



Kidz



Paradise

**“Excellence in Child Care-
Home away from Home”**

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**2020-2021
Family Handbook**

Family Handbook

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1. Introduction

Welcome: Welcome to Kidz Paradise Childcare and Learning Center! It is our privilege and honor to care for and educate your child in the early childhood years. Our primary goal at Kidz Paradise is to provide a strong educational foundation for all the children in our care.

Kidz Paradise is a program dedicated to educating young children while providing them the same loving and affectionate environment they would have while being cared for by family. Since May 2012, we have offered quality care and education to each family associated with Kidz Paradise. Each staff person will spend time getting to know the families and children so that we can provide the highest quality of care possible. Kidz Paradise Childcare and Learning Center focuses on an integrated and emergent curriculum to base your Childs educational endeavors off of their interests.

This family handbook will inform you of our high program standards, policies and procedures at Kidz Paradise Childcare and Learning Center. The handbook will help to ensure that you receive the highest quality of care and positive experience at Kidz Paradise. Our management and staff are committed to caring for your child and addressing the questions and concerns of all our families.

After reviewing this handbook, we encourage you to ask any questions you may have. Please remember to keep the handbook close by to refer to in the event you have any questions. We are more than happy to clarify on any policies or procedures as you feel necessary. We look forward to getting to know you and your child.

Vision Statement: To challenge and teach each child socially, emotionally, cognitively and physically so that they can be a productive and independent student when they move into their new adventures in the education system.

Mission Statement: At Kidz Paradise we believe that a quality education in a loving atmosphere embraced with creative, fun, caring teachers will provide your child with the kind of care that they would get from their own family. Our mission is not only daily care but a nurturing environment in which they can grow and learn surrounded by people that care about their well-being. Our mission is to challenge and educate each and every child: emotionally, socially, cognitively and physically.

Emotionally Our teachers are here to encourage your child to learn and develop the many feelings they have within themselves. We want your child to feel comfortable to open up about their feelings. And help them to discover ways to deal with the many emotions that they will encounter.

Socially Kidz Paradise is a place where your child is encouraged to learn and socialize with others. We want your child to learn, practice and facilitate manners that are being taught at home as well as at the center. Meal times are one of the very best opportunities for your child to be themselves and socialize with others.

Cognitively We are here to teach your child the basics (math, science, history, social studies, etc.) so that they are well prepared for higher learning. The learning process is endless and there is no better time to start the climb then when your child is young.

Physically Physical education is a very important part of the growth of your child. Your child needs to get exercise, so we spend at least one (1) hour daily on physical education. Each classroom has a time set aside for walks, playground time or indoor physical activity. If weather doesn't permit us to be outdoors our teachers have inside physical activities for your child.

There are weekly themes set for the center. You will see them on the monthly calendar that will be sent home. These themes are completed and handed out a month before, so that they teachers can plan their time accordingly. Each teacher is responsible to complete and post their lesson plans weekly. Each classroom will have an area set aside to post daily activities and/or other important messages for the parents. In addition to daily messages, which you can find on the boards, personal notes may be left in your child's cubby, folder or lunch box/back-pack.

Program Philosophy: Kidz Paradise Childcare Center believes in building relationships among the community, families, teachers and children to help them succeed in their educational endeavors. We believe that families should be engaged with the program and daily activities to encourage the children and build self-esteem. Our teachers believe in focusing on each child and we feel that the teachers should have a degree in early childhood education and/or experience in the field. Kidz Paradise feels that building partnerships with the community will help to encourage families to become active members of the community. We also feel that the children should play an active role in their local community.

Kidz Paradise believes in an integrated curriculum that incorporates all of the content areas and addresses all developmental domains during project work and activities. The teachers believe that the activities and projects should be initiated by the child's interest and build on by authentic learning experiences and interactions with the teachers and surroundings. We feel that the environment should be safe, supportive and rich with materials to encourage curiosity, learning and problem-solving skills. The teachers feel that each child should be taught healthy habits and routines so that they can make educated decisions about how to take care of their body and mind.

Kidz Paradise also believes in age and developmentally appropriate assessment techniques to determine the developmental level and progress of the individual child. We believe in the importance of assessing the program as a whole to promote educational success for both the children and the families. Our program will use available resources to provide the children and families with the best quality of care in the childcare industry. It will also reevaluate the program to stay up to date with the research in the field.

Program Goals and Objectives

- I. Standard 1: Relationships
 - a. Goal 1: The program builds relationships among the community, families, teachers and children.
 - i. Objective 1: The program will assist community agencies in spreading awareness about opportunities within the community.

- ii. Objective 2: The program will invite members of the community into the program to help educate the parents and children.
- II. Standard 2: Curriculum
 - a. Goal 1: Incorporate all developmental domains in activities and projects.
 - i. Objective 1: The program will use an integrated curriculum.
 - ii. Objective 2: The children will display knowledge of learning in each developmental domain upon completion of a project.
- III. Standard 3: Teaching
 - a. Goal 1: Teachers use authentic learning experiences.
 - i. Objective 1: Teachers will provide the children with realistic experiences and authentic materials in the classroom.
 - ii. Objective 2: Teachers will provide hands on learning experiences with opportunities for the children to explore their natural environment.
- IV. Standard 4: Assessment
 - a. Goal 1: The program uses developmentally appropriate assessment techniques.
 - i. Objective 1: Teachers will evaluate children based on Pennsylvania Early Learning Standards.
 - ii. Objective 2: The program will use Ages and Stages screening tools to individually assess each child.
- V. Standard 5: Health
 - a. Goal 1: The program teaches the children to make healthy choices.
 - i. Objective 1: The children will wash their hands with limited assistance.
 - ii. Objective 2: The teachers will guide the children in making safe decisions while playing indoors and outdoors.
- VI. Standard 6: Teachers
 - a. Goal 1: Teachers meet high quality standards in experience and education.
 - i. Objective 1: The teachers will have a minimum of a Child Development Associate's.
 - ii. Objective 2: The teachers will have a minimum of two years of experience working with children.
- VII. Standard 7: Families
 - a. Goal 1: Families are engaged with the program and daily activities.
 - i. Objective 1: The teachers will invite families to the classroom for story time, conferences, art activities and more at least 4 times throughout the year.
 - ii. Objective 2: Children are welcome to share family memorabilia with the class.
- VIII. Standard 8: Community
 - a. Goal 1: The children are active in the community.

