**Kaleidoscope of Learning, LLC**

 Preschool and After School Gymnasium

Parent and Student Handbook

2021 – 2022

School Year



Preschool: 335 Byram Drive, Byram, MS 39272 Phone: (601) 502-2990

Gymnasium: 337 Byram Drive, Byram, MS 39272 Phone: (601) 502-2989

Website: [www.kaleidoscopeoflearning.com](http://www.kaleidoscopeoflearning.com) Fax: (769) 216-3436

E-mail: kaleidoscopeoflearning@comcast.net

**KALEIDOSCOPE OF LEARNING, LLC**

**WELCOMES YOU TO OUR FAMILY**

Dear Family,

 We are pleased and excited that you have chosen to entrust us with the responsibility of providing quality care for your child(ren). By adopting a system of scheduled activities, KOL’s children develop a sense of continuity and security in their environment. Daily, each age group participates in purposeful activities derived from core areas of development ranging from academic preparedness, artistic expression, faith, interpersonal relationships, strength, and coordination.

 Communication has been an integral part of our success and we value open, friendly exchange of ideas between families and staff. As you become familiar with the culture at KOL, you will find that we enjoy and anticipate working cooperatively with families.

 Because KOL is a preschool, mandated by guidelines set forth by the State of MS, we do not perform certain individual care or tailor to certain specific needs as would a day care center or private babysitter.

 KOL is inspected regularly by the office of the Mississippi State Department of Health Child Care Licensure and is fully licensed with no restrictions. KOL is also an Equal Opportunity Employer and childcare facility. However, Kaleidoscope of Learning reserves the right to terminate any enrollment if and when an event(s) occur that constitutes such actions.

 This parent/student handbook has been prepared for your information and reference. Parents must be familiar with all of the information in this handbook and sign the form in the back of the handbook as an agreement of acknowledgement and compliance.

 Again, we are excited to have your child as a part of KOL and appreciate the confidence and trust you have instilled in our caring and enriching environment to provide love and care for your child(ren).

We look forward to seeing you soon.

Sincerely,

Glen and Patrina Dace, Owners/Operators

Glen and Patrina Dace

Kaleidoscope of Learning, LLC

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ABOUT US

***Philosophy***

Kaleidoscope of Learning (KOL) appreciates the commitment it takes to raise healthy, well-adjusted families and meet demands outside the home. We are firm believers in the biblical verse: “Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

***Mission***

Our mission began in June 2003, with the vision of accommodating a growing diverse population in Byram. Our mission is to provide quality care and academic instructions in a loving, caring, and Christian environment. Kaleidoscope of Learning proudly supplements the work you do at home to cultivate Christian values and a love of learning.

***Gymnasium***

As an expansion to Kaleidoscope of Learning Preschool & Afterschool, in 2018 we built a gymnasium. The new 10,000 sq. ft. facility can accommodate 100-135, after school age and summer camp students.

***Operating Information***

Kaleidoscope of Learning Kaleidoscope of Learning

Preschool After School Gymnasium

335 Byram Drive 337 Byram Drive

Byram, MS 39272 Byram, MS 39272

Telephone: (601) 502-2990 Telephone: (601) 502-2989

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Website: [www.kaleidoscopeoflearning.com](http://www.kaleidoscopeoflearning.com)

***Company Organizational Chart***

Owner/Operator – Glen Dace

Owner/Director – Patrina Dace, CDA

Director Designee – Dannie Barnes

Director Designee – Gracie Blackmon

Director Designee – Dorothy Ross

Teachers

Caregivers

HOURS OF OPERATIONS

**The center’s time is the official time used to arrivals and pickups with no exception**s.

Services are provided Monday – Friday from 7:00 a.m. to 5:00 p.m.

Pre-school hours are 7:00 a.m. – 5:00 p.m., daily.

Summer camp and during holidays for school age children is 7:00 a.m. – 5:00 p.m.

After school hours for school age children is 3pm – 6pm, from August to May.

**All children must be dropped off by 9:00 a.m. and picked up by 5:00pm, on full time days.**

**All preschool children and summer camp students must be dropped off by 9:00 a.m., daily.**

We are consciously aware that certain circumstances including traffic that causes delays, but it is everyone’s responsibility to be proactive in having a plan in place in the event your routine is altered.

Pre-school: If your child is not picked up by traditional/nontraditional time, a minimum of $5.00 will be charged and $1.00 per minute will be charged, thereafter.

School age: If your child is not picked up, during summer camp and extended holidays, by traditional/nontraditional time, a minimum of $5.00 will be charged and $1.00 per minute will be charged, thereafter.

After school: If your child is not picked up by 6:01 p.m., a minimum of $5.00 will be charged and $1.00 per minute will be charged, thereafter.

If your child is not picked up by 6:20pm, we will attempt to contact you. If you are not available, we will refer to the list of persons you authorized for pick up. In the event we are unable to contact you and/or the authorized individuals, we are required to engage the Byram Police Department. The fee will be due at the time of pick up or the morning after, with no exceptions. The center cannot waive late fees due to the evening traffic or any other circumstances. Please be courteous and arrive on time.

HOLIDAYS

Each year, we will close on the following days in observance of the holiday. If the holiday falls on the weekend, the day before or day after will be observed. Tuition will not be prorated or reduced for these holidays. School will close at 3:00p.m., on Wednesday, November 24 and close at 12:00p.m., on Thursday, December 23 and Thursday, December 30.

