



# A KID'S WORLD

LEARNING CENTER

## Parent Handbook

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## **Welcome to A Kid's World!**

We are thrilled that you have chosen A Kid's World for your family! For the past 28 years, we have proudly served the families of Walton County, providing high-quality childcare that fosters growth, independence, and confidence. As part of our commitment to bringing exceptional care to more communities, we expanded our services to Newton County — continuing our mission of preparing children for school and life beyond. And we're not stopping there! In 2025, we're excited to grow again with the opening of our newest location in Butts County, bringing the same trusted care, learning, and support to even more families.

At A Kid's World, we believe in the transformative power of nature education to cultivate lifelong skills and prepare children for school and beyond. Our unique approach integrates hands-on learning with the wonders of the natural world, creating an environment where children can explore, discover, and connect with their surroundings. Through activities like tending our gardens, learning about sustainability, and engaging in our outdoor classrooms, children build an appreciation for nature, develop critical independent living skills, and grow into confident, capable learners.

Our mission is to prepare children for the future by nurturing healthy minds and bodies, building independence, and instilling a love of learning. From mastering basic self-care routines to developing problem-solving abilities, teamwork, and resilience, we aim to equip your child with the tools they need for school and for life.

With a dedicated team of educators and a vibrant curriculum, A Kid's World is more than a childcare center, it's a community committed to fostering well-rounded, confident children who are ready to thrive. Thank you for allowing us to partner with you in your child's journey. We look forward to an exciting and enriching experience with your family!

# Mission Statement

Our mission is to create an environment rooted in care and growing with love, where nature education and stewardship are the foundation of our program. We strive to build strong educational, social, and emotional connections that support your child's growth and development.

## Our Philosophy

### At A Kid's World, Our Values Make Every Day Brighter!

At A Kid's World, everything we do is guided by our core values, which help create a warm, welcoming, and exciting place for children and families.

- **Respect:** We believe every family is unique and special. By treating everyone with kindness and understanding, we create a space where every child and parent feels valued and appreciated.
- **Dependability:** You can always count on us! We are here to provide consistent, reliable care and be a trusted part of your family's daily routine.
- **Positivity:** We believe in looking on the bright side! Our team creates a cheerful, uplifting environment that encourages kids to see the good in themselves and the world around them.
- **Quality:** Excellence is at the heart of everything we do. From our engaging programs to our loving care, we make sure every child gets the very best start to their journey.
- **Kindness:** Kindness makes the world a better place, and we make it a priority every day. We teach children the power of being generous, thoughtful, and caring toward others.

By embracing these values, we create a joyful and nurturing environment where children feel safe to explore, grow, and thrive. At A Kid's World, every moment is a chance to learn, laugh, and build confidence for the future!

## ENROLLMENT & OPERATIONS

**A Kid's World-Jackson days of operation are Monday through Friday. Our center hours are 6:30AM to 6:00PM.** Only A Kid's World Staff is allowed in the building prior to 6:30 am. All children must be picked up no later than 6:00 pm. Enrollment at A Kid's World is open to children from 6 weeks to 10 years.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, payment of the application fee and security deposit, immunization records, any other records required by licensing regulations and signed Parent Handbook receipt.

If the enrolling child has an IEP, IFSP, 504 Plan or other Behavior Management Plan, these documents should be provided prior to enrollment to aid the enrolling child's transition into the program and so staff can be consistent in their expectations, communication, and interaction with the child. If the enrolling child will be receiving one on one care and/or therapist support in the child care facility, the parent(s), therapist(s) and child care team must have a meeting to review the services being provided, rules and procedures for outside therapists entering and working within the building and set expectations for regular progress review and communication.

Parents will also be provided with a "Getting to Know You" form to be completed prior to the child's first day of attendance. This form is so your child's caregivers can learn a little about their routine at home, their likes and dislikes, their temperament, and their family make-up.

Continued enrollment at A Kid's World is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of A Kid's World as outlined in this handbook including, but not limited to timely payment of all fees and tuition.

Parents are required to keep all enrollment paperwork up to date and must notify A Kid's World immediately, should any of the information collected at the time of enrollment or any time thereafter change. Parents are required to update the child's immunization record each time the child receives an immunization. Failure to do so may result in the child(ren) being suspended until all paperwork is brought up to date or dismissal from the program and forfeiture of any deposit.

All enrollment paperwork is required per child care licensing regulations and the program can be cited for non-compliance if parents are late or missing required information. There is no "grace period" and licensing inspectors do not care if a parent missed an appointment, if they left the form at the doctor's office and have to go back to get it, or simply forgot and are just a few days late. The information **MUST** be up to date at all times, and we have no option but to suspend care until these items are up to date.

A Kid's World reserves the right to dismiss any parent or child at any time with or without cause.

## **NON-DISCRIMINATION STATEMENT**

Enrollment shall be granted without regard to the enrolling child's race, color, creed, religion, national origin, gender (which includes sexual orientation/gender identity), genetic information or disability; and without regard to the enrolling child's parent's or guardian's race, color, creed, religion, age, gender (which includes sexual orientation/gender identity), national origin, pregnancy, disability, genetic information, or veteran status.

Additionally, A Kid's World does not tolerate hate, prejudice, bias, or discrimination against any person by any person anywhere throughout our programs. Any person displaying hateful, prejudicial, biased, or discriminatory behavior towards anyone will be immediately removed from the program.

## **CLASS ASSIGNMENTS**

Children are assigned to a care group/class based on their chronological age to meet licensing regulations for staff to child ratios and supervision. Children will not be prohibited from being assigned to a classroom based on a developmental delay, disability, or medical condition. Reasonable accommodation(s) will be provided in the chronological age appropriate group/room as required by law

## **CHANGE OF SCHEDULE REQUEST**

Once the Contract for Services/Fee Agreement is signed parents who wish to change their child's days or times of enrollment must submit a request to do so a minimum of two weeks in advance of the requested change which can be requested from Administration. The Center Director will notify the parents in writing if the new schedule is available. Program enrollment is carefully planned to maintain ratios and supervision requirements in each classroom and to account for children's birthdays that may require them to be moved to a new group/classroom and therefore, any change to the child's enrollment schedule may not be immediately available. A schedule change will not be considered to be final until a new Contract for Services/Fee Agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the Center Director receives the schedule change will be used as the beginning of the notice period as required by the Withdraw from Program Policy

## **DISMISSAL FROM PROGRAM**

A Kid's World reserves the right to dismiss any child at any time, with or without cause and without notice.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the parent/guardians' physical address and email address(es) indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

Following dismissal from the program the Center Director or other administrator will gather the child's belongings and plan to get these items to the parents/guardians as the circumstances warrant. This may include scheduling a time for the parent/guardian to pick up the items, mailing of the items to the parent/guardian, meeting in a neutral location for items

to be returned or the involvement of local police to assist. A Kid's World will request assistance from local police should any parent become disruptive, uncooperative, or threatening.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at A Kid's World. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by A Kid's World.

### **WITHDRAW FROM PROGRAM**

A two week written notice is required when withdrawing a child for any reason. This form can be requested from the Administration. If proper notice is given, any unused tuition will be refunded within thirty calendar days of the withdrawal. If the required notice is not given, the tuition will be forfeited as payment for the required notice period.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at A Kid's World. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

### **TUITION**

Cash, money order, or credit card are accepted forms of payment. Receipts will be given for tuition payments made by cash or credit card. All cash payments **MUST** be handed directly to Administration e.g., Center Director or Assistant Center Director. **All prices are set fees and are non-negotiable.**

Tuition does not include fees for field trips and extracurricular activities.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at A Kid's World, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, the Center Director will notify you.

### **ANNUAL REGISTRATION FEE**

A Kid's World charges an annual Registration Fee of \$150.00 when confirming enrollment and signing a Contract for Services/Fee Agreement for each academic year. The Registration Fee is non-refundable.

