

# Kidnect Child Development LLC

## Parent Handbook

### Welcome

Welcome to Kidnect Child Development! We are blessed to have you join us and look forward to working with your family.

### Contact Information and Hours of Operations

<b>Address:</b> 7706 S 96 <sup>th</sup> Street, La Vista, NE 68128
<b>Phone:</b> 402-331-1278
<b>Hours of Operation:</b> Full time-6:30-6:00pm; Part-time Preschool-8:30am-11:30am & 8:30-2:30
<b>The Child Care:</b> Open Monday-Friday year round
<b>The Part-Time Preschool:</b> Monday-Friday following the Papillion La Vista School Calendar

### Philosophy

Kidnect Child Development center is a Ministry of Beautiful Savior Lutheran Church. Kidnect is made up of two programs: A part time preschool program and a full time child care program. At Kidnect, each child is guided to develop his/her potential within the safe and supportive parameters of Christian love.

Kidnect Child Development Center embraces every child's individuality, as well as their distinct educational progression. This allows children to develop a healthy self-image, become academically ready for elementary school and most importantly develop a relationship with Jesus Christ.

Kidnect programs are developed and implemented to encourage and foster individual strengths and abilities. Kidnect strives to help children discover their God-given purpose. Through hands on learning, exploration and scaffolding, we are able to support and embrace educational and Biblical exploration.

Lastly, classroom educators encourage the child's natural curiosity and eagerness to grow in their understanding of the Lord's creation. Educator's tailor their activities and schedules to meet the religious, social-emotional, gross motor, fine motor, and spatial awareness needs of the children in their class. Large group, small group and individual activities, with both teacher and child led opportunities, are implemented throughout the day.

Kidnect encourages parental input and collaboration regarding the academic and spiritual growth of the students in our care. Together we can be the compassionate community that our students need to thrive in society.

### Kidnect Mission Statement

Kidnect partners with families to 'Kidnect' children to Jesus, teaching them to love and follow Him.

## **Program and Curriculum**

Kidnect uses an established Christian curriculum (Orange Curriculum) and Learning without Tears (academic curriculum). Both encompass all aspects of our total plan for learning, as well as reflect the philosophy of Kidnect. The curriculum includes: teaching, storytelling, sharing, music, playing, and chapel in an informal, home-like environment. We believe that hearing Bible stories is an important part of the development of the child because it teaches about God's love for the world especially shown in Jesus Christ. We also believe that a child's knowledge of the love and acceptance of God in Christ is the best way to develop each child's unique personality, promoting individuality and a positive self image both in individual and group situations.

The activities implemented in the classroom are designed to prepare children for elementary school. The curriculum includes: pre-writing, pre-reading, and pre-math skills as well as the social skills needed to be successful in school and life. The Infants, Toddlers, and Two year old classrooms focus on social skills, following directions, and creative expression through art and music. In addition to those skills; pre-reading, pre-math, and handwriting are focused on in all Preschool, Pre-K and Kindergarten Readiness classes.

Our program includes the following each day:

- Gross motor skills in both outdoor and indoor play
- Nap/Rest time each day for our full-time comprehensive child care program
- Opportunities for individual and group play in our classroom centers
- Opportunities for children to read and explore books
- Read alouds with teachers in circle time or other large group times
- Opportunities to foster language and social development by interacting with other children and teachers during the day
- Spiritual growth

Daily classroom schedules and lesson plans are posted on the classroom doors.

## **Non-Discrimination Policy**

It is the policy of Kidnect Child Development Center to love others like Jesus Christ loves us. We will not discriminate against any child, family or adult who comes to our center on the basis of race, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, children and families we serve. Remember Jesus loves everyone, as such we strive to as well.

## **Application and Admissions**

Upon completion of the necessary application forms, students are admitted as space becomes available. Each child must be between the following ages to be admitted to one of our programs:

\*Our full-time child care program serves ages 6 weeks to 12 years old

\*Our part-time preschool program serves children ages 3- 5 years old

## **Records**

Your child's records will be maintained in the Kidnect office/via our document system. The record includes the following per state regulations:

- Your child's identifying information (name, birth date)
- Parent/guardian name, address, home, cell and work phone numbers
- Emergency contact persons who the child may be released to
- Parent agreement to policies, transportation and field trips
- Accident/incident reports filled out by teachers
- Current immunization information

As the parent you do acknowledge that it is the parent responsibility to keep their child's record current to reflect any significant changes. Please update the following information as needed: telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, and immunization records.

