

A KID'S WORLD
LEARNING CENTER

PARENT & FAMILY HANDBOOK

info@akwchildcare.com



REV: JUL 29,2026

Welcome

For over 28 years, we've been proud to serve Walton County families through our flagship Loganville (Walnut Grove) location. We were excited to expand our reach in the early 2020s by acquiring our Newton County (Covington) and Butts County (Jackson) locations, and we're dedicated to bringing these centers up to the same exceptional standards of care and education that have defined our original campus.

So, what's at the heart of the A Kid's World experience?

We believe the greatest classroom has no walls. 🌿 Our unique, nature-infused curriculum is designed to spark curiosity and build real-world skills. Your child won't just learn—they'll dig into garden beds, discover the magic of growing food, and solve problems in our vibrant outdoor classrooms. This is where a lifelong love for learning blossoms, and where children grow into confident, capable, and curious individuals.

Our Promise: Preparing Kids for Life.

Our mission is simple but powerful: to nurture healthy minds, brave hearts, and capable hands. From mastering those first big-kid tasks to developing teamwork and resilience, we're here to equip your child with the skills they need to thrive—not just in school, but in all of life's adventures.

Thank you for trusting us with your child's bright future. We're not just a childcare center; we're a community of passionate educators and supportive families, all partnering to help your little one shine.

Let the journey begin! We can't wait to explore, learn, and grow with you.

Mission Statement

At A Kid's World, our mission is simple: to nurture your child in a place that feels like an extension of your own love and care.

We believe the best learning happens through hands-on discovery and a deep connection to the natural world. Through gardening, outdoor exploration, and daily moments of wonder, we help children become confident, compassionate, and curious learners.

Together, we're building a strong foundation—not just for school, but for life—rooted in kindness, respect, and joy.

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 days of operation are **Monday through Friday**. Only A Kid's World Staff is allowed in the building prior to 6:30 am. **All children must be picked up by closing time**. Enrollment at A Kid's World is open to children from 6 weeks to 12 years (5th Grade).

Covington: 6:30AM - 6:30PM
Jackson: 6:30 AM - 6:00PM
Loganville (Walnut Grove): 6:30 AM-6:00PM

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 childcare facility, the parent(s), therapist(s) and childcare 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 may 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

We thoughtfully place children in classrooms based on their chronological age to ensure we meet state licensing ratios and provide the safest, most supportive environment for all.
We proudly welcome and support every child. A child will never be excluded from a classroom due to a developmental delay, disability, or medical condition. In accordance with the law, we will provide reasonable accommodations within their age-appropriate classroom to help them thrive.

To ensure every child is in the best possible learning environment, our admin team conducts a quarterly assessment of all classroom assignments. These reviews consider both age and the wonderful progress each child is making toward their developmental milestones. Please note that transitioning into certain classrooms, such as our Preschool and Pre-K programs, requires that specific developmental milestones, like potty training, are met. This allows for smooth and successful transitions as they grow.

Change of Schedule Request

We understand that families' needs can change! To request an adjustment to your child's enrolled days or times, please submit a formal request to Administration at least two weeks in advance. Because we carefully plan classroom enrollment to maintain state ratios and accommodate age-based transitions, your desired schedule may not be immediately available. The Center Director will notify you in writing if we can accommodate the change.

Please note:

- A schedule change is only finalized once a new Contract for Services/Fee Agreement is signed.
- If the new schedule requires an additional deposit or registration fee, payment must be received for the change to take effect.
- If your requested schedule is not available, you may choose to keep your current schedule or proceed with withdrawing your child. The date we receive your change request will be used as the start of the notice period for withdrawal, as outlined in our policy.

Dismissal from Program

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

Financial Settlement

Upon dismissal, any unused tuition will be refunded via an agency check mailed to the address on file within two weeks. Any past due balances must be settled within 30 days. An itemized invoice will be sent to your physical and email address within one week of dismissal. Balances remaining after 30 days will be forwarded to a collections agency.

Return of Personal Belongings

After dismissal, the Center Director will arrange for the return of your child's belongings. The method of return will be determined based on the circumstances. We reserve the right to involve local law enforcement if a parent becomes disruptive, uncooperative, or threatening during this process.

Access to Agency Property

Following the last day of enrollment, the dismissed child and their parents are not permitted to re-enter agency property without the prior permission of the Center Director. Appointments are granted at the discretion of the Center Director and are not an automatic right.

Prohibition Against Harassment

A Kid's World will pursue all available legal actions against any dismissed parent or individual who harasses, threatens, or causes harm to any person affiliated with the agency through any form of communication.

Withdraw from Program

Should you need to withdraw your child from A Kid's World for any reason, we require a two-week written notice. Please contact Administration to obtain the official withdrawal form.

Tuition & Refunds

With Proper Notice: Any prepaid tuition for periods beyond the two-week notice will be refunded to you within thirty calendar days of your child's last day of attendance.

Without Proper Notice: If two weeks' written notice is not provided, two weeks' tuition will be forfeited as payment in lieu of notice.

We thank you for being part of our community and wish your family all the best in the future.

Tuition & Payments

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 (Covington & Jackson) $175 (Loganville) when confirming enrollment and completing an enrollment application each year. The Registration Fee is non-refundable.

Payment Schedule

Weekly tuition is due on Fridays by 6:30 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 the center's closing time, 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.

Failed Transaction Fees

If your ACH or credit card payment fails (due to insufficient funds, declined card, incorrect account information, etc.), a $25.00 failed transaction fee will be applied to your account.

No-Call Bus Fee

All parents/guardians of school age children are required to call the center and notify through our Parent App 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. If we do not receive notification that your child will not be riding the AKW bus, a no-call bus fee of $25.00 will be assessed.

Illness & Aggressive Behavior Pick Up Fee

If your child becomes ill while at school, we will notify you immediately by phone or Parent App message. For the comfort and safety of your child and others, we ask that you or an authorized adult pick up your child within one hour of notification.
If pickup is delayed beyond one hour, a $20 per hour fee will be applied to cover the cost of dedicated staff supervision during that time.
We appreciate your partnership in keeping our school community healthy and safe!

Daily Hours Policy

For the well-being of each child and to maintain the quality of our program, children may attend our center for a maximum of **10 hours per day.**

Why a 10-Hour Maximum?

We believe that children thrive when there is balance between time in care and time at home. Our 10-hour daily limit is based on the following considerations:

Child Well-Being: Extended time in group care can be tiring for young children, even in a nurturing environment. Limiting hours helps ensure children have adequate time at home for rest, family connection, and unstructured play.

Consistency & Routine: Predictable pick-up times support emotional security and allow children to transition smoothly between school and home.

Program Quality: Our curriculum, staff scheduling, and facility operations are designed to provide an engaging, developmentally appropriate experience within a 10-hour window.

State Licensing Guidelines: Our policy aligns with best practices and recommendations for maximum daily attendance in early childhood settings.