## **PAYMENT SCHEDULE**

Weekly tuition is due on Fridays by 6:00 PM for the upcoming week, regardless of if your child attends on Friday.

## **LATE PAYMENT FEES**

If weekly tuition is not received by Friday at 6:00 PM, a fee of \$25.00 will be assessed. If weekly tuition is not paid by the following Monday at 6:30 AM, your child will not be allowed to return until your account is paid in full.

## **NO-CALL BUS FEE**

All parents/guardians of school age children are required to call the center and notify through ProCare at minimum 2 hours before pickup if their child will not be riding the AKW bus for after care. We will not leave the school until all children have been accounted for.

## **ILLNESS & AGGRESSIVE BEHAVIOR PICKUP FEE**

You will be given 1 hour from the time notified to have someone pick up your child. An additional charge of \$20.00/hour will be charged for an additional staff member to supervise your child until your arrival.

## **ABSENCES AND CLOSURES**

Tuition represents your child's enrollment in our program and the spot they occupy in the assigned classroom, not their attendance. There is no tuition credited for absences, vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Should events beyond A Kid's World's control, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary supplies or utilities occur, A Kid's World has the discretion to close and/or modify its curriculum, schedules, length of school day, length of school year, means of learning, teaching methods and use of distance learning. The parent/guardian's financial obligations under the Contract for Services/Fee Agreement will remain in full force and effect until such time as A Kid's World notifies the parent of a change or cancellation. Should A Kid's World close, the duties and obligations under the Contract for Services/Fee Agreement shall be suspended immediately without notice until such time as the program, in its sole and reasonable discretion, may safely reopen. If the program cannot reopen due to a force majeure event, it is the sole discretion of A Kid's World whether to refund any portion of paid tuition.

## **HOLIDAYS**

A Kid's World releases an annual calendar of scheduled holiday and professional development closures at the start of each year (Jan. 10th at the latest)

We close for the following holidays:

**New Year's Eve**

**New Year's Day**

**MLK Jr. Holiday**

**Memorial Day**

**Labor Day**

**Thanksgiving Day and the day after**

**Christmas Eve, Christmas Day, and the day after**

**Independence Day**

**Juneteenth**

We close early before some holidays, check the school calendar for specific dates and times. If the holiday falls on a weekend, A Kid's World will communicate whether we will observe the holiday on the Friday before or the Monday after.

## **PROFESSIONAL DEVELOPMENT DAYS**

A Kid's World is required by state licensing regulations to provide professional development opportunities for all employees each year. In recognition of the importance of continued education in Child Development, Early Care and Education best practices, and health and safety, employees at all levels are sent to various professional development events throughout the year. This includes local, state, and national conference events, professional seminars, online coursework, and in-house programs.

A Kid's World is committed to the continued development of our staff and provide additional opportunities for employees to advance their education including obtaining their Child Development Associate Certificate (CDA), Director Credential, Associates, Bachelors, or Master's Degree in a field related to Early Care and Education. Coursework may result in adjustments to employee's schedules from time to time. Additionally, the CDA and undergraduate programs may require observations of the employee in the classroom by a teacher, evaluator, or professor. Parents/guardians are not required to be notified or to grant permission as these observations and evaluations do not focus on the children. Parents should be assured that any person that comes into the center for this purpose will be supervised at all times while on site and will not be left alone with any child or group of children.

From time to time, as part of their coursework employees may need to record, photograph or video an interaction with a child, a specific activity, skill, or developmental milestone. Parents/Guardians will be informed and asked to provide permission before any such interaction.

## **EMERGENCY AND INCLEMENT WEATHER CLOSINGS**

In the event A Kid's World will be closed or have a delayed opening for inclement weather or other emergency reasons, parents will be notified of the closing by ProCare message, Facebook Post, and Instagram Post. GA Pre-K classes will follow the local school district in regards to school closure and/or delayed opening, or early closure.



Should the decision be made to close during the course of the day a message will be sent to all parents/guardians via ProCare. Parents/guardians are required to arrange pick-up by the closure time. If a parent/guardian is unable to pick-up by the closure time, parents/guardians are responsible for contacting the people listed on the authorization to pick-up form and then notifying the center who will pick up the child(ren) by the closure time.

For the purposes of late pick-up fees, the early closure time will be used to determine when late fees are assessed.

### **VACATION & HALF-PRICE WEEKS**

Families are entitled to one vacation week at no cost and one half-price week per calendar year after six months of continuous enrollment. These benefits cannot be rolled over to the following year. During both the vacation week and the half-price week, the child may not attend the center. If the child attends at any point during their designated vacation or half-price week, the regular tuition rate will apply for that week, and the vacation or half-price request will be considered used for the year.

### **DROP-OFF GUIDELINES**

Upon arrival at A Kid's World, the parents or the adult dropping the child off must sign the child into care on the Kiosk/tablet located at the front desk. Children may not be dropped off by a person under the age of 18 unless they are the child's parent. Parents/Guardians or other adults dropping off a child that requires special assistance should contact Administration to discuss reasonable accommodations.

The area under the awning is only to be used for quick trips into the building. Please find a parking space if you will be inside longer than 5 minutes. ***We do not allow children to be dropped off between 9:30 am and 2:00 pm.*** The children in the center are napping and/or engaged in a curriculum enrichment class during these times. This causes disruption for the children and teaching staff. Please make arrangements to be here prior to 9:00am. If you need to pick up your child during nap time, please be considerate. Please get your child quietly and exit quickly. In addition, during drop off & pick up times, please make conversations brief. Parent/Teacher conferences can be scheduled to discuss any questions or concerns.

Breakfast is served at 8:00 AM, children that arrive after 8:30 AM will not be served breakfast unless your child is under the age of one year and has a specific feeding plan. .

Identification/Door codes are required for access into our facility & our computer tracking system. Door codes are assigned only to individuals who pick up your children on a weekly basis not the occasional pick up. AKW management will ID anyone without a door code before allowing them access to our facility & your child. Anyone participating in the CAPS program **MUST** sign in using the computer, in order to remain compliant with the program. In addition, if you park you must turn off your vehicle and lock your doors. AKW is not responsible for lost or stolen items. Children MAY NOT be left unattended in the parking lot or cars without an adult present. Please turn your car off and do not leave children unattended in your car.

Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required to be supervised at all times while in the child care facility. Child(ren) cannot be allowed to wander around the program, go to the bathroom alone or enter any classroom other than the classroom in which they are being dropped off. Parents are required to help children put away their belongings and outerwear and get settled for the day.

A Kid's World discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent(s) to leave. A Kid's World believes it is best for parents to tell their child clearly and directly that after all of the child's things are put away, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child if they are anxious. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. Developing a consistent drop-off routine is key in helping children who may experience separation anxiety. The routine will help the child understand, anticipate, and know what is and will happen. The employees of A Kid's World are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify in writing the child's teacher or Center Director of any special instructions or needs for the child's day. Parents must present the special instructions by using the Procure APP and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day. Parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

### **NOTIFICATION OF ABSENCE**

Parents are required to inform the center by calling or Procure message if a child will not be at the center on a scheduled day. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables us to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. A Kid's World will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from the program.

### **AGENCY'S RIGHT TO REFUSE ADMISSION**

A Kid's World reserves the right to refuse admission to any child at any time with or without cause.

A Kid's World strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "last to arrive, first to be denied" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.

4. Domestic situations that present a safety risk to the child, staff or other children enrolled at A Kid's World if the child were to be present at the center.
5. Failure to maintain accurate, up to date records.
6. Failure to complete and return required documentation in a timely fashion.
7. Non-payment of tuition or any other required fee on time

### **SIGNING IN/OUT**

Parents or another authorized adult are required to sign their child in and out of care on the sign-out Kiosk at the front desk. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign for receipt of any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you, however, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

### **LATE PICK-UP**

Only A Kid's World Staff is allowed in the building prior to 6:30 am. All children must be picked up no later than 6:00 pm. **Any children remaining in the building beginning at 6:00 pm**, a late fee of \$15 for the 1st 10 minutes and \$1/minute thereafter. The second offense within a 6-month period is \$5.00/minute. This fee is per child. **Payments are due at the time you pick up your child.** All measurements of time are to be according to the A Kid's World clock/kiosk located at the check in desks.

