperature in the infant room will be controlled and kept at a warm temperature so that thick blankets are not necessary to sleep comfortably.

If an infant is found to be unresponsive caregivers will immediately

1. Start infant CPR
2. Dial 911
3. Calm the other children and remove them from the area
4. Call the child's parents and then the other children's parents
5. Call the licensing agency
6. Leave the room as is, do not clean things up
7. Contact the local SIDS organization for support materials

## **Evacuation Procedures**

### **Fire Evacuation**

1. Director or other staff will call 911 and by pull the fire alarm.
2. Staff will assemble all children in their classroom into a single file line and count children as they line up. In the infant rooms, the children will be placed into two cribs with wheels, four infants per crib, and staff will push the cribs out of the building. The staff will bring the attendance sheet to ensure all children are accounted for, and the emergency cards with the children's emergency contact information as well.
3. Teachers and staff will take children towards the exits that are illustrated in their classroom from the building and the fire exit route will be clearly displayed in every classroom.
4. Teachers will then take another head count as soon as they are outside with the children.

5. Additional staff will make sure all children are out of the classrooms and bathrooms and will close all doors upon exiting.
6. All classroom doors will be closed after children leave the classroom.
7. This procedure will be practiced once a month so that staff and the children are familiar with the fire evacuation plan.

### **Tornado Evacuation**

1. Staff at the center will assemble children in single file line and count heads as the children line up. In the infant room, the children will be placed into two cribs, four infants per crib, with wheels and the classroom staff will push the cribs. The staff will also bring the sign in/out binders with the children's emergency contact information with them when evacuating.
2. Staff and children in the classrooms will gather to line up at the door and then proceed to the hallway outside their classroom. All children will then crouch down against the wall on their knees covering their heads. Infant cribs will be rolled into the hallway directly outside of the Infant Room. They will remain there until the all clear is announced. Teachers will count heads each time they transition to make sure that all children are accounted for.
3. Additional teachers/helpers will make sure all children are out of the classrooms and bathrooms and if time permits they will close windows and doors.
4. This procedure will be practiced once a month so that staff and children are familiar with the procedure.
5. Emergency kits containing the following items will be in the office and accessible to staff in case of an emergency:
  - a. Flashlight and extra batteries
  - b. Radio and extra batteries
  - c. First Aid Kit
  - d. Puzzles, crayons and various activities

### **Flash Flood**

Children will stay in classrooms with staff in the event that there is danger of a flash flood. Infants and toddlers will be brought to the classrooms by staff and emergency kits, containing items as noted above, will be taken to the classrooms as well.

### **Other Emergency Procedures**

The temperature inside of the classrooms may not be less than 67 degrees F. If the inside temperature exceeds 80 degrees F, the Academy will turn on air conditioning with fans to make sure the rooms remain cool. In the event of building service loss such as loss of water, electricity, heat etc... classes will be cancelled until the issue is fixed. If a situation arises during a session, parents will be notified as soon as possible, and children will be

kept safe (and heated or cooled location) location within the building until they are picked up by parents.

### **Emergency Contact Person**

When only one adult is present at the Academy there will be a second emergency contact person available within 5 minutes of the center. The list of emergency contacts is available by the phones in the Academy's Office and inside each classroom.

### **Confidentiality of Records**

Staff that has access to children's records (employees and volunteers) will not discuss or disclose personal information regarding the children and facts learned about the children and their families to others. This does not apply to the parent or a person authorized in writing by the parent to receive the information, agencies assisting in planning for the child when informed written parental consent has been given, or authorized agencies. Upon request, a parent does have access to all records and reports maintained on their child/children. All records required by the Department of Health and Family Services must be available to the licensing representatives upon request.