- i. Objective 1: The staff and children will participate in a minimum of two events within the community annually.
 - ii. Objective 2: The staff will provide the children and families with opportunities become involved in the community by setting up community functions lead by the program families and staff.
- IX. Standard 9: Physical Environment
 - a. Goal 1: Materials support f learning.
 - i. Objective 1: The materials in the classroom will be developmentally appropriate.
 - ii. Objective 2: The materials in the classroom will provide opportunities for child directed activities.
- X. Standard 10: Leadership
 - a. Goal 1: Administration evaluates practices on a semiannual basis.
 - i. Objective 1: Families will fill out program evaluations twice a year regarding all aspects of the program. These evaluations will be used to review and update center policies to always provide quality care.
 - ii. Objective 2: Center staff will fill out evaluations twice a year regarding program function and administration. These evaluations will be used to review and update center policies to always provide quality care.

Teaching Staff: Kidz Paradise takes pride in the professional and qualified individuals employed by our company. Our staff holds college credentials and degrees in the field of Early Childhood Education and other child related areas of study. We strive to provide a safe, nurturing and positive environment for all our children and families.

In an effort to stay on top of every changing field of education, our staff attends several hours a year in professional development activities. They each specialize in a specific age group and focus their continuing education on these age groups in order for Kidz Paradise to provide the highest quality of care and instruction for your children.

2. General Operations

Days and Hours of Operation

- The center is open weekdays (Monday-Friday) from 6:30AM till 6:00PM.
- Any changes to these time frames due to holidays or inclement weather will be communicated to the parents via newsletter, calendar or memo.
- Please keep in mind that no child should be in the care of Kidz Paradise for more than 10 hours a day. If any child is in care for more than ten (10) hours, a late fee will be applied to the families account and a notice will be sent home. *Although, children can be in our care for*

up to 10 hours, we do require families to stay within their contracted time frame unless cleared through the office ahead of time.

- Kidz Paradise will publish a Center Annual Calendar listing the dates which Kidz Paradise will be closed or close early. This calendar will run with the fiscal year, July through July.
- For inclement weather information, tune to Channel 69 News WFMZ, the Kidz Paradise Childcare and Learning Center Facebook Page, and registered email account with Kidz Paradise or Tadpoles account.
- In the event of an emergency, parents/guardians will be notified through Channel 69 News WFMZ and our email system. Once we are settled in our alternate location, each parent will receive a phone call from the owner/director of the center notifying them of the location of their child and the situation.
- *Hours of operation may change depending upon circumstances (ex. COVID-19 Pandemic).*

Age Groups

- **Infants:** 6 weeks old through 17 months
 - **Ratio:** 4 children to 1 teacher
 - **Capacity:** 16 Children
- **Toddlers:** 17 months through 36 months
 - **Ratio:** 5 children to 1 teacher
 - **Capacity:** 20 Children
- **Older Toddlers:** 24 months through 36 months
 - **Ratio:** 6 children to 1 teacher
 - **Capacity:** 8 Children
- **Preschool:** 3 years to 4 years
 - **Ratio:** 10 children to 1 teacher
 - **Capacity:** 20 Children
- **Prekindergarten:** 4 years to 5 years
 - **Ratio:** 10 children to 1 teacher
 - **Capacity:** 20 Children

3. Policies and Procedures

Non-Discriminatory Admission Policy: Kidz Paradise fees and tuitions are in compliance with the Department of Human Services, Office of Child Development and Early Learning (PA OCDEL).

Notice of Non-Discriminatory Policy of Students: Kidz Paradise admits students of any race, color, national, and ethnic origin (including limited English proficiency) to all the rights, privileges, progress and activities generally accorded to make available to students at the center. It does not discriminate on the basis of race, sex, age, handicap, color, national and ethnic origin

(including limited English proficiency) in administration of its educational policies and admission policies. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

- **PA DEPARTMENT OF HUMAN SERVICES BUREAU OF EQUAL OPPORTUNITY (Central Regional Office (717)783-1130)**
- **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE FOR CIVIL RIGHTS (PA Regional Office (800)368-1019)**
- **PA HUMAN RELATIONS COMMISSION HARRISBURG REGIONAL OFFICE ((717)787-9780)**

Arrivals and Departures

- Kidz Paradise is open Monday thru Friday, 6:30am to 6:00pm.
- NO child shall be in the building prior to 6:30am.
- Upon drop-off and pick-up, designated parent or guardians shall use their 4-digit pin number provided by the office at enrollment to sign their child in and out on the computer in the foyer.
- *It is extremely important that parents or guardians follow the drop-off and pick-up times designated on the fee agreement. Childcare is a field where staffing is based upon the number of children in care. In order for us to staff appropriately, in accordance with Department of Human Services (DHS), Office of Child Development and Early Learning (OCDEL) regulations, we ask that parents notify the office immediately if your child will have a late pick-up, drop-off or will be out for the day.*
- Any child picked up AFTER 6pm will have a late pick-up fee applied to the families account. (Two staff persons shall remain in the building while any children are on premises.)
 - Late Pick-up Fees
 - 6:01pm-6:15pm \$25.00
 - 6:16pm-6:30pm \$50.00
 - For each 15 minutes late, there will be a \$25.00 fee assessed to the account.
- For any child not picked up by 6pm, the staff will begin to call the individuals on the Emergency Consent form. If the staff is unable to reach the individuals on the form, the staff shall then contact the Director/Owner. Thereafter, the Director/Owner will contact the local

authorities. (In the event the owner/director are unreachable, the staff may contact the local authorities.)

- Child belongings: ALL PERSONAL BELONGINGS MUST BE LABELED WITH THE NAME OF THE CHILD!
 - We encourage all families to keep two spare sets (or more) of clothing in each Childs cubby for use with their child in the event of an accident.
 - Coats shall be placed IN the cubbies as hanging them in close proximity provides potential for the spread of communicable illnesses. We ask that all parents label any personal belongings that come into the center.
 - Parents are expected to bring in bedding (a crib sheet and blanket or a sleeping bag) for their Childs cot. They should be sent in on Monday and will be sent home on Friday to be laundered.
 - *Kidz Paradise is not held liable for lost or stolen items.* Personal toys should be left at home to prevent them from being misplaced.
 - Diapers, Wipes and Lotions are the responsibility of the parents. The center does not keep extra diapers and wipes on hand. Parents WILL be contacted to bring more diapers or wipes in in the event their child runs out so please be sure to keep an eye on Tadpoles notes and reminders.
 - Blankets, bibs and extra clothing (in case of accidents) are the responsibility of the parent: Blankets, bibs and extra clothing needs to be taken home to be washed. Soiled clothing, bibs and sippy cups, dishes and utensils need to be taken home daily to be cleaned.
- Upon arrival to the center, parents are asked to assist their child in putting their belongings away for the day and washing his/her hands. This is an effort for Kidz Paradise to cut down on the spread of illness and disease.
- In the event where a parent needs an individual, other than those designated on the Emergency Consent form, to pick up their child, we ask that the parent notify the center in writing of the individuals first and last name, along with their home address and phone number. If the parent calls Kidz Paradise to verbally release the child, the staff person shall fill out the Verbal Consent form. The Director shall then return the phone call of the parent whom called to verify the information on the verbal consent form.

