Kitty's Kids at Shady Grove, Inc.

Parent Handbook

Child Care, Preschool, & School Age Ministries
2011-2012

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KITTY'S KIDS AT SHADY GROVE, INC.
Located at Shady Grove United Methodist Church

PARENT HANDBOOK
2011 – 2012 Edition

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Legal Counsel: C. Felix Cross, III

Kitty's Kids at Shady Grove, Inc. is a non-profit, Religiously Exempt entity established for the purpose of providing Christian-based, affordable Child Care, Preschool, and School Age programs for families living in the area near Shady Grove United Methodist Church. Donations are tax deductible.

KITTY'S KIDS AT SHADY GROVE, INC.

Preschool, Child Care & School Age Ministries
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HISTORY

Kitty's Kids is the namesake of Katherine "Kitty" Barnette Carneal, a member of Shady Grove United Methodist Church until her death in 1997.

Margaret Katherine Martin was born on September 6, 1915, in Hanover County. The eldest daughter of Joseph and Goldie Martin of Ellerson, Katherine grew up on her parents' farm with her three sisters, a half sister and half brother, and graduated from Washington-Henry High School.

She married Patrick Henry Barnette of Studley in 1932. Henry died tragically in an auto accident in 1941, leaving Katherine with their two sons and two daughters whose ages ranged from nine months to seven years.

Katherine and her little family – Martin E. "Bill", Marian Kay, Henry Wayne, and Betty Bland – moved to her parents' home on Pole Green Road. She secured a job at Home Beneficial Life Insurance Company where she worked until her retirement in 1973. Granny Martin taught her granddaughters to cook and sew, and Granddaddy Martin instructed his grandchildren in his strong work ethic and devotion to God. Katherine and her parents made sure that the four children were in regular attendance at Shady Grove.

After raising all four children to adulthood, Katherine married George A. Carneal of Ellerson in 1959 and became a second mother to his three children, Dorothy Mae, George A. Jr., and Franklin Lee. George and "Kitty", as she was known to him, enjoyed a marriage of 35 years until his death in 1995.

Katherine loved children and was a faithful lifetime member of Shady Grove United Methodist Church. In her later years, she commented frequently about "all the little children" at Shady Grove and especially enjoyed seeing her great-grandchildren in attendance. Knowing that some of these great-grandchildren would attend Shady Grove's Preschool would have been a special joy for Kitty.

Because of her keen interest in the plans for the development of a Preschool/Child Care program, her children increased her bequeathment to Shady Grove and designated it for this program, thus providing the necessary funds to open Kitty's Kids at Shady Grove, Inc. There is no doubt that this would have been Kitty's desire.

Philosophy

He said to the disciples, "Let the children come to me, and do not stop them, because the Kingdom of God belongs to such as these." --Mark 10:14

Kitty's Kids at Shady Grove, Inc. is an outreach ministry of Shady Grove United Methodist Church. Kitty's Kids is offered for children ranging from 3 years old through 5th grade. Kitty's Kids accepts all of God's children of all races, gender, color and national or ethnic origin. Kitty's Kids recognizes that in the world we live today, parents need a secure environment where their children can grow and develop socially, emotionally, physically, and spiritually. As servants of Christ, the Kitty's Kids staff creates a loving and nurturing Christian atmosphere.

About Kitty's Kids

Kitty's Kids at Shady Grove, Inc. is a non-profit entity established for the purpose of providing Christian-based, affordable Child Care, Preschool, and School Age programs for families living in the area near Shady Grove United Methodist Church. Donations are tax deductible. Kitty's Kids is certified through the Department of Social Services as a Religiously Exempt facility (a Public Disclosure Statement is available upon request in the Kitty's Kids Office).

Kitty's Kids is located in the newly constructed portion of the 2nd Floor of the Gym Wing of Shady Grove United Methodist Church. During the school year we operate with up to 6 Preschool Classes, 2 Child Care Classes, and 3 School Age Classes totaling an average of 130-140 children ranging in age 3 years old to 5th grade. Kitty's Kids also uses the Kitchen, Playground and Gym facilities in Shady Grove UMC for activities. Kitty's Kids is covered by liability insurance which provides coverage in the event someone brings suit for personal or bodily harm suffered during the operation of Kitty's Kids as a result of negligence.

Kitty's Kids physical address is 8209 Shady Grove Road, Mechanicsville, VA 23111. However, our mailing address is P.O. Box 8, Mechanicsville, VA 23111. We also have all of our current information, memos, and more posted online on our website (www.kittyskids.net).

Kitty's Kids phone number is separate from the Shady Grove UMC. The phone number for the Kitty's Kids Office is 559-7690. This number is connected to the church voice mail. When you receive the church voice mail, press 212 for Kitty's Kids.

The Board of Directors

The Board of Directors (the Board) oversees the planning and operations of the school and employs the staff to plan and supervise daily activities for the center. Established by the Council of Shady Grove, the Board includes a minimum of nine members, the majority of whom are members of Shady Grove United Methodist Church. Board meetings are held at least quarterly. The Executive Committee of the Board meets on a monthly basis.

Absence of Director

In the scheduled absence of the Director, an Office Assistant will be assigned and will assume the Director's responsibilities as needed. In the event that the Director will be absent from the center due to vacation, sick day, or for a seminar/training, an individual appointed by the Director will be Acting

Director. In the event of a long-term absence, due either to illness or leave, an individual appointed by the Board of Directors will be Acting Director.