### **Child Abuse/Neglect**

If any employee or volunteer working for the Kids Rule Academy that learns of or has reasonable suspicion that a child has been abused or neglected, they will immediately contact the Director in all cases. All staff and volunteers here at the center are mandatory reporters; thus all cases of suspected and reported abuse and neglect will be reported. Upon this report the Director or member of staff will contact the county department of social services, human services, and/or a local law enforcement agency to intervene in the situation. Employees will be trained every two years to learn about child abuse and neglect laws in the state of Wisconsin, in recognizing children who may have been abused or neglected, and to become familiar with the processes for reporting suspected abuse cases. This training will be documented in the relevant staff file and will be kept up to date.

### **Confidentiality of Records**

Any individual who has access to children's records (employees and volunteers) at the center will not be allowed discuss or disclose personal information regarding the children and other facts about the children and their families to others. This does not apply to the parent or a person authorized in writing by the parent to receive the information that is kept within the school, agencies assisting in planning for the child when informed written parental consent has been given, or authorized governmental agencies. Upon request, a parent can access records and reports maintained on his or her child at the center. All

records required by the Department of Health and Family Services must be available to the licensing representatives when they are required.

## **Children's Health Requirements**

### **Examination**

Children attending the center need to have an initial medical examination not more than six months prior to, or 30 days after, admission to the Kid's Rule Academy. We need evidence of an up to date physical examination in the form of a report signed and dated by a physician licensed in the state where the examination was carried out. A follow-up physical examination shall be supplied every 6 months after admission for children under two years of age, or every two years after admission for children two years of age and older. Please be sure to keep your child's records up to date as these are very important for health and safety at the center.

### **Immunization**

It is necessary that children have on file at the center an immunization history that the child has been immunized against illness such as: diphtheria, tetanus, poliomyelitis, measles, rubella, hepatitis B, pneumococcal pneumonia, and chicken pox( as well as the month and year each dose was administered). A written statement needs to be on file at the Kids Rule Academy prior to the child's admission, or one of the following compliance alternatives must be met prior to the child's admission:

1. A physician's written, signed and dated statement that in the opinion of the physician, a particular immunization requirement is or may be detrimental to the health of a particular child. If this is the case, the requirement for that particular immunization will be waived until it is certified by that physician, or another physician chosen by the parent, that the particular immunization is no longer detrimental to the health of the child.
2. A parent's written, signed and dated statement stating that a particular child is an adherent of a religious belief that precludes immunization. If is the case, the immunization requirements will be waived for this child by signing the portion on the health form that waives immunizations.

## **Program Guidelines**

Part of our mission is to provide a positive, nurturing learning environment in which children can develop respect for themselves and for others along with a lasting love for learning. This embodies our core aim of educating the whole child at the center, and helping them to grow in spirit, mind and body. Activities are guided by the children and ultimately emphasize processes, rather than the products, which helps to foster a sense of accomplishment and pride. While at our center, children will be engaged in hands-on

activities and guided discovery in a warm and nurturing atmosphere where every child can succeed and flourish.

Our curriculum focuses on the following core areas:

1. Development of self-esteem and a positive self-image
2. Fostering of self-expression and effective communication
3. Intellectual growth and consistent mental stimulation
4. Large and small muscle development at all ages and levels
5. Opportunities for positive social interactions with peers, staff, families and the community
6. Exposure to art, music, movement and creative expression throughout learning and development
7. Teaching values that create the foundations for positive, age appropriate experiences that children can take and build on

To enhance our curriculum we will utilize the following in our programs here at the center:

1. Large and small group activities with peers, staff and others
2. Freedom of choices and learning through various play opportunities
3. Daily outdoor activities that include interactions with the natural world and learning about nature
4. Daily opportunities for exploration in our outdoor nature area for recreation and learning
5. Stimulating, fun activities that are developmentally appropriate for each age group (infants, toddlers, twos, threes, and fours/fives)
6. Quiet time, and nap time when appropriate
7. Culturally diverse materials and activities to encourage respect and acceptance of

### **The Infant and Toddler Room**

The Kids Rule Academy has an infant/toddler room which is specifically designed and intended for infants 6 weeks- 2 years of age. Teachers and caregivers that work and tend to the infant rooms will be committed to forming a strong bond with the infants and toddlers while taking care of their daily needs. Parents will fill out the top half of the children's daily feedback sheets, with the caregiver completing detailed information about the child's diapering, feeding, sleeping and other daily activities on the lower half. Regular communication between parents and caregivers is encouraged to help make this a smooth transition into our program and to ensure we are taking the best care possible of your child. Each individual child will be on their own sleeping, eating and diapering schedule according to the information provided by parents.