Enrollment and New Parent Orientation

- The enrollment packet shall include, but is not limited to:
 - Emergency Consent Form (*Must be updated every 6 months in accordance with State regulations.*)
 - Parent Fee agreement (*Must be updated every 6 months in accordance with State regulations.*)
 - Media Consent Form
 - Lotion Form

- Child Information Sheet
 - Emergency Plan Letter and Release Form
 - Child Health Assessment Form (Must be completed with each well-child visit)
 - Including current immunizations
 - *Parent Immunization waiver for any missing immunizations (Updated with each well-visit and immunization list in accordance with State regulations.)*
 - Signed by a Physician or CPN
 - CACFP Income Reporting Form (Updated annually/every 12 months)
 - CACFP Child Enrollment Form/Infant Enrollment Form
 - Parent Handbook (will be sent to all families via email)
 - Parent Portal Information
 - Annual Center Calendar
- Each form shall be completed thoroughly in compliance with PA DHS Regulations. *As per State Regulations, if forms are not completed every 6 months, Kidz Paradise will be unable to provide care for children till their file is signed and dated with current documentation.*
 - All enrollment paperwork and the \$85.00 registration fee shall be turned into the office 2-3 business days prior to the start of care with the facility or Kidz Paradise reserves the right to refuse care.
 - On the first day of care at Kidz Paradise, the center director will provide the family with a key card to any individuals who will be regular pick-up and drop-off persons. Each key card will be assigned to specific individuals. These key cards should not be used by any other individual's other than those designated.
 - The first key card to each individual pick-up and drop-off person shall be included in the registration fees. Any key card replacements shall be at a \$5.00 cost to the individual pick-up or drop-off person.
 - In the event that a family leaves care with Kidz Paradise, it is expected that the family return all key cards to the Director. All key cards will be deactivated to prevent unauthorized individuals from entering the building.
 - Each family member with a key card shall receive a 4-digit pin number, also to be used only by the designated individual, to sign the child in and out each day.
 - If the 4-digit pin number is forgotten, we can provide it to the parents again at their request.
 - Upon enrollment, the director and classroom teachers shall show the parents around the center and the classroom. During this time, the director or teacher can answer any additional questions the parent/guardian has about care or the program.
 - Kidz Paradise reserves the right to discontinue or refuse care to any family or child.
 - It is NOT the responsibility of Kidz Paradise to wash or launder any personal belongings of the children or families in our care.

Parent/Teacher Communication

- Tadpoles Parent app is used for the following communications with parents:
 - Lesson plans
 - Daily reports
 - Injury reports
 - Behavior reports
 - Observations of children
 - Notes and reminders to parents
 - More as necessary
- Communication Boards are located inside the door to each classroom where teachers write what the children did each day.
- Classroom Newsletters are compiled with curriculum specific information and information which is classroom specific. These newsletters are posted on the classroom parent boards and sent through Tadpoles to all families in the program.
- Parents are encouraged to speak with the teachers or director in person at drop-off, pickup or throughout the day.
- Parents are welcome to call the center to speak with the teachers or center director.
- Parents are welcome to email the center director at any time to ask questions or discuss concerns.

Positive Guidance

- Kidz Paradise uses positive redirection and positive reinforcement when addressing the behavior and challenges of the children.
 - We use a token reward system in our preschool and prek classrooms to help provide the children with tangible reinforcers for good listening and behavior.
- Staff at Kidz Paradise will not use any form of physical discipline with the children in our care. This includes spanking, hitting, shaking and grabbing.
 - In the event that a parent or teacher witness's physical punishment/discipline is being used, it is expected to be reported to the office immediately and it will be reported to Childline. An investigation will be held and the parent will be notified of the outcome of the investigation.
- Staff at Kidz Paradise will not use a harsh or abusive tone with any child at any time.
- Staff at Kidz Paradise will not humiliate, frighten, or subject any child to any form of neglect with the children at any time.
- Biting and hitting are age appropriate behaviors and shall be redirected and the teachers shall model the appropriate techniques for the child to express the desired emotion.
- Staff at Kidz Paradise will encourage problem solving and communication skills with the children to assist with discouraging undesired behaviors.

Chronic Disruptive Behavior/Extraordinary Behavior: From time to time, Kidz Paradise will come across individuals who do not respond to our redirection and positive guidance. This can cause a disruption to the learning environment and care of all the children in the classroom or building. In response to these extraordinary and/or disruptive behaviors, staff at Kidz Paradise will:

- Respect the child
- Establish clear rules and remind the child of them often
- Be consistent when enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while talking to the child on his or her level
- Give clear choices or redirection
- Time-out (no more than the number of minutes to the years old the child is)
- Implement special positive behavior reinforcement strategies specific to the child to encourage positive behavior (sticker chart, pom pom jar, punch card, etc)

In the event a child engages in persistent unacceptable behavior, Kidz Paradise will take the following steps as appropriate:

- Schedule a meeting with the parent(s) and/or guardian(s), classroom teacher(s) and the director to discuss developmental assessments (Ages and Stages) done at the center. Together, the team will create a plan of action and define goals for the child. During this meeting, a second will be scheduled to check in on the progress.
- At the second meeting, we will discuss the progress of the goals set in the first meeting. If necessary, referrals to appropriate agencies (BCIU, Keystone STARS, Etc.) will be made at this time.
 - In the event a parent chooses not to assist the program in the referral process, for the safety, security and education of all the children and staff in the facility, Kidz Paradise will be unable to continue care for the child moving forward.
- In the event no improvement has been made within the established timeline or the behaviors suddenly get worse, suspension or dismissal from the program may occur.
 - Suspension may vary from a day to day basis to a week, relative to the severity of the behavior.
 - Dismissal will occur after 3 suspensions for the same behavior, or immediately if the behavior injures another child or staff member.
- *Any child who hits, kicks, or injures teacher or staff personnel shall be sent home immediately!*
- *Kidz Paradise Reserves the right to terminate care without notice, however we will make every attempt to accommodate a 2-week notice of termination.*

The program will do everything possible, within the safety of all the children and staff in the center, to continue to provide care to all children. This is with the understanding that the parents are working with the program to seek solutions or services to assist the program or child. Kidz Paradise strives to provide the best quality of care and guarantee the safety of all the staff and students in the building. ***Kidz Paradise reserves the right to discontinue or refuse care to any family or child. This is inclusive of child behavior and parent behavior within the center.***

Child Abuse and Neglect

- All employees of Kidz Paradise are mandated reporters. This means that if there is any concern of child abuse or neglect, it is our responsibility to contact ChildLine at 1-800-932-0313. This is in compliance with PA Department of Human Services, Office of Child Development and Early Learning.
- In the event a staff person is suspected of abuse or neglect, said person shall be put on leave from their duties till a complete investigation is done by the center and PA DHS.
- In the event a family member or other individual is suspected of abuse or neglect, Kidz Paradise is mandated to report these suspicions to ChildLine. It is NOT required that the family be notified by Kidz Paradise or personal of the report.