## **Holidays**

Kidnect will be closed the following days:

- New Years Day or one day associated with New Years
- Good Friday and the Monday following Easter
- Memorial Day
- 4<sup>th</sup> of July and one day associated
- Labor Day
- Columbus Day
- Thanksgiving day and the Friday following
- Two days affiliated with Christmas

**Tuition is the same for each week regardless of holidays.**

## **Incllement Weather Policy**

- Kidnect Child Development Center will close any time Papillion La Vista Public Schools, calls a snow day, or cold weather day.
- If Papillion La Vista Public Schools calls a late start we will open at 9:30am and close at normal time.
- If Papillion La Vista Public Schools calls a weather related early release, then we will close early at 4:30 and will not offer after school care for school-agers.
- All communication regarding weather related closures will occur via our communication app and Facebook page.
- Tuition will be waived **only** for the first snow/weather day that PPLV calls per year. Tuition will not be waived for subsequent closures.

Credits/refunds of tuition will not be given for the days that the center is officially closed.

Kidnect reserves the right to close completely if the conditions are dangerous for our staff and families to travel, building related issues such as a lack of water or electricity or due to not having adequate staffing for the day.

## **Child Attendance**

Please notify us if your child will be absent. Notification must be done through our communication app. Full tuition is due whether your child is present or not. Credits will not be extended due to illness, holidays, or inclement weather.

## **Arrival and Dismissal**

- Full-Time Child Care Program
  - Children enrolled in our full-time child care program may arrive and depart the center at any time during the day. Because children thrive on routine, we ask that arrival and departure follow the established schedule (as indicated on the child's application). Should your family needs change please meet with the director to establish a new schedule, supporting the needs of the center and the child.
  - When dropping off multiple children, we ask that you please drop off the oldest child first and pick up the oldest child last. Specifically, this helps our infant rooms maintain a clean and sanitized environment, with minimized exposure to germs.
  - Please try to avoid drop off between the hours of 12:30-2:30 as that is nap time.
  - **LATE PICKUPS AFTER 6PM WILL RESULT IN EXTRA FEES. REPEATED LATE PICKUPS CAN RESULT IN TERMINATION FROM THE PROGRAM.**
- Part-Time Preschool Program
  - Drop off can occur from 8:25-8:35 for all part time rooms
  - Pick up can occur from 11:25-11:35
  - For our full day part time program pick up can occur from 2:25-2:35
  - Please utilize the communication app if your child will be late, or absent.
  - Please also honor the signed statement of conditions as to picking up your child on time or the stated fee will be assessed per minute past expected closure. If you are going to be late, please give us a courtesy call.

*\*Special note: Children may only be picked up by those authorized on the child's admission forms. It does not matter if your child knows them or not, they must be on our forms. For special events (like parties), you may be asked to come into the classroom to pick up your child of which you will be notified of in advance.*

## **Car Seat Usage**

Children who attend Kidnect must arrive and depart in an age/weight appropriate car seat. We ask that you make sure your child is buckled into their car seat safely before leaving our parking lot.

## **Security Information**

All exterior doors will be locked throughout business hours. All visitors will be required to "buzz in" to gain access to the building through a closed circuit monitoring system at Kidnect's main entrance. The office will work diligently to help you gain access into the building as quickly as possible, but there may be a short delay until someone can view you on the monitor and allow access. Please help by identifying yourself and the purpose of your visit and always have personal identification with you.

## **Tuition and Fees**

Every family must pay a non-refundable enrollment fee of \$150 dollars per year in August starting August 2024. When enrolling multiple children the enrollment fee is \$75 dollars for every additional child.

Every family must pay a non-refundable supplies fee of 100 dollars once per year which will be added into your tuition in January. It will be added in June for those in our summer camp.

Every family must pay a one time non-refundable food fee of 150 dollars (per child) in September, to help offset the cost of snacks, treats, and other special occasions food related items for the year. Those enrolled in our summer camp will have this fee deducted in June.

You may withdraw from Kidnect whenever you wish, after giving the center a two (2) week written notice. Should you remove your child without the notice you will still be charged for the following two weeks. Should you wish to apply for re-enrollment, a new registration fee must be paid and admission is contingent upon available space in your child's classroom at that time.