Staff Qualifications

Staff members of Kitty's Kids are mature individuals. They each have a strong interest in the well being of every child. Each Preschool and Child Care teacher has experience in working with children in organized and structured programs. The School Age staff is composed of persons with a genuine interest in children and who enjoy being with them. Each staff member has the desire to see children grow in their love of God and others. All staff receive a thorough orientation regarding Kitty's Kids policies and procedures. The staff are offered opportunities to attend workshops and training programs to keep abreast of current thinking in early childhood and School Age education. All staff members are certified annually by a practicing physician stating that they are free from any disability which would prevent them from caring for children. All staff members have been trained in the Child Protection Policy of Shady Grove and have had a complete Criminal Background Check before hiring. Most staff members are also trained in CPR/First Aid.

Curriculum/Chapel Time

In keeping with the mission and vision of Shady Grove United Methodist Church, Kitty's Kids strives to educate children in the way of the Lord. Accordingly, a committee of staff members, teachers, church and Board members, and interested individuals met to develop a curriculum focused on the educational needs of the children as those needs blend with the mission of the Church. Children enrolled in Kitty's Kids will participate in a kindergarten preparation program that is grounded in faith. The curriculum follows local school guidelines and is reviewed/revised annually and approved by the Board of Directors.

An important part of Kitty's Kids' program is the spiritual development of the children. Prayers will be offered at meal times, and both children and their families will be encouraged to attend the church of their choice as well as pray for one another in class. Approximately once each week, a chapel time will be conducted by one of the ministers of Shady Grove. These chapel times will consist of teaching the children prayers, religious songs, Bible stories and lessons which encourage a relationship with God.

Hours of Operation, Holidays & Inclement Weather

Kitty's Kids is open Monday through Friday from 7:00 a.m. to 6:00 p.m. for Child Care participants (including when Hanover County is closed). Child Care curriculum teaching commences promptly at 8:00 a.m. Every effort should be made on the part of the parents to see that their children arrive by 8:00 a.m.

Preschool classes meet September through May from 9:00 a.m. to 12:00 noon. Students may begin to arrive at 8:50 a.m. Curriculum teaching will commence promptly at 9:00 a.m. The Preschool will be open all days Hanover County Public Schools are open. Kitty's Kids will provide a class schedule and school calendar to parents at the beginning of each Preschool year. The Preschool will be closed during the summer; however, week-long summer Minicamps are offered for Preschool age children. Child Care and School Age Programs are offered by Kitty's Kids during the summer months.

During the regular school year, the School Age classes meet Monday through Friday from 2:30 p.m. to 6:00 p.m. Kitty's Kids will provide care on Early Release days from 12:30 p.m. to 6:00 p.m. All day care will be provided when Hanover County Schools are closed and during Summer Camp.

Kitty's Kids may offer optional extended days to Preschool students from time to time. Students will be required to bring their lunches. Parents will be notified of these extended days and departure times in advance. During Summer Camp, Kitty's Kids may also offer Preschool Minicamps for certain weeks.

During periods of inclement weather, Kitty's Kids will make every effort to open during its regular hours for Child Care and School Age services. During such times, we request parents call the office (559-7690) to see if the center is open before venturing out. If roads are passable and the parking lot is safe, Kitty's Kids will open. On days that the public schools close early due to inclement weather, Kitty's Kids will expect all of the regularly scheduled School Age students to arrive on the school bus or to be picked up by Kitty's Kids, unless notified by parents that a child will not be present on that day.

The morning Preschool programs, during periods of inclement weather, will be canceled whenever Hanover Public Schools are closed. As a general rule, snow days are not made up at the end of the year, and tuition payments will not be adjusted. When Hanover County Public Schools are closed, Kitty's Kids may still be open for Child Care and School Age students. If the weather permits, Kitty's Kids will offer all day care for these students.

Effective September 6, 2010, Kitty's Kids will still have Preschool when Hanover County Public Schools open two hours late. When Hanover County Public Schools have a two hour delay, Kitty's Kids Preschool will also start late (at 10:30am) and extend until 12:30pm. There will NOT be snack time on these days.

All of Kitty's Kids programs will be **CLOSED** (or closing EARLY) on the following holidays during the school year beginning September 6, 2011 and ending June 15, 2012:

Labor Day (9/5/11)
*Thanksgiving Day (11/24/11) & Friday following (11/25/11)***
*Christmas (12/26/11)***
*New Year's (12/30/11)***
Monday after Easter (4/9/12)
Memorial Day (5/28/12)

***Child Care and School Age fees for this week will be billed at 60% of appropriate tuition rates.*

The following dates are special events scheduled for the following programs:

September 6: First day of school for Child Care, School Age, and 2-day & 4-day Preschool
September 7: First day of school for 3-day Preschool
October: Preschool & Child Care School Pictures (TBA)
October 27-28: Preschool & Child Care Harvest Festival
November 16: Preschool & Child Care Thanksgiving Feast (Stone Soup)
December: Preschool, Child Care, & School Age Christmas Program, 6:30 p. m (TBA).
December 19-30: Winter Break (Hanover County Schools Closed-No Preschool)
March 1-2: Green Eggs & Ham Celebration
April 9-13: Spring Break (Hanover County Schools Closed-No Preschool)
May 7-11: Teacher Appreciation Week
May 17-18: Parent Appreciation Breakfast (Preschool)
May 24: Preschool/Child Care Graduation, 6:30 p. m.