Labor Day – Monday, September 6, 2021

Thanksgiving – Thursday/Friday, November 25, 2021 & November 26, 2021

Christmas – Friday/Monday, December 24, 2021 & December 27, 2021

New Year’s Day – Friday/Monday, December 31, 2021 & January 3, 2021

Dr. Martin Luther King’s Day – Monday, January 17, 2022

Good Friday – Friday, April 15, 2022

Memorial Day Week – Monday, May 30, 2022 through Friday, June 3, 2022

Independence Day – Friday, July 1, 2022 and Monday, July 4, 2022

VACATIONS

Kaleidoscope of Learning does not offer credit for any vacations; therefore, no discounts will be given for a child being absent due to vacation.

ADMISSION & ENROLLMENT

Based on the availability, our facility accepts children from six (6) weeks old to twelve (12) years old. All admission requirements and registration forms must be completed and enrollment fee(s) paid prior to your child’s first day of attendance.

Enrollment fee(s) are due, annually, in March or at the time of enrollment. Enrollment fees are non-refundable and non-transferrable. For re-registration contracts the forms will need to be updated and returned to the center with fee(s). The tuition payment options are bi-weekly or monthly. Parents **will not** be able to change the payment option during the school year (August – May), only during registration.

Pre-school Fall registration fee is $75.00 for the first child (6 weeks – 5 years old)

 $25.00 for each additional child (6 weeks – 12 years old)

After School Fall registration fee is $50.00 for the first child

 $25.00 for each additional child

Summer Camp registration fee is $50.00 per child

 $25.00 for each additional child

Our process for introducing children to our program is each child will be placed in a class based upon their age and/or maturation. Tuition will be charged according to the class the child is presently enrolled; not according to the child’s age group. Birthday cut offs per age level are as follows:

Age Classification Age Classification

Six weeks (6) – 12 months Infants Two (2) years old K2

12 months – 24 months Toddlers Three (3) years old K3

Four (4) – Five (5) years old K4

***Childcare Certificates***

Childcare Certificates are accepted. Parents are ultimately responsible for the co-payment and the difference that the certificate does not reimburse. Co-payments will be billed to your Procare account each month. Parents are responsible for payments once the child has missed five (5) days within a month. Co-Payment and difference in tuition rate are due and drafted on the 1st of each month. Parents must get approval from the director before the center can accept a childcare certificate.

***Inclusion***

KOL believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If your child(ren) has/have an identified special need(s), please disclose the necessary information on the enrollment form so we can discuss the best possible accommodations. Parents will be charged additional tuition fees.

***Non-Discrimination***

At KOL equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. At KOL we will make every reasonable accommodation as long as a safe, supportive environment can be provided.

***Family Activities***

Each family is a child’s first teacher. We value families as partners in the growth and development of children in our program, however due to COVID-19, we are cancelling and postponing some special events, the Bible Time programs and the Christmas program during the 2021 - 2022 school year.

***Confidentiality***

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory. The information in your child’s record is available for five years. All records concerning children at our program are confidential.

***Staff Qualifications***

Employees are trained in operating procedures, regulations and ABEKA curricula instructions. Majority of the staff are certified in Infant/Child CPR and First aid.  Each employee has passed a child abuse registry check and has on file a FBI fingerprint suitability letter.  Employees also are required to have a current Immunization 121 on file.

***Communication & Family Partnership***

**Daily Communication –** Procare Parent Engagement App will provide communications from the center’s staff that informs you about your child’s daily activities and experiences at the center. The reports will be provided to all parents, electronically, at the end of the day after 5:00 p.m.

**ABCmouse.com** – As a part of our ongoing efforts to provide the best possible education for students we are excited to provide your child free digital learning activities as an extension of what we are teaching in the classrooms each day.

We are providing this wonderful complement to our curriculum through our partnership with ABCmouse.com. We encourage you and your child to explore ABCmouse.com and use it daily. To activate your online account, you must receive the password from our center. K2 students - 12 years old.

**Bulletin Boards -** Located throughout the center, bulletin boards provide center news, upcoming events, holiday closing dates, announcements, etc.

**Newsletters/Calendars -** Monthly calendar provide center news, events, announcements, etc. The calendar will be sent home, monthly and accessible on the Procare Parent Engagement App.

**Email -** We strongly encourage you to provide an email address that you use regularly so that we may send you announcements, weekly memos, calendars and general updates. Email is one of the best ways to communicate with us.

**Parent Resource Library -** Our parenting resource materials are available to families for check out and are required to be returned within two weeks. The books, videos and CDs provide a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development. Please see the director for details.

**Family Visits -** Family participation is encouraged, however, due to Covid-19 we are limiting classroom visits, volunteer or any direct contact with parents, as much as possible. Signing in is required for the safety and protection of our children. Each visitor must sign-in while on the premises and sign-out upon leaving.

**Due to Covid-19 we are limiting direct contact with parents as much as possible.**

**Conferences/Progress Reports -** Family and teacher conferences occur three times a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development.

You may request additional conferences regarding your child’s progress at any scheduled time. We encourage you to communicate any concerns. However, due to COVID-19 guidelines we will conference via Zoom, if needed.

It is of great importance that you and your child’s teacher conference during progress report time. Observations will be made in the fall, mid-year, and the spring. The center will inform you of the dates and times. If you need to schedule a conference with your child’s teacher, please notify the director to schedule the appointment.

***Open Door Policy***

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be locked from 9:00 a.m. to 3:00 p.m., daily. Our staff is devoted to caring for the children and they will do their best to respond electronically via Procare Parent Engagement App.

Family communication is encouraged; however, due to Covid-19 we are limiting any direct contact with parents, as much as possible.

