

## POLICY'S & PROCEDURE'S

### **WE HAVE THE RIGHT TO REFUSE SERVICE AT ANY TIME TO ANYONE**

Upon arrival each child will be given a health check and if there are any signs of health concerns you will be asked to take your child home to ensure the health of the other children & staff. **Int**\_\_\_\_\_

I understand my weekly childcare fees are \_\_\_\_\_ weekly. Failure to pay my childcare fees on the Friday prior to the week of care will result in a \$35 late fee. **Int**\_\_\_\_\_

Returned checks from the bank due to your error, you will be charged a \$35 return check fee and any other fees associated with your charge. **Int**\_\_\_\_\_

Failure to pick up your child/children by 6:00p.m. You will be charged a fee of \$5.00 per minute per child. **Int**\_\_\_\_\_

I understand that there is a 2-week notice required to terminate services. **Int**\_\_\_\_\_

If your child/children do not attend for 1 full week you are still responsible for 50% of the weekly tuition up to three times a year. **Int**\_\_\_\_\_

Once you have exhausted your three times a year at a discounted 50% rate, you will be responsible for your child/children's FULL tuition when absent or on vacation. **Int**\_\_\_\_\_

If your child/children are absent please notify the school, if your child/children are ill, please notify the school as to the nature of the illness. WKD has the right to request a doctor's note before allowing you to return to school. If your child has a fever or vomiting, they will be sent home and can return in 48 hours. **Int**\_\_\_\_\_

No allowances, credits, or refunds, or make-up days shall be made for occasional absences, sickness, or vacation days. Tuition must still be paid in full. **Int**\_\_\_\_\_

At any time, We Kare Daycare can refuse and terminate service to anyone at any time. **Int**\_\_\_\_\_

### **PAYMENTS'**

Tuition is due on your child/children's first day of school to avoid the \$35 late fee.

Tuition payments can be made by check, money order, cashier's check, and zelle. There will be no makeup days and if you want to change your child/children's weekly schedule we need 2 weeks' notice prior to change.

If you go on vacation your child/children's weekly tuition will be due in the amount of 50% of their weekly tuition prior to going on vacation, failure to pay your vacation tuition prior to leaving there will be NO guarantee that your child/children will have a space when they return.

## **REGISTRATION/MEALS**

Families that are on any subsidized programs, you will be responsible for any fees that are not paid by the agency including registration fees.

All meals will be provided for all children during mealtimes only. **We will not allow any outside food, or drinks, to be partaken in front of other children, unless your child has allergies or has a special diet.** Menus include foods which meet daily nutritional needs, as well as state license requirements. Mealtimes will vary due to the different age groups we serve.

## **EARTHQUAKE**

Each child is responsible for bringing in an emergency kit. You never know when we may have to evacuate the building and we want every child to have the proper emergency items. The items need to be in a bag or backpack.

Items needed; water bottle, food-nonperishable, flashlight, first aid kit, batteries, whistle, dust mask, trash bag, moist towelettes, and gloves.

## **SAFETY AND SECURITY**

Your child/children must be signed in/out daily. Accompany your child/children into his or her classroom, and let the teacher know your child has arrived.

When picking up your child/children, please allow your child/children to complete whatever activity he or she is participating in. Please remember to let the teacher know your child is leaving and sign your child/children out as you exit the building.

Please always keep your child with you, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of their age, unattended in the car when dropping off or picking up. Lock your car, as we are not responsible for any personal belongings taken from your vehicle while they are on our property.

## **RELEASING YOUR CHILD**

WKD will only release your child/children to his or her parents/guardians and authorized persons listed in your child's Enrollment Registration Information packet. Government-issued photo identification must be shown to any person not positively known to us before we can release your child/children. WKD will not release a child to anyone (other than a parent) under the age of eighteen (18), including siblings.

Under no circumstances will children be allowed to leave the school unsupervised in another location. We cannot release a child to walk to a bus stop or walk home.

## **FIRE/EMERGENCY DRILLS**

We conduct fire and emergency evacuation drills regularly. Parents, staff, and children will not be made aware of the drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans.

## **DISCIPLINE POLICIES**

In accordance to providing a Health & Safe Environment, WKD follows the following guidelines for and not limited to... However, we will encourage a child to display positive behavior, focus and encourage positive self-esteem, self-control, and self-direction...

There will not be any corporal punishment of any kind. **Int\_\_\_\_\_**

There will be no fighting, kicking, biting, inappropriate Language, nor destroying of others individual property or the school's property. If your child/children damage another child's property, the school is not responsible.