Emergency Plans and Procedures

Fire Alarms: All fire alarms in the building are checked monthly with the site safety review.

- In the event of a true emergency, the director/owner shall call 911 to report the emergency.
- Once the building is clear, the students and staff shall gather at their safe meeting spot in the grass across from the parking lot of Kidz Paradise.
- Once attendance is taken and all individuals are accounted for, the staff shall escort the children safely to the evacuation points designated in the Kidz Paradise Emergency Plan.
- Primary evacuation point: Penn's Crossing
- Secondary evacuation point: Berks Lanes
- During enrollment, each family is provided the emergency plan information. This information includes an emergency release form which lists only the individuals who may pick the child up in the event we are at one of our alternate locations.
- Only 1 (one) staff person shall be designated for releasing the children to the designated individuals to eliminate confusion.

Fire Drills: Kidz Paradise shall do fire drills every sixty (60) days or sooner in accordance with PA DHS OCDEL guidelines. The fire drills will be surprise drills to help the children and staff understand that real fires are unplanned, and they must be ready at all times.

- All staff shall be calm and organized while conducting a fire drill to prevent the children from getting scared or confused.
- After a fire drill, the director shall notify parents through email and a notice on the center bulletin board.

- Fire Drill Procedures:
 - Alarms sound off and students line up and wait for instructions from the teacher or director.
 - Students and teachers should stop what they are doing immediately and head to their closest and safest emergency exit.
 - All the students will follow the teachers to their safe meeting spot in the lawn across the parking lot from Kidz Paradise. Each student and teacher are expected to remain with their class.
 - Once at the safe meeting spot, the teacher shall take attendance and a head count of their children.
 - The director/owner shall go around the building and clear the bathrooms and classrooms before exiting the building.
 - Once the building is clear, the director shall come around and verify the attendance and that each child and teacher is accounted for. In the event of a drill, the students
 - and staff will then be cleared to return to the building.

Child Injuries: All injuries occurring while in the care of Kidz Paradise shall be documented through tadpoles to ensure the parents receive notification.

- Minor injuries shall be tended to immediately by the staff and documented in tadpoles as an incident. Parents will receive email notification and the report will be in the Childs Tadpoles portfolio. (All staff is required by DHS to have current First Aid/CPR training)
- Major injuries shall be gauged by the severity of the injury.
 - In the event the injury is not an immediate emergency, the parent shall be notified and a PA DHS Accident Reporting Form shall be filled out for the parent to take with them to the physician/emergency room.
 - In the event that the injury is an emergency, one center staff person shall tend to the injured child while another calls 911 and then the parent/guardians.
 - ALL injuries seen by a medical professional must be reported to the local DHS OCDEL office within 24 hours of the incident.

Inclement Weather: In the event of inclement weather, any center delays or closings shall be posted on Channel 69 WFMZ news, the center Facebook page and through the registered email accounts.

- In the event that the center was to close early due to inclement weather, parents will be notified via Tadpoles update and email through EzCare Online from the director/owner.
- Kidz Paradise does NOT go by the public-school delays and closings.

Family Engagement: Parents are a vital part of the Kidz Paradise learning center. We encourage parents to be involved in the classroom, on field trips and special events when possible. Parents are also encouraged to volunteer by helping make classroom materials,

becoming familiar with the curriculum and going out special outings. Center parties and celebrations as well as field trips are planned to include the child's entire family. Suggestions, comments and even criticism are welcomed. Parents are also encouraged to attend conferences which are offered 45 days after enrollment, December and May. During conferences, teachers share Ounce and Work Sampling assessments, Ages and Stages Assessments and Child Service Reports.

Kidz Paradise encourages parents to participate in their Childs learning in and out of the program. Our teachers strive for two-way communication regarding the children and families in our program. We ask that you take a few minutes each month and read the center newsletter. Each classroom shares a little bit about what they will be learning in the coming month. It is important to reinforce what the children are learning both at home and at school. If any parent has any questions or observes an area of interest for the child, we encourage them to share these interests with the teachers so that we can build off of them and create meaningful teachable moments.

Kidz Paradise provides numerous family involvement activities throughout the year. All family members are welcome and encouraged to attend. The following are some examples of family involvement activities with Kidz Paradise.

Trick-or-treating
Holiday Activity

Thanksgiving Feast
Easter Egg Hunt

Assessment Policy: The assessment tools used in the classrooms are Ounce and Work Sampling Assessments, Ages and Stages screening tool and the PA Early Learning Standards. Using these tools and classroom observations, Kidz Paradise assesses every child in the program a minimum of three times a year. Assessments help the program to determine if the children are where they need to be both developmentally and social/emotionally. The assessments give the teachers a baseline of what to include on lesson plans and what areas to focus on to encourage the appropriate development of the children in our care.

All assessments are completed on teachers first hand observations in the classroom setting. There are cases where teachers observe different developmental needs than families observe in the home setting.

These assessments are shared with families at conferences offered three times a year. In the event there is cause for concern regarding behavior or development, Kidz Paradise will reach out to specifically request a conference with the family.

Potty Training Policy: Kidz Paradise works with all families to identify signs of potty-training readiness. Once signs are shown at school and at home, Kidz Paradise will meet with families to discuss the next steps. Parents are encouraged to send in multiple changes of clothing including

pants, shirts, socks, underpants, and shoes. After 2 accidents, Kidz Paradise will change the child into a pull up for the remainder of the day. Each day we will start a clean slate on potty training. Children who demonstrate a lack of ability or desire to actively progress in their potty training may be required to wear pull-ups due to health and safety reasons which include (but are not limited to):

- Cleaning up frequent accidents in the classroom distracts the teacher from ensuring the safety of all the children.
- A teacher cleaning up frequent accidents in the classroom takes away from the learning experience of all the children in the classroom.
- Soiled areas where accidents occur can create sanitary concerns for the classroom and program.
- Children who have frequent accidents may become embarrassed causing the child to have a lowered self-esteem.

Kidz Paradise asks that all children be potty trained before going to our Preschool or Prek classrooms. These classrooms have an intense focus on learning and stopping multiple times a day to change diapers causes a distraction to the learning environment. *(For existing families in Preschool and Prek, we ask that the parents be actively engaged in the potty-training process and working towards full time underpants with limited to no accidents.)*

Child Health Reports: Kidz Paradise follows PA DHS OCDEL Regulations regarding child health reports. All children are required to obtain an updated health report and updated immunizations with **each Well-Child Visit**. The health report MUST be completed and signed by a PHYSICIAN. Kidz Paradise follows the schedule below for the expected immunizations of the children in our care. In the event a parent or guardian decides to skip an immunization, or a schedule gets thrown off, it is required for the parent to sign documentation stating their reasoning and notifying the center. Health forms and Waivers may be found on the parent table or on the website.