***Publicity***

Unless the family indicates that they do not want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA AND LEARNING

***Learning Environment***

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Our program is designed to enhance children’s development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

***Devotion***

Each school day begins with scripture, song, and prayer. Christian values are expressed in our classrooms every day and during assemblies. KOL will respect the religious beliefs of each individual, however, the center encourages opportunities to acknowledge Jesus Christ.

***ABEKA Curricula***

As part of the curriculum we gather information about each child’s developmental abilities and evaluate progress. Kaleidoscope of Learning uses the following ABEKA Curricula:

**Two (2) year olds - Language Arts**: Recognition of alphabet, colors and shapes

**Three (3) year olds - Language Arts**: Recognition of name, sound, and picture for short vowels and consonants

**Four (4) year olds - Language Arts**: Recognition of name, sound, and picture for long and short vowels and consonants. Sounding of blends and one-and two-vowel words

**Two (2) year olds - Numbers**: Simple Counting/Number Concepts 1-10

**Three (3) year olds - Numbers**: Simple Counting/Number Concepts 1-30

**Four (4) year olds - Numbers**: Number Recognition, Counting and Concepts 1-100

**Two (2), three (3), & Four (4) year olds – Bible** - Memory Verses and Songs

For information about your child’s day, please see copies of daily classroom schedules posted outside each classroom.

***Progress Reports***

Report cards will be issued to K4 students during the months of October, January and April.

***Outings and Field Trips***

* Field trips will not be scheduled for the Pre-schoolers during the 2021 - 2022 school year.
* School Aged and After School children will be scheduled in advance and parents will be notified.

Weather permitting; outdoor play will be a part of the daily activity.  When inclement weather occurs, the children will have ample activities indoors, in the new gymnasium.

The center will sponsor supervised field trips on a month to month basis.  Field trips are educational opportunities for all children. In an event a child cannot participate, parents may decide to keep the child at home.  Permission forms must be signed by the child’s parent/guardian and returned to the center, prior to each trip.

Children are expected to wear a KOL T-shirt, blue jeans, tennis shoes or sneakers.  Sandals and flip flops are not appropriate for walking and might make it difficult for your child during a field trip.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

***Transition***

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

***Transition from Home to Center***

Prior to your child’s first day, you will have an opportunity to talk to the director and communicate any anticipated concerns. At this time please share the best communication methods that the center may use to reach you. Tours are available after hours (5:00 p.m.).

***Transition between Learning Programs***

Children are transitioned to the next program based on age, developmental readiness, and space availability. As children transition to the next class, we realize that this can often be a difficult period for families as everyone adjusts to new routines and new teachers. We make a great effort to make transitions special and as smooth as possible for children and families.

***Transition to Elementary School***

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child’s education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

***Transition for After School Care***

Children who are of school age may continue with after school care at our center. The center will provide staff to ensure that your child(ren) arrives at the center in a timely manner. Once at the center the children are provided a snack, complete their homework, and participate in indoor/outdoor activities/play.

***Transition to Summer Camp/After School for K5 Students***

Students that have turned five (5) years old, but have not attended kindergarten will remain in our Preschool K4 class until they transition during the last week in July. Tuition will remain the same until they enter the After School Program.

***Television Time***

Our normal daily routine include television viewing, including videos tapes and or electronic media, or other digital media, for children age two and older, is limited to one hour per day. Viewing times are a part of planned activities posted outside the classroom.

Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

***Electronic Media***

Electronic Media are limited to 1 hour per, day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content. School age children may bring cell phones and electronic devices to Summer Camp, but only be allowed to use their devices during designated times. Students will not be allowed to share devices and must be responsible for the care and handling of their devices.

***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

***Rest Time***

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than five (5) years of age participate in a quiet rest time. Children are not required to sleep but to rest quietly on their cot.

School age children, although, not required to sleep, shall be provided an opportunity for a regular rest period. Cots and mats are not provided.

**Except in an emergency, parents will not be allowed to pick-up or drop-off during naptime unless approved by the center’s Director. If so, please notify the center in advance.**

***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Although, toilet training starts at home before it can be effective at school, research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready.

Parents will be required to sign a “Potty Training” form at the time of registration. Teachers of two (2) year olds will communicate with parents when a child should begin wearing training pants or underwear to school. In addition, please dress the child(ren) in easy to remove clothing in order to accommodate sudden urgencies. **No jumpers or overalls** to be worn during the training period. Communication between parents and the daycare provider is imperative for a successful transition from diapers to the toilet.

We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns. **Consequently, we will not re-potty train students**, because the toilet learning program here and at home, should result in a 100% successful transition.

GUIDANCE

***General Procedure***

Kaleidoscope of Learning is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

***Challenging Behavior***

Children are guided to treat each other and adults with self-control and kindness.

Each student at KOL has a right to:

* Learn in a safe and friendly place
* Be treated with respect
* Receive the help and support of caring adults

Discipline will be handled in the most positive manner possible for each child as

* Each child will understand the rules of the center
* The center will assist the child in learning the rules of his/her room
* The center will encourage the child with praise for proper behavior in an attempt to eliminate inappropriate behavior
* Inappropriate behavior includes, but is not limited to: kicking, spitting, disrespecting the property of others, temper tantrum, cursing, pushing, unacceptable language, name calling, not following classroom and playground rules, hair pulling, shoving, and hitting teachers and students.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

***Punishment and Physical Restraint***

At KOL punishment and physical restraint are not allowed as a form of discipline. Children shall not be physically restrained except as necessary to ensure a child’s safety or that of others as we may restrain a child by gently holding him/her only for as long as is necessary for control of the situation.