Our teachers and caregivers will be working from a curriculum that aims to nurture and guide children's development in all areas at this fast growing age! Because the most significant growth occurs during the infant/toddler stages when they will gain head and trunk control,

roll over, sit upright, crawl, creep, stand and take their first steps we work daily with your children to help them develop these skills. Teachers and caregivers will help children develop these skills through play and opportunities for movement in open, play areas (indoors and outdoors) with the aim to improve large and small muscle group skills. We also engage children in activities such as so that they can work at developing their fine motor skills. Language development is also another crucial development for children during this stage of life. Our staff will encourage language development skills by responding to verbal and nonverbal communications consistently and by regularly engaging children in verbal exchanges/conversations. Sign language will be taught and used regularly with each child to help them express needs and wants to adults. Teachers and caregivers will interact and talk with/to children throughout the day and during routines such as feeding and diapering to help them hear and mimic sounds, noises and words. Books and songs will also be used in the room regularly to further stimulate language development and skills. Cognitive development will be encouraged and nurtured through interactions with staff, the regular use of toys that generate curiosity, fun games, outdoor walks, opportunities to interact with peers and adults, and regular exploration of the classroom and the outdoors,

The caregivers and teachers who work with the toddlers and mobile infants will ensure a safe environment that allows this very active age group to explore, learn, create and interact with toys, games and other children. Daily activities will be set that take into account the individual interests and developmental levels of each child and thus help to stimulate their intellectual and physical development. Children will have daily opportunities to participate in group and individual activities that trigger the use of physical movement, art skills, and sensory stimulation. All of the activities engaged in the infant and toddler room essentially encourage growth in physical, cognitive, and language development.

**We have a Specialist who will be floating between all the classrooms and spend a great deal of time inside of our Infant/Toddler room. This teacher has Master's degree in Early Childhood Education from Belorussian State Pedagogical University with over 16 years of teaching experience. She has extensive expertise in Children Psychology, Methods of teaching Mathematics, Languages, Natural Science, and Geography. She is an expert in speech pathology and oligophrenopedagogics. She also specializes in the development of Motor and Sensory skills in children of early ages. Motor and Sensory skills are absolutely necessary for every child as it is a great way to stimulate child's brain activity. Stimulation of brain activity is achieved by the very special tutorial materials, foot and back massage, visual focusing, stretching, exercising, and more. In plain "English", by stimulating your child's brain activity, your child will create billions of "filing cabinets" inside their brain. These "cabinets" will be empty until your child is old enough to process information and "file" it or store it into the right "folder". Having as many of these "cabinets" ready for elementary school will determine how good and fast can your child process the information and will make your child "store" this information into the right "folder" for future use. This is exactly what will separate your child from other children in**

**his/her Elementary School class and will make your child stand out among others. Your child will have superior knowledge for their age and ability to process and store information faster than other kids.**

## **2-3 Year Old Preschool**

The 2-3 year old curriculum that we use here at the Kids Rule Academy is the combination of the Reggio Emilio Approach that was developed in Italy by Loris Malaguzzi and that of Dr. Maria Montessori. We took the Best from the two approaches and created an outstanding combo-curriculum. Our Combo of the Reggio/Montessori curriculum primarily focuses on the preschool and primary ages of a child's development. Our Combo philosophy stresses that children are naturally curious and creative and that education should tap into this readiness to explore the world with a sense of wonder and awe. Children thrive in environments with teachers and caregivers that foster a passion for learning and exploration which starts right away at infancy. Our Combo philosophy sees the child as competent, active participants in their own learning and this is one of the core idea's our center revolves around. Our Combo approach is founded on principles, and curriculums which believe that children act as collaborators and communicators, and that their teachers act as partners, nurturers, guides, and collaborators in research within everyday life and activities. The exploration of ideas through natural processes, nature and the living environment is central to this philosophy and teaching approach. The environment is very important in this philosophy; it is referred to as the "third teacher" and plays an integral role in the learning processes and curriculums utilized.