<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html#>

Sick/Ill Children: PLEASE KEEP SICK/CONTAGIOUS CHILDREN AT HOME

In accordance with the Office of Child Development and Early Learning (OCDEL) and Center for Disease Control (CDC), Kidz Paradise is performing “Daily Health Checks” on all children who enter the building. The Daily Health Check includes (but is not limited to) the following signs of illness that we are watching for:

- Runny nose
- Red, watery eyes
- Sore throat
- Cough
- Fever of 100.4°F or higher

- Rash
- Lethargic or Fatigued

If your child wakes up with any of these symptoms, or is sent home with any of these symptoms, they should remain home until they have been *fever free/symptom free for 24 hours* or cleared by a physician. If you go to the physician, please allow 24 on the medication before returning to school unless a doctor's note is provided. This is for your child's health and safety, as well as their classmates.

Kidz Paradise requests parents of children diagnosed with a contagious illness or disease to notify the center ASAP so a notice may be posted for reference of other families.

We will reserve the right to send sick children home!

Remember to notify the office as early in the day as possible if your child is ill and will not be attending the center that day. **Our direct number is: 610-985-0313.** If you don't speak with someone, please leave a message. You are encouraged to document on Tadpoles that your child will be out sick and their illness, if possible. This alerts the teacher/director if a communicable illness is involved so we can alert other families and clean the classrooms appropriately.

If your child becomes ill at the center, you or your representative(s) will be notified.

COVID Policies

- Parents will not be entering the building beyond the front entrance. A staff person will greet parents at the front entrance and to check all children in. If a staff person is not in front at drop off or pick up, we ask that parents patiently wait a few moments before ringing the doorbell as we are running back and forth to classrooms.
- No one shall be permitted into the building if they have a temperature over 100.4 F. This includes staff and children.
- All individuals entering the building over 2 years old will be expected to wear a CLEAN mask while in the building. These should be either face shields, disposable masks or cloth masks that can be hand washed each evening after school.
- ALL ITEMS that come into Kidz Paradise MUST be labeled with the first name and last initial of the child to ensure things are not lost.
- All families MUST stick to their drop off and pick up times. We will be scheduling staff strictly based on expecting numbers and will not be able to accept children into care on a day they are not scheduled, earlier than scheduled to arrive, or later than scheduled to be picked up. (You may drop off later or pick up earlier, but please let us know when you will be doing this so that we can be ready.)
- All toys and surfaces in the center will be cleaned with a state approved sanitizing solution thoroughly during naptime and again at the end of the day. The staff are expected to take any mouthed toys immediately and put them into a "dirty toy" bin to be washed.

- In the event a child becomes ill while in our care, the staff will do their best to remove the child from the classroom setting, providing care till the parents pick up. We require the parents to pick up all sick children within the hour from first notification of illness.
- When children are sent home sick, they should not return till they are fever free, symptom free for AT LEAST 24-48 hours, or longer if recommended by a pediatrician.
- Staff persons shall not report to work in the event they are presenting COVID symptoms
- We ask that only HEALTHY individuals drop children off and pick up from care with Kidz Paradise.
- *If a family member, child or staff person suspects they have symptoms of COVID and/or exposure, you MUST report this to the Director and quarantine in accordance with your physicians plan.*

Drop off

- Parents will bring their children up the right side of the steps, respecting 6 feet social distancing of the family in front of them, and wait for their child to be screened by the designated Kidz Paradise Staff person. The questions, times and temps will be
- The screening process includes, but is not limited to, the following....
 - One at a time, the children shall be screened by the staff asking the parents the following questions...
 - Have you or your child been around or exposed to anyone with suspected COVID-19 or confirmed COVID-19?
 - Do you or your child have any new or unexplained cough or symptoms of COVID-19?
 - Has anyone in the household had a temperature of 100.4 F or higher?
 - The temperature of the child/children will then be taken with a contact free thermometer and recorded with the date and time.
 - The child will be visually checked for any signs of illness such as rash, fatigue, lethargy, or paleness.
 - The staff person will provide the children with a small drop of hand sanitizer and we ask that parents assist them in rubbing it into their hands.
 - Once all those steps have been completed, a staff person shall take the child to their designated classroom where the classroom staff will assist the child in washing their hands with soap and water.
 - At that time, the parent may leave the building.
- The parents should use the right side of the stairs to walk down the steps respecting 6 feet social distancing.

Throughout the day

- Teachers will complete visual health checks for signs of illness.
- Temperatures will be taken at between noon and 1pm and documented by staff.

- Staff and Children over 2 years old will be expected to wear masks while in attendance at Kidz Paradise. They will not be expected wear masks during meals, naptime or while outdoors. If they need a brief mask break, they may take some time to breathe without the mask while respecting social distancing but will be asked to put the mask back on after a brief break.
- We will do our best to encourage “social distancing” but still maintain a safe, happy and educational environment.
- Hands will be washed throughout the day with soap and water during the following time:
 - Arrival to the center
 - After coming in from outdoor play
 - Before and after eating
 - After touching nose, mouth, or other area of the face
 - After blowing their nose

Pickup

- Parents will come up the right side of the steps, respecting 6 feet social distancing of the family in front of them, and wait for their child to be screened by brought to the front entrance by the designated Kidz Paradise Staff person.
- Upon the parent arrival to foyer, the staff will gather the personal belongings of the child and the staff person will then escort the child to the front entrance where the parent will be waiting.
- The staff will take the temperature of the child and document temperature, changes in signs of illness and time. All information will be shared with the parent and they will be given the personal belongings.
- Families should use the right side of the stairs to walk down the steps respecting 6 feet social distancing.

Medication: In accordance with PA DHS OCDEL Regulations, prescriptions and non-prescription medicines, such as aspirin, Tylenol, Motrin, cough drops, etc. **MAY NOT** be given to a child by the center without written permission from the parent or guardian and the original prescription from the physician. All medications brought into the building must be kept out of reach of children and kept in the original packaging. Children under the age of one (1) need to have a doctor’s note letting us know what dosage that child may have and how often during the day.

- In order to have prescription or nonprescription medicines given to your child during the school day, three (3) things are necessary: a medication log must be filled out and signed by the parent, the center must have a signed parental permission form and a doctor’s prescription for each medication.

The doctor’s prescription may be sent to the center in the form of the pharmacy label. The medicine must be sent to the center in the pharmacy box or bottle, labeled with the doctor’s name, dosage, and name of the medicine. Please try to send child proof caps.

- Please give medicines and the permission slip to the teacher who greets you or take it to the office yourself. The medicine will be locked up and only taken out when it is to be administered to your child.