Extended Care Fee

To uphold this policy fairly and consistently, families will be charged an **Extended Care Fee** of **$50 per child per week** if their child is in care for more than 10 hours on **any day** during that week. This fee is applied in **addition to regular weekly tuition.**

How It Works:

- Attendance is tracked via our digital check in/check-out system.
- If a child exceeds 10 hours in a single day, the weekly Extended Care Fee is automatically added to the family's invoice for that week.
- The fee is a flat weekly rate, regardless of how many days exceed the 10-hour limit.
- We encourage families to communicate in advance if unusual circumstances arise, so we can work together to support your needs while respecting our policy.

Absences & 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
President's Day
Memorial Day
Labor Day
Thanksgiving Day and the day after
Christmas Eve, Christmas Day, and the day after
Juneteenth
Independence Day

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.

Absences & Closures Continued

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 & 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 Parent App 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 our Parent App. 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.

Flex Days

At A Kid's World, we care for your whole family. Life with little ones is full of surprises—both the wonderful and the challenging. To provide true peace of mind and flexibility, we are pleased to offer Family Flex Days as a benefit of your enrollment.

Understanding Your Flex Day Credit

Full-Time Enrolled Children: Receive 10 Flex Days per year.
Part-Time Enrolled Children: Receive 5 Flex Days per year.

Each Flex Day provides a tuition credit equal to one day's value (1/5 of the full-time weekly rate) for your child's classroom. This simple and fair structure is designed to offer real support for planned or unplanned time away.

How to Use a Flex Day

Our goal is to make this process easy for you. To apply a credit to your account, simply complete a Flex Day Request Form, available at the front office.
For the credit to be applied to the current week's tuition, the form must be submitted by Wednesday of the week your child is absent.
For planned absences (like vacation), forms must be submitted two weeks in advance.

Your Flex Days can be used for:

Your child's illness
Family vacations or appointments
Mental health/wellness days
Any reason your child needs to be home

Important Guidelines for Use

Unused days do not carry over to the next year.
Forms must be submitted 2 weeks in advance for planned absences.
A doctor's note is required for any illness absence lasting three or more consecutive days to ensure the health and safety of all our kids and staff.

Notification of Absence

A quick heads-up from you makes our day run smoother! Please let us know if your child will be absent by sending a message through the Parent App or giving us a quick call. This helps our teachers with daily planning and ensures we maintain appropriate classroom ratios.

When Your Child is Ill

If your child is staying home sick, we kindly ask you to share the nature of the illness with the Center Director. This information helps us monitor the well-being of our entire school community and allows us to confidentially notify other families if a communicable illness is present.

Please know:

- Your child's privacy is our priority. We will only share health information with staff on a need-to-know basis.
- In the case of a communicable illness, we will only notify others that an illness is present—we will never share your child's name or identifying details.
- Sharing health information is always voluntary and will never affect your child's enrollment.

Arrival & Drop-Off Guidelines

At A Kid's World, we believe every day is a new opportunity for joy, learning, and growing together. To help mornings feel calm and cheerful for everyone, here's how we make arrivals and departures safe, smooth, and full of heart.

Safe & Secure Beginnings

- Please sign your child in each day using our easy-check-in kiosk at the front desk.
- To keep our school family secure, only authorized adults 18 and older may drop off or pick up.
- Every family receives a door code—it's like a little key to our learning world! Visitors will be warmly greeted and ID-checked by our team.

Timing with Heart

- To ensure our classrooms can begin their daily routines with minimal disruption, arrivals are not permitted after 9:00 AM. The only exception is with a doctor's note for a late-morning medical appointment, in which case a child may be admitted until 10:30 AM.
- Breakfast is served bright and early at 8:00 AM. Children arriving after 8:30 AM will not be served breakfast, with the exception of infants under one year with a specific feeding plan.
- After 9:30 AM, our friends are resting or deep into special activities—help us protect their peaceful pace!

Parking with Care

- The awning area is perfect for quick hellos and goodbyes. Need more than five minutes? A parking space is just steps away.
- For everyone's safety, please turn off your car and bring your little ones inside with you. We want every child to feel seen and safe from the moment they arrive.

Happy Transitions & Confident Goodbyes

- Walk your child to their classroom and help them get settled—it's a wonderful way to start their day feeling supported.
- A loving, clear goodbye helps your child build trust and independence. Our teachers are pros at turning "see you later" smiles into a great day!
- Sneaking away can be confusing—let's team up for confident, calm goodbyes that set the tone for happy hours ahead.

Stay Connected & in the Loop

- Share special notes, early pick-up times, or health updates through the Parent App—and don't forget to tell the teacher too!
- If your child needs medication, just let us know—we'll follow your lead and our health/medication policy to keep them comfy and cared for.

We're here to make every drop-off and pick-up a positive part of your day. Let's work together to create mornings filled with connection, confidence, and a whole lot of heart!

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:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- 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.
- Failure to maintain accurate, up to date records.
- Failure to complete and return required documentation in a timely fashion.
- 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 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, soiled/dirty clothing, and water bottles/cups in the child's cubby 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.

Operating Hours & Late Pick-Up Policy

To ensure the safety of our children and staff, only authorized A Kid's World employees are permitted in the building before 6:30 AM.

Regular Pick-Up Deadlines

Jackson & Loganville Locations: No later than 6:00 PM
Covington Location: No later than 6:30 PM

Late Pick-Up Fees

We understand that occasional delays can happen. However, to be fair to our staff who have families of their own to get home to, late pick-ups will incur the following fees, calculated according to the front desk kiosk clock:

- **First 10 Minutes:** A flat fee of $15.
- **After 10 Minutes:** $1 per minute thereafter.
- **Second Offense (within 6 months):** $5 per minute, effective immediately from the pick-up deadline.
- **Third Offense (within 6 months):** May result in reduced hours/scheduled pick up time or termination of care.

This fee is **per child** and is **due at the time of pick-up.**

Important Note on Early Closures

On days with a scheduled early closure (e.g., for holidays or staff development) or an unscheduled early closure (e.g., for inclement weather), late fees will begin accruing at the communicated early closure time, not the standard closing time.

Consequences for Repeated Late Pick-Up

A child's enrollment may be moved to a modified attendance schedule or terminated if they are picked up late on three occasions in one school year. It is the parent's responsibility to ensure that a parent or authorized emergency contact is always available for on-time pick-up.

Thank you for your partnership and understanding in helping us maintain a safe, reliable, and respectful environment for all.

Emergency/Alternate Pick-Ups

Completing the Emergency & Alternate Pick-Up Form

At enrollment, you will complete an Emergency/Alternate Pick-Up Form. We strongly encourage you to list every individual who might ever be asked to pick up your child from our center. In an emergency, we will always contact parents/guardians first. If we cannot reach you, we will contact individuals on this form in sequence until someone is available.

Parent Responsibilities in an Emergency

If a parent is contacted but unable to pick up their child, it becomes the parent's responsibility to arrange for an authorized person on the emergency list to do so. Failure to make appropriate arrangements may result in dismissal from the program.