The following behaviors are prohibited by any (caregivers, parents, or child) in all childcare settings:

**Types of Behaviors/Discipline NOT allowed**

Yelling; Beating; Biting; Pinching; Spanking; Slapping; Hitting-with hand, a pointer, or other objects; Pulling or jerking; Name calling; Abusive or profane language; Isolation out of view of caregiver; Inappropriate use of time out; Any form of public or private humiliation, including

threats of physical punishment; Withdrawal, or the treat of withdrawal, of rest or bathroom opportunities; Any unacceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration; Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of a caregiver) corrupting a child, and telling parents to punish child at home for misbehavior at the center.

***Notification of Behavioral Issues to Families***

If a child’s behavior/circumstance is of concern, communication will begin with the parents/guardians as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program.

If persistent inappropriate behavior continues to cause disturbance, the parent will be given a referral for the child’s behavior be evaluated. On rare occasions, a child’s behavior may warrant the need to terminate the child care services. Examples of such instances include:

* A child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
* Undue burden on our resources and finances for the child’s accommodations for success and participation.

TUITION AND FEES

***Tuition***

Tuition is payable bi-weekly or monthly; whether absent or present. Payments can be made by ACH bank draft. Parents are encouraged to go to [www.myprocare.com](http://www.myprocare.com) set up online portal to access account information and update. **For drafted payments, the same late fee applies.**

**No cash, checks, money orders or over the phone payments accepted.** In times of an extreme emergency, a $5.00 handling fee will be charged for processing cash, checks or money orders. No exceptions. In addition, no payments are accepted during the morning drop off hours.

Traditional Care rates:

Classification Group Bi-weekly Monthly

**Infants (6 weeks – 12 months) $260.00 $520.00**

**Toddlers (12 months – 24 months) $260.00 $520.00**

**Two Years Old (12 months – 24 months) $260.00 $520.00**

**Three Years Old $250.00 $500.00**

**Four Years Old $250.00 $500.00**

**Special Needs $280.00 $560.00**

Classification Group Bi-weekly Monthly

**After School $130.00 $260.00**

**Summer Camp $220.00 $440.00**

**Special Needs $280.00 $560.00**

**Non-Traditional Care: At a rate of $560.00 per month.**

***Bi-weekly****:* Tuition is due every two weeks on Monday.

**The center will bill on Fridays for bi-weekly tuitions.**

***Monthly****:* Tuition is due by the 1st of each month.

**The center will bill for monthly tuitions on the last business day of the month.**

***Tuition Discounts***

No discounts are available.

***After School Fees***

Registration fee is $50.00 for the fall. After school pick up is available at the local schools in Byram. Children attending after school will be assessed part-time tuition. When local schools are closed, parents will be charged an additional fee for all day childcare services.

Monthly tuition will reflect the number of weeks and days in the month when credits are given for the week of Thanksgiving, Christmas and Spring Break. A two weeks’ notice is required for withdrawal. No credits will be given for COVID-19 quarantine.

***Drop-In Fees - During the School Year***

Drop-Ins are only accepted if there’s an availability of space and staff. Payment is due at the time of service. The rate for drop-in service during the school year is as follows:

Three (3) years old and four (4) years old $30.00 per day

Five (5) years old to 12 years old $25.00 per day

(*5 year olds must have completed K5*)

***Drop-In Fees - Summer Camp***

The drop-in summer camp will begin each year the first week in June. The rate is as follows:

Three (3) years old and four (4) years old $30.00 per day

Five (5) years old to 12 years old $25.00 per day

(5 year olds must have completed K5)

Method of payment must be agreed upon at the end of the preschool year or the beginning of summer camp. Parents of the full time K3, K4 and school aged children will be required to attend camp in June and July. Any parents breaking enrollment contracts will be charged.

***Graduation Fee***

Graduation Fee for individual graduation package, which includes cap and gown, diploma, class ring is $40.00 – due by January 31st.

***Cot Rental Fee***

There is a $10.00 charge for cot fee rental per year. The cots are for the one (1) year old to four (4) year old children. The fee is due at the time of registration or in May of each year.

***KOL T-Shirts***

The t-shirts are designed specifically to show a sense of unity. The t-shirts must be worn with jeans (blue only) or kakis, every Friday and as a safety precaution when going on field trips. Short sleeve T-shirts are available at the front desk for $12.00. Long sleeve t-shirts will be pre-ordered in September.

***Uniforms***

Uniforms are to be worn every day. Uniforms can be purchased from the school or from the website frenchtoast.com . Parents will need to put an extra uniform and underwear in the child’s bookbag daily. Please label uniform. Bible Time Chapel will be held every Monday.

Link to frenchtoast.com:

https://www.frenchtoast.com/schoolbox/schools/kaleidoscope-of-learning-QS61AOY

**Uniform dress attire to be worn on Mondays.**

* Girl: Plaid Jumper, White Peter Pan blouse, Tie, and Black shoes.
* Boys: White Oxford shirt, Long Khakis pants, Tie, and Black shoes.

**Uniform dress attire to be worn on Tuesday-Thursday. (One (1) monogrammed KOL shirt is required)**

* Girl: Polo shirts (Gold/Royal), any Khaki bottoms (shorts, skirts, pants), and any shoes.
* Boys: Polo shirts (Gold/Royal), any Khaki bottoms (shorts or pants), and any shoes.

**Uniform dress attire to be worn on Friday.**

* Girl: KOL T-shirts, Blue jean (shorts or pants) or Khakis (shorts or pants), and any shoes.
* Boys: KOL T-shirts, Blue jean (shorts or pants) or Khakis (shorts or pants), and any shoes.