A child's services will be terminated or be moved to a modified attendance schedule should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

### **EMERGENCY/ALTERNATE PICK-UP FORMS**

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from A Kid's World. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the people listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent/guardian to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child. Stepparents would need to be added to the Emergency Contact Form as they are not considered to have custodial rights to their stepchildren.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff are not permitted to discuss the child's day with them.

The people on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID, prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing, be dated, and signed. Only custodial parents have the right to make changes or additions to this form.

A Kid's World reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

### **DRIVING/PARKING ON AGENCY PROPERTY**

Parents and authorized pick up people are required to park their cars and walk their child to his/her designated classroom when dropping off and picking up children from the program. Parents must turn off their cars in the parking lot and may not leave them running for any reason. Parents or authorized pick up people MAY NOT at any time leave other children under the age of 18 in their cars in the parking lot when dropping off or picking up their child from the program.

The parking lot has designated Handicap Parking spaces. These are to be used ONLY with a Handicapped License Plate or hanging placard displayed inside the car. Parents/Guardians and/or authorized pick up persons that park in Handicap Parking spaces without the required registration through the state will be subject to having their car towed, be given one warning/reminder from administration and if there are subsequent violations, the person will be barred from entering upon agency property.

Not stopping for buses, speeding, or confrontational interactions with any other parent, staff person or guest in the parking lot or on agency property will not be tolerated and may result in the persons engaged in the confrontation to be prohibited from entering upon agency property in the future.

### **HEALTH REQUIREMENTS**

This policy outlines in general terms the health requirements for daily attendance at A Kid's World. If at any time a child has a serious health or medical issue of which caregivers should be aware to protect the safety of their child, parents are encouraged to speak with a Director to discuss what information the program needs and with whom that information will be shared. To maintain compliance with licensing regulations and local, state, and federal law, our staff may be limited in the administration of certain medications, performance of medical procedures and or treatments. A Kid's World will work directly with parents/guardians, the child's treating physician and our staff to meet the child's needs in accordance with licensing regulations, local, state, and federal laws.

In general, children are expected to be healthy each day they attend. A Kid's World cleans and sanitizes surfaces and toys throughout every day. However, children share everything including their germs despite the best efforts of staff to teach children to keep their hands off their face, to cover their coughs and sneezes, and to wash their hands frequently throughout the day. Children will catch and share everything in the child care setting. If you send your child to care when they are ill, you continue the cycle of others getting sick. Parents are required to have back up plans for alternate care for their child should they be too ill to attend. A Kid's World does not provide Sick Child Care.

### **PRE-ENROLLMENT REQUIREMENTS**

Each child is required to complete a pre-enrollment orientation of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at A Kid's World. This is per state licensing regulations. If you have chosen for a legally protected reason to not immunize your child, please ask the Director for an immunization waiver form. Immunizations may be waived for certain legally protected reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. The waiver form may require additional documentation depending on the legally protected reason for not immunizing your child.

Parents should be aware that there may be unimmunized and under immunized children in attendance at A Kid's World. A Kid's World cannot and does not discriminate against children who have legally protected reasons for not receiving the AAP recommended immunizations. Unimmunized and under immunized children do not present a significant health risk to other children. It is a violation of the child and family's right of privacy for A Kid's World to disclose who may be unimmunized or under immunized. A Kid's World will not disclose the number of unimmunized or under immunized children enrolled and will not disclose which classrooms unimmunized or under immunized children may be assigned.

### **SEVERE ALLERGIES/LIFE THREATENING MEDICAL CONDITIONS**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, their child may have at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, if needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to exposure prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

A Kid's World cannot guarantee that a child with a severe allergy will not encounter the allergen while at the program. A Kid's World will work with all staff and inform parents of any life threatening allergies and develop classroom and/or program-wide policies related to the specific allergen to prevent, as reasonably as possible, the child from coming into contact with their allergen. Parents may be asked to allow the program to post in appropriate and visible locations the child's photograph, name, and allergen after considering several factors including the commonality of the allergen in everyday life, if the reaction can be triggered by air, contact or ingestion, severity of the child's reaction and any other medical considerations.

## ILLNESS AND COMMUNICABLE DISEASES

A Kid's World follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached but cannot pick their child up within the required period of time, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent/guardian is reached. If a parent/guardian cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. For most communicable diseases, children will be excluded from the program for the contagious period as stated by the AAP or until they present as well enough to attend whichever is later. Many times, children are past the contagious period for an illness, but they are still lethargic and feel and look terrible. Parents will often present doctor's notes saying their child is not contagious and that the symptoms the child is displaying are "teething" or "allergies," but the child feels terrible, looks terrible and is sleepy, cranky, uncomfortable, and just wants their parent. A Kid's World reserves the right to exclude a child from care if they present as such.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. For example, if your child is sent home at 10:30 am on Tuesday they cannot return at 10:30 am on Wednesday. The soonest they can return to the program would be Thursday at their normal arrival time. AKW defines a fever as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more.

- ★ Body rash accompanied by a fever.
- ★ Severe sore throat accompanied by a fever.
- ★ Severe coughing-child gets red or blue in the face or makes high pitched whooping sound after coughing
- ★ Eye discharge-thick mucus or pus drainage from the eye.
- ★ Yellowish skin or eyes.
- ★ If the child is irritable, continuously crying, or requires more attention than we can provide without affecting the health and/or safety of other children in our care.
- ★ Head lice. We enforce a strict NO NIT policy.
- ★ Pink Eye
- ★ Impetigo and Ringworm
- ★ Scabies
- ★ Strep Throat

**Children are required to be excluded from the program for loose bowels or diarrhea occurring three or more times in a 24 hour period.** Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our staff to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so we may notify the parents that a specific communicable disease is present. Only the communicable disease information will be shared, not your child’s name. A Kid’s World will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

## **FOOD/MEALS/FOOD PROGRAM**

A Kid’s World provides breakfast, lunch, and an afternoon snack for every child over the age of 12 months. Weekly menus are displayed outside each classroom and uploaded to ProCare for your convenience.

As a **Farm to ECE** school, we are committed to providing nutritious meals and fostering healthy eating habits. If a child brings a meal from home and is missing a required **USDA meal component**, we will provide that component to ensure a balanced meal.

To support our focus on nutrition, we **reserve the right to refuse to serve sugary treats** such as candy, brownies, chips, and other heavily processed snacks during the school day. We encourage families to send well-balanced meals that align with our commitment to fresh, wholesome foods.

### **All age groups:**

All food items must be labeled with your child’s name. A Kid’s World does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction.

Parents are required to provide written notification of any food/dietary restrictions. (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets)

A Kid’s World never uses food as a punishment. Children will never be denied participation in lunch or snack time as a disciplinary action. Children will never be forced to eat, be required to sit longer than the appropriate lunch time in order to finish food before moving to the next activity or have food items restricted or limited due to behavior. Staff will work with reluctant or slow eaters and will document for parents if there is a developmental concern related to a child’s lack of eating or behavior related to meal time or foods.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward will be placed in the child’s cubby/school bag to be enjoyed at home.

### **Infant through 1 year old age groups:**

Children enrolled in the infant through 12 months classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, and snacks. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child will not run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

All bottles must have lids and be labeled with the child's first name and last name. In the event we have asked for bottles, and you have not provided the bottles, A Kid's World will provide the bottles at a cost of \$5/bottle.

Parents must provide and label all utensils and bowls to be used for feeding. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feeding. All unused food remaining after feeding will be discarded.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

### **1 year and older classrooms:**

A Kid's World offers children breakfast at approximately 8:00 a.m., a half-hour lunch at approximately 11:00 AM and an afternoon snack at approximately 2:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills.