DO NOT LEAVE MEDICINE IN COAT POCKETS, DIAPER BAGS OR ANYWHERE IT CAN BE ACCESSABLE TO OTHER CHILDREN! All medications should be given to the teacher to be stored in a safe place out of reach of children!

Nutrition/CACFP: Kidz Paradise serves the children breakfast, lunch and afternoon snack.

- The menus are posted on each classroom parent board, the front information board and the center website at Kidzparadise.org
- All children will receive CACFP designated, age appropriate portion sizes and each meal component of breakfast, lunch and afternoon snack. No child shall be denied food and every child will receive the appropriate portion size of each meal component. In the event a child can not have an item on the menu, it is expected for the parent to submit a “Medical Plan of Care” form to the office so that appropriate substitutions may be made.
- For infants, each family must provide the staff with a feeding schedule. We also ask that a separate bottle be sent in for each feeding and then taken home to be washed at the end of each day. Kidz Paradise provides the following infant food items:
 - Similac Advance (Blue Label) Formula
 - Gerber Rice Cereal
 - Gerber Baby Foods
- For toddlers, we ask that the families send in a separate sippy cup for each snack or meal time to be used. These sippy cups shall then be taken home at the end of the evening to be washed appropriately.
- All allergies shall be posted in the medical alert in each classroom and all staff in the building shall be notified of allergies. No outside food will be given to children ages 1 year and up. Only children under 1 year old will be allowed to opt out of the meal program due to parent preferences with formulas and baby foods.
- All parents are required to submit a CACFP Child Enrollment Form with their enrollment packed and a family Income Reporting Form upon enrollment with the facility.
- Milk: Formula or breast milk will be given to all children under 1 year. Whole milk (4oz) will be given to all children 1-2 years old. 1% milk(6oz/9oz) will be given to all children 2 years and up. Parents who breast feed are permitted to do so on site if they chose. Bottles will not be heated in the microwave. A bottle warmer or a dish with hot water will be used to warm bottles.
- All teachers and kitchen help will wash hands and wear gloves in accordance with ServeSafe requirements and individuals will be trained and follow CACFP and ServeSafe guidelines and regulations.
- Children will be served water as needed throughout the day. Juice will be served no more than once per day.

- All meats are “precooked” and all hot foods are served at “safe” temperatures as per ServeSafe guidelines.

Medical Care Plan: Children with special health care needs should have a care plan on file with the program. Should your child have a medical condition or special needs such as asthma, diabetes, allergies, ADHD, etc., please see the director for a care plan form. This form must be completed by your child’s pediatrician and returned to the director.

The director will review this form with parents/guardians and instructions for the care of your child will be shared with the appropriate childcare staff. A copy of this care plan will be kept on file for easy access for your child’s caregivers.

Please communicate any changes to your child’s medical care plan immediately to the director.

Outdoor Play: Kidz Paradise is required by PA DHS OCDEL and Keystone STARS to take the children outside daily, weather permitting there is no precipitation. A “Child Care Weather Watch” Chart is used to determine safe temperatures for going outdoors in extreme winter and summer conditions. It is important that all families send their children in attire suitable for outdoor play. *(Please no changing shoes unless extreme circumstances.)*

It is the responsibility of the parents to provide sunscreen for their children. Kidz Paradise requests that parents apply sunscreen prior to drop off in the warmer months and the teachers will reapply throughout the day accordingly.

“Outdoor play also enables children to enjoy the natural environment and learn to seek out exercise, fresh air, and activity. There is something fundamentally healthy about using the outdoors. Thus, outdoor play develops disposition for the outdoors, for physical activity, and for care of the environment.”

<http://www.communityplaythings.com/resources/articles/2010/outdoor-play>

Tuition: Tuition rates are determined by how many hours the children are in our care. Care of 25 hours or less in any given week is considered part-time. Care over 25 hours is considered full-time. This is monitored through the use of the EZcare system where parents sign their child in and out each day upon drop-off and pick-up. Kidz Paradise teachers also utilize Tadpoles to ensure the families are within the hours of care. These times shall match those which are listed in the parent agreement filled out at the time of enrollment and updated as needed, or every six months.

Infants: 6 weeks through 12 months

<i>Part-time:</i>	\$230.00	<i>Full-time:</i>	\$265.00
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Young Toddlers: 13 months through 24 months

<i>Part-time:</i>	\$220.00	<i>Full-time:</i>	\$255.00
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Older Toddlers: 25 months through 36 months

<i>Part-time:</i>	\$210.00	<i>Full-time:</i>	\$245.00
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Preschool/Prekindergarten: 3 years through 5 years

Part-time: \$200.00

Full-time: \$225.00

ELRC/Subsidy Childcare: For families who are subsidized by State assistance, we charge a \$54.00 add-on fee per child to offset the difference between the subsidy rates and our tuition rates. Your weekly tuition would be the copay plus add-on rate. For school age children, the add-on rate will be \$20.00 per child as the difference in cost of care is less than children infants through prek.

**All tuition rates are subject to change with a three-week notice to parents*

Payment Policy

- Tuition is posted to all accounts the Monday prior to services rendered (One (1) week before care provided)
- If payment is not received by the end of the business day on Thursday (6:00PM), the week prior to services rendered, there will be an additional thirty-five dollar (\$35.00) late fee applied to the account.
- Any account with a balance other than \$0.00 by the end of the business day Friday, will receive a notice of suspension of care for the coming week due to non-payment.
- In the event Subsidy accounts are not paid, Kidz Paradise is required to report delinquent copays on Fridays.
- **FAILURE TO PAY TUITION AS SCHEDULED IS REASON FOR, TEMPORARY OR PERMANENT, SUSPENSION OF A CHILD FROM KIDZ PARADISE**
- *Payments may be made by check or money order. Please write your child's name in the memo area if you are paying by check. Checks need to be made out to Kidz Paradise. Payments may also be made by direct withdrawal from checking accounts or major credit cards on the website, kidzparadise.org, through the *Parents Portal*. *Parent Portal* login information will be given to parents or guardians upon enrollment.*

THERE IS A FORTY-FIVE DOLLAR (\$45.00) RETURN CHECK FEE or INSUFFICIENT FUNDS FEE. If you have one returned check or failed transaction on the parent portal, you must pay with a money order.

Fees for Services

- **Late Fee Penalty Charge:** The center opens at 6:00AM and closes at 6:00PM. *No child shall be admitted into the building prior to 6:00am!* Late Fees for any student not picked up by 6:00PM is as follows:
 - First 1-15 minutes: \$25.00
 - 16-30 minutes: \$50.00
 - 31-45 minutes: \$75.00
 - 46-60 minutes: \$100.00**Every fifteen (15) minutes is twenty-five dollars (\$25.00)**

- If a designated pickup person has not come for the child by 6:00PM, the staff will begin to call each of the people listed on the emergency contact form to come for the child. If we are not able to get in touch with anyone on your emergency contact form, the staff persons shall contact the owner or director. Kidz Paradise will then contact Berks County Children and Youth.
- The weekly fee will be charged each week regardless of attendance. (*See other tuition info, absences and vacations*) Payments are expected by the end of the business day Thursday, the week prior to the services rendered. Failure to make weekly payments will be cause for an interruption of child-care services. There is a thirty-five dollar (\$35.00) late fee charge if payments are not received by the end of the business day (6:00PM) Thursday.