May 24: Last Day of Preschool for 2-day Classes
May 25: Kitty's Kids Celebration Picnic, 11:00 a. m. – 1:00 p. m.
May 25: Last day of Preschool for all other classes
June 14: Last day of School for Hanover County
June 15: Last day of Child Care & School Age
June 18: Summer Camp Begins (Child Care & School Age)

**Please remember that Preschool classes follow the Hanover County School Calendar. When Hanover County is closed, there will be NO Preschool. All day care will be provided for Child Care and School Age students.*

Daily Arrival & Departure

Arrival:
Morning Preschool children may begin arriving at 8:50 a.m. Parents may either accompany their child using the Kitty's Kids Entrance (the new Main Entrance of Shady Grove UMC) after 8:50 a.m. or use the car drop-off line at the designated location between 8:50 a.m. and 9:00 a.m. For safety reasons, please do not park your car and bring your child through the designated car drop-off line. Also, if using the Kitty's Kids entrance, please park in a parking spot. Please do not pull in front of the door and leave your vehicle unattended when entering the building. In either case, parents are required to sign in their child by recording the arrival time and initialing the adjacent box on the appropriate sign in/out log. Children arriving after 9:00 a.m. must be accompanied by an adult into the church. If your child will not be attending Kitty's Kids on his or her scheduled day for any reason, we request you call the office (559-7690) and inform us that morning or in advance. Kitty's Kids will make every effort to contact parents of absent children who have not advised us in advance of the absence. Curriculum teaching for Preschool will begin promptly at 9:00 a.m.

Full day Child Care parents and morning School Age parents are required to accompany their child(ren) into the church through the new Main Entrance of Shady Grove and sign in their children daily on the appropriate sign in/out clipboard or notebook. This also applies when School Age children are out of school (i.e. Christmas Break, Summer Camp, etc.). All parents are required to walk their children into the building and sign in each child by recording the arrival time and initialing the adjacent box. Children are not allowed to enter the building unaccompanied. Also, if using the Kitty's Kids entrance (the new Main Entrance to Shady Grove), please park in a parking spot. Please do not pull in front of the door and leave your vehicle unattended when entering the building. School Age children will be signed in daily by their teacher upon arrival off the school buses or church bus.

If your child will not be attending Kitty's Kids on his/her scheduled day for any reason, we request that you call the office (559-7690) and inform us that morning. Kitty's Kids will make every effort to contact parents of absent children who have not advised us in advance of the absence. This is especially important for children who come after school, so we can ensure children rode the appropriate school bus or ensure your child did not miss the van if they are transported to Kitty's Kids on the church bus.

Departure:
Preschool children will be dismissed promptly at 12:00 noon. Parents may either come into Kitty's Kids using the Main Entrance to pick up their child or pick up their child in the car pick-up line at the designated location by 12:05 p.m. In either case, parents are to sign out their child by recording the pick

up time and initialing the adjacent box on the appropriate sign in/out log. It will be the responsibility of the parent or adult driving the car to secure children with seatbelts or car seats buckled securely. Children will not be released to anyone other than the parent without written authorization by the parents. Our registration form allows space for you to authorize specific individuals to pick up your child. This list can be altered anytime through a written note from the parent to the Director. Any individual picking up your child who is unfamiliar to our staff will be asked to provide a photo identification before any child will be released. On Preschool Extended Days, there will be no outside pick-up. Parents will need to come into the church to pick up their child.

Child Care & School Age parents are required to come into Kitty's Kids through the Main Entrance and sign his/her child out on the appropriate sign in/out clipboard or notebook. Parents are to sign out their child by recording the pick up time and initialing the adjacent box. Children will not be released to anyone other than the parent without written authorization by the parents. Our registration form allows space for you to authorize specific individuals to pick up your child. This list can be altered anytime through a written note from the parent to the Director. Any individual picking up your child who is unfamiliar to our staff will be asked to provide a photo identification before your child will be released.

Parents who accompany their child to the classroom or pick their child up from the classroom must park in the parking lot and enter through the new Main Entrance of Shady Grove. In accordance with the Shady Grove church policy, all other outside doors will be locked during hours of operation.

Closing and Late Fees

The Preschool ends at 12:00 noon and children must be picked up by 12:05 p.m. Kitty's Kids (for Child Care and School Age children) closes at 6:00 p.m. The staff is aware that at times traffic and other factors can delay a parent. We ask that you call the Kitty's Kids office and inform us when these factors arise, if possible. A fee of $1 per minute will be collected from a parent when late for the scheduled 12:05 p.m. or 6:00 p.m. pick up.

In the event a parent has not come to pick up a child by 6:15 p.m. and has failed to notify Kitty's Kids that he or she will be late, the staff will make every effort to contact you at the numbers we have on file. If the staff cannot reach you, we will contact the individuals listed on your emergency record forms and arrange for one of them to pick up your child. If we are still unsuccessful at reaching one of those individuals and it is 6:30 p.m. or later, we will call the Hanover Social Services Department at 752-4100 or 1-800-552-7096 to inform them that you have not picked up your child. We will advise the Social Services Department to come to the center and take the child into their custody. If you arrive after your child has left, it is your responsibility to contact the Social Services Department at the above number.

Ages, Class Assignment & Enrollment

Children must be three years old by October 1st of each year in order to enroll in the school year programs and three years old by July 1st in order to enroll in the summer programs. In addition, children must be potty trained to attend any program of Kitty's Kids. The Director will evaluate readiness within a two week trial period and will communicate any concerns or issues to the parents about the child's readiness to be in the program. The maximum age for participants in our School Age Program is children in the 5th Grade for the school year and rising into the 6th Grade for Summer Camp.

Class assignment will be based on the child's age or grade as of September 30 of each school year. Kitty's Kids will ensure staffing in the classrooms in accordance with the Child Protection Policy of

Shady Grove (copies available upon request). It is the feeling of Kitty's Kids that the key to providing a positive experience for the children is keeping the size of the class small and the ratio of teachers to students adequate for the age level. The maximum enrollment per class is: 3-year-olds, 10; 4-year-olds, 12; and School Age children, 15. This ensures that each child receives individual attention, encouragement and praise.