Who Must Be Listed

- Parents and legal guardians do not need to be listed on this form, as they inherently have the right to pick up their child (barring a court order to the contrary).
- Stepparents, relatives, family friends, or nannies must be included on the form to be authorized for pick-up.

Granting "In Loco Parentis" Status

Parents may designate certain individuals on the form to act In Loco Parentis ("in place of a parent"). This status grants the individual permission to receive confidential information about the child's day, including incident/accident reports or behavioral updates. Without this designation, individuals are authorized for pick-up only, and our staff may not discuss your child's day with them.

Identification Is Required

Every individual listed on the Emergency/Alternate Pick-Up Form must present a government-issued photo ID when picking up your child. There are no exceptions to this rule.

Updating Your Emergency Contacts

All changes or additions to the Emergency/Alternate Pick-Up Form must be submitted in writing, dated, and signed by a custodial parent. Only custodial parents may update this form.

Right to Refuse Release

A Kid's World reserves the right to refuse or ban any person on the Emergency/Alternate Pick-Up Form for policy violations or other safety concerns. It is the enrolling parent's responsibility to inform all individuals on the form of the policies outlined in this handbook.

Driving/Parking at AKW

To ensure the safety and well-being of all children, families, and staff, we require everyone to follow our parking and safety procedures. Parents and authorized adults must park in a designated space and personally escort their child to and from their classroom. For everyone's safety, you must turn off your vehicle in the parking lot, and children under 18 may never be left unattended in a vehicle during drop-off or pick-up.

Our handicap parking spaces are reserved exclusively for vehicles displaying a valid state-issued license plate or hanging placard. Unauthorized use will result in a warning, potential towing, and repeat violations may lead to being barred from the property. To keep traffic flowing smoothly, please do not park or stop under the awnings between 8:00-8:30 AM and 2:30-3:30 PM, as this area is reserved for buses and our Georgia Pre-K program. We also expect all drivers to avoid speeding, stopping for buses improperly, or engaging in any confrontational behavior. Such actions will not be tolerated and may result in loss of access to our property.

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

Parent Orientation

All families are required to complete a parent orientation. This can be done in person, virtually, or by viewing a pre-recorded session—whatever is most convenient for you!

First Day Paperwork

On your child's first day, please plan to complete the following forms:

- A Food Program Form (IES)
- An age-appropriate Child Questionnaire (Infant, Toddler, or Preschool)
- Infants Only: Infant Affadavit, Infant Feeding Plan, & Safe Sleep Policy

Supply List

You will receive your child's personalized supply list when you complete your enrollment packet, either in person or virtually.

Health & Immunization Records

Per state licensing regulations, we are required to maintain an up-to-date immunization record (Form 3231) for every child. If your child will not be immunized for a legally protected reason, please speak with the Director prior to your child's start date to complete a required waiver form and ensure compliance.

A Shared Responsibility for Safety

We all play a part in maintaining a secure environment. To ensure our safety measures are effective, we require your partnership in the following ways:

Do Not Hold Doors Open: Please do not allow anyone to enter the building behind you, even if they seem familiar. Every individual must use their own code or be verified by staff.

Keep Doors Secure: Propping doors open or preventing them from closing fully is strictly prohibited.

Severe Allergies & Life Threatening Medical Conditions

Before your child's first day:

If your child has a severe allergy (food or otherwise), please let us know right away. We will provide you with an "Authorization for Emergency Care for Children with Severe Allergies" form. This form must be completed and signed by both you and your child's physician. We also require a copy of any related physician's orders or care plans.

To keep care current:

This form and all medical plans must be updated every six months, or anytime there is a change in your child's condition.

Our Shared Approach to Safety:

- **Medication:** Any emergency medication (like an EpiPen) must be provided to the center in its original packaging, in accordance with our Medication Policy.
- **A Team Effort:** We will train our staff on your child's specific needs and may inform other parents of life-threatening allergens in the classroom (without sharing your child's name) to help us create a safer environment for everyone.
- **Visual Safety Aids:** With your permission, we may display a confidential alert with your child's photo and allergen in staff areas to help them provide quick and accurate care.

While we will take every reasonable precaution to minimize risks, we cannot guarantee an allergen-free environment. Our promise is to work closely with you to create a management plan that allows your child to participate safely and happily.

Please speak with the Director to get started. We are here to partner with you every step of the way!

Dispensing Medication

A Kid's World will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions that match the instructions on the medication's label. A Kid's World will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be requested from Administration. Medication Forms, doctor's notes and medication are to be turned into Administration.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Health & Wellness Policy

To ensure a healthy environment for all children and staff, we strictly follow the health guidelines from the American Academy of Pediatrics. A copy of our full policy manual is available with the Center Director upon request.

Our Top Priority + Your Child's Wellbeing

Sometimes, a child who is no longer contagious is still not feeling well enough to fully participate in our day. In these cases, even with a doctor's note, we reserve the right to exclude a child who is lethargic, uncomfortable, or consistently crying and in need of one-on-one comfort that we cannot provide without compromising the care of other children. Our goal is always to support your child's recovery.

Illness & Exclusion Policy

To protect all children and staff, we must exclude a child for the following illnesses and symptoms. Your child must be symptom-free for at least 24 hours (without the use of fever-reducing medication) before returning.

Illness/Symptom	Requirement to Return
Fever (100.4°F or higher)	Fever-free for 24 hours without medication.
Vomiting or Diarrhea	24 hours after the last episode.
Rash (with fever or behavioral change)	Cleared by a doctor or no longer contagious.
Pink Eye, Impetigo, Scabies	After 24 hours of antibiotic treatment.
Strep Throat	After 24 hours on antibiotics and no fever.
Lice	After treatment and completely nit-free.
Severe Cough (whooping, causing color change)	Cleared by a doctor to return.
Other Contagious Illnesses (e.g., HFMD, Chicken Pox)	When all sores have scabbed over/dried and the child is fever-free.

Parent Responsibilities for a Sick Child

- **Prompt Pick-up:** You or an emergency contact must pick up your child within one hour of being notified.
- **Communication:** Please notify the center if your child will be absent due to illness. This helps us track potential outbreaks.
- **Confidential Reporting**: If your child is diagnosed with a communicable disease (like HFMD or strep), sharing this information allows us to send a confidential alert to other families. Your child's name will never be shared, and your enrollment is never affected by your choice to disclose.

Food, Mealtimes, & CACFP

At A Kid's World, we provide a nutritious breakfast, lunch, and afternoon snack each day for all children over 12 months old. Our weekly menus are posted outside each classroom for you to view.
Because we participate in the Child and Adult Care Food Program (CACFP), we are generally unable to allow outside food. However, we gladly make exceptions for children with a diagnosed food allergy or medical condition. In these cases, please provide a doctor's note, and our team will work with you to provide a safe and suitable meal alternative.