Withdrawal: The center shall give careful and detailed consideration to cases of withdrawal or dismissal of students and shall have written statements, provided to parents upon enrollment, to notify of the procedure for refunding on unearned fees or charges.

- Tuition paid in advance shall be refunded in full if a registered child withdraws with a two (2) week notice or is requested to withdraw.
- Payment in Case of Withdrawal: Two (2) weeks prior written notice, or two (2) weeks tuition is payable upon the child's withdrawal from Kidz Paradise.
- In the event of withdrawal prior to two-week (2) notice there will be NO monies refunded.
- If a family does not give two-weeks (2) notice, their account/card on file will be billed appropriately for those two-weeks of care.

Schedules: Childcare is a field based upon ratios to ensure the safety of all the children in the program. Kidz Paradise is required by PA Department of Human Services and Office of Child Development and Early Learning to follow specific ratios in all classrooms. In order for Kidz Paradise to follow these ratios, all families are required to complete a Fee Agreement upon enrollment which lists their time of drop off and pick up by parents. All temporary changes to the times provided in the Fee Agreement must be approved by the office. The sooner we are aware the more likely the change will be approved. Permanent changes will require a two week notice and a new Fee Agreement must be completed reflecting the new drop off and pick up schedule. In the event a child will be arriving to school later than their scheduled time, Kidz Paradise does ask for parents to notify the center via email or phone call. All absences should be reported through Tadpoles. Kidz Paradise reserves the right to refuse care to any family who does not clear schedule changes through the office ahead of time.

Other Important Tuition Info

- **Quality Care:** Kidz Paradise strives to provide the best quality of care at the highest standards or NAEYC and Keystone STARS. In order to achieve these standards, Kidz Paradise must budget the program to hire qualified staff and provide quality materials for the program.
- **Financial Arrangements:** Tuition is based on the actual costs of operating the center divided by the number of children enrolled. Kidz Paradise's budget is based upon a fifty-two (52) week school year. Tuition is payable for the days and hours reserved regardless of attendance.

- **Credit for Absences and Vacation:** If your child is absent from care for a full week, either for vacation or for illness, they will receive the first week in the fiscal year at a 50% tuition discount. Any full weeks absent after that will be allowed a 20% tuition discount.
- **Registration Fee:** A non-refundable registration fee of eighty-five dollars (\$85.00) is payable when you enroll a child for the first time. A registration fee of thirty-five dollars (\$35.00) will be posted to all accounts, with the exception of families enrolling after Sept. 1st of the previous year, annually in January.
- **Holiday Credit:** NO CREDIT on tuition is given for scheduled Kidz Paradise holidays.
- **Make-up Days for Absences:** We are licensed to handle a certain number of children per day, distributed among the various classrooms in specific numbers. Therefore, we cannot automatically grant opportunities to make up all days lost as a result of absences. If a child has a need to make-up a day, the Director shall determine if the staffing allows for the requested change.
- **Overtime Charges:** There will be a late fee for children not picked up before 6:00PM. (*See Fees for Services*)

4. Curriculum

Kidz Paradise uses *Funshine Express Curriculum*. The infant and toddler classrooms use Buttercups. The preschool and prekindergarten classrooms use Fireflies.

Buttercups

“Your child’s teacher/childcare provider will be offering a wide range of stimulating activities this year through our professionally designed Buttercups® curriculum program. The Buttercups program is for ages 0-3. Curriculum activities are designed to address established early learning goals and standards throughout the United States.

Benefits for Your Child

- Build enthusiasm for life-long learning
- They learn socialization and cooperation
- Learning through experience
- Skills such as teamwork and respect are taught
- Concentration, patience
- Build confidence, self-esteem and autonomy
- Exposure to diversity

Benefits for Parents/Caregivers

- Knowledge that your child is participating in a curriculum program that is aligned with the highest quality standards in early childhood education.
- You will be involved in your child’s learning. Newsletters, calendars, book lists, blog articles, and much more keep you informed. Children with involved parents do better in school and show stronger social skills.

- Your child’s teacher spends more of each day interacting with children and less time prepping and planning.

What Will My Child Learn?

Each Buttercups curriculum kit covers a two-month time frame—Sept/Oct, Nov/Dec, Jan/Feb, Mar/Apr, May/June, and July/Aug. Each kit includes four themes, with each theme lasting two to three weeks. Your child's teacher/childcare provider can choose from a variety of activities and materials to promote and enhance growth in the following developmental areas:

Language/Literacy: Children develop skills in both listening and communicating and build a foundation for later reading and writing. Activities include songs, rhymes, finger plays, picture books, and more.

Physical/Health: Activities promote wellness and allow children to grow in using both small and large muscles. Playdough, water play, vigorous outdoor play, healthy snack ideas, and more are offered.

Science/Math/Creative Arts: Children are encouraged to enjoy and explore a variety of art materials, investigate their world, and begin to engage in symbolic thinking. Activities include pretend play, sensory exploration, experimentation, self-expression, and more.

Social/Emotional: Experiences are planned to help children develop relationships with adults and other children, learn more about themselves, recognize and express feelings, and begin to demonstrate self-regulation.

Social Studies: Predictable routines and age-appropriate rules bring order to children's lives. They also learn more about families, their own child-care setting, and the local culture and community.

Approaches to Learning: Opportunities to build skills in this area are woven throughout all curriculum activities to build memory and promote curiosity, persistence, and problem-solving—skills that are critical for lifelong learning!”

Fireflies

“Your child’s teacher/childcare provider will be offering a wide range of preschool activities this year through our professionally designed Fireflies® curriculum program. The Fireflies program is for ages 3-5 and consists of monthly kits centered around two themes. Daily activities are offered for your child’s teacher to select from as they work to enhance growth and school readiness for early learners. Fireflies activities are built around eight developmental domains: Social/Emotional, Language/Literacy, Creative Arts, Social Studies, Physical Development/Health, Science, Math, and Approaches to Learning. Fireflies is designed to meet early learning standards established throughout the United States.

Benefits for Your Child

- Build enthusiasm for life-long learning

- They learn socialization and cooperation
- Learning through experience
- Skills such as teamwork and respect are taught
- Concentration, patience
- Build confidence, self-esteem and autonomy
- Exposure to diversity

Benefits for Parents/Caregivers

- Knowledge that your child is participating in a curriculum program that is aligned with the highest quality standards in early childhood education.
- You will be involved in your child's learning. Newsletters, calendars, book lists, blog articles, and much more keep you informed. Children with involved parents do better in school and show stronger social skills.
- Your child's teacher spends more of each day interacting with children and less time prepping and planning.