Upon enrollment, each parent is required to sign and provide a number of documents listed below. Failure to sign these documents may result in your child being dismissed from the program. These documents are maintained for health, safety, and legal requirements to protect your child and Kitty's Kids. Documents required to be provided upon enrollment, prior to the first day of attendance, are:

- Copy of child's immunization record
- Copy of child's certified birth certificate
- Copy of parent's insurance card
- Signed copy of Health & Emergency Information/Consent Form (in Registration Packet)
- Signed copy of Field Trip Consent Form (in Registration Packet)
- Signed copy of Policy and Tuition Agreement Forms (in Registration Packet & Parent Handbook)

Supplies Needed

Each full-day Child Care participant must bring the following items upon enrollment in Kitty's Kids:

- A seasonal full change of clothes, labeled with the child's name.
- Nap time supplies including a sleep mat, pillow, blanket or sleeping bag, and a small stuffed animal if needed.
- Extra supplies such as: paper towels, baby wipes, Clorox wipes, tissues, Ziploc bags, markers, crayons, glue sticks, etc. will be collected as needed.

Each morning Preschool participant must bring the following items upon enrollment in Kitty's Kids:

- Full change of seasonal clothes labeled with the child's name.
- Extra supplies such as: paper towels, baby wipes, Clorox wipes, tissues, Ziploc bags, markers, crayons, glue sticks, etc. will be collected as needed.

Please DO NOT allow your child to bring toys to school. Items from home should be brought only for Show 'n Tell times. Each teacher will advise children where to keep these items when not in use. Show 'n Tell days will be advised by each teacher. For Show 'n Tell, please refrain from bringing in toy guns, knives, or other weapons or any toy which may promote violence.

School Age children should not bring toys to Kitty's Kids in the afternoons. School Age children are to bring their own supplies necessary to complete homework assignments. If your child has a special assignment or project, please send books or materials for him or her to use during Homework Time.

Gameboys and other Electronic Devices

Game boys and other electronic devices are not to be brought to Kitty's Kids, unless it is a day set aside by the Director to do so. During the summer camp, Game boys and other electronic devices will be allowed only on Fridays. We have plenty of other great activities for the children.

Clothing

Preschool and Child Care children should wear clothes that allow them to be self reliant when they use the bathroom. **All children should wear rubber soled shoes, a requirement during recreation in the Shady Grove gym.** Dress shoes or slip-ons (flip-flops, sandals, etc.) are inappropriate and may be dangerous for many of the activities during the day. Please provide alternate shoes for recreation time. When wearing skirts, girls should bring or wear shorts underneath for recreation time. Tank Tops/Sleeveless shirts are acceptable; however, please no shirts with spaghetti straps or that show midriff.

All jackets, coats, sweaters, hats, and accessory clothing should be clearly marked with the child's name. Keep in mind that when weather permits, the children will go outside, so they should bring a jacket or sweater to wear on cool days.

Lunch/Snacks

Preschool children will be required to bring his/her own snack each day. This will help prepare you and your child for this requirement during their upcoming kindergarten years. Water will be available with the morning snack.

Acceptable snacks are:

- Fresh fruit
- Cheese
- Cereal bars
- Fresh vegetables (prefer 3 year olds not bring celery or carrots)
- Graham crackers, gold fish, pretzels or other crackers
- Yogurt, applesauce, fruit cups, etc.

Snacks that are discouraged:

- Nuts
- Popcorn
- Marshmallows
- Fruit roll-ups
- Hot dogs
- Raisins (Virginia State Code says this is okay for 4 year olds and older only)
- Any sugary snacks
- Hard candy
- Any foods containing peanut butter (allergy reasons)
- Any soda
- Any glass containers

All full day Child Care children (and School Age children attending all day during days off from school) will be required to bring his/her own lunch every day. The center will provide morning and afternoon snacks for Child Care and School Age participants. We request that parents not send lunches which require heating up because our microwave is very small and heating lunches takes staff away from the children. We simply do not have the facilities to heat multiple lunches at one time. We also ask that children not bring sodas (in bottles or cans) for lunch, but rather fruit juices or milk. Also, please no glass containers. A snack schedule will be posted weekly. It is the responsibility of the parent to send a replacement snack for children with severe allergies who cannot eat certain foods.

During each meal time for all children, we will emphasize good manners. Each meal time is preceded by a blessing. We will stress the importance of each child eating only that which he or she has brought or has been given. We ask that you do likewise.

Nap/Quiet Time

Full day children are required to have a daily rest period between the hours of 12:30 p. m. and 2:30 p. m. Children do not have to sleep; however, they must participate in quiet activities on their rest mat. Please emphasize to your child the importance of resting quietly as many children do sleep and require a nap. Children will wear their shoes during nap time for safety precautions and in the event of an emergency.

School Age children will also have Quiet Time during Summer Camp and full days out of school. Again, the children do not have to sleep; but they must rest quietly. Also, during Summer Camp, we will reduce naptime for the PreK children to prepare them for Kindergarten.

Communication with Parents

We encourage each parent to provide insight into a child's behavior and mood. Two-way communication is vital to providing the best understanding of your child's needs. Written communication with observations will be provided periodically during the year. Progress Reports are completed and Parent/Teacher conference days will be scheduled in the spring and fall for Preschool and Child Care children.

By the first of each month, you will receive a newsletter and calendar of events to help you better understand the happenings at Kitty's Kids. We welcome your comments and concerns about what is happening at Kitty's Kids, and we ask that you inform the Director of any issues you may have.

We will also have all of our current information posted online on our website (www.kittyskids.net).