Our Thyme based curriculum for teaching children is based on the natural interests of children and heavily relies on interactions with the surrounding communities (children, families and teachers). Children are granted various opportunities to observe, explore, and to discover the worlds around them. Our teachers often use meaningful questions, natural materials, and purposeful conversations during children's discoveries to help nurture learning and engagement about nature, the environment and their experiences. Parental involvement is a crucial component in our philosophy and it is held that they are an active part of their child's learning experiences. Furthermore parents share in the welfare of their child's learning and are crucial in helping to shape children's development. When we undertake long-term projects here at the center, both the child and the teacher are researchers and we strongly encourage the involvement of the parents; thus all can share in the learning process. At the center of our philosophy we believe that helping collaborate with children in their discoveries is an important part of children learning how to work both individually or/and within groups. Learning to work in these different environments helps to foster their intellectual development and various social skills.

Our thyme based curriculum meets the individual needs of all children involved and helps children to lay the foundations for the values and beliefs they will carry with them in their lives. The curriculum that we embrace here at the center is an amazing approach to making

learning which makes education more visible and interactive for children. Regular documentation worked completed by children will be displayed and proudly shown throughout the classrooms and the school. We encourage children to with in-depth studies of various materials, processes and ideas and offer them opportunities to discovery by exploration through a variety of visual, artistic, dramatic, and musical tools, and natural materials. Every day at the center we offer children daily group time and outdoor activities. In these various activities children will be developing their physical, cognitive, language skills, social skills, and learning about the self.

#### **K-4**

We will continue to with the best of our thematic approach and hands on learning will guide the K4 children and help them concentrate on building their school readiness skills so that they will be ready for Kindergarten and beyond. Our curriculum is built to help teachers and caregivers assist children in building their early math, reading, self-help, social, and language skills. This is done mainly through motivating, engaging activities that take place throughout the day. Children will still have opportunities to choose which activities to participate in during center time and will daily participate in games and play time indoors and outdoors. There will also be morning and afternoon group times, outdoor activities, and art time to help offer children a variety of daily activities and opportunities for mental and physical exercise. K4 children will continue to build their social skills of cooperating, sharing, and self-control. They will also learn about diversity, difference and how to build an appreciation for all of those within their own, and other, communities.

#### **Transition Times**

KRA transitions 2 times per year in June and January. However, if your child is old enough and is ready to transition before the scheduled time, we will do everything possible to accommodate your child.

#### **Routines**

##### **Arrival/Departure**

During both arrival and departure, children will be signed in and out by either their parent or a member of staff at the center. Upon both arrival and departure, parents will sign and record the time the child arrives or departs on the attendance sheet so that it is documented. If someone is picking up the child who is not already authorized and on file, the Kid's Rule Academy must have a signed note from the parent stating who will be picking up the child, as well as a photo I.D. of the adult picking up the child. Again, please call the school as soon as you possibly can if your child will not be attending on his/her scheduled day, or if you will be arriving more than 30 minutes before or after your scheduled arrival time so that we may prepare for the change in time and schedule. Should we do not hear from you within 30 minutes of your child's usual and scheduled started time, a member of

staff will email you to check in. The lead teacher keeps a daily list of those children who are in their care and at least every hour carries out a both a head count and attendance to ensure that all children are accounted for; these are in addition to those done before and after transitions.