Safety First: Allergies & Dietary Needs

To ensure every child's safety, we have a few important guidelines:

Label Everything: Please label all food items with your child's first and last name.

No Food Sharing: To protect children with allergies, we do not permit sharing or exchanging food.

Medical & Dietary Plans: For any allergy or dietary need (like lactose intolerance or gluten-free), please provide a doctor's note. This helps us create a safe plan for your child.

Our Positive Mealtime Promise

We are committed to creating a healthy relationship with food. Here's our promise to you and your child:

Food is Never a Punishment: No child will ever be denied a meal or snack for behavioral reasons.

Respecting Appetites: We never force a child to eat. Our teachers gently encourage and will always communicate with you if they have concerns about eating habits.

Learning Through Food: Sometimes, teachers use food in lessons or as a reward for wonderful behavior. When this happens, any treat will be sent home in your child's cubby to enjoy with you.

Food, Meals, & CACFP Continued

Infant through One-Year Old Age Groups

For the health and well-being of infants in our care, we adhere to the following procedures for meal preparation and feeding. Parents of children in the infant through 12-month classrooms are required to provide all daily food items, prepared and labeled, unless they opt into the provided meal program.

Meal Provision Options

Upon enrollment, you will complete an Infant Affidavit outlining your feeding preferences. You may choose to supply all meal components yourself, or you may opt into the food elements you would like A Kid's World to provide. We supply specific brands of infant formula and baby food, as detailed in the affidavit. You may choose to use our provided components for all, some, or none of your child's nutritional needs.

Bottle Feeding

- Parents must supply all bottles for the day, prepared and labeled with the child's first and last name, unless using center-provided formula.
- We recommend providing one additional bottle beyond your child's typical daily consumption to ensure an adequate supply.
- All bottles will be stored in a designated refrigerator and warmed using a water bath prior to feeding. Microwaves are never used for warming bottles.
- For health and safety, all bottles must be taken home at the end of each day to be cleaned and sanitized.

Solid Foods & Cereals

- For safety and hygiene, children will not be fed directly from store-bought food jars, and previously opened jars will not be used. Staff will portion food into the child's designated bowl.
- Baby cereals will be mixed immediately before feeding. Any unused food remaining after a feeding will be discarded.

Breastfeeding Mothers

Mothers are welcome to visit the center to breastfeed their child. We ask that you coordinate with your classroom teacher to arrange a comfortable and private space.

Please Note:

In the event that a required feeding item (such as a bottle) is not provided, the center will supply one. Families will be charged five dollars ($5.00) per item, which will be applied to your account. Alternatively, you may be asked to drop off the required item within a specified timeframe, or you may be required to pick up your child.

Daily Meal Schedule

To ensure consistent nutrition, we provide meals at the following times:

- **Breakfast**: Approximately 8:00 AM
- **Lunch:** Approximately 11:00 AM (a 30-minute period)
- **Afternoon Snack:** Approximately 2:30 PM

Family Style Dining

All meals are served family-style, with children seated together at tables. This approach encourages socialization, promotes good manners, and helps children develop healthy eating habits by allowing them to make choices and serve themselves with guidance.

Policies for Meals from Home

Children in our Georgia Pre-K and/or Summer Transition Program (STP) programs may bring a lunch from home. To ensure the health and safety of all children, we adhere to the following guidelines:

- **Nutritional Standards**: Home-packed lunches must meet USDA food patterns for a balanced lunch.
- **Peanut/Tree Nut Free**: All lunches must comply with our Peanut/Tree Nut Free Policy detailed in this handbook.
- **Portioning & Choices**: To prevent distraction and waste, please provide manageable portion sizes and limit the number of food choices. This helps your child focus on eating and ensures they receive adequate nutrition.
- **Leftovers & Feedback**: All uneaten food will be returned in your child's lunch container so you can monitor their intake.
- **Meal Review:** A Kid's World reserves the right to supplement or refuse any home-packed meal that does not meet our nutritional or safety standards.

Prohibited Items

For the safety and well-being of all children, the following items are not permitted:

- **Unhealthy Treats**: Sodas, full-size candy bars, and large bags of candy (e.g., Skittles, Starburst) or gum. Please provide these items at home.
- **Unsafe Containers:** Glass containers of any kind and aluminum cans due to their potential as safety hazards. The only exception is commercially prepared baby food in glass jars in our infant classrooms.

Peanut & Tree Nut Free Facility

At A Kid's World, nothing is more important than your child's safety. To protect our students with life-threatening allergies, we are a 100% Peanut & Tree Nut-Free school. This means we do not allow these items anywhere on our property or at school events.

A Note for Families Who Pack Lunches

If your child brings lunch or snacks due to allergies or religious beliefs (with a required doctor's note or affidavit), we need your help to keep our school safe!

Your Superpower: Reading Labels

Please check every food item's label for two things:

1. **Ingredients**: Look for peanuts or tree nuts.

1. **Allergy Warnings**: Look for phrases like "May contain nuts" or "Made in a facility that also processes nuts." Even if the ingredients seem safe, these warnings mean the food is a no-go for school.

Why We Can't Accept Homemade Treats

We know homemade goodies are made with love! However, to prevent accidental cross-contamination, we can only accept store-bought treats in their original, sealed packaging for birthdays and holidays. This allows our staff to quickly double-check ingredients and keeps everyone safe.

Thank you for teaming up with us to create a happy, worry-free environment where every child can learn and play safely

Rest Time & Safe Sleep Guidelines

At A Kid's World, your child's safety is our top priority, especially during sleep and rest. That's why we strictly follow the latest safe sleep guidelines from the American Academy of Pediatrics. Our entire team is trained and regularly refreshed on these vital practices to ensure a secure and peaceful environment for every child.

Sweet Dreams for Our Infants

For our littlest learners, we follow these essential safety steps:

- **Back to Sleep, Every Time:** Infants are always placed on their backs in their own safe, individual crib.
- **A Clear, Cozy Crib:** Cribs are kept completely empty—no loose bedding, blankets, pillows, bumpers, or toys. We use only a snug-fitting crib sheet.
- **Safe Sleep, No Swaddling:** For safety, we do not swaddle or use sleep sacks. A pacifier is always welcome!
- **Rolling Over? We've Got This!** Once your baby can roll over on their own, we still place them on their back but allow them to find their own comfortable sleep position. We'll label their crib so everyone knows they are a little mover!
- **Big Kid Beds for Big Kids:** When infants start pulling up to stand or turn one year old, they graduate to a sleep cot to keep them safe from climbing falls.

Our teachers are experts at soothing little ones to sleep with gentle pats and calming words, always placing them in their crib for safe slumber.

Rest Time for Toddlers & Preschoolers

As children grow, rest remains an important part of their day. Here's how we handle it:

- **Comfort from Home:** Each child has their own cot. We provide a fitted sheet, and you are welcome to send a small, labeled blanket and one soft comfort toy. Please remember to take these items home weekly for washing!
- **Calm & Quiet:** We create a peaceful environment with soft music, stories, or gentle back rubs to help children relax.
- **Respecting Individual Needs:** If a child is still awake after 20-30 minutes of quiet rest, they are offered a quiet activity like looking at books.
- **A Required Rest Period:** Please note that state licensing requires us to provide a daily rest period for all children. We are unable to skip this time or wake a sleeping child at a parent's request, as consistent rest is crucial for their well-being.