A Kid's World's curriculum focuses on developing healthy, well-balanced eating habits. Children who participate in Georgia Pre-K, Summer Transition Program (STP), or School Age program may provide a full, healthy lunch for their children each day they are in attendance. Any meals brought into the center must meet the USDA food patterns for lunch. When preparing your child's lunch please refer to the Peanut/Tree Nut Free Policy that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted. A Kid's World reserves the right to refuse to allow and/or supplement any meal brought into the center from home.

A Kid's World does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starburst, or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

A Kid's World prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.



## **PEANUT/TREE NUT FREE CENTER**

Due to the extreme nature of allergic reactions to Peanuts/tree nuts and products containing peanuts/tree nuts in some children, A Kid's World prohibits peanuts/tree nuts and/or foods containing peanut/tree nut products on A Kid's World property, and/or at A Kid's World sponsored events. These peanut/tree nut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction.

Parents are responsible for providing foods that are peanut/tree nut and peanut/tree nut products free for their child's lunch and/or snack. There are many acceptable food items that are peanut and tree nut free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts/tree nuts, or peanut/tree nut products have in fact been made in the same factories as peanut/tree nut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts/tree nuts" or "produced in a facility where peanuts/tree nuts are also produced/packaged." For example, Plain Chocolate M & M's have this statement on the label.

Due to possible cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts/tree nuts, or peanut/tree nut products), A Kid's World does not allow homemade snacks at the center. While A Kid's World understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at A Kid's World.

## **INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided through Procure.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

## **NAP/REST TIME and SAFE SLEEP PRACTICES**

A Kid's World follows the American Academy of Pediatrics guidelines for Safe Sleep Practices and state child care licensing regulations.

All child care staff are trained in Safe Sleep Practices and our policy and procedures for nap/rest time are regularly reviewed and discussed with all staff.

### **INFANTS:**

Infants are always placed on their back in the crib to sleep. Infants are not permitted to sleep in any car seat, chair, swing, bouncy seat, pillow, or floor. Each infant will have their own designated crib and will always be placed in their crib alone, unless evacuating the classroom/building for an emergency. If an infant falls asleep in any of these items, staff will immediately move the child to their designated crib and place them on their back. If an infant arrives at the center and they are asleep, they will be woken up and evaluated prior to being placed in the crib to continue sleeping.

When an infant can roll independently, they will be placed on their back in the crib and then allowed to roll or move into any comfortable sleeping position. When an infant demonstrates the ability to roll independently, their crib will be labeled as such so that any staff or licensing representative will know they may roll from their backs while sleeping.

Infant cribs will be free from all loose bedding, blankets, toys, bumpers, pillows, wedges, and accessories. Infants will not be swaddled or placed in sleep sacks to avoid overheating and possible suffocation. Only snug fitted crib sheets will be used over the crib mattress with the infant placed on top of the fitted sheet. Infants may use a pacifier while sleeping.

When infants start pulling up to a standing position and turn 1 year, they will be moved from a crib to a sleep cot/mat to reduce the risk of climbing and falling. Infants will be removed from their crib upon waking up. Infants who show signs that they are ready to sleep will be gently rocked and soothed and then placed on their back in their crib. Infants may be awake when initially placed in the crib but will not be left in the crib crying or while unsettled. Staff may pat an infant in the crib to reinforce calm and settled pre-sleeping behaviors.

### **YOUNG TODDLERS AND UP:**

Children in the Young Toddler through Preschool age groups are required to nap/rest each day as per child care licensing regulations. Young Toddlers through Preschool Age children will nap/rest on sleep cots/mats. Children will be provided a fitted sheet to use during nap/rest time. Parents must provide a small blanket. These items **MUST** be clearly labeled with the child's name and must be taken home on the last day of care each week to be laundered and returned on the first day of care the following week. Children may have a soft comfort toy during nap/rest time. Children will not be permitted to place any blanket, sheet, comfort toy or clothing over their head or face during nap/rest time.

Children will be provided with settling music, a quiet (not silent) environment and encouraged to lay their bodies down for nap/rest time. Staff may choose to read a story or use guided relaxation techniques to help busy bodies settle and relax. Staff may pat or rub a child's back to help soothe and settle them for nap time so long as the staff person can position themselves to keep the other children in their sight to maintain supervision.

Children will not be forced to sleep or to remain on their cot/mat for the entire nap/rest time if they have not fallen asleep within 20 to 30 minutes of the start of nap/rest time. Children that do not fall asleep after the initial 20 to 30 minutes of quiet rest will be offered a book or other quiet activity for the duration of the nap/rest time.

Staff cannot, at the request of parents, prevent, forego, or skip a nap/rest time for any child as it is a child care licensing requirement that children nap/rest each day. Staff cannot wake a sleeping child after a certain amount of time or only allow a child to sleep for a certain period of time at the request of the parent.

At the end of the nap/rest time regular classroom activities will resume and children who remain sleeping will be gently woken up and encouraged to join in with the rest of the classroom activity. Parents of children who fall asleep or who remain asleep outside of the normal nap/rest period will be called to pick them up should there be a concern that they may not feel well enough to attend or if there is a supervision issue.

## ACCESS TO BUILDING

Parents/guardians are provided access to A Kid's World to drop off and pick up their enrolled child(ren) through the front entrance of their child's building using an Entry code or by being buzzed in by admin staff. Only parents or people on the emergency pick up forms can use this code. Any one who is not on an authorized pick up list must provide a government issued photo ID.

All ingress/egress doors will be locked at all times from outside access. All ingress/egress doors meet the required fire codes and are able to be opened at all times from inside the building. Propping doors open, preventing them from latching upon closure or blocking doors in any way is prohibited.

Parents/guardians are not permitted to allow any other person or child access to the building. While it may seem polite or courteous to hold the door open for another child, parent, family, or other adult, it compromises the safety and security of everyone in the building. All people entering the building **MUST** use their pin # or be granted access by a A Kid's World employee.

## PARENTS RIGHT TO IMMEDIATE ACCESS

Parents/guardians of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at A Kid's World, as provided by law. Access does not mean that parents/guardians are permitted to remain in the center for extended periods of time to observe and interact with their child while in care. Due to licensing regulations, any person with access to children in the center must have the required criminal and child abuse clearances on file, therefore, parents/guardians can not loiter or "hang out" at the center beyond what is a reasonable and necessary period to drop off and/or pick up their child.

Visitors are asked to schedule appointments with the Center Director and are allowed in the child care facility only at the discretion of the Center Director. An employee of A Kid's World will accompany visitors at all times, throughout the center.

A Kid's World , will provide **both** parents with equal access to their child as stipulated by law. A Kid's World cannot, without a certified court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, A Kid's World suggests that the parent keep their child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. A Kid's World will contact the local police should a conflict arise.

If a custodial parent is barred from entering upon agency property, A Kid's World will disenroll the child(ren) immediately. Due to the parents' right to immediate access policy, as well as state and federal regulations, A Kid's World cannot have a child at the agency when the agency prohibits a parent from entering upon agency property for any reason.

## COURT ORDERS AFFECTING ACCESS TO CHILD AND RECORDS

In cases where the child or parents of an enrolled child are the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) A Kid's World must be provided with a **Certified Copy** of the most recent order and all amendments thereto. Custody Orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing and the court order allows for parental discretion or changes. In the case

where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. Any Protection from Abuse and/or Restraining Orders will be followed exactly as written for the entire period the order remains in effect. Should parents decide the PFA/RO is no longer needed, they must provide a certified document from the court rescinding the original order.

When the custody of the child is shared between parents, both parents will be afforded access to the child's records, provided access to the center management/communication app, and invited to participate in any and all conferences and center events. Parents will be limited to being physically present in the center for the purpose of attending events, volunteering, or observing their child on days in which they have physical custody of the child unless both parents provide written permission for the parent to attend during a non-physical custody day or time.