- Full Time Child Care Program
  - Tuition is due on Monday of each week in advance for that week of care. If your family is more than 1 week behind with tuition, then care is immediately terminated unless a payment plan is set up. Discounts on tuition are available for multiple children.
  - Tuition Express will be made available to any families wishing to utilize an automatic payment system. All fees associated with returned checks or non-sufficient funds from Tuition Express will be the responsibility of the parent
  - No credit or refund of tuition shall be given for the days that the center is officially closed. Tuition is the same for each week regardless of holidays.
  - Children become anxious when it is time for them to go home and no one has come for them. For this reason, a late pick-up fee will be assessed. \$5.00 will be charged for each minute, per child, that the parent picks up after the center's closing hours. After two after hours/late pickups, you will have to meet with the director for your child to maintain their spot in the program. If a third after hours/late pickup occurs, we reserve the right to immediately terminate care for your child.
  - A charge of \$30.00 will be applied to all returned checks. After the second returned check, fees will be accepted only by cash or money order.
  - Tuition is decreased \$10 per week for the second and third child in the same family enrolled in our full time program.
  - We reserve the right to increase tuition based on the needs of the center, with a two week notification to families. Should your family encounter hardships, please speak with the director regarding tuition.

- Part Time Preschool Program
  - All tuition is due the first of each month. Tuition not received by the 7<sup>th</sup> of the month will be considered past due and assessed a \$10 late fee. If your family misses 1 month of tuition payment, the child will be immediately unenrolled from the program.
  - Should your family encounter hardship, please speak with the director regarding tuition.
  - Tuition Express will be made available to any families wishing to utilize an automatic payment system. All fees associated with returned checks or non-sufficient funds from Tuition Express will be the responsibility of the parent.
  - Any child who has extended absences without notification will be replaced by a child on the waiting list.
  - Children become anxious when it is time for them to go home and no one has come for them. For this reason, a late charge of \$10.00 will be assessed for any late pick-ups beginning at and in ten minute increments.
  - If a parent removes his/her child from the program, 2 week written notice must be given. In addition, the full month's tuition of the removal date will still be paid and no refunds will be given. If notice is received, the rest of the year's tuition will be waived. If notice is not given, Kidnect reserves the right to charge tuition for the remainder of the school year.

*\*Special note- A payment plan can be worked out with the School Director and Business Manager before tuition is past due.*

**Vacation Credit (ONLY FOR FULL TIME FAMILIES)**

Tuition will be charged at 50% of the regular fee paid for one week of family vacation the first year of attendance for full time families. The Center must be notified at least two weeks prior to the time that the child will not be in attendance to be able to utilize vacation time. Following one year of full time attendance you will receive one week of vacation, tuition free, provided that the family notifies the Center with at least a two-week notice.

## Health Guidelines

We will promote the health and safety of your child by providing a clean, smoke-free environment, safe toys, physical education, supervised physical activities. For the protection of the children we must enforce rules on illness and administering medication. Parents will be informed of all communicable disease occurrences via our communication system. Symptoms will be reported immediately to parents, and signs will be posted near the time clock and the classroom doors. If your child has been possibly exposed to a communicable disease, please notify the center.

To keep children and staff healthy, the following guidelines have been set:

- All personal items must be labeled (bottles, baby food, diapers, blankets, clothing, toys, etc.)
- Sick children should remain home. Please do not bring your child to school if he/she is showing signs or symptoms of illness.
- **If we send your child home due to illness (to include but not limited to: eye drainage, diarrhea, vomiting, rash or fever) the child must remain home until they are symptom free without medication for at least 24 hours. This means that a child may not return to the center the day after being sent home, even if they have a doctor's note.**

If your child shows signs or symptoms of the following, please stay home or we will send your child home:

- Temperature of or over 100 degrees
- Pus or mucus in the eyes
- Continuous mucus from the nose
- Child is lethargic- parent will be notified
- Diarrhea – child will be sent home following the second diarrhea
- Vomiting-1 case of vomiting will result in your child being sent home
- Skin rash (unknown origin)

If we notice any of the above symptoms while your child is in our care, we will call you to arrange to have them picked up **within the hour**. During this time we will isolate them from other children and make them as comfortable as possible until you arrive. If the child is not picked up within the hour time, the emergency contact listed in the child's file will be notified and asked to pick up your child.

## Medication

The Center will administer physician prescribed medication and non-prescription medication only on the written request of the child's parents or guardians on our "Authorization to Administer Medication" form. **Medication must be in the original container with the dosage and instructions clearly marked with the child's name.** The medication will be locked up by the child's teacher or the Director. A lock box for the medication that requires refrigeration will be provided. **PLEASE, FOR THE SAFETY OF ALL CHILDREN, DO NOT LEAVE MEDICATION IN YOUR CHILD'S CUBBIE OR TOTE BAG!** Medication administration records are kept on the form provided to parents for consent.