At the end of rest time, we gently wake any sleeping children to rejoin classroom activities. If your child falls asleep outside of the normal rest time, we may call you to ensure they are feeling well.

Parents Rights to Immediate Access

You are always welcome to visit your child at any time while they are in our care, as provided by law. To ensure the safety and security of all children, we ask that visits be brief. For the protection of everyone, any adult spending extended time in the center must have completed background clearances, which is why we cannot permit "loitering" beyond a reasonable drop-off or pick-up period.

Guidelines for Other Visitors

For the safety of our children, all other visitors (such as family members or friends) must schedule an appointment with the Center Director and will be accompanied by a staff member at all times.

A Note on Parental Rights

A Kid's World provides both parents with equal access to their child, as stipulated by law. We cannot limit one parent's access at the request of the other without a certified court order on file. If a conflict arises between parents on our premises, we will contact the local police to ensure everyone's safety.

Our Commitment to a Safe Environment

To maintain a secure environment for all children and staff, if a parent is legally barred from entering the property, we must immediately disenroll their child. This is because our policy and state regulations require that we cannot care for a child while prohibiting their parent's access.

Access to Building

Controlled Building Access

For your child's safety, all exterior doors remain locked during operating hours. Access is granted through the main building entrance only, using your entry code.

Authorized Pick-Up

Your entry code is for parents and authorized individuals only. Please ensure anyone who may pick up your child is listed on your emergency contact form. Any person not on the list will need to present a government-issued photo ID to be granted entry by a staff member.

Please rest assured that all our doors are equipped with emergency release mechanisms and comply with all fire safety codes, allowing for immediate exit from the inside at all times.

Court Orders Affecting Access to Child

At A Kid's World, our primary role is to provide a safe, stable, and nurturing environment for your child. To ensure we can do this effectively when court orders are involved, we have established the following guidelines.

Our Need for Official Documentation

To uphold our legal obligations and ensure your child's safety, we require a certified, up-to-date copy of any active court order (such as custody orders, restraining orders, or protection from abuse orders). This allows us to manage pick-up access and communication accurately.

How We Follow Court Orders

Custody Orders: We will follow the order exactly as written. If you wish for us to adopt a more flexible arrangement than the order specifies, we require a written and signed request from the custodial parent(s), and the court order must allow for such discretion. For shared custody, both parents must sign the request.

Protection/Restraining Orders: These orders will be followed precisely and in full for their entire duration. Should the order be rescinded, we require an official certified document from the court.

Communication & Access for Parents

Shared Custody: When custody is shared, both parents will have equal access to their child's records, our communication app, and will be invited to all conferences and events. However, a parent may only be physically present in the center on days they have physical custody, unless both parents provide written permission for an exception.

Sole Custody: If one parent has sole custody, the non-custodial parent will not be granted access to records, the app, or school events without written permission from the custodial parent or a stipulation in the court order.

Our Role as Your Child's Care Provider

Our focus is solely on the well-being of your child. To maintain a neutral and professional environment:

We are unable to take sides in parental disputes.

We strongly discourage parents from subpoenaing our staff for court appearances. If required, a fee will be charged to the issuing parent for time and any record copying.

Court Related Requests & Subpeonas

A Kid's World is committed to providing a stable, consistent learning environment for all children. When our center or staff members are served with a subpoena for a custody, support, or other court matter to which we are not a party, certain procedures and fees will apply to minimize disruption to our program.

Fees for Legal Requests

If a subpoena is served, the requesting party will be charged an expert witness fee and/or a reasonable copying fee. We will discuss these fees with the party who serves the subpoena.

Minimizing Court Appearances

To maintain required staff-to-child ratios and limit program disruption, we make every effort to avoid in-person court appearances. We will first provide documentation where appropriate and discuss the expected testimony to determine if our staff possess relevant knowledge. When an employee's presence is necessary, we will request a virtual appearance to reduce time away from the classroom.

Our Role as an Objective Party

We strongly discourage parents from involving our staff in personal court matters. As mandated reporters, our team is obligated to contact child protective services if we have concerns about a child's welfare. Beyond this duty, we remain neutral and do not assess or judge parental interactions that occur outside our center.

We appreciate your understanding as we prioritize the care, safety, and daily needs of the children enrolled in our program.

Emergency Drills & Procedures

Prepared with Care: Our Approach to Safety Drills & Emergencies

At A Kid's World, nothing matters more than the safety of your children and our staff. To ensure we are always prepared, we conduct monthly emergency evacuation and lockdown drills. These unannounced drills help us confidently respond to a range of situations, such as fire, severe weather, or other safety concerns, and they allow us to assess and improve our response in real-time.

We understand that thinking about emergencies can be unsettling. Please know that our teachers are trained to guide children through every drill with calmness and care, using age-appropriate language to minimize worry. We are also happy to share resources to help you talk about safety with your child at home.

During any drill or real emergency, we cannot allow children to be signed in or out. Our team must remain fully focused on guiding the children through the safety procedures. Once a drill is complete, teachers will help the children process the experience and gently transition back to classroom activities. At that time, regular sign-out can resume.

In a real emergency requiring evacuation, parents arriving to drop off will be asked to leave with their child immediately. Those arriving for pickup may need to wait until all children and staff are accounted for and emergency personnel have given the all-clear. We will notify all families promptly via our Parent App and phone as able. We ask for your full cooperation with our release procedures, which are designed to ensure every child's safety in a calm and orderly manner.

During a lockdown, everyone on site must follow staff instructions and remain in place until authorities advise it is safe to leave. Your patience and partnership are vital—our shared goal is to protect every child by working together calmly and following established protocols.

A detailed Emergency Plan is available for your review at our center. To maintain security, the plan cannot be copied, photographed, or taken off-site. We are committed to transparency and safety in equal measure.

Thank you for trusting us as your partners in creating a secure and nurturing environment for your child.

Medical Plan, Accident Insurance, & Alternate Safe Locations

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.

Parents are responsible for the cost of all medical treatment or care given.

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

Covington

Piedmont Newton Emergency
5126 Hospital Dr.
Covington, GA 30014

Jackson

Wellstar Sylvan Grove Medical Center
1050 McDonough Rd.
Jackson, GA 30233

Loganville

Piedmont Walton Emergency
2151 West Spring Street
Monroe, GA 30655

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 Locations

At A Kid's World, your child's safety is our highest priority. In the rare event that our center administration—in consultation with emergency personnel or state licensing—determines our building is unsafe, our dedicated staff will calmly and quickly escort all children to a pre-designated, safe alternate location. (Your center's specific location is detailed in our on-site Emergency Plan.)