### **Typical Classroom Schedule:**

7:00 - 9:00	Early birds/Arrival
9:00 - 9:15	Classes Start/Center Choices
9:30 - 10:00	Group Time (Good Morning Songs, Discuss Day's plans and activities, Stories, Etc.)
10:00 - 10:30	Art/Science/Math/Reading
10:30 - 11:00	Bathroom Break/Snack
11:00 - 11:30	Outside/Indoor Gym Time
11:30 - 12:00	Stories/Flannel Board/Singing/Games
12:00 - 1:00	Lunch/Bathroom Break
1:00 - 3:00	Nap/Rest Time
3:00 - 3:30	Snack/Bathroom Break
3:30 - 6:00	Departure - Free/ Choice Outside/Indoor Gym

Gym, Music, and Tae Kwon Do will be held once a week for each class and we will, weather permitting, grant children the opportunity to play outside at least once a day.

### **Outdoor Activities**

Our curriculum encourages daily outdoor activities and regular interaction with nature. So please be sure to dress your child appropriately for outdoor weather so that they can join us in all of our outdoor activities. Outside we utilize the nature trails, play in the outdoor play areas and the playground, make use of surrounding open areas for free play, and engage in structured and exploratory nature-based activities. For children ages 2-5 years of age, we will go outside for play time when the wind chill is above 25 degrees F and less than 90 degrees F. For children under 2, we will go outside if the wind chill is above 30 degrees F and less than 90 degrees F. And again, children can only join us outdoors if they have the proper attire to do so, therefore please be sure that you dress your child for the weather and that they have the clothing items they need for the weather: for example: send snow pants, boots, hats, mittens and a warm jacket during the winter) Please also be sure to label all items of clothing that are brought to the center. Children should wear a hat and sunscreen if provided during the summer and also pack a swimsuit as swimming/water activities are enjoyed on the warm days of summer.

### **Early Bird and Late Afternoon Care**

- Children that arrive early may bring breakfast with them in the morning
- All children, except for infants and toddlers, will be in one room until their teacher arrives to start class.
- Children shall have available outdoor play time in the morning and afternoon.
- You will be charged \$8 for Early Bird and \$8 per hour for late care (prorated depending on pick-up time)

### **Field Trips**

Field trips to locations other than those at the center will be offered to children three years old and up. Permission slips will be given to parents with the destination, cost, time of departure and arrival back at school detailed within adequate time. Permission slips have to be signed and returned back to a member of staff before we will take the child on the trip; children who do not have signed permission slips will stay back at the center with members of staff. Children may participate in on-site, walking field trips through the nature area or partake in other activities that are very close to the center with staff members. All children, whether on-site or off, will be assigned to a member of staff or chaperone and the assigned adult in charge must track the whereabouts of the children at all times and regularly conducted head counts and attendance. This includes a head count as they leave the building, regularly throughout the day's activities, and again as they arrive back at the building. Emergency information and basic supplies will be kept with the teachers at all times in case needed.

### **School Age Transportation**

Parents must provide transportation to and from their child's school to the Kid's Rule Academy. Children who attend the M-T schools will be transported to and from their schools by the school transport company.

### **Apparel**

Because creativity, play and free choices are so central to our curriculum encourages your child will have daily opportunities to participate in fun art activities and other 'messy' projects. So please dress your children in comfortable clothes that you do not mind if they get dirty or a little paint on or provide an over-sized shirt or smock for them to wear. Also, please remember to dress your child in clothing that they can quickly get out of in order to use the toilet with ease.