Due to the recommendation of DHHS to administer as little medication as possible, **Kidnect will not administer Tylenol, Ibuprofen or any pain relieving medicine that is also a fever reducer.** Since fevers can be an early indicator of a more serious problem, we would not want to inadvertently mask that symptom. **If you feel your child is uncomfortable enough to require a pain reliever, please keep them home where you can monitor them.**

Medications can only be kept in our lock-box during the hours your child is in attendance. Exceptions are long term medications such as sunscreen, diaper cream, and orajel. If your child has a disorder that requires medication be kept on hand for emergencies, it may be kept in our lock-box as long as it is accompanied by a doctor's note, and a long-term medication form. Expired medication will be discarded.

*\*Special note: Kidnect staff cannot give the first dose of medication. The first dose must be given by the parent/ guardian and monitored for the risk of side/affects and/or allergic reactions to the medication.*

### **Immunizations**

A current immunization record is required upon enrollment and must be kept current. Please bring a copy of your child's shot record any time he/she visits the doctors. We are required by the Department of Health and Human Services to have the name, address, and telephone number of your child's physician in our files. Please be sure to bring this information with you when you are ready to enroll your child.

### **Accidents/Injury**

In the event of an accident, appropriate procedures will be followed and parents will be notified via our communication system. Please be sure to provide the name of an emergency contact other than the parent or physician in case we are unable to get ahold of guardians. We also need a signed emergency medical treatment form (provided by the Center) in the event a child needs emergency care.

*\*Special note: If we cannot reach you the child will be taken to the nearest Minor Emergency Room or the Hospital listed on the form. Accident insurance is carried on each child enrolled at the center and records kept on file at the center.*

### **Emergency Drills and Evacuation**

Fire drills are conducted monthly. Tornado drills are conducted 4 times per year. Emergency evacuation plans will be posted in conspicuous places throughout the center and classrooms.

If emergency evacuation from the building is necessary, Kidnect staff will walk the children to the La Vista Police Department located at 7701 S. 96<sup>th</sup> Street. Parents will be notified as quickly as possible.

### **Reporting Suspected Child Abuse/Neglect**

According to Nebraska law, **all Kidnect employees are mandated to report any suspected child abuse and/or neglect to the Social Services.**

### **Termination of Care**

We reserve the right to terminate a child's enrollment for violations of policies, parent code of conduct and rules of Kidnect, BSLC or the Department of Health and Human Services. Parent and/or guardians need to abide by the rules and guidelines that are outlined in this handbook. It is imperative that parents respect the religious nature of Kidnect. Please refer to the parent code of conduct for expected adult behavior guidelines while on the premises.

## **Social Media Guidelines**

Social media is a great way to share and receive information related to events or activities at Kidnect. We ask that you would consider how social media might impact our center positively and negatively, and consider a few guidelines to help protect the ministries of Kidnect and Beautiful Savior Church.

***Confidential Information:*** Please do not share confidential information, internal center discussions, or specific information about students, staff or other parents. Keep in mind that even on the strictest settings anything that goes on the internet is always much more public than we could ever know.

***Conflict Resolution:*** We ask that you would give us the chance to respond to a concern privately and directly. Please do not post about Kidnect, or Kidnect staff in a derogatory way on social media.

- Should you have a classroom concern we ask that you first address your concerns directly with the classroom teacher. If nothing changes or resolution is not met we ask that you then bring your concerns to the school director who will help facilitate resolution.

***Staff- Parent Relations:*** We welcome you to connect with us on Kidnect's facebook page. Parents should keep in mind that we allow staff members to make their own decisions on who they do and don't connect with. Each staff member has their own comfort level when it comes to engagement between their work and private life, and we encourage them to do what is comfortable for them.

***Center Values:*** Kidnect encourages parents and staff to set and maintain high ethical standards in their use of social networking. Staff, parents, and students reflect a diverse set of customs, values and points of view. Please be respectful of the opinions of others in your posts or comments. **Under no circumstances should offensive comments be made about students, parents or staff nor Kidnect in general. Nor should you respond to other parents or staff in a negative or aggressive way via email.** Your posts and comments should help build and support the Center community. Violating our social media guidelines, or parent code of conduct can result in immediate termination of care.