Once everyone is safely assembled, we will immediately begin contacting parents and emergency contacts to arrange for pick-up. We ask that you please arrive to pick up your child within 45 minutes of being notified. Your promptness helps us ensure that every child is reunited with their family as smoothly and quickly as possible.

Firearms, Weapons, & Threats

Weapons-Free Campus

To ensure a secure environment for children, staff, and families, A Kid's World strictly prohibits the open or concealed carry of any weapon, firearm (real or toy), or ammunition on our property. This policy applies to all individuals. Any violation will result in the immediate dismissal of the enrolled child.

Zero Tolerance for Threats

The safety of our community is our highest priority. Any threat of violence or harm—whether made in person, in writing, or through any other means—directed at a child, staff member, or anyone associated with A Kid's World will not be tolerated. This includes statements about bringing a weapon to the center. In such cases:

- The person making the threat will be permanently barred from the property.
- If the person is a parent or guardian, their child's enrollment will be terminated immediately.
- All threats will be documented and reported to law enforcement and Child Protective Services.

Video & Audio Surveillance

For the protection of everyone in our care, A Kid's World uses an internal video and audio surveillance system in all public indoor and outdoor spaces. These recordings are used for training, supervision, and safety purposes.

Access to Recordings: To protect the privacy of all children and families —including those in foster care or with protective orders—parents are not granted on-demand access to recordings. If you have a specific concern, please bring it to Administration. We will review the relevant footage and provide you with appropriate feedback.

- **Legal Compliance**: We fully cooperate with and provide access to recordings for state licensing officials and Child Protective Services as part of their investigatory duties.
- **Policy on Recording:** If granted a review of footage, parents are strictly prohibited from recording or photographing the surveillance content.
- **Tampering Prohibited:** Parents may not block, move, or tamper with any cameras on the property.

Mandated Reporting

Under the Child Protective Services Act, all of our employees are legally designated as Mandated Reporters. This means we are required by law to report any suspicion of child abuse or neglect to the appropriate authorities.

Our Legal Obligation to Report

- Staff are not required to discuss their concerns with parents/guardians before making a report, nor are they expected to investigate the cause of any suspicious marks, behaviors, or conditions.
- Mandated reporters can face criminal penalties for failing to report suspected abuse or neglect, and our center can receive serious licensing violations.

We take this duty with the utmost seriousness and will always make a report when we believe a child's welfare is at risk.

Protection for Our Staff & Families

- Reports can be made anonymously, and reporter identities are kept confidential by law.
- Staff are legally protected from liability when a report is made in "good faith," even if the allegation is later determined to be unfounded.

Any parent or guardian who harasses, threatens, or retaliates against a staff member based on a suspected report will be immediately barred from the property, and the incident will be reported to the police and Child Protective Services. In such cases, the child's enrollment will be terminated. (Please refer to Policy 9.1 for details.)

Common Causes for Reporting

Our staff are trained to recognize signs of concern, which include but are not limited to:

- Unexplained bruises, marks, or injuries
- Inappropriate clothing for the weather or child's size
- Appearing severely unclean or undernourished
- Being left unattended or transported without proper safety restraints
- A parent/guardian appearing under the influence during drop-off/pick-up
- Signs a child is being denied necessary meals or medical care
- Behavior in a child that suggests they are in an abusive situation

This law exists to protect all children, and we are committed to fulfilling our role with integrity and care.

Ratios

LICENSING REGULATIONS FOR STAFF TO CHILD RATIOS ARE AS FOLLOWS:

Ages of Children	Staff to Child Ratio	Max Group Size
Infants or Children under 18 months/not walking	1:6	12
1 Year Olds (walking)	1:8	16
2 Year Olds	1:10	20
3 Year Olds	1:15	26
4 Year Olds	1:18	30
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

To maintain the highest standards of professionalism and care for all children, AKW has a strict policy regarding outside employment relationships between our staff and the families we serve.

Our Policy in Simple Terms:

- Parents may not hire or solicit any A Kid's World employee for outside work.
- If a parent employs a staff member, their child's enrollment will be terminated and any deposits will be forfeited.

What "Employment" Includes:

This policy covers any service a staff member provides to a current or former client outside of their regular duties at our center. Prohibited activities include, but are not limited to:

- Babysitting
- Nanny services
- House-sitting
- Carpooling
- Being a "mother's helper"

This rule applies to both paid and voluntary services.

Emergency Contact Exception:

Staff members may only be listed as an authorized pick-up person or emergency contact if they are a documented family relative (such as an aunt, grandparent, etc.). This relationship must be disclosed to the center at the time of enrollment by both the family and the employee, and documentation may be requested.

This policy ensures that our staff can remain focused on providing the best possible care for all children during center hours and helps us avoid any potential conflicts of interest.

Consequence & Disciplinary Philosophy

We believe in nurturing every child's social and emotional growth with kindness and respect. To create a safe and positive environment for all, we have clear guidelines for supporting behavior.

Our Promise for Positive Guidance

Our teachers are dedicated to using positive and supportive methods to guide behavior. We never use physical punishment, harsh words, humiliation, or withholding food. We also ask that families follow these same standards while at the center.

How We Teach and Guide

Our approach is built on connection and understanding. Teachers clearly explain why a behavior is not safe and then gently show and encourage a positive alternative. We recognize that some challenging behaviors are a normal part of development, and we meet each child at their unique stage to help them learn and grow.

Our Process for Persistent Unsafe Behavior

When a child's behavior is consistently aggressive or unsafe, we follow these supportive steps:

- **Immediate Redirection:** The child will be calmly removed from the situation and guided using our positive behavior strategies.
- **Partnership with Families:** If unsafe behavior continues, we will contact you to pick up your child. A detailed report of the incident will be shared with you to help us identify any patterns.
- **Creating a Success Plan:** After multiple incidents, we will partner with you to create a personalized behavior plan to help your child thrive in the classroom.
- **Last Resort Options:** If there is no improvement and the safety of children or staff is at risk, we reserve the right to suspend services or, as a last resort, disenroll the child. In severe cases where there is immediate danger, enrollment may be terminated without a notice period.

Important Note on Pick-Up:

If you are called for an immediate pick-up due to aggressive behavior, we require arrival within one hour. A fee of $20 per hour will be charged for extended supervision required beyond this time.

Our top priority is the welfare and safety of every child and staff member. We are committed to working hand-in-hand with you to support your child's happy and healthy development.

Suspension/Expulsion & Dangerous Behaviors

Collaborative Decision-Making on Accommodations

We will always work to support your child through reasonable accommodations as required by federal and state law. The determination of what constitutes a reasonable accommodation is made by A Kid's World management, which includes the Center Director, General Manager, Owner, Quality Improvement Specialist, and Regional Trainer. This team assesses each situation individually to decide which accommodations can be implemented safely and effectively without fundamentally altering our program.