***Curricula Fees***

Curriculum fees for one, two, three and four year olds are due annually in May or during the time of enrollment.

The fees are as follows:

One (1) year old - $20.00

Two (2) years old - $60.00

Three (3) years old - $80.00

Three (4) years old - $90.00

***Extra-Curricular Activity Fees***

*At this time, the extra-curricular may or may not be offered.*

**Basketball** – Basketball fundamentals will be offered September through December, once a week, while practicing still social distancing.

* Lessons include: conditioning, ball handling, passing, dribbling and drills for 3 & 4 year olds
* Classes meet three times a month for 30 minutes
* The registration fee is $25.00
* The monthly fundamentals fee is $30.00 per month or a one-time fee of $100.00.
* Parents are responsible for purchasing the uniform for basketball
* We will be practicing social distancing and students are asked to wear a mask.

**Cheerleading** – Lessons will include basic cheers, chats and dance for 3 & 4 year olds and will be offered September through December, while still practicing social distancing.

* Classes meet once a week for 30 minutes
* Registration fee is $25.00
* The monthly fundamental fee is $30.00 per month or a one-time fee of $100.00
* Uniform fees are not included and must be purchased by the parents
* We will be practicing social distancing and students are asked to wear a mask.

**Piano Lessons** – Piano lessons offered by Miss Gracie Blackmon, while still practicing social distancing.

* Lessons are offered once a week for 30 minutes for 5 – 12 year olds, School Age, only
* Registration fee is $25.00 and the monthly fee is $30.00
* Piano be offered September through May

A two weeks’ notice is required before withdrawing a child from any extra-curricular activity. All extra-curricular activities are held at the center during center hours.

**Fundraising** – All parents **must** participate in our annual fundraiser, which starts, this year, in July. Parents will be selling World’s Finest Chocolate covered almonds or candy bars. All parents are required to sell one (1) case of candy.

This fundraiser allows the school to purchase supplies, learning materials and additional items that might be needed for the center and gym. For your convenience, if you rather opt out of the hands-on participation, you may write a check for the amount of $60.00, which is the amount of profit each student is asked to sell. All children at KOL benefit from the fundraiser.

***Payment***

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, quarantines, or other situations beyond our control. If the center is required to close without notice, parents are required to pay for the next two weeks to secure their child’s/children’s spot.

***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact. Please review the late payment notices as outlined in designated sections of this handbook. If payment is not paid in a sufficient amount of time we may attempt to recover payment in small claims court and/or your account may be sent to a third party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

***Late Pick-up Fees***

We are consciously aware that certain circumstances, including traffic, causes delays, but it is everyone’s responsibility to be proactive in having a plan in place in the event their routine is altered.

If your Preschool Child/Summer Camp Child is not picked up by traditional/nontraditional time selected, a minimum of $5.00 will be charged and $1.00 per minute will be charged, thereafter. If your After School child is not picked up by 6:01 p.m., a minimum of $5.00 will be charged and $1.00 per minute will be charged, thereafter. The fee will be due upon arrival or the morning after, with no exceptions. The center cannot waive late fees due to the evening traffic issues or any other circumstances. Please be courteous and arrive on time. No Grace periods.

***Rejected Transaction Charges***

All rejected transaction NSF (*Non-Sufficient Funds*) bank drafts will be charged a fee of $33.50. No cash, checks or money orders please! Debit card will be the required method of payment on all future payments after a bank draft has been rejected.

***Credits & No Credits***

Account fee adjustments cannot be refunded in the form of cash. A credit must be used at the school and applied to any future charges.

*Vacation* – No Credit - Kaleidoscope of Learning does not offer credit for any vacations, therefore, no discounts will be given for a child being absent due to vacation.

*Withdrawal* – No Credit - All withdrawals from the center must be handled through the director’s office. Two weeks’ notice is required prior to the withdrawal of your child(ren). If a notice is not given, you will be required to pay for the next two weeks. In cases of nonpayment, legal actions will be taken, and parents will pay all legal fees incurred.

*After School -* Credit – During the week of Thanksgiving, Christmas, and the week of Spring Break credit will be applied according to the number of weeks and days in the month.

*Sick Leave - Credit -* If a student is not able to attend school for a full week (Monday – Friday) due to illness, full tuition will be accessed for that week. Upon returning to school, a physician’s excuse must be submitted.

If a student is hospitalized for a full week due to an illness***, a full week’s tuition*** credit will be accessed for that week. The excuse must reflect the days in the hospital and the days at home if patient continued to be under a physician’s care. For extensive hospital stay ***a maximum of two weeks’ tuition*** credit per month will be accessed. No credit will be given during major holidays.

ATTENDANCE AND WITHDRAWAL

***Attendance***

In order to maintain our daily routines and schedules, preschoolers **must** be dropped by **8:45 a.m. in order to transition into** the classrooms. The doors will be locked at 9**:00a.m.**

* In the event your **preschool child** is going to be absent**,** please call us **before 9:00 a.m**., at (601) 502-2990.
* In the event your **school age summer camp** child is going to be absent**,** please call us **before 9:00 a.m**., at (601) 502-2989.
* In the event your **school age child** will not be attending the after school care, please call us **before noon** at (601) 502-2989 or (601) 502-2990.
* In the event your child has an early morning doctor’s appointment, please bring a doctor’s excuse. Also, the doors will be, promptly, locked at **9:00 a.m., daily**.