If your child is not attending Kitty's Kids on his or her scheduled day for any reason, we request you call the office (559-7690) and inform us that morning. This is especially important for children who come after school, so we can ensure children rode the appropriate school bus or Kitty's Kids bus.

Discipline Policy

Kitty's Kids believes that discipline is an on-going teaching process to be measured with love and fairness. However, certain behaviors (talking back, hitting other students or staff members, biting, etc.) will not be tolerated. If such behavior is exhibited, parents will be notified and may be asked to pick up the child. Recurrent behavior issues may lead to the child being dismissed from the program. Expected safety and behavior rules will be demonstrated by the teachers, who will role model the desired behavior. The teachers observe and compliment each child at every opportunity possible. Appropriate time-outs or loss of privileges will be used if necessary to correct negative behavior. Parents will be informed if a child has a particularly bad day or if there is a recurrent problem. Learning to live and function happily in complex social environment is an important part of the child's educational experience. Kitty's Kids is committed to certain principles in these relationships. These include the development of a positive thinking and learning attitude, clean language, and respect for one another including child-to-child relationships, truthfulness, and honesty in all matters. One of the objectives must be to help the child achieve positive self motivation and a positive sense of self worth.

There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box or similar cubicle, or using exercise as punishment. (*)
(*) from the Standards for Licensed Child Care Centers by the Virginia Department of Social Services.

The Classroom Rules:

1. Use an inside voice when inside, an outside voice when outside.
2. Raise your hand and wait to be called upon before speaking.
3. Quietly listen to others as they speak.
4. Obey your teacher and other adults at Kitty's Kids by following all directions the first time.
5. Always use good manners.
6. Keep your hands, feet, and other objects to yourself.

Negative Consequences:

1. Receive verbal warning.
2. Teacher speaks directly to the child concerning the behavior.
3. Time out away from the group with explanation given to the child as to why they are in time out.
4. Privileges taken away.
5. Parents contacted by phone or letter.

Positive Rewards:

1. Learn about and please God.
2. Praise from the teacher to know the child has done a good job.
3. Special sticker or treat.
4. Surprise celebrations.
5. Parents contacted by phone or letter.

Biting Behavior

Biting is a typical behavior for some young children who are experiencing their first exposures to group settings. However, children must learn that biting is unacceptable. Parents will be notified whenever their child is bitten or bites another person. The seriousness of the biting behavior may result in a child being suspended from Kitty's Kids for a period of time. It will be up to the Director to determine what course of action is taken concerning each individual child's biting behavior.

Health and Safety of Your Child

Each child's health is a matter of major importance to Kitty's Kids. Upon enrollment, each parent must file with Kitty's Kids a health form signed by a physician. The completion of this form is required by the State of Virginia.

A child may be sent home if any symptoms of illness appear during the day. In such cases, the child will be immediately isolated from the other children and a parent will be contacted. If a child is sent home from Kitty's Kids due to illness, he or she may not return until twenty-four (24) hours have passed without symptoms.

Please notify the Kitty's Kids office ***at once*** if your child does have a **communicable disease.**

Please keep your child at home if he or she:

- Has a fever or has had one during the previous 24 hour period that is 100 degrees or higher.
- Has a heavy nasal discharge and is not yet under doctor's care.
- Has diarrhea or has had symptoms during the previous 24 hour period.
- Has vomited during the previous 24 hour period.
- Has symptoms of a possible communicable disease. (These may include, but are not limited to pink eye, sore throat, headache, ring worm, uncontrollable cough, and abdominal pain, plus a fever. This also includes head lice.)

Your child may come to school:

- If a cold is over, but a minor nasal drip remains.
- Has a rash or other skin disorder and is under doctor's care (please notify the Kitty's Kids office in writing of doctor's care).
- Shows none of the symptoms above and is on medication.

Our staff must document and report (on "Accident Report") to the parent any child's injury, however minor, that occurs while he or she is attending Kitty's Kids. Each parent must sign the documentation concerning the injury and return it to the staff. This documentation will be kept on file in the Kitty's Kids office. The staff will treat children's minor injuries using basic first aid principles.

In case of serious injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, or an ambulance, the Kitty's Kids Director will be in charge and make all decisions about the care of the child. Kitty's Kids will maintain a parent's signed consent form agreeing to this provision as included upon registration. **It is to your child's benefit that you keep Kitty's Kids informed of current phone numbers and other pertinent information in writing.**

Serious medical problems requiring the long-term administration of medication or other medical care will be addressed on a case-by-case basis.

Most of our staff has been trained in child and adult CPR and First Aid. The Director (and other church staff) have had AED (automated external defibrillator) training as well. Kitty's Kids will be staffed so that at least one person in the building is trained in child CPR. The staff is trained in recognizing signs and symptoms of child abuse and neglect, preventing child abuse, health screening, and procedure for exclusion of sick children and fire safety.

Medication Authorization

There are new Federal Laws, effective in 2007, changing the procedures for administering medications in a child care center. Kitty's Kids is obligated to follow these new important procedures.

Basically, ALL medications with an "active ingredient" can NO LONGER be administered without a parent/guardian and/or doctor completing a written consent form. This includes items such as Neosporin®, Tylenol®, Benadryl®, Hydrocortisone Anti-Itch Cream, Ibuprofen, Neubulizers, EpiPens, and many other medications. Also, only staff members that have completed a Medication Administration Training (MAT) course are allowed to administer any medications to the children. The ONLY medications/products that all staff members at Kitty's Kids can administer/use without a consent form will be:

-Peroxide -Alcohol & Alcohol Wipes

-After-Bite Stick	-Bug Spray
-Sunscreen	-Baking Soda
-Vaseline	-Chapstick

In addition, there are regulations regarding obtaining doctor's consent for certain medicines and time periods for administration. Consent forms only need to be completed by the parent/guardians (not a doctor) for medications to be used for 10 days or LESS (with the exception of Nebulizers & EpiPens). **However, consent forms must be completed by the parent/guardian AND doctor for almost ALL long-term (MORE than 10 days) medications**. All short-term medications must be renewed or discontinued after 10 days; all long-term medications must be renewed or discontinued after 6 months.