Partnership in Seeking Support

If a child's dangerous behaviors cannot be resolved through accommodations, we may need to take the following steps to ensure safety:

- **Suspension:** A temporary suspension may be necessary to ensure everyone's safety while evaluations are completed or while you secure support services from an outside agency.
- **Our Role:** We are an early childhood education program, not a therapeutic facility. While we cannot provide therapy or initiate evaluations, we pledge to cooperate with outside specialists, provide referrals, and offer guidance and support to you throughout the process.

Clear and Ongoing Communication

You will always be kept fully informed. We will provide written documentation for any behavior concerns, referrals for support services, or incidents. This communication will include:

- The steps we have taken to accommodate your child.
- The reasons a suspension or other action is necessary.
- Notification that a child may not be able to return until support services are in place.

Behaviors Requiring Immediate Action

Certain severe behaviors pose such an immediate risk that they may result in immediate suspension without prior attempts at accommodation. These include, but are not limited to:

- Elopement (running away from supervision).
- Behaviors that cause or have the potential to cause serious injury.
- Behaviors that require constant one-on-one staff supervision because the child is unresponsive to redirection and remains unsafe.

Our goal is always to work together to help every child succeed. We appreciate your partnership in maintaining a secure and positive environment for all.

Children with Disabilities

AKW 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.

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.

Aggressive Biting Policy

At A Kid's World, we know that biting is a common—though challenging—behavior in young children. It's often a way for little ones to express big feelings when they don't yet have the words. While developmentally normal, we take every bite seriously to ensure the safety and comfort of all children and staff. Our goal is to respond with patience, empathy, and clear steps to help each child grow beyond this phase.

When a Bite Happens

For the Child Who Was Bitten:

- We provide immediate care: clean the area with soap and water, and apply a bandage if needed.
- Our teachers offer comfort and reassurance.
- We notify parents and provide an incident report with general details—we do not share the name of the other child to protect everyone's privacy.

For the Child Who Bit:

- A teacher will calmly say, "Biting hurts. We do not bite," and redirect the child to a positive activity.
- We help the child find other ways to express their feelings.
- Parents are notified with an incident report so you're aware and can partner with us.

If Biting Continues

We take a thoughtful approach to understand and reduce repeated biting:

- **Close Supervision:** A teacher may "shadow" the child to help prevent bites and learn what triggers the behavior.
- **Observation:** We'll watch for patterns—like frustration, tiredness, or communication struggles—and work with our Inclusion Specialist if helpful.
- **Positive Reinforcement:** We celebrate and encourage gentle actions and words.

If Biting Becomes Frequent or Severe

To ensure safety, we follow these structured steps when biting continues:

- **Step 1**: If a child bites 3 times within 5 days (with broken skin, bruising, or marks), we'll schedule a parent meeting to create a support plan together.
- **Step 2:** If 3 more bites occur in another 5-day period, the child will be suspended for 2 business days.
- **Step 3:** If biting continues with 3 more incidents in 5 days, we'll ask families to find alternate care until the behavior is resolved.
- **Good News Reset**: If a child who reached Step 1 or 2 goes 3 weeks (15 business days) without biting, they return to Step 1 if it happens again.

Aggressive Biting Policy Continued

Immediate Response for Multiple Bites in a Day

If a child bites twice within 4 hours, we'll call for immediate pickup. This gives the child a break and a chance to reset at home. This does not count toward the suspension steps above.

Biting in Older Children

- **Ages 4–5:** Biting is no longer considered developmentally appropriate. A bite that breaks skin or leaves a mark results in a 1-day suspension. A second bite within 5 days leads to a 3-day suspension. A third bite means alternate care is needed.
- **Ages 5–12 (School-Age):** Biting is zero-tolerance and will result in immediate suspension. Repeated incidents may lead to dismissal.

Our Gentle and Guided Approach

We believe in teaching, not punishing. We never use shame, time-outs, or harsh words. Instead, we help children learn to communicate and manage emotions in healthy ways. We're here to support your child—and you—through this phase with compassion and consistency.

Thank you for partnering with us to create a safe and nurturing space where every child can thrive.

Parent & Guardian Code of Conduct

At A Kid's World, we believe that a positive, respectful, and secure environment is essential for children to learn and grow. This Code of Conduct helps us create that environment together. We ask all parents, guardians, and authorized adults to partner with us by modeling kindness, respect, and cooperation at all times.

Respectful Behavior and Language

We expect all adults to interact with staff, other parents, and children with courtesy and respect. Offensive or inappropriate language—including swearing or cursing—is not permitted on our property, in written communication, or over the phone.

No Threats or Intimidation

Threats of any kind toward staff, children, or other families will not be tolerated. All threats will be taken seriously and reported to local authorities and/or Child Protective Services as required by law. To ensure the safety of our community, individuals who make threats will be permanently barred from the center.

Appropriate Guidance and Discipline

We do not permit corporal punishment (such as spanking) or harsh verbal discipline anywhere on our property. If your child needs guidance, please speak calmly with them or seek support from our staff. Please do not correct or discipline another family's child—direct any concerns to your child's teacher or the Center Director.

Substance-Free and Smoke-free Campus

For the health and safety of all children and staff, smoking, vaping, and the use of drugs or alcohol are strictly prohibited on agency property, including the building, playground, and parking lot. Personal items (such as bags or naptime bedding) should not carry smoke or vape odors.

Safety and Security Policies

Please help us maintain a secure environment by following all safety procedures, including:

- Using your personal entry code—do not hold the door for others.
- Reporting any security concerns immediately to the Center Director.

Parent & Guardian Code of Conduct

Resolving Concerns Respectfully

We encourage open communication and are always available to address questions or concerns. If a disagreement arises, please approach staff calmly and respectfully. Confrontational, intimidating, or aggressive behavior will not be permitted.

Confidentiality and Professional Boundaries

To protect the privacy of every child and family, we do not share information about other children or families. All communication between parents and staff should occur through official channels: Parent App, center email, or center phones. Staff are not permitted to share personal contact information, and we ask that parents respect their privacy outside of work hours.

How to Share Feedback or Concerns

We value your partnership and welcome constructive feedback. Here's how to share your thoughts:

- **Classroom Questions**: Start with your child's lead teacher.
- **Administrative or Policy Questions:** Contact the Center Director or management staff.

While we may not always be able to accommodate every request due to licensing regulations or program policies, we are committed to listening and responding with care.

By working together with kindness and respect, we can create a nurturing and joyful environment where every child—and every family—feels safe, valued, and supported.

Clothing & Daily Attire

To support active and creative learning, please dress your child in comfortable, seasonally appropriate clothing that allows freedom of movement and is easy to wash.

Shoes: Closed-toe, closed-back shoes with rubber soles (like sneakers) are required year-round for safety during play and activities. Velcro straps are recommended for independence.

Jewelry: For safety and compliance with state licensing, no jewelry of any kind (necklaces, bracelets, earrings, etc.) is permitted.