**If your child will not be attending for whatever reason, you are still required to pay.**

**If parents, continuously, fail to comply with the 9:00 a.m. drop-off rule, they will be asked to withdraw their child(ren) from the center.**

***Withdrawal***

A written notice, two (2) weeks in advance, is required by the center when a child is being withdrawn. All withdrawals from the center must be handled through the director’s office. If a notice is not given, you will be required to pay for the next two weeks. Failure to notify and/or pay, will result in legal actions being taken, and parents will pay all legal fees incurred.

***Transfer of Records***

Whether transitioning to the next program setting or to a new classroom, your child’s records will be transferred, internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

***Closing Due to Inclement Weather or other Conditions***

Should severe weather or other conditions prevent us from opening on time or at all, notification to the families will be announced on television Channel 16 WAPT, by the Procare Parent Engagement App., text message, e-mail or phone. In the event it becomes necessary to close early, we will contact you and/or your emergency contacts. In most cases, the center will be in conjunction with the Hinds County School District’s severe weather school closure policy.

Such delays/closures will not be reasons for tuition reimbursement or credit. Your child’s early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

***General Procedures***

Upon arrival and at departure, parents must enter through the first entrance (nearest Terry Road) then, exit through the second entrance. Proceed to the entrance doors underneath the covered driveway. It is mandatory that the child/children exit the vehicle from the passenger side.

* **Students K2 and older must wear a clean mask, daily and will not be able to enter the center without one. Please wash and change cloth mask, daily.**
* **Please ensure that your goodbyes are said prior to entering the drop-off line.**
* **Once the vehicle stops in the drop-off line, parents are responsible for unbuckling the seat belt or car seat.**
* **Make sure that all children (Preschool and Afterschool) exit the vehicle from the passenger side (Mandatory).**
* **Never allow a child to exit on the driver side of the car.**
* **For safety reasons, parents must monitor their child(ren) at all times, including holding their hand(s).**
* **Prior to drop-off, infants must be fed and their diapers changed.**
* **Preschool parents: Please DO NOT PARK under the covered roof or in the driveway in the mornings or evenings, unless instructed by director/operator.**
* **After school: Parents may park under the covered roof of the driveway in the mornings and evenings for quick drop-offs and pickups. No blocking the driveway during this time. All other business, the parent must park and walk to the door.**
* **No parents are allowed in the center or gym.**
* **Please allow enough time for drop off in the morning and pick up in the evening.**

Our center’s driveway is **designed** to provide convenient drop-off services to our parents; therefore, **the driveway must be clear, at all times**.

1. Car drop-off is **designed** in order to provide front door drop-off service for parents of children ages 3-4 year old during the hours of 7:00 a.m. - 8:00 a.m. Parents will be able to sign your child or children in without you leaving your vehicle. **Parents are to remain in the vehicle during morning drop off. Parents, please say your goodbyes, put mask on child(ren), unbuckle seat belt or car seat, and give the child their book bag. Parents must wait, patiently, for the staff to visually screen each child and take their temperature.**
2. If necessary, parents may still park and walk their child/children to the door, between 7:00 a.m. – 9:00 a.m. Staff will be available at the door to receive children ages infant - 4 years old. Children arriving after 8:00 a.m. will be received in the door by staff and assisted to the classroom.
3. Parents of infant and 2 years old students must park to bring their child/children to the door. However, on rainy days, parents may park in the left hand lane under the covered driveway.
4. On rainy days, please wait patiently under the covered driveway while a staff member brings your child/children to the door.
5. Gymnasium: Parents are to enter the parking lot through the entrance across from the Reserve Apartments and exit through the second entrance. Teachers will be able to sign your child or children in without you leaving their vehicle. Parents are to remain in the vehicle during morning drop off. Parents, please say your goodbyes, put mask on child(ren), unbuckle car seat or seat belt, and give the child their book bag. Make sure that all children (Afterschool) exit the vehicle from the passenger side (Mandatory). Parents must wait, patiently, for the staff to visually screen each child and take their temperature.

Students can be picked up as early as 2:00 p.m., daily and parents are encouraged to coordinate or arrange for family member(s) to pick up students as early as possible.

CELL PHONE USAGE AND APPEARANCE (*During arrival and departure*)

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, **we ask that you NOT use your cell phone at any time while at the center. In addition, please do not allow the student to enter the center, on the cell phone or electronic devices.**

In addition, please be mindful of your appearance in the presence of the children and staff.

* No cell phone usage
* No saggy pants in which your underwear is revealed
* No skin tight fitting tights, leggings, pants or short shorts
* No pajama pants and house slippers
* No loud music from your vehicle as you approach the campuses
* No littering

AUTHORIZED & UNAUTHORIZED PICK-UP

Parents should call the center in advance if someone other than persons listed will be picking up their child/children. Only authorized persons may pick up a child. Be prepared to show I.D. No exceptions. In addition, the authorized person needs to know the drop off and pick up rules.

RESTRICTIONS ON CHILD PICK-UP

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file, in our office, a certified copy of the Court Order or Final Judgment. At the same time, the Authorized Pick-Up section of the student’s application must be updated by the legal guardian. The update can be done as often as needed by the child’s legal guardian.

We will refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs and/or alcohol, or is physically and/or emotionally impaired in any way that may endanger the child.

To protect your child, we may request that another adult listed as an authorized contact person to pick-up the child(ren) or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

***What to Bring***

All articles sent to the center must be labeled to prevent items from becoming misplaced or lost. This is mandatory. The center will not be responsible for items that are not labeled.