Also, a new VERY detailed consent form is required to be completed for these medications (either by the parent/guardian and/or doctor). The form must be completed with very specific details regarding the medication, dose, side effects, etc. BEFORE Kitty's Kids can administer the medication. Kitty's Kids is not allowed to store/use any medications without a completed consent form in file. Copies are available in the office or from your child's teacher.

Parents will need to provide the medicine in the ORIGINAL container/bottle. Parents MUST also include the package insert or pharmacy printout with the detailed information regarding the medicine, dosage, side effects, etc. This is VERY important. This information must be attached to the consent form.

Please understand that this process is now being required by Federal Law. Kitty's Kids will NOT be able to administer these medications to your children without the proper information completed. Please be patient as we all adjust to this new process. One suggestion we have for parents may be to complete the consent forms now for any regularly used medications that your child might need in the next 6 months. Please don't forget to read all items very carefully since some medications require a doctor's signature.

Birthdays

A birthday is a big event in the life of a child. We will help celebrate in their classrooms. Your child will receive special recognition during the day. You may send a special treat to be shared at snack time for the occasion. Special cookies are preferred, as they are easier to handle than cakes or cupcakes. Please do not bring cookies decorated with life savers or other hard candies. Due to allergies and other circumstances it is very important for you to please consult with your child's teachers or the Director regarding bringing special snacks for the class.

Birthday invitations may be passed out at Kitty's Kids only if the child's entire class is invited.

Solicitations/Informational Handouts

At times different groups or companies ask that we send information to families via the children. In most cases, we allow them to do this, upon approval by the Director and/or Board Chairman. However, this does not indicate our support. It is merely provided for your information. Solicitations by individuals or organizations other than those which are educational or benevolent in nature will be disallowed.

Transportation Policy

Transportation to and from public schools for School Age children and for all scheduled field trips (Preschool, Child Care and School Age) will be provided by the buses and vans of Shady Grove United Methodist Church. Kitty's Kids and Shady Grove approve and train all drivers for these vehicles. Each driver is responsible for ensuring that each passenger is secured in a safety belt. If your child requires a car seat, it is the parent's responsibility to leave a car seat on the day of the trip. There are maximum passenger limits on each vehicle, and the Kitty's Kids staff ensures compliance with this policy.

Kitty's Kids will provide transportation from Pole Green Elementary and Laurel Meadow Elementary Schools to Kitty's Kids at the end of the public school day. For those children who need a car seat, Kitty's Kids will provide a safe and secure car seat. Whenever school schedules are adjusted for early releases, Kitty's Kids will pick up the children in accordance with the early release schedule. A fee is associated with transportation to Kitty's Kids. Such fees will be established periodically and will be listed in the Child Care Rate Schedule. **It is very important to notify us whenever your child will not be riding the van or bus to the center as regularly scheduled.**

Hanover County Public School buses will transport School Age children to/from Kitty's Kids and Mechanicsville Elementary and Washington-Henry Elementary Schools. Bus schedules for this will be provided by Hanover County at the outset of each school year. If your child is not at Kitty's Kids in the morning before the school buses leave, then it will be your responsibility to transport your child to school.

Kitty's Kids bus/van drivers will use the following procedures when transporting students from school:

-The driver will take the attendance notebook which includes emergency information for each child with them every day.

-The driver will perform a basic inspection of the vehicle before leaving Kitty's Kids. This includes, but is not limited to, checking the condition of the tires, mirrors, lights, gauges, seat belts, etc.

-Each child will be marked appropriately on the attendance sheet everyday.

-The driver will ensure that all children are securely buckled before leaving the school.

-When arriving back at Kitty's Kids, the driver will ensure that all children have exited the vehicle at the designated drop-off location before parking.

-The driver will perform another inspection of the vehicle before exiting. This includes, but is not limited to, checking the condition of the tires, mirrors, lights, gauges, seat belts, etc. Also checking to make sure all children have exited the bus, the windows are put up, the vehicle is locked, etc.

Field Trips and Special Events

Field trips, guest speakers, and special activities are scheduled to enrich our units of study for all of our classes. However, the three-year-old classes will be transported on local field trips only **in the Summer months of the year**. At other times, we will schedule outside guests to come to the church to enrich their programs. School Age children will periodically go on field trips on public school holidays, as well as during the summer camp program.

Parents will be notified of planned activities in the monthly newsletter and calendar. In exceptional circumstances, parents will be notified by the Kitty's Kids office no later than the school day before the scheduled event. Any special clothing requirements (e.g. swimsuit, walking shoes) will be communicated. All parents should fill out the field trip consent form upon registration. Without this form

and payment of activity fees discussed in the Kitty's Kids Rate Agreement, the child will not participate in the special event.

Kitty's Kids bus/van drivers will use the following procedures when transporting students on field trips:

-An attendance list of all children and teachers going on the field trip will be made. A copy will be left in the Kitty's Kids Office and each teacher will have a copy while on the trip.

-A notebook containing emergency information for each child will be taken on the trip.

- The driver will perform a basic inspection of the vehicle before leaving Kitty's Kids. This includes, but is not limited to, checking the condition of the tires, mirrors, lights, gauges, seat belts, etc.