When one parent has custody of the child, the non-custodial parent will not be given access to the child's record, provided access to the center management/communication app, nor be invited to participate in any conferences or center events without specific written permission of the custodial parent unless otherwise stated in the court order.

A Kid's World will consult with legal counsel for any custodial situations that do not fit within the guidelines provided in this policy and decisions regarding access to records, provided access to the center managements/communication app, and participation in any conferences and center events.

In all cases related to court orders, parents who attempt to place the program between the two parents may have their child's enrollment discontinued. A Kid's World is there to provide quality care to the child, not take sides in a parenting or relationship dispute. A Kid's World does not make judgements on parenting practices or capability. Parents are discouraged from calling center staff or administrators as witnesses in court matters. There will be an hourly fee charged for any in court appearances for any agency personnel, payable by the parent issuing the subpoena. Subpoenas for child's records will incur a reasonable per page copying fee and will be charged to the parent issuing the subpoena.

## **EMERGENCY DRILLS AND PROCEDURES**

A Kid's World conducts monthly emergency evacuation and/or emergency lockdown drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of our emergency plans. Emergency evacuation and lockdown drills are used for a variety of situations including but not limited to fire, weather, violence, concerns related to threats against anyone in the building, utility, air quality or other environmental concerns.

While parents can often be alarmed, worried and fearful of the possibility of a real scenario causing an evacuation or lock down, the staff of A Kid's World work diligently to keep children calm, make the experience as stress-free as possible and will work to explain and prepare the children in developmentally appropriate ways. A Kid's World can provide developmentally appropriate resources to help you continue the conversation at home and even have your own emergency drills at home.

During emergency drills or a real emergency situation, parents may not sign children into or out of the program. In the instance of an emergency drill, parents must wait until the drill is complete to sign their child into or out of the program. Our staff must be focused on conducting all aspects of the emergency drill and the children need to remain signed in and under the direct supervision of the staff for the entirety of the drill. Additionally, when the drill is concluded, staff will engage with the children in developmentally appropriate ways to review positives from the drill, allow them to ask

questions and transition them back into their regular classroom routines. At this time parents will be permitted to sign their child out of care.

In the event of a real emergency situation involving evacuation of the building/premises parents arriving to drop off will be required to leave with their child immediately. Any parent arriving to pick up their child will be required to wait until the management staff has determined that all staff and children are accounted for, and emergency personnel have given the all clear to allow children to leave. All other parents or emergency contact persons will be notified by Procure and Phone of the situation. As with the sick child pick up policy, children must be picked up within one hour of the telephone call and are required to comply with the process and procedures established for how children are to be released. This process may change depending on the emergency situation, location, and other unpredictable emergency factors. At no time is a parent, guardian, or authorized pick up person to circumvent any process or procedure to get quicker access to their child. Order and calmness are critical to keeping children safe, ensure that they are released to authorized individuals and that they are supervised by staff at all times.

In the event of a real emergency lockdown situation, anyone onsite will be required to comply with the lockdown procedures and will be prohibited from leaving the premises until emergency personnel advise. Anyone onsite is required to comply with the instructions of staff as it relates to the processes and procedures during a lockdown drill or situation.

Parents are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. It is important for parents and staff to work together, remain calm, and cooperate with the emergency personnel and center administration during these important and critical situations.

A Kid's World has developed a detailed Emergency Plan. Parents may review the Emergency Plan onsite upon request. To maintain the utmost safety and security parents will not be provided with copies of the Emergency Plan details, are not permitted to take photographs or video record the contents of the Emergency Plan and the plans will not be posted to any public location.

## **MEDICAL PLAN**

A Kid's World emergency medical plan is as follows:

- 1) Call EMS, if necessary.
- 2) Have EMS transport to appropriate facility
- 3) Contact Parents
- 4) Contact emergency contacts if parents cannot be reached.
- 5) Parents are responsible for the cost of all medical treatment or care given.

A Kid's World seeks medical attention from the following:

### **Hospital:**

1. **Loganville**
  - a. **Piedmont Walton Emergency**  
2151 West Spring Street  
Monroe, GA 30655

**2. Covington**

**a. Piedmont Newton**

5126 Hospital Dr.  
Covington, GA 30014

**3. Jackson**

**a. Wellstar Sylvan Grove Medical Center**

1050 McDonough Road  
Jackson, GA 30233

**Dentist: Dr. McGarity**

129 Main Street Jersey,  
GA

## **ACCIDENT INSURANCE**

A Kid's World provides accidental insurance coverage for children enrolled in the center. In the event of an accident at our center, you may file a claim with our carrier. It is up to the parent to initiate this process.

## **ALTERNATE SAFE LOCATION**

Should the administration of A Kid's World or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to an alternate safe location (please see your center director for detailed location). Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of notification.

## **FIREARMS AND WEAPONS**

A Kid's World is private property and has the right to restrict concealed or open carrying of any weapon or firearm on our property. At no time is any person permitted to carry any type of real or toy Firearm, Ammunition and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

If at any time a parent, authorized pick up person or child state that they or another individual associated with them will bring a firearm or weapon of any kind to the program, threaten to use a firearm or weapon to harm a staff person, child, family, or any person associated with A Kid's World, the child(ren) will be immediately disenrolled from the program and police and Child Protective Services will be called. There will be no exceptions.

## **THREATS**

Threats of any kind directed at any child, staff person, parent, family, or any person associated with A Kid's World will not be tolerated and will result in the person issuing the threat to be barred from entering upon agency property and/or contacting the agency. If the person making the threat is the parent/guardian of an enrolled child(ren) the child(ren)'s enrollment will be terminated immediately. All threats will be documented and reported to police and Child Protective Services.

A Kid's World has an internal video/audio surveillance system. These recordings are the sole property of A Kid's World and are used for training and supervisory purposes.

Parents or guardians are not granted on demand access to any recording due to the confidentiality of other children and families within recording. A Kid's World provides care to children under foster care placement, children with protection orders and other restrictions that would prohibit the review or dissemination of recorded security footage. If there is a concern, parents/guardians should bring it to the attention of Administration immediately and if necessary, the appropriate administrative personnel will review the recorded footage of the incident/period in question and provide feedback to the parent/guardian.

A Kid's World is required to allow Licensing Inspectors and Investigators from Child Protective Services agencies access to recordings as part of their investigatory processes. A Kid's World cooperates with and welcomes all licensing and CPS oversight investigations.

In circumstances where parents or guardians may be granted review of recorded footage they are prohibited from recording or taking photographs of the footage shown.

Cameras are located throughout the building in all public spaces indoors and outdoors. Parents/guardians are strictly prohibited from blocking, moving, or dismantling any camera installed on the property.

### **DOCUMENT/WITNESS SUBPOENAS**

A Kid's World will charge an expert witness fee and/or a reasonable copying fee when the business or any employee is served a subpoena related to any custody, support, or other court related matter to which the business or employee are not a party. This fee will be discussed with the party serving the subpoena. Every attempt will be made to avoid having employees physically appear in court, including providing documentation where possible and discussing what the requesting party expects the employee will present ahead of time to determine if that employee has relevant knowledge. When the information/knowledge they have is deemed to be relevant, A Kid's World will request virtual appearances to minimize the time and impact participation has on the program.

A Kid's World strongly discourages parents and guardians from asking any employee to appear on their behalf in a personal court related matter. Court appearances are extremely disruptive to our program, as we have licensing regulations related to ratios to maintain at all times and having one or more staff persons out to testify in a hearing is detrimental to our operations. Further, if employees had concerns about any adult interactions with an enrolled child, a report would be made to the local child protective services agency under our requirements as mandated reporters of child abuse and neglect. Short of that, employees of A Kid's World do not take sides or judge either parent's or a guardian's interactions with enrolled children outside of the center.