The center will not be responsible for money, electronics and toys that children may bring without parents’ permission. It is the responsibility of the parents to ensure this doesn’t occur.

* **Infants**: Enough bottles for a day’s use, diapers, wipes, and at least two (2) changes of clothes each day. **Formula must be brought to the premises in prepared bottles. No glass bottles. Bottles and caps must be labeled.**
* **Toddlers**: Clean, no spill, sippy cup for a day’s use, diapers, wipes, and at least two (2) changes of clothes each day. **Velcro pull-ups, only for K2 students, only).**
* **No Jumpers, no overalls and no snap clothing.**
* **Older Toddlers**: At least two (2) changes of clothes or more each day if going through the toilet training program. A mask is required. **No Jumpers, no overalls and no snap clothing.**
* **Preschoolers: A**t least one (1) change of clothes each day and required to bring your book bags, daily**.** A mask is required**.**
* **After School Care Children:** Supplies for homework and appropriate play clothes. A mask is required.
* **Car seats: Because of limited space, cannot be left on a daily basis**

***Supplies***

Parents are responsible for purchasing school supplies. Supply lists are available at the front desk. Please label all supplies.

***Lost & Found***

Please note that we are not responsible for lost personal property. However, the center will keep items in a lost and found box at the Preschool and Gym.

NUTRITION

***General Information***

* Caregivers who are trained in first-aid for choking are on hand at all meals times.
* Upon entering and exiting the building, children **are not allowed to have food in their hands or mouth** that is not provided by our facility. Any exceptions must be approved by a school administrator.
* Parents are requested yearly in July or at registration to complete a CACFP Lunch form. Each family is required to complete and return a form.

***Foods Brought from Home***

To remain in compliance with the state requirements for food service, please do not allow your child(ren) to bring food from home into the center.

***Food Prepared for or at the Center***

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program and the state requirements for food service. All menus will be posted, weekly.

***Meal Times***

Breakfast is served: 7:45 a.m. - 8:30 a.m.

Lunch is served: 10:45 a.m. - 12:00 p.m.

Snacks are served: 2:30 p.m. - 3:00 p.m.

Snacks are served: 3:15 p.m. - 4:15 p.m. (After schoolers)

***Breakfast***

Each day, breakfast begins at 7:45 a.m. and is over at 8:30 a.m. If your child(ren) is/are not present by the specified time, we will assume they have already been fed.

All children eating breakfast must be at school by 8:25 a.m.

Infants (11 months old) that are feed out of the cafeteria must be present by 8:30 a.m.

***Infant Feedings***

Infant feedings follow these procedures:

* **Infants must be fed, and diaper changed prior to drop-off.**
* Formula brought from home must be labeled with the child’s name on the bottle and cap.
* Infant bottles should be plastic and capped **(No glass bottles)**
* All baby foods should be unopened and **no glass jar foods**.
* No cereal allowed in infant’s bottles.
* Infants will need their own utensils and dish as well as formula brought to the center (portioned per serving and premixed) in a ready-to-feed container
* Bottle-fed infants are fed while being held or sitting up
* Infants are fed “on demand” to the extent possible. At least every four (4) hours and usually, no more than hourly.
* Breastfeeding is supported by providing a comfortable and private environment in which nursing mothers can express milk and/or feed infants of any age. Also, proper access to refrigeration and storage will be provided.
* Expressed breast milk may be brought from home, yet, kept cold during transit.
* Fresh breast milk must be used within 48 hours.
* Previously frozen, thawed, breast milk must be used within 24 hours.
* Bottled breast milk must be clearly labeled with the child’s name and the date the milk was expressed.
* Solid foods will only be introduced to infants at the age of 11 months; after a consultation with the child’s family.

***Toddler Feedings***

Children are **encouraged** to self-feed to the extent that they have the skills. Children are **encouraged**, but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than four (4) years of age are not permitted.

NAPS

Naps will be encouraged daily for all preschoolers. Some children need more rest time than others. Parents will need to send two towels (labeled) on Mondays and pick them up on Fridays to be carried home and cleaned for the upcoming week. This is mandatory. Mats or cots will be provided for one (1) year olds to four (4) year olds.

**Except in an emergency, parents will not be allowed to pick-up or drop-off during naptime unless approved by the center’s Director. If so, please notify the center in advance.**

HEALTH

For the health and safety of your child and all the children in our daycare, please do not bring your child to daycare sick. Each child’s temperature will be taken, daily.

Children with a communicable disease must be attended to and diagnosed by a physician and upon returning to the center, you will need to bring an excuse stating that his/her condition is no longer contagious.

If a child becomes ill during daycare hours a parent/guardian will be contacted to pick-up their child. Parents need to pick-up their child within 30-minutes of being notified.

***Insurance***

Liability insurance is provided; however, parents are responsible for accidental and medical insurance. Parents are responsible for any and all cost when a child is involved in an accident and requires medical attention.

***Immunization***

Immunizations are required according to the current schedule recommended by the U. S. Public Health Services and the American Academy of Pediatrics. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

Unimmunized children are excluded during outbreaks or vaccine preventable illness as directed by the state’s health department. Each child must have a Certificate of Immunization Compliance (Form 121) before enrollment. All immunization policies of the Mississippi Department of Health are strictly enforced.

***Coronavirus******(COVID-19)***

This Coronavirus (COVID-19) pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. Changes in Procedures and Practices has been developed to support the health and safety of your child(ren), your families and our staff and to do all we can to remain open for families.

The changes are meant to ward off Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC. For more information, please refer to the KOL’s COVID-19 Policies and Procedures.