-An attendance count will be performed before leaving the school

-The driver will ensure that all children are securely buckled before leaving the school.

-During the field trip several attendance counts will be performed.

-Another attendance count will be performed before departing from the trip.

-When arriving back at Kitty's Kids, the driver will ensure that all children have exited the vehicle at the designated drop-off location before parking.

- The driver will perform another inspection of the vehicle before exiting. This includes, but is not limited to, checking the condition of the tires, mirrors, lights, gauges, seat belts, etc. Also checking to make sure all children have exited the bus, the windows are put up, the vehicle is locked, etc.

Policy Concerning Death of Child's Parent or Sibling

In the event an enrolled student in Kitty's Kids misses school due to the death of the child's parent or sibling, the following procedure shall apply:

Tuition will be waived and a credit will be applied to the account, and a child's space in the program will be maintained for a period of up to three weeks provided the child's parent or legal guardian notifies the center of the death within three business days. If the child attends the center during this family crisis, then the standard rates in effect at such time will apply.

Policy Concerning Child Medical Leave

In the event an enrolled student in Kitty's Kids must miss school due to scheduled surgery or emergency medical conditions requiring admission to any hospital, the following procedure shall apply:

1. The child's parents notify the center of the medical condition within five business days, and
2. The parent provides a verifiable doctor's letter stating the nature of the medical condition and the dates when the medical condition arose and when the child will be healthy enough to return to the Child Care center.

This policy does not apply to absences of less than five days or to any condition not requiring hospitalization.

Policy Concerning Abusive/Unsafe Parental Behavior

Our staff is expected to always act in a mature professional manner in dealing with children and parents. Likewise, we expect parents to act in a mature manner when communicating concerns with our staff, other children, or other parents when at Kitty's Kids. Any foul language, threatening language or abusive or unsafe behavior exhibited by any parent while at Kitty's Kids or in the church parking lot may result in

the related child being removed from the program, as well as notification of appropriate law enforcement authorities of the incident.

Policy Concerning Tuition Rates and Fees

The Board establishes fees and rates for all Child Care, Preschool and School Age programs. Information regarding tuition and fees is provided on pages 20-21. Parents are required to sign a copy of the Agreement to Handbook Policies and Fees found on page 22 (and also included in the parent packet at the beginning of the school year) upon enrolling each child. Changes in fees or tuition rates made by the Board will be communicated in writing to parents at least 30 days prior to the effective date of the change, and will require your acceptance by signing a revised Rate Schedule and Agreement to Handbook Policies. If you choose, you may withdraw your child before new rates take effect upon giving a two week notice.

Kitty's Kids will provide a monthly statement of each Preschool child's account detailing transactions for the previous month and indicating the balance due. Any questions or concerns regarding your account statement should be addressed immediately with the Director or Bookkeeper.

Kitty's Kids will provide a weekly statement for each Child Care/School Age child's account detailing transactions for the previous two weeks and indicating the balance due. Any issues regarding your account statement should be addressed immediately with the Director or Bookkeeper.

Payment of fees and tuition should be placed in the payment box located outside the Director's office. Checks are to be made to Kitty's Kids at Shady Grove, Inc. Please note the child's name and weeks, month, or fees the check is covering in the memo. We ask that you do not allow your child to drop off the check or give it to a teacher. The payment of your child's tuition is your responsibility.

A charge of $15 will be added to each account anytime a check deposited is returned to Kitty's Kids by the bank for non-sufficient funds or account closed. Upon bouncing three checks to Kitty's Kids, payment must be made from that point forward either by cash, cashier's check or money order.

Preschool tuition is due by the 25th day of the month for the upcoming month. The only exception to this is in September, when payment is due by the first day the Preschool classes meet. Tuition fees are considered delinquent if not received by the 25th of the calendar month for the upcoming month. Should fees be delinquent, there will be a $10.00 late fee added to the account. Accounts not paid as of the first of the month for which the child is attending will result in dismissal of the child from the program. Any fees and expenses associated with collection of overdue accounts are the responsibility of the parent of the enrolled child.

Child Care/School Age tuition is due on the first day of the week in which the child attends. Tuition fees are considered delinquent if not received by 9:00 a. m. on Tuesday (or next day of attendance) of each week. Should fees be delinquent, there will be a $10.00 late fee applied to the account. If an account is not current as of 9:00 a. m. on Tuesday (or next day of attendance) of each week, the child will be unable to attend that day or thereafter until the account is made current. Accounts not current as of Friday of each week will result in the child being removed from the rolls, and the parent must pay registration fees to re-enroll the child. Any fees and expenses associated with collection of overdue accounts are the responsibility of the parent of the enrolled child.

Effective June 16, 2008, late fees will now be applied to outstanding Drop-in Fees. All tuition for Drop-in children is due by the Friday of the current week of attendance. If the Drop-in Fees are not paid by that Friday; a late fee of $5 will be added to your account.

A fee of $1 per minute will be collected from a parent when late after the 12:05 p. m. (for morning Preschool) or 6:00 p. m. (for Child Care/School Age) scheduled pick-up time.

Tuition Assistance

Tuition Assistance is available for children whose parents/guardians can document legitimate financial need in accordance with guidelines established by the Board of Directors. Applications for tuition assistance may be obtained from the Director. Review and subsequent approval or denial is determined by the Director in accordance with the policy.

Drop-In Attendees

Our Child Care and School Age programs do allow children to drop-in from time to time without requiring registration for a regular program. Drop-ins are permitted only when space is available and when the child dropped in does not cause stated child-to-staff ratios to be broken. To drop-in, Kitty's Kids requires a registration packet to be filled out. Generally, drop-in rates are more expensive than regular program rates and do require payment to be made at the time the child drops in.