### **MANDATED REPORTING**

Under the Child Protective Services Act, mandated reporters are required to report their **suspicion** of abuse or neglect to the appropriate authorities. The employees of A Kid's World are considered mandated reporters, under this law. The employees of A Kid's World are not required to discuss their suspicions with parents/guardians prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Additionally, A Kid's World can receive child care licensing violations for failing to

report suspected child abuse or neglect. We at A Kid's World take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Reports to Child Protective Services can be made anonymously, but even if the person providing the report discloses their identity, all names and affiliations of reporters are considered confidential. Parents/guardians who accuse, harass, and/or threaten staff based on the assumption or knowledge that the staff person has made a mandated report will be barred from entering upon agency property and the police and Child Protective Services will be notified. Refer to Policy Number 9.1 Parent's Right to Immediate Access for additional information on disenrollment of children whose parent(s) are barred from agency property.

As mandated reporters, the staff of A Kid's World cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ★ Unusual bruising, marks, or cuts on the child's body
- ★ Severe verbal reprimands
- ★ Improper clothing relating to size, cleanliness, season.
- ★ Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- ★ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ★ Not providing appropriate meals including a drink for your child
- ★ Leaving a child unattended for any amount of time
- ★ Failure to attend to the special needs of a disabled child.
- ★ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ★ Children who exhibit behavior consistent with an abusive situation

## RATIOS

LICENSING REGULATIONS FOR STAFF TO CHILD RATIOS ARE AS FOLLOWS:

Ages of Children	Staff/Child Ratio	Max Group Size
Infants and children under 18 months or not walking	1:6	12
1 year olds and walking	1:8	16
2 year olds	1:10	20
3 year olds	1:15	30
4 year olds	1:18	36



5 year olds	1:20	40
6 year olds and older	1:25	50

### **BACKGROUND CHECKS**

Employees and Volunteers with access to children are required to have the following clearances and background checks on file with A Kid's World prior to working in any capacity with children.

- Georgia Decal Criminal Background Check

These clearances are required to be run for every new hire prior to the first day of work and for every volunteer prior to being granted access to the program. Since some of the clearances can take awhile to come back, it is recommended that any parent/guardian or other special person get their clearances on file with A Kid's World as soon as possible. It does not hurt to just have them on file in case an opportunity to volunteer presents itself down the road. If you do not have completed clearances on file, you will not be permitted to volunteer at any A Kid's World event or activity. No exceptions will be made.

Parents/guardians and guests attending events/programs such as end of the year ceremonies, plays and performances are not required to have clearances on file to attend if they are just attending the event to watch their child.

### **NON-DISCRIMINATION IN EMPLOYMENT/JOB RESPONSIBILITIES**

A Kid's World is an equal opportunity employer and conducts all human resources processes in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees. Job duties will be assigned without regard to the employee's race, color, creed, religion, age, gender, (including sexual orientation and gender identity), national origin, pregnancy, disability, veteran status, or genetic information. A Kid's World will not entertain parent/guardian requests, on the basis of a protected class affiliation, that certain staff not engage with their child or perform job functions as required in the job description as it would be illegally discriminatory.

### **STAFF EMPLOYMENT BY PARENTS/BABYSITTING FOR FAMILIES**

The staff of A Kid's World is prohibited from being employed by any client. Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ A Kid's World staff will have their services terminated and any deposits will be forfeited.

Employment refers to any relationship outside of the agency's services which involves an employee of A Kid's World performing any services for a current or former client of A Kid's World. Such

relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees are not permitted to be listed as an authorized pick up person or emergency contact on a child's enrollment forms unless there is a documented family relationship. This family relationship should be disclosed at the time of enrollment by both the enrolling family and the employee. Documentation of the relationship may be requested.

### **CONSEQUENCE/DISCIPLINARY PHILOSOPHY**

Staff are prohibited from using physical forms of punishment, corporal punishment, severe verbal reprimands, embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time. Parents are prohibited from doing any of the above while at the center.

A Kid's World uses positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Staff are direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors. Example: "Joshua, you cannot throw blocks. Someone could be hurt. You can play with the blocks like this (adult demonstrates behavior). If you cannot play with the blocks in a safe way, you will not be allowed to play with them." Staff understand that some behaviors that are unwanted, are in fact developmentally appropriate and will work with children displaying unwanted behavior by meeting the child where they are developmentally and working at the child's level of understanding to eliminate unwanted behaviors and encourage desired behavior. This process will look different at different developmental stages.

Children who are exhibiting behavior that is dangerous to themselves and/or to others and are not responding to corrective measures will be referred to as Aggressive. If necessary, the child may be removed from the classroom. Staff are not permitted to drag or pull a child out of a situation and should only carry a child when the child is compliant and can safely be carried or if the child is in danger of immediate physical harm and the only option is to remove them quickly from the area.

All disciplinary actions with children will be documented anecdotally and/or in an incident/accident report for Procare communications with parents. This record will help identify patterns of escalating behavior and serve as a reference for conferencing with parents and when making a referral to an outside agency for evaluation.

In dealing with aggressive and unsafe behavior, the following procedures will be followed:

1. The child will be removed from the group and the center's Behavior Management Policy will be implemented by staff, to redirect the child and to stop the aggressive or unsafe behavior.

2. If aggressive or unsafe behavior continues throughout any part of the day, the parent/guardian or alternate pick-up person (in that order) will be contacted to immediately pick up the child. Documented report(s) of the incidents will be given to the child's parent. A copy will also be made to keep in the child's file.
3. Once the parent has been contacted on numerous occasions relating to aggressive or unsafe behavior, management will work with the teachers and parents to implement a behavior plan to help the child be more successful in the classroom.
4. If the aggressive or unsafe behavior continues with no improvement, the child may be removed from the program.

A Kid's World has the right to:

- a) impose a suspension of daycare privileges;
- b) consult a Behavior Management Specialist;
- c) limit the child's hours of attendance or
- d) terminate the space.

In the event of termination, the two-week notice period would be waived. Please note: Any aggressive, unsafe, violent, or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without warning.

**You will be given 1 hour from the time notified to have someone pick up your child. An additional charge of \$20.00/hour will be charged for an additional staff member to supervise your child until your arrival.**

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our program.

## **CHILDREN WITH DISABILITIES**

A Kid's World is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. A Kid's World's employees cannot diagnose, evaluate, or test for a disability. However, the assessment and developmental evaluation tools used as part of the curriculum and our daily interactions and observations of your child can serve as the basis for referral to outside support services including but not limited to, early intervention, speech, occupational and physical therapy, and other types of services. A Kid's World is not considered a "publicly funded educational institution" under IDEA legislation, therefore we are not required to follow or implement IEPs/IFSPs and 504 Plans. A Kid's World requests copies of any

IEP/IFSP/504 Plan documents and any evaluation summaries so we can provide consistent and complimentary support for the goals and expectations contained therein and be an engaged partner in any IEP/IFSP/504 Plan team meetings.

A Kid's World is required to comply with the Americans with Disabilities Act in their delivery of services and will make reasonable accommodations to their policies, practices, and procedures as appropriate to enable a child with a disability to attend the program. A Kid's World is not required by law to fundamentally alter or change the services provided under the Americans with Disabilities Act. Examples of fundamental alterations/changes to the program would include but are not limited to providing a service or therapy that is not regularly offered, providing one on one care to a child, providing medical support, or performing medical procedures.

A Kid's World will allow outside service providers into the program to work with any child as a reasonable accommodation, provided those services are communicated in advance. Prior to services starting on site, a meeting will be scheduled with the parent(s), service provider, their supervisor if applicable, the center administration and classroom staff. At this meeting, the services being provided will be reviewed including the IEP/IFSP/504 Plan or other guiding document. The service provider and their supervisor as applicable will be required to review and sign the "Rules and Expectations for Outside Service Providers" Form and provide copies of their clearances.

At all times while present in the center the resource/therapist must work cooperatively with A Kid's World staff to meet the needs of the child. The presence of the resource/therapist must be collaborative and complimentary to the program and must mitigate any and all safety risks the child presents to themselves and others. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. Refer to the Suspension and Expulsion Policy 14.4 below.