### **Nutrition**

Part of our mission is to provide nutritious and delicious food, so home cooked healthy, well-balanced meals and snacks will be made onsite daily for children. The morning and

afternoon snacks that will be provided by Kid's Rule Academy/ Menus will be posted on the Parent Information Board in the hallway for viewing upon arrival. All food choices will follow the Wisconsin state licensing regulations which are based on USDA guidelines. If it is your child's birthday, you may bring in a birthday snack for the class in order to celebrate but please do let a member of staff know before hand that you will be doing so. We will help children to wash their hands with soap and water before and after every snack or meal. Children at the center will be offered a good variety of healthy foods during both snack and meal times and they will be encouraged - but never forced - to try new foods; also food will never be withheld from a child. An adult will sit at the table with the children to socialize and interact with them. Snacks and meals are planned throughout the day so that no child will go without food for more than three hours. Children with special diets (vegetarian, kosher, medical) will be accommodated with special meals that are provided by the parent and sometimes the center depending on the need/requirement. All allergies will be posted and children will be provided substitutions for any foods they may be allergic to. Please be sure to keep us updated with any dietary changes or allergies!

### **Infant Nutrition**

Infants will be fed on their own, individual schedules at the center as is determined by their parents and staff. Parents must provide formula or breast milk (or milk substitute at the written direction of the child's physician) for children less than one year of age. All bottles must be labeled, dated and refrigerated if necessary. If breast milk is being used, the time the milk was expressed must also be included on the label please. (Parents are asked to provide backup formula and breast milk ( which we will store in the freezer) in case it is needed in the future.) Breast milk or formula that has been prepared and used will be discarded after two hours. Any leftover milk or formula will be discarded after each feeding, and bottles will be rinsed and placed in the child's cubby to be taken home and cleaned. Parents will provide baby food for infants when appropriate. Commercial baby food containers that are opened will be covered, dated, labeled and refrigerated. If the baby food is not used within 36 hours it will be discarded and the refrigerator will be regularly checked for food that needs to be disposed of. Teachers will not feed infants directly from commercial baby food containers; food will be instead put into clean bowls for feeding. Infants too young to sit in a high chair will be held when they are fed and their bottles will not be propped up. All other infants will use high chairs and will practice self- feeding with hands or spoons while supervised.

### **Items Children Bring From Home: A checklist for parents**

Infants - **\*PLEASE LABEL ALL ITEMS\***

- Two small sized crib sheets.
- A Blanket for nap time.

- Diapers, wipes, and creams or powders needed for diapering with a signed permission sheet that includes instructions for use. There must be enough for the child's daily needs.
- Bottles that are premixed and labeled with name and date, or pre-measured formula and bottles with water.
- Baby Food labeled with name and date.
- 2 changes of clothes: please dress children for the weather
- Pacifiers or any other items necessary for your infant's care.
- Appropriate outerwear for the season.

#### 1-5 year olds - **\*PLEASE LABEL ALL ITEMS\***

- 2 standard sized crib sheets labeled with the child's name.
- A small, light blanket (Please no comforters, full size blankets or pillows allowed)
- One small stuffed animal is allowed for nap time.
- Diapers, wipes, and creams or powders needed for diapering with a signed permission sheet and instructions for use included. There must be enough for the child's daily needs.
- 2 changes of clothes, underwear if worn plus socks.
- Appropriate outerwear for the season.

### **Photography**

While at the center, children may be photographed or videotaped but parents will be asked to sign a permission slip to allow us to take pictures of your child. If these photos are to be used for any purpose other than within the school, parents will be notified and permission will be sought. Some times at the center we will have students or teachers from another school to visit and observe our classrooms for educational purposes. Please let us know if you do not want your child photographed, videotaped or observed for these purposes. Please note that images may be printed or posted on our website or in our newsletters with parental permission.

### **Pets**

Parents will receive written notification prior to any pets being added to a classroom. Please make us aware immediately of any allergies or other issues children may have with certain animals. Children's interactions with pets will be closely monitored by the classroom staff and children will not be left unattended with animals.

## **Religion**

The Kid's Rule Academy is not connected to any religion or religious institution. We will during the course of the year as holidays come, discuss and talk about the meaning, traditions and customs of various major holidays with children. Values will also be part of our curriculum; values such as kindness, doing for others, patience, telling the truth, etc. will be taught in the classrooms as well as a basic understanding of each concept. In approaching and learning about various religious traditions, it is our hope that children develop a strong appreciation for diversity and the cultures of others. If for any reason you do not want your child to participate in any of the holiday story times or activities please do notify a member of staff.