Effective June 16, 2008, late fees will now be applied to outstanding Drop-in Fees. All tuition for Drop-in children is due by the Friday of the current week of attendance. If the Drop-in Fees are not paid by that Friday; a late fee of $5 will be added to your account.

Withdrawals & Dismissals

If a parent wishes to withdraw a child from the center, they ***must*** give the Kitty's Kids administration a ***two week written notice***. If notice is not given, additional two weeks tuition will be due after the child's last day in attendance. Generally, tuition is not refundable except by approval of the Board.

The Director may dismiss any child who seems unable to participate in group experiences or exhibits uncontrollable behavior, such as using profanity, hitting, kicking, biting, and being disrespectful to teachers and classmates. A child may also be dismissed if a parent is negligent in abiding by any of the policies established in this handbook.

Confidentiality

All information about children, families, and staff shall be privileged communication, and shall be reported with regard to confidentiality. However, by Virginia law, caregivers are required to report suspected cases of child abuse or neglect to Child Protective Services.

Please let us know if your child has a special condition, is under doctor's care, is taking medicine, is suffering from a mishap in the family, or is having any difficulty adjusting to certain circumstances. It helps the teacher interact and understand your child when he or she has knowledge of such circumstances.

If you ever have any questions, concerns, or other information to share, please do not hesitate to contact the Kitty's Kids Office.

Kitty's Kids at Shady Grove, Inc.
Childcare, Schoolage & Preschool Tuition and Fees
2011-2012 School Year

Registration Fee: $75 due annually upon enrollment. This fee is only refundable if the class for which you enrolled is not offered for any reason.

***In order to enroll in the 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2008.**
***In order to enroll in the 4/5 Year Old Class, the child's birth date must be before Oct. 1, 2007.**
***In order to enroll for the 2011-2012 Schoolage Program, the child must be in Kindergarten – 5th grade at Laurel Meadow Elementary, Pole Green Elementary, Washington Henry Elementary or Mechanicsville Elementary School.**

Current Tuition for Childcare 2011-2012 School Year (due weekly):

Full time (four or more days per week)	$122
Three full days per week	$92
Five half days per week*	$65

*(half day = up to 5 regularly scheduled hours per day)

Current Tuition for Schoolage children for 2011-2012 School Year (due weekly):

After School only	$76
Before & After School**	$81
Van Fee (applied to Pole Green and Laurel Meadow Elementary School students)	$5
School Closed Fee (additional to weekly rate)	$12

****Before School care offered to Washington Henry School students only.**

***Preschool Program runs September 2011 – May 2012 from 9:00 am – 12:00 pm and follows the Hanover County School Schedule for closing dates.**

***Tuition is due monthly in advance on the 25th of the preceding month.**

***In order to enroll for the 3/4 Year Old Class, the child's birth date must be before Oct. 1, 2008**
***In order to enroll for the 4/5 Year Old Class, the child's birth date must be before Oct. 1, 2007**

Current Tuition for 2011-2012 Preschool Program (due monthly):

Five Day (M-F) Preschool (4/5 Year Old Children)	$206
Four Day (T-F) Preschool (4/5 Year Old Children)	$178
Three Day (MWF) Preschool (4/5 Year Old Children or 3/4 Year Old Children)	$151
Two Day (TTh) Preschool (3/4 Year Old Children)	$130

Activity Fees for 2011-2012 School Year (due September 9, 2011 and January 13, 2012)

Schoolage (Kindergarten – 5th Grade)	$30
Four/Five Year Old Classes	$25
Three/Four Year Old Classes	$25

Drop-in Fees for 2011-2012 School Year (based on approval by the Director):

Full Day (over 5 hours)	$40
Half Day (less than 5 hours)	$20

*Effective June 16, 2008, late fees will now be applied to outstanding Drop-in Fees. All tuition for Drop-in children is due by the Friday of the current week of attendance. If the Drop-in Fees are not paid by that Friday; a late fee of $5 will be added to your account.

Multiple Child Discount:

Discounts are given to families with more than one child enrolled at the same time. The family will receive a 10% discount off tuition of the second, third, etc. child enrolled. The child with the highest tuition rate will pay the full price and the discount will be extended to all other children. Activity fees and Registration fees will not be discounted.

Shady Grove Member Discount:

Any child whose parent/guardian is a member of Shady Grove UMC will receive a 10% discount towards tuition. Also, a $20 credit will be applied to the Registration fee if the child is registered by March 25, 2011.

Military Discount:

Any child whose parent/guardian is an active member of any military service will receive a 10% discount towards tuition. Proper documentation of membership must be provided to the office to receive this discount.

Agreement to Handbook Policies and Fees

Kitty's Kids Parent Handbook will not be printed in full for each parent. The Handbook will be available online on our website (www.kittskids.net). If for some reason you are unable to print a copy of our Parent Handbook, please contact Kitty's Kids. However, each parent/guardian is still responsible for reviewing all policies in the Parent Handbook. Each parent/guardian is also still responsible for signing this Agreement to Handbook Policies & Fees. Please sign and return this page to your child's teacher or to the Kitty's Kids Director.

NAME OF CHILD:_____

Tuition Rate $_____ weekly/monthly (circle one)

I hereby certify that I have enrolled my child for the Preschool/Child Care/School Age Program (circle one), and furthermore I agree that I have reviewed a copy of the Parent Handbook concerning Preschool, Child Care and School Age ministries and agree to the policies contained therein.

Parent Name (Print):_____

Parent Signature:_____

Date signed:_____

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