Int\_\_\_\_\_

Any behavior, which will endanger or harm any child/children, will result in suspension and or immediate termination. Int\_\_\_\_\_

Example: If your child has more than 2 write ups in one week your child/children will be suspended for 1 day. If this behavior continues, we will terminate services immediately with no notice. Int\_\_\_\_\_

If a child is showing signs that they will need more care than we are able to provide them, we will require that child to get an assessment and behavior plan before they can return to the school. If a child is showing signs that they will need more care than we are able to provide them, and you do not wish to get your child assessed, we will require a parent meeting and behavior plan before they can return to school. Int\_\_\_\_\_

### **SOCIAL MEDIA PICTURES**

WKD will be sharing photos on our website & face book page of different activities, group time, chapel, & class work that happens in our school to show the viewers that need an educational center what we are about.

### **DAYS AND HOURS OF OPERATION AND CLOSING DAYS**

WKD is open Monday through Friday from 6:00a.m. to 6:00p.m., all year round.

We are closed in observance of these holidays each year:  
New Year's Day, Dr. Martin Luther King Jr, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day...If the holiday falls on Sunday we will be closed that Monday and if the holiday falls on a Thursday we will be closed that Friday.

### **REFUNDS**

No allowances, credits, refunds, or make-up days shall be made for holidays & closing days. Tuition must still be paid in full.

### **FIELD TRIPS ARE FOR SCHOOL AGE CHILDREN ONLY AGES K-12**

If your child/children will be attending on a day the public school is not in session, "WKD" will be scheduling field trips on those days. The field trips may consist of going to the park, movies, skating, etc.

You as the parent will be responsible for any fees that we may be charged when attending field trips.

### **FIELD TRIPS AND TRANSPORTATION TO AND FROM SCHOOL**

Transportation will be provided for school-age children only.

Field trips begin and end at the school. You may not drop-off your child/children at the field trip site and we will not release your child/children to you while on a field trip from the site; all children must return to the school before being released to their parents.

All parents/guardians must sign the permission slip for us to transport your child/children.

All children need to follow the direction of the staff facilitator on all field trips.

Failure to follow any rules on the field trip will result in that child being suspended from any future field trips.

Meals will be provided on or before any field trips.

If you arrive at the school after transportation has left, your child/children will miss the field trip.

It's your responsibility to notify the school if your child will not need transportation to and from school.

Medical Information and Emergency Contact Information must be updated before the child/children go on a field trip.

Failure to abide by these guidelines will result in your child/children not attending the field trips.

### **TODDLERS**

Required Items

Please be sure to provide the school with the following items:

Extra changes of clothing

Crib sheets

Diapers/pull ups/underwear.

Wipes

Small blanket

Closed door policy...All children must be here not later than 10: 00am. The toddler class has a cut off drop off time of 10:00am so all children will be able to engage in all activities that we have for the children and their nap time will not be disturbed.

All items must be labeled with the child's first and last name. Each Toddler will be giving a small cot for napping.

Infants will engage in fine motor skills, large motor skills, crawling, being taught to walk, and much more. Toddlers will learn fine motor skills, toilet learning, sharing, verbal communication, and curriculum daily.

Everyday each child will receive a daily communication paper explaining the child's behavior, toileting, and meals.

Each child will have the opportunity to have outdoor play, as well as indoor play.

All toys will be age appropriate for the Toddlers.

### **PRESCHOOL**

Required items.

Please be sure to provide the school with the following:

One change of clothing

Crib sheet

Small blanket

All items must be labeled with the child's first and last name. Each Preschooler will be given a small cot for napping.

Preschool children will be taught according to their own pace. WKD understands each child is unique in their own way, therefore we will teach them accordingly.

Children will have the opportunity to do music and movement, curriculum, indoor and outdoor activities, and take-home activities so you as the parent can see what your child/children are learning as well as studying their progress,

Each child will have the opportunity to be involved in small group settings, individual activities as well as group activities. Preschool is especially important for this age group because it prepares them for kindergarten, and that's our goal is to ensure each child receives all they need to be successful in kindergarten with the help of you as the parent.

### **SCHOOL AGE**

All school age children's parents are required to provide the school with a school calendar to ensure their child/children is picked up and dropped off in a timely manner.

This will help us schedule field trips when children are out for certain Holidays or Teacher in service days.

Some school age field trips will require money, and some will not. Please read all field trip forms to ensure the cost of the outing if any cost at all. Int\_\_\_\_\_

School age children will have the opportunity to do their homework, engage in classroom activities and well as outdoor activities. Children will not be forced to do their homework but if they choose to, they will have teacher assistants.

After 3x of arriving at the elementary school and there is no pickup will terminate services due to lack of communication. Int\_\_\_\_\_

### **NON-DISCRIMINATION POLICY**

It is our policy to provide an environment that is free from unlawful discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age disability, veteran status, or any other characteristic protected by law.

This policy governs all aspects of our school's operation.