No policy can cover all disabilities or situations covered by the ADA. A Kid's World is committed to working with all families to provide reasonable accommodations. All accommodation plans will be adapted, updated, and amended from time to time as needed to continue to meet the needs of the child as they grow and develop. Parents are required to engage in the interactive process of determining reasonable accommodations, from evaluation to implementation of the accommodation plan, in a constructive, respectful, and cooperative manner. Any forms or information requested should be returned or provided in a timely manner to ensure that your child's needs are met, and they are able to safely attend the program. A Kid's World may need a reasonable period of time to get staff trained in any emergency medical interventions and/or to review and understand how to support any life threatening medical scenarios.

## **SUSPENSION AND EXPULSION RELATED TO DANGEROUS BEHAVIORS**

Any child whose behavior is dangerous or presents a safety risk to themselves or to others will be subject to suspension and/or expulsion from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Suspension from the program may be necessary for the safety of the child or others while evaluations are completed and/or while securing support services from an outside agency. A Kid's World will make referrals and work cooperatively with parents and outside service providers but does not directly provide support services or therapists. A Kid's World cannot initiate or pursue evaluations, but will provide direction, support, and assistance to parents throughout the process if requested.

A Kid's World will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior issue, developmental delay, or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, A Kid's World will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place. Some dangerous behaviors may result in immediate suspension, without the need for prior communication or attempts at accommodation due to the nature of the behavior. This includes but is not limited to behaviors related to elopement, behaviors that have the potential to or do seriously hurt themselves or others or behaviors that require one or more staff members to supervise the child for an extended period of time because they are unsafe and not responsive to any behavioral redirection.

### **Aggressive Biting Policy**

Biting is a common yet challenging behavior in toddlers, often used as a form of communication when other methods are not yet developed. While it is a developmentally appropriate behavior for this age group, biting can be harmful to other children and staff members. This policy is designed to address biting with empathy for the developmental needs of the child who bites while also ensuring the safety and well-being of those who are bitten.

Our primary goal is to identify the underlying causes of the biting behavior and work to resolve them. However, if biting persists, this policy serves to protect other children and staff in our care. In accordance with state regulations, we will notify both the parent of the child who bit and the parent of the child who was bitten. To protect privacy, names of the children involved will not be shared.

## When Biting Occurs

### For the child who was bitten:

- First aid is provided immediately. The bite is cleaned with soap and water, and if the skin is broken, it is covered with a bandage.
- The child who was bitten receives special attention and comfort from staff.
- If developmentally appropriate, the child who bit may assist in comforting the injured child, guided by a teacher.
- Parents of the bitten child are notified, and an incident report is provided.

### For the child who bit:

- The teacher remains calm and firmly states, “No biting, biting hurts,” using simple, clear language.
- The child is redirected to more appropriate behaviors or activities.
- The teacher provides guidance on expressing frustration or needs in healthier ways.
- Parents of the child who bit are notified, and an incident report is provided.

## When Biting Continues

If biting incidents persist, we take the following steps to better understand and address the behavior:

1. **Shadowing:** A staff member closely monitors the child to prevent further biting incidents.
2. **Observation:** Teachers and administrative staff observe the child to determine potential triggers, such as teething, frustration, difficulty with communication, or sensory needs. If needed, our Inclusion Specialist may also observe the child to help identify the root cause.
3. **Positive Reinforcement:** The child is given praise and attention for appropriate and positive behaviors to encourage alternatives to biting.

## When Biting Becomes Excessive

If biting continues and becomes frequent or severe, the following measures are taken:

- **Step 1:** If a child bites three times in a five-day period (Monday through Friday) and the bites result in broken skin, bruising, or significant marks, a parent-teacher conference will be scheduled. During this meeting, we will discuss the behavior and develop a plan to address it.
- **Step 2:** If the child inflicts three bites in another five-day period that meet the same criteria, the child will be suspended from care for two business days.
- **Step 3:** If the child inflicts three more bites in a subsequent five-day period, the family will be asked to make alternative childcare arrangements until the biting behavior is resolved.

If a child who has progressed to steps 1 or 2 goes three consecutive weeks (15 business days) without biting, they will revert to step 1 if biting occurs again.

### **Immediate Removal for Multiple Bites in One Day**

If a child bites twice within a four-hour period, they will be sent home for the remainder of the day. This removal is intended to provide the child with a reset and an opportunity for parents to address the behavior at home. This incident will not count toward the two-day suspension.

### **Four- and Five-Year-Old Biting Policy**

For children aged four and five, biting is no longer considered developmentally appropriate. Therefore, biting incidents are treated with steeper consequences to reinforce the importance of safe and respectful behavior. If a four- or five-year-old inflicts a bite that breaks the skin, bruises, or leaves a significant mark, the child will immediately be suspended for one day. A second incident in a five-day period will result in a three-day suspension, and a third incident will require the family to find alternative childcare arrangements.

### **Zero Tolerance Policy for School-Age Students (Ages 5-12)**

For school-age students, biting is treated as a zero-tolerance behavior. Any biting incident will result in an immediate suspension of at least one day. Additional incidents may lead to longer suspensions or dismissal from the program.

### **Our Approach to Biting**

At A Kid's World, we believe in fostering a supportive and understanding environment for all children. We avoid punitive measures such as time-outs or scolding, as these are not developmentally appropriate and can harm the child's emotional growth. Instead, we focus on guiding the child toward better communication and self-regulation skills. While biting can be a frustrating phase, our team is committed to working with families to address and reduce this behavior while maintaining a safe and nurturing environment for everyone.

## **PARENT CODE OF CONDUCT**

A Kid's World requires the parents/guardians and authorized pick-up/emergency contact persons of enrolled children to behave at all times in a manner consistent with decency, courtesy, and respect. One of A Kid's World's goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of A Kid's World employees but is the responsibility of each and every parent/guardian and adult who enters the center. Parents/guardians and all adults are required to behave in a manner that fosters this ideal environment. **Individuals who violate the Parent Code of Conduct will not be permitted on agency property thereafter.**

### **SWEARING/CURSING**

No parent or adult is permitted to curse or use other inappropriate language on agency property, whether in the presence of a child or not. Such language is considered offensive and disrespectful and will not be tolerated. This includes communications that occur over the phone and in written form.

### **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH A KID'S WORLD**

Threats of any kind will not be tolerated. In today's society A Kid's World cannot afford to sit idly-by while threats are made. All threats will be reported to local police and Child Protective Service (where applicable under Mandated Reporting Laws) and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS/GUARDIANS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### **CORPORAL PUNISHMENT OF YOUR CHILD and/or PHYSICAL/VERBAL CONFRONTATION OTHER CHILDREN**

Corporal Punishment (spanking) is not permitted in the child care facility by anyone. While parents may need to provide verbal correction to their child it is not appropriate for parents to verbally threaten, spank, humiliate or otherwise harshly discipline their child in the facility. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with staff and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.



Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **SMOKING/VAPING/DRUG POLICY**

For the health of all A Kid's World employees, children and associates, smoking/vaping is prohibited anywhere on agency property. Parents are prohibited from smoking/vaping in the building, on the grounds, and in the parking lot of A Kid's World. Parents are prohibited from carrying on their person any smoking/vaping paraphernalia onto the property. Personal items, such as bags, naptime bedding/pillows, coats, clothing etc, may not smell of smoke/vape fumes.

### **VIOLATIONS OF SAFETY or SECURITY POLICIES and PROCEDURES**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of A Kid's World. Please be particularly mindful of A Kid's World entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

### **CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF A KID'S WORLD**

While it is understood that parents will not always agree with the employees of A Kid's World or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. Any parent or guardian, or authorized pick-up person that attempts to intimidate, pressure, or threaten any employee or representative of A Kid's World will be prohibited from entering upon agency property. A Kid's World will contact local police as necessary.

## **VIOLATIONS OF THE CONFIDENTIALITY POLICY**

A Kid's World takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with A Kid's World.. Any parent who shares any information considered to be confidential or pressures employees or other parents for confidential information will be considered a violation of the Confidentiality Policy.