## **Rest Periods**

During the afternoon sessions, all two and three year olds that are in attendance will nap between 1:00 and 3:00. Children will rest or quietly look at books while trying to fall asleep and if after 30 minutes children are not asleep, they will be allowed to get up and participate in quiet activities while the other children sleep. Children that are four years old must take a rest time/nap for 30 minutes each day and after the 30 minutes, they will get up and participate in their afternoon enrichment activities. Each child should bring his/her own blanket and crib sheet and will be provided a cot to sleep. The blankets and cot sheets will be stored on each child's cot, and blankets and sheets will be sent home at the end of each week for washing: Please ensure that these are washed weekly to help us keep up a high standard of cleanliness! (For children with schedules of 2-3 days per week, blankets and sheets may go home on alternating weeks for washing.)

## **Holidays/Vacation/Sick Days**

### **We will be closed during the following holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Please refer the yearly calendar to see exact dates of all closures

KRA is the ENROLLMENT BASED Pre-School!!! Please note that there will be no credits given for days off for holiday closures, sick days, or vacations as the attendance prices are already adjusted to include the closures.

## Vacation Policy (updated 01/10/2016)

1. Full Time enrollees shall receive 1 (one) week (5 days) of vacation after making payments for 52 consecutive weeks. 52 week count starts on the first day of attendance.
2. Part Time enrollees shall receive NO vacation time.
3. Vacation can be used at any time (even 2 weeks after the first day of attendance), but you must continue to pay tuition as scheduled for 52 consecutive weeks.
4. Vacation shall be redeemed in the form of the tuition credit.
5. Vacation **MUST** be requested in writing by filling out the vacation request form.
6. Vacation can be taken as one full week or day by day (sick days can qualify)
7. Vacation **cannot** be used for holidays and our scheduled closure days, including emergency closures due to weather or other unforeseen circumstance.
8. During the vacation a child would not attend KRA.
- 9.

Vacation **shall not** be honored if you take a Leave of Absence during the 52 weeks of your enrolment.

## Schedule Changes

Kid's Rule Academy children have a regularly set schedule when they begin at the Academy which is based on the information given to us by parents. If there are schedule changes pending, we ask that parents contact the Director to fill out a Schedule Change form so that we are aware of these as soon as possible and can make the necessary arrangements to accommodate them. Please fill out a Schedule Change form at least thirty (30) days prior to the proposed schedule change. We cannot offer credit for sick or missed days and it is not possible to switch scheduled days to accommodate sick or missed days,. It is possible to add a temporary additional day should there be need to do so; to add a temporary additional day, parents need to fill out an 'Additional Day Request Form' for approval as soon as possible. The cost of an additional day will be calculated at the rate of \$50.00 per day fpr children older than 24 months and \$75.00 for children under 24 months old.

## Inclement Weather

It is Kid's Rule Academy's intention to remain open at all times that the Academy is scheduled to be open. If the Academy closes on a day due to inclement weather, we will advertise the closing on Channel 6 and Channel 12 as soon as it is confirmed. We will

follow-up with a call to families first thing in the morning to notify them of the closure. We will also be going by the M-T School District decision to close.

### **State Licensing Information**

Kid's Rule Academy is a state licensed child care center. A book containing the above policies and all state regulations, including licensing visits and any non-compliance notices, is available for your review at the front foyer. Please contact the Director with any questions you may have regarding this material or any licensing matters.

### **Special Bonus to The Kid's Rule Academy Parents and Families**

***Word of mouth is our best advertising!*** As parents of Kid's Rule Academy, you will receive a **\$150 bonus** to be applied toward your child's tuition for every new family you recruit to the center! The new family needs to mention your name when enrolling their child/children so make sure they do. You will receive your bonus after the new family has been with us for four weeks. Please pick up some brochures and help us spread the word!!!