*\*Special note: Parents are required to sign our code of conduct, refusal to sign or violation of the code of conduct can result in termination of care.*

## **Our Staff**

Kidnect is committed to providing children with a caring and nurturing Christian staff that values the opportunity to share the love of Jesus with the children in their care. The staff selection process includes interviews, health examinations, work experience checks, and criminal history background checks. Our staff does participate in professional staff development opportunities, which include staff meetings, State offered in-service workshops, first aid, and CPR training.

## **Field Trips**

The field trips that have been planned to enhance your children's learning and motor skills. They are considered part of the curriculum. Your child must attend if they will be at the Center on the day of the field trip. The Center does not provide additional staff if you or your child chooses not to attend the trip.

## **Behavior Management**

We believe that all our children can behave appropriately at Kidnect. Setting clear boundaries helps the children know what to expect. If a child engages in an improper activity, we will explain to him/her why his/her actions are unacceptable to those around him/her.

Teachers are directly responsible for the behavior management of the children in their care. Teachers facilitate the development of self control in children by using the following positive guidance techniques:

- Setting clear, consistent expectations for age appropriate classroom behavior
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts
- Modeling skills that help children solve their own problems

The teacher may ask the child to sit apart from others if there is repeated disciplinary attention. They may also be removed from the classroom if their behavior is becoming destructive or harmful to themselves or others. We may also call parents to pick up their child if we cannot help the child resolve their behavior choices. If all customary techniques are exhausted a parent-teacher-director conference may prove to be effective to collaborate on solutions. Repeated and consistent aggressive behavior can result in the recommendation of a shortened day or the termination of care.

Kidnect prohibits punishment that is humiliating, frightening, or physically harmful to a child. Instead, we offer praise and positive reinforcement. We believe in parent/teacher collaboration to support all positive behavior choices. **If we are unable to support your child through his or her negative behaviors we reserve the right to terminate care.**

## **Meals**

### **School Age:**

Breakfast-7:30

Snack-3:30

(On drop in days, the meal schedule will follow the child care meal times)

### **Child Care:**

Breakfast-8:00-8:30

Lunch-11:30-12:00

Snack-3:30

The menu is planned to provide a nutritious diet. Recommended dietary allowances, dietary guidelines, and the Child and Adult Food Program regulations are followed to promote optimal growth and development. The children are served meals in their room with their teacher to promote a family environment. The weekly menu is sent out in advance to all families.

Infant formula that meets the Child and Adult Food Program regulations will be provided. If breast milk or a different formula is preferred, bottles must come prepared and ready to serve. **All prepared bottles must be labeled with the provided labels. Prepared bottles must be discarded after 48 hours. If breast milk has been frozen, it must be used within 3 months.**

## **Allergies**

Should your child have a food allergy we will ask that you supply their meal supplement. For example if your child is allergic to milk, you will be asked to supply his or her milk alternative.

**\*Special note: Kidnect Child Development, LLC is a nut free facility!**

## **Birthdays**

Birthdays may be celebrated at school with treats brought by parents. Treats are served in the child's classroom during the afternoon snack time. If you would like to bring treats for your child please notify your child's teacher of the date.

*\*Special note: All items must be store purchased and nut free. Kidnect cannot serve homemade items.*

## **Nap Time**

Children will nap or rest between 12:00pm and 2:30pm each day, depending on the child's age. Parents may provide a crib sheet to cover the cot, a blanket and a cuddly item. **These linens will be sent home every Friday, laundered by the parents, and brought back on Monday.**

Infant A follows a different schedule than that of the rest of our center. Babies will sleep and be fed on demand unless otherwise instructed by the parent. Parent requested schedules will be followed as much as possible; however staff will use personal discretion and will care for children as they see fit.

## **Child's Personal Items**

Please have your child wear play clothes that are comfortable and easy for your child to manage as we encourage children to be as independent as possible. Independence is a part of the learning process and helps to build self-esteem. Your child may get dirty and wet as they play both indoors and out. Therefore, we require that your child have at least **one complete change of clothing, including socks and shoes at school.** Soiled clothing will be placed in a plastic bag to go home. Each item of clothing should be clearly labeled so that the clothes are not misplaced. Jackets or sweaters sent to school should also be clearly labeled. Closed toe shoes are the best choice in footwear to avoid injury.

Each child will have a cubby or location for their items. This is a place to keep personal belongings and extra clothing. Parents, please check the cubby and your family mailbox regularly for statements, communication and announcements.

## **Last But Not Least**

Our greatest gift is to share the love that we receive from Christ with the children in our care. The policies established by Kidnect are for the welfare and safety of each child that attends our Center.

*I have no greater joy than to hear that my children are walking in the truth  
3 John 1:4*