What Is Developmentally Appropriate Practice? In simple terms, Developmentally Appropriate Practice means that activities and programs take into account what each child is ready for. Developmentally appropriate for ages 3 - 5 means that children should be offered a range of opportunities to interact with their environment.

What Are the Benefits of Being Developmentally Appropriate? Practices that take into account the developmental readiness of each child can boost self-confidence and independent thinking. Children are also provided opportunities for individual expression and are able to practice decision-making. This type of environment promotes skills and discipline, inspires creativity, encourages flexibility, and provides for emotional release.

Is Fireflies Developmentally Appropriate? The Fireflies curriculum is designed to be open-ended and flexible. We provide ideas that caregivers can implement to ensure appropriateness. To a great extent, each teacher determines how the program is used in their particular setting. As family members, you can support developmental appropriateness by following the lead of your child's teacher and being supportive and involved in their efforts! Also, remember that children can accomplish many things without you seeing a specific project each day."

5. Community Involvement

Extracurricular Activities: Kidz Paradise does not require participation in additional activities provided by any agency or affiliation in the center. Each parent will get information at the start of the session for any extra programs which come into the center. Parents will have the option to participate or not.

Field Trips: The only class which will be permitted to take field trips due to safety concerns and transportation is school-age/summer camp. Prior to going on field trips, each parent will be

expected to fill out a transportation permission form. This form must be on file in the office and with the emergency contact information on the teacher. If a transportation permission form is not on file, the student will be unable to attend the field trip.

Community Service Activities: Kidz Paradise encourages all families to participate in community service projects done through the year. The center may partner with Penn’s Crossing, The Greater Berks Food Bank or other community agency. These programs are strongly encouraged but not required.

Intergenerational Activities: Kidz Paradise partners up with Penn’s Crossing Retirement Community to go “Trick or Treating,” “Christmas Caroling,” “Easter Egg Hunts,” and more. “Studies show that children who participate in activities with older adults tend to have improved reading scores, communication skills, problem-solving skills and a positive attitude toward community service. They are also much less likely to start using drugs or alcohol, and they are less likely to skip school.”

6. Other Important Policies

Visitors: Visitors are always welcome at the center. Drop in visits by parents or family members are permissible. A photo ID will be asked to be seen if you are picking a child up for the first time. **ALL VISITORS MUST SIGN IN ON THE VISITORS SIGN-IN LOG LOCATED IN THE DESK AT THE FRONT ENTRANCE.**

Home Language and Accommodations: Kidz Paradise makes reasonable accommodations for care for all the children within the center and the program will do everything we are able to provide a smooth transition for the culturally and linguistically diverse in our care. Materials will be translated to the best of the programs ability. Kidz Paradise teachers and staff will use gestures, communication devices, sign language and pictures where needed to communicate with children or families.

Referral to Services: After 30 days of enrollment in a classroom, teachers shall do an initial observation of each child. After 45 days of enrollment in a classroom, teachers shall do an Ages and Stages screening tool on each child. Teachers will also do continued observations of all the children in the building. In the event a teacher is concerned about the development of the child, an Ages and Stages screening tool will be completed.

If there are areas with developmental concerns, a meeting between the teacher and director shall be setup. A meeting then shall be setup between the teacher and parent. Kidz Paradise shall refer families to the following for any developmental concerns:

Pediatrician

Early Intervention Services

Family Doctor

Berks County Intermediate Unit

IEP/IEFSP: Kidz Paradise requests that if a child in our care has an individualized educational plan, we receive a copy to keep in the child's confidential personal file so that we can provide the child with the best care possible. Kidz Paradise also asks to be included in annual meetings to discuss goals and progress. It is our goal to work together with the families to meet the needs of the child. At Kidz Paradise, we do not discriminate against any child with an IEP/IEFSP. Kidz Paradise will make reasonable accommodations for all children and families.

One-on-one Care: Kidz Paradise makes reasonable accommodations for care for all the children within the center, however, Kidz Paradise is unable to provide one-on-one direct care for children enrolled. In the event a child needs one-on-one care, Kidz Paradise will ask the parent to provide this care within the center in a reasonable amount of time.

Classroom Transitions: Kidz Paradise will transition children from one classroom to the next using the following determining factors to decide if a child is ready.

- Is the child of age to move to the next classroom?
- Is the child social/emotionally ready?
- Is the child developmentally ready?
- Is it safe for the child to move to the next room?

The teacher and/or director will speak with the parents to discuss the potential of the child moving to the next classroom. The parents will receive a letter stating the transition schedule and the date the child will officially be in the next classroom.

For school age children, Kidz Paradise will provide information to assist families in determining if their child is ready for self-care.

Transfer of Records: If a parent wishes to transfer the records of their child from Kidz Paradise, they need to do so in writing. Please see the director for a form to fill out in this event.

Parent Portal: Kidz Paradise maintains an up to date website which is the home of the *Parent Portal*. Through this portal, parents or guardians can update telephone numbers, addresses and other important information. Payments may also be made using direct withdrawal from a checking account through this portal. Parents must provide Kidz Paradise with a current email address in order to have access to the *Parent Portal*.

Enrollment Referrals: Kidz Paradise encourages parents to refer friends and family to our care. ELRC families will receive a gift card with value up to \$75.00 and self-paying families will receive a week of free tuition for one child. This will be done after the referred family has been in attendance at Kidz Paradise for 90 days.

Audio and Video Surveillance: Each classroom in Kidz Paradise is equipped with a high-resolution camera which records audio and video. A camera is also located at the front entrance of the building. The video feed will not be made available to the parents or public. It will only be accessible to the management team in the Director’s office.

The camera system is in place to ensure the safety of the children and the staff in all the classrooms. Kidz Paradise management uses the video and audio feed to perform spontaneous observations of classrooms, children and teachers. This will help us to continue to improve the program and meet the PA DHS Regulations and Keystone STARS Standards. Any video feed will be stored for a short period of time and then recorded over. In the event a concern is brought to our attention in a timely manner, Kidz Paradise Management will review the video feed to “investigate” the concern and address it accordingly.

Electronic Device and Toy Policy: Kidz Paradise is not responsible for lost or stolen personal items. We recommend that parents not send in toys or electronics with their child to school to prevent any disruptions to the daily lessons unless it is show and share in the classroom. The children are in attendance at Kidz Paradise to learn readiness skills for school and social skills to aid them in life. Please keep cell phones, electronic game systems and toys at home where they are safe and not distracting to your child. Any item which is brought into Kidz Paradise, we strongly recommend having first and last name on.