Extra Clothing: Please keep the following at the center, clearly labeled with your child's first and last name:

- Ages 3–5: One complete seasonal change of clothes (shirt, pants, underwear, socks, shoes).
- Under 3 years: Two complete seasonal changes of clothes.

Donations Welcome: We gladly accept donations of gently used clothing for emergency use.

Outdoor Play

Children play outside daily in varied weather, as required by state licensing. Please provide appropriate outerwear (coats, hats, etc.) every day. If your child has a medical condition requiring indoor accommodations, please provide a doctor's note to the Center Director to create an accommodation plan.

Toys from Home

To prevent loss, damage, or sharing issues, toys from home are not permitted unless requested by the teacher for curriculum use. Children may bring one quiet, soft plush toy for naptime only. All items brought to the center are subject to staff approval for safety.

Potty Training Support

We partner with families during potty training! Please connect with your child's teacher to create a consistent plan. Soiled clothing will be sent home in a sealed bag, as state regulations do not allow laundering at the center.

Transportation & Field Trips

- **Transportation:** We provide transportation for school pick-up/drop-off and field trips using center vehicles. Staff do not transport children in personal vehicles.
- **Field Trips:** Permission slips with trip details (date, location, cost, etc.) must be completed and returned in advance. Parents are welcome to join but may only transport their own child.
- **Car Seats:** Children under age 5 must have a car seat or booster for all field trips.

Camera Surveillance

We are committed to providing a secure and transparent environment for your children. To support this commitment, we utilize state-of-the-art video monitoring systems across all our locations. Both systems provide comprehensive coverage of classrooms and outdoor play areas, allowing us to maintain the highest standards of safety and care.

Our schools use WatchMeGrow monitoring systems.

Purpose & Benefits:

- Our video monitoring systems serve several important purposes:
- Enhanced security for all children and staff
- Ability to review incidents when needed
- Support for teacher training and development
- Peace of mind for families

Privacy & Access:

- We take your privacy seriously. All recordings are:
- Automatically deleted after two weeks
- Used only for safety, training, and compliance purposes
- Accessed only by authorized administrative staff
- Retained longer only when required for licensing or legal matters

Please note that live streaming is not available to parents. This policy helps us maintain focus on the children while ensuring their privacy and security.

We believe these systems help us provide the safe, nurturing environment that every child deserves while supporting our dedicated staff in delivering exceptional care.

Hair Accessory Safety Policy

At A Kid's World, your child's safety is at the heart of everything we do. Because we believe in learning through active play—from digging in our garden beds to exploring our outdoor classrooms—we want to make sure every child can play freely and safely.

To reduce potential safety risks, we do not allow hair beads to be worn while children are in our care. This includes small beads threaded into braids, ponytails, or any other hairstyle.

Why this Policy Matters

We know hair beads can be a beautiful expression of style and culture.
However, in a busy classroom environment, they can pose real safety concerns:

Choking Hazard: Small beads can come loose during play, creating a serious choking risk for the child wearing them or for other curious friends nearby.

Insertion Risk: Young children explore the world with their senses. Loose beads can easily end up in little ears, noses, or other places where they don't belong, sometimes requiring medical attention.

Playtime Safety: When children run, climb, build, and tumble—as we encourage them to do every day—beads can break apart or become projectiles, increasing the chance of injury.

Peace of Mind: Removing this risk altogether lets our teachers focus on what matters most: guiding, nurturing, and keeping every child safe.

Policy Enforcement

- If a child arrives at school wearing hair beads, we will kindly ask to have them removed before entering the classroom.
- If beads cannot be removed at drop-off, a guardian will be called to assist, and the child may return to school once the beads have been taken out.
- We appreciate your partnership in helping us maintain a safe space for all our little learners.

Backpack Policy

For student safety and state licensing compliance, A Kid's World has chosen not to allow backpacks in our centers.

Our Reasoning

Backpacks can accidentally bring in items that are fine at home but unsafe in a childcare setting—such as small toys that pose choking hazards, medications, or other sensitive materials that must remain out of reach of children. Even with the best intentions, these items can easily be left inside a backpack without a teacher knowing.

Student Supplies

We understand this policy may make it a little trickier to bring in everyday essentials. To make things easy, we encourage families to prepare labeled Ziploc bags with a full change of clothes. These bags will be stored in a teacher-accessible area, not in the child's cubby. Teachers will send periodic reminders to replace changes of clothes as seasons change.

A handy reminder: If your child goes home in their spare change of clothes, please send another set to replace it as soon as possible.

Infants, Pre-K, & STP

Infants (under 1 year):
You may bring in your child's diaper bag, which will be stored in the teacher's closet. Teachers will grab it for you at pickup.

Pre-K & STP:
Each Monday, please send your child with a reusable tote bag containing their blanket and folder. The bag will remain at school through the week. On Friday, the bag and blanket will be sent home to be washed.

Elementary School-Age

We understand that school-agers need their backpacks for elementary school. For safety, your school-age child will have their backpack checked upon arrival to the center each day. Additionally, your child's teacher may require that backpacks be stored in a cubby, an out-of-reach area, and/or the hallway, depending on the layout and needs of the classroom.

No Glass Bottles Policy

At A Kid's World, your child's safety is at the heart of everything we do. Because infant care is full of movement—from tummy time on our soft mats, to teachers reaching into cubbies during diaper changes, to little hands learning to hold their own bottles—we want to make sure every baby can explore and grow in a safe environment.

We understand that some families prefer to eliminate plastic use as much as possible. For this reason, we are happy to permit stainless steel bottles as an alternative.

However, for the safety of all children in our group care setting, we do not allow glass bottles due to the following potential hazards:

Breaking or shattering – If a glass bottle is dropped on our tile or concrete floors, it can break into sharp shards, creating a serious risk of cuts for infants, teachers, and anyone else in the classroom.

Overheating in warmers – Glass bottles can overheat unevenly in bottle warmers, creating hot spots that may burn a child's mouth or throat and requiring additional time to cool down, which delays feeding for a hungry infant.

Temperature shock – Rapid temperature changes (from warmer to cool water testing) can cause glass to crack or shatter unexpectedly.

Hidden cracks – A small hairline crack may go unnoticed but can break during feeding, potentially harming a child or spilling milk into their mouth, eyes, or clothing.

Spill and cleanup risks – A broken glass bottle means evacuating the infant room for a deep clean, disrupting the entire group's routine and taking teachers away from direct child supervision.

Policy Enforcement

If you send your infant to school with a glass bottle, you will be asked to take the bottle with you and return with plastic or stainless steel bottles. Alternatively, your child may be sent home for the day to allow you the time to find non-glass bottles that will work for your baby's needs. We are happy to work with you to find safe, reusable alternatives that keep your child and our entire classroom safe.

Thank you for partnering with us to create a safe, joyful, and nurturing environment for every baby.

Thank You!

for being a part of the

A Kid's World family

Our handbook is a living document, and we may make updates to policies and procedures from time to time. Because your child's safety and well-being are our top priority, we ask that all parents and guardians stay informed of any changes.