### **HEALTH, MEDICAL ISSUES AND STUDENT ACCIDENTS**

Our commitment to a clean and healthy environment compels us to take precautionary steps to prevent the spread of communicable diseases. We promote cleanliness in accordance with the State Pesticide regulations and good hygiene with children daily.

Frequent hand washing for 20 seconds is practiced by all children and staff, and is always required before eating, after toileting, and after outdoor play.

Upon enrollment every child is required to show proof of Immunization, Physicians report from your child/children primary doctor. If your child/children require Medication of any kind, the label must have the child/children's name and doctor's name on the label.

After any injury or medical emergency occurs, you will be asked to sign and will receive a copy of an Incident/Accident Report describing how the incident/accident happened and the action taken by a qualified staff person. We know children do not listen to teachers like there would their own parent and sometimes childhood accidents happen due to this nature.

Children have childhood accidents/injury/injuries as far as broken limbs, fall, scraps, bumps, and bruises, especially with school age children. They push, play hard, rough house and as much as we do not want any child to be injured, some accidents are out of our control. We Kare Daycare is NOT responsible for your child falling and possibly receives a stitch, cast, and or not limited to shoe cast or any other childhood falls. We all know children run, fall, and possibly become injured and these are out of the control of any staff member here at We Kare Daycare. Childhood accidents happen and we are not and will not be liable or responsible for the actions of the children & cannot be sued for you the parent to collect money on any Personal injuries. Int\_\_\_\_\_

### **CONFIDENTIALITY OF INFORMATION**

Information pertaining to a child/ children and his or her family is always kept confidential. Occasionally, records are reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena.

#### **Appropriate Dress for School**

Please dress your child/children for school in comfortable, washable play clothes that will allow him or her to thoroughly enjoy the classroom, playground, and all school activities.

Tennis shoes or other closed-toed shoes must be always worn; flip-flops, or opened-toed shoes are not permitted, however if your child/children wear these types of shoes may result in toe injuries due to not wearing the proper shoes for outside time.

### Personal Items to Bring to School

To help us keep your child happy, safe, healthy, clean, and comfortable, please bring at least one complete change of clothes because accidents and spills can happen at any age. Please put your child/children's name on the tag on all items that are brought to the school to ensure the right items go home with the right child/children.

Child/children who are napping please bring a small crib sheet and a small blanket to fit a small cot for nap time.

Please help your child understand why it is not wise to bring toys or other objects to school that they may not wish to share with the group. We cannot be responsible for lost or damaged items.

### **FAMILY INVOLVEMENT AND COMMUNICATION**

Our goal is to collaborate with you to ensure your child has the best experience possible while in our care. To keep you informed of what we are doing at the school, we publish and distribute a monthly newsletter with important information about child development issues, home activity ideas, and information about the curriculum.

We have an open-door policy, and you are welcome to visit our program, anytime however we try to not have visitor's during the hours of 12:00pm to 2:00pm while the children are napping to ensure we do not disturb them.

If a dispute arises out of or relates in any way to our services, we encourage you to attempt to resolve such matters in good faith directly with management.

### **STAFF HIRING AND TRAINING PROCEDURES**

Following a careful selection process, each staff member receives ongoing training, beginning with our New Staff orientation process. We strongly support the professional development of our staff.

All staff members are required to have ongoing training that is required once a month to keep them abreast of the upcoming changes in childcare. Each month all members will undergo a 2-hour monthly training.

Each staff member must have their licensed qualified units to work in the specific age groups. Each staff member must be cleared through the DOJ, FBI, Criminal Clearance, and Child Abuse, and must obtain child first aid & CPR, MMR & health & safety certificate before they are hired.

All staff members are required to treat each child with respect, compassion, love, and positive guidance.

### **FAMILY-TEACHER CONVERSATIONS**

We encourage you to schedule meetings with your child's teacher whenever you have questions or concerns. This gives you the opportunity to discuss your child's interests, progress, and any other questions you may have.



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We Kare Daycare & Preschool  
Caring & loving for your child like our own!

We are in this together!

Our Vision is to have all children treated with respect, honesty, love, care, and devotion, while implementing the love of God through displaying and showing acts of the love of God for all children, parents, staff, and anyone that meets one of our staff members!

We Kare Daycare & Preschool is an Educational Center, and Our Goal is to prepare all children for the future by teaching every child on their level to ensure success when they enter kindergarten!

We have the right to refuse service!

**My signature indicates that I have received We Kare Daycare Parent Handbook & I understand the policy & procedures in the content of this Parent Handbook**  
\_\_\_\_\_Date\_\_\_\_\_

**You may obtain an extra copy of the Parent Handbook on our website @**  
[www.wekaredaycare.com](http://www.wekaredaycare.com)