In order to facilitate accurate, appropriate, and professional communication between A Kid's World employees, parents, and guardians, all communication will occur through approved agency email addresses, our center management app Procure, and agency issued phone devices. Our employees are prohibited from giving parents their personal contact information for any reason. While parents provide their contact information as part of the enrollment process, we do not allow staff to contact parents from any personal accounts or phone numbers. This is to ensure a professional relationship between parents/guardians and staff. Any parent/guardian that makes requests for personal contact information from staff will be dismissed from the program. We expect parents/guardians to respect our staff's personal life outside of their employment and to maintain a professional relationship at all times.

A Kid's World encourages open and frequent communication with parents/guardians. We encourage parents/guardians to ask questions and bring concerns to our attention whenever they have them. Classroom staff may not be able to answer emails, messages, or phone calls immediately, as they are required to be in ratio and directly engaged with the children assigned to their care group.

## **COMPLAINTS/CONCERNS**

Parents/Guardians of enrolled children are directed to address concerns, questions, or problems with our employees in a calm, respectful and solution oriented manner. For concerns, questions or problems related to your child and the daily activities, curriculum, or schedule in the classroom, please reach out first to the lead staff person in the assigned classroom. That may or may not be the staff person(s) you see regularly at drop off and pick-up. Any classroom staff person will be able to direct you to the appropriate staff person. Not all staff have the authority or access to information to answer all concerns, questions, or problems about your child(ren)'s enrollment in our program. Any concerns, questions, or problems related to any administrative, financial or program policy should be directed to a management level staff person. Our classroom staff are not responsible for and do not have the authority to discuss policies, procedures, financial matters, or other administrative matters.

In any situation involving a difference of opinion, issue, problem, or concern, A Kid's World expects that all parties engaged in the discussion remain focused on solving the problem at hand. There will be

disagreements, misunderstandings, and conflicts but we expect that parents/guardians calmly, and respectfully communicate their opinions related to the problem or issue. Parents/Guardians engaged in gossip or behavior that undermines efforts to solve or resolve conflicts will have their services discontinued. A Kid's World values the opinions and concerns of the parents/guardians, however, every issue and every request cannot be managed in a way to make everyone happy or satisfied. Sometimes there are licensing regulations, or other laws that dictate a process or procedure that either does not make sense to a parent/guardian or is inconvenient. A Kid's World cannot change our processes and procedures in any way that would violate those regulations or laws. Additionally, there are processes and procedures that A Kid's World has established because the owner has determined that is the type of program they wish to run. A Kid's World allows parents/guardians the opportunity to constructively communicate their ideas in an appropriate time and place and may be considered if they enhance our program overall.

## **CHILDREN**

### **CLOTHING**

Children are engaged in various activities during the course of the day; many activities are messy. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing that allows for the child to have the freedom to move without restriction. It is also recommended that clothing be easy to wash.

Children are not permitted to wear open toed, and/or open backed shoes any time of the year. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. We encourage children to wear Velcro closure sneakers that can be easily put on and tightened firmly on the foot, as opposed to lace up shoes that require frequent assistance from adults or slip on shoes that are often loose and can cause tripping or easily fall off while playing. While tying shoe laces will be introduced in the older age groups, we will provide shoes and laces on which the children can practice this skill, it is recommended that they not wear lace up shoes until they have mastered this skill.

Children are not permitted to wear any jewelry, including, but not limited to: necklaces, earrings, bracelets. These items are considered a choking hazard and are not permitted in our center due to GA Bright from the Start guidelines.

Children ages 3 through 5 are required to have one seasonally and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonally and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the seasons change.

All clothing items must be clearly labeled with the child's first and last name. A Kid's World is not responsible for lost or damaged items of clothing.

A Kid's World welcomes donations of outgrown gently used clothing in all sizes for us to keep on hand in case a child needs a change of clothes in an emergency.

## **TRANSPORTATION**

A Kid's World prohibits employees from transporting enrolled children in their personal vehicles at any time, for any reason.

A Kid's World will provide transportation to and from public school and planned field trips. Transportation authorization forms must be completed. Parents must authorize each individual field trip. However, school transportation slips may be completed at the beginning of each school year. Parents must notify the center in the event that we do not have to transport the child to/from school. This prevents a child from being unintentionally left. A car seat or booster seat is required by law for all children under the age of eight. No student will be allowed to participate on field trips & outings without their car seat.

## **POTTY TRAINING**

During the potty-training years, we ask that our parents be supportive of our efforts & encourage potty-training at home. Please see your child's teacher to discuss a plan for potty-training your child effectively.

According to state law, our teachers CAN NOT launder any soiled clothing or undergarments. We are required to place all soiled clothing or undergarments into a plastic bag & send the items home with parents. Understandably the contents may be rather unpleasant, but it is necessary in order to maintain the health & safety of our students.

## **OUTDOOR PLAY**

The children are required to play outside every day in all weather conditions. State licensing regulations provide guidance for extreme weather and environmental conditions such as wind chill, heat index, and air quality. Parents/guardians should provide seasonably appropriate clothing, and outer wear each day that the child attends the program. Assume that your child will be outside each day when dressing them and packing their outer wear. Failure or refusal to provide seasonably appropriate outer wear on three occasions during one program year may result in dismissal from the program. Parents/Guardians are welcome to leave a complete set of outer wear (clearly labeled with their child's name) at the center.

Children cannot be excused from going outside except for documented medical related reasons. If your child has any medical condition requiring them to stay inside under certain conditions, please speak with the General Manager or Center Director and they will notify you of the documentation required from the child's treating physician and an accommodation plan will be put in place.

## **TOYS FROM HOME**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children (with the exception of infants) are permitted to include, with their bedding supplies, one plush toy (that does not make any noise) with which to nap/rest. This toy is to be placed with the bedding supplies and use will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by A Kid's World staff for safety and appropriateness and may be prohibited at the sole discretion of A Kid's World.

## **FIELD TRIPS/OFF PREMISES ACTIVITIES**

A Kid's World supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, educational purpose of the trip, any additional cost, and mode of transportation to and from the location. Accompanying the notification paper, teachers will include a permission slip to be completed, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. A Kid's World provides all required supervision for field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on an A Kid's World sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher when notification and permission slips are distributed. Your child may be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of \$72 , as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

***A car seat or booster seat is required by law for all children under the age of eight. No student will be allowed to participate on field trips & outings without their car seat***

## **CAMERA SURVEILLANCE**

A Kid's World is equipped with a state-of-the-art camera surveillance system. The use of video surveillance in childcare settings is widely recognized for promoting safety, security, and accountability. We strongly believe that the benefits of this system far outweigh any potential drawbacks. To ensure the safety and security of all children, staff, and parents, as well as the protection of our facility, cameras are installed in classrooms and outdoor play areas.

### **Purpose**

The primary purpose of our camera system is to enhance the safety and security of everyone at A Kid's World. It allows us to review incidents that may not have been directly observed by teachers or administrators, ensuring accurate responses to any concerns. Additionally, the system supports teacher evaluations by helping us maintain the highest standards of care and instruction. Teachers are fully informed about the system and understand its importance in maintaining a secure and high-quality environment.

### **Privacy**

Protecting the privacy of children, parents, and staff is of utmost importance. For this reason, our surveillance system is strictly for internal use. Security camera recordings are automatically deleted after two weeks unless a specific incident requires the footage to be retained for licensing or legal purposes. In such cases, the necessary footage will be downloaded and securely stored for review.

Parents should be aware that their child will be recorded while attending A Kid's World. These recordings are solely for purposes of education, training, safety, and compliance.

### **Screenshot and Recording Policy**

To safeguard the privacy of all individuals, particularly minors and foster children, taking screenshots or recording the live video feed from the cameras is strictly prohibited. This measure ensures that we continue to prioritize the privacy and security of everyone within our care.