***Social Distancing***

Social Distancing will consist of keeping a space of arm’s length between persons. When dropping off and picking up the students we ask that you adhere to the CDC social distancing recommendations and stay 3-6 feet apart from all Kaleidoscope of Learning staff members and other parents/guardians. If there is a conversation needed between persons, a mask must be worn if 3-6 feet distancing cannot be adhered to.

***Illness***

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. If the child exhibit symptoms of illness or has a fever above 99.5 degrees, the child will be denied care and escorted back to the parent’s vehicle and the refusal will be reported on the roster and screening form. The center has the right to refuse a child who appears ill.

In the event that a child becomes ill or show signs of illness during attendance, the parent will be called and asked to pick-up your child, immediately. The staff will isolate the child from all activities until you arrive.

Listed below are illnesses and treatment durations, but this is not an all-inclusive list.

* Coronavirus (COVID-19), 10-14 days quarantine
* Illness that prevents your child from participating in activities
* Illness that results in greater need for care than we can provide
* Fever (above 99.5°F using an infrared therometer)
* Flu, until 4 to 5 days after treatment
* Diarrhea
* Vomiting
* Mouth sores
* Cough with fever
* RSV
* Hand, Foot and Mouth Disease
* Rash with fever, unless a physician has determined it is not a communicable disease
* Ear discharge, especially, if brown in color
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
* Impetigo, until 24 hours after treatment
* Strep throat, until 24 hours after treatment
* Head lice, until treatment and all nits are removed
* Scabies, until 24 hours after treatment
* Chickenpox, Measles and Mumps, until all lesions have dried, crusted and no fever
* Pertussis (Whooping Cough), until 5 days of antibiotics
* Hepatitis A virus, until one week after immune globulin has been administered

Children who have been ill may return when:

* They are free of fever, vomiting or diarrhea for 24 hours
* They have been treated with an antibiotic
* They are able to participate comfortably in all usual activities
* They are free of open, oozing skin conditions and drooling (not related to teething) unless:
	+ The child’s physician signs a note stating that the child’s condition is not contagious, and/or the involved areas can be covered by a bandage without seepage or drainage through the bandage.
* If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

Students are asked not to return until symptoms have been resolved without medication. The child will not be allowed to return to the center if the child exhibits any of the symptoms with or without a doctor’s excuse.

All Preschool classes are kept separated, as much as possible. If a child or staff member tests positive for COVID-19, the entire class will quarantine 10-14 days.

* After school and School age students will have to quarantine 1-14 days if a student tests positive for COVID-19.
* We expect our families and staff to do the same and avoid exposure to the COVID-19 virus to the greatest extent possible. Please be mindful of how your actions can affect the health of all within our facility and community.

 ***Allergy Prevention***

Families are expected to notify us regarding children’s food and environmental allergies. Families of children with diagnosed allergies are required to provide us a doctor’s statementdetailing the child’s symptoms, reactions, treatments and care. A list of the children’s allergies will be posted in the classrooms and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

***Food Allergies***

If your child has a food allergy, please note it on the application and complete a medical statement provided by the Office of Child Nutrition.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician on the section of the medical statement.

***Pre-existing Medical Conditions and Current Injuries***

**All pre-existing medical conditions must be brought to the center’s attention, prior to enrollment.**

**All current injuries must be brought to the center’s Director’s attention, upon arrival to the center.**

***Medications***

The center **will not** administer or disperse any type of medicine to the children. However, Epi Pens will be administered in case of an emergency of an allergic reaction. **An Epi Pen Authorization Form must be signed and on file before being administered.** If your child(ren) is prescribed an Epi Pen, the pen must be brought to the school, daily; in their book bag.

***Topical Ointments*** (e.g., diaper cream)

Parents/guardian must sign a permission form, specifying frequency and dosage before ointment creams can be administered.

***Communicable Diseases***

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. The center will not be responsible for illnesses contracted at the center. Included among the reportable illnesses are the following:

Coronavirus (Covid-19) Scabies

Bacterial Meningitis Botulism

Chicken Pox Diphtheria

Heamophilus Influenza (invasive) Measles and Mumps (including suspect)

H1N1 Virus Rabies (human only)

Meningococcal Infection (invasive) Poliomyelitis (including suspect)

Tetanus (including suspect) Any cluster/outbreak of illness

Rubella Congenital and Non-congenital (including suspect)

SAFETY

***Injuries and First Aid***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. All minor injuries will be treated at the center. An incident form will be completed and sent home.

In case of a serious accident or sudden illness requiring medical attention, the following procedure will be followed:

1. A phone call to 911
2. Staff will administer CPR or First Aid
3. Parents will be notified, immediately
4. Parent, provider, or ambulance takes the child to the doctor or hospital

***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

* All drawstrings from children’s clothes should be removed as a precaution.
* Jumpers or overalls are not allowed for preschoolers as a precaution.
* Flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

The center recommends shoes that tie or buckle (no slip on, flip flops or flip flops with straps).

***Personal Hygiene***

Daily, students must come to school clean and well groomed. Hair worn short or long must be well groomed and maintained. No torn or extremely worn clothing allowed.

***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 37°F degrees. On those days, the gym will be available.

***Biting***

Biting is a normal stage of development that is common among infants and toddlers and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the bitter’s family. We will work together with the families of each to keep them informed and to develop strategies for change.

***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior from parents or students. If this occurs, we reserve the right to ask you to control your or your child’s behavior or your services will be terminated.

***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore, the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. Smoking or the use of tobacco in any form is prohibited within the physical confined or campus of the child care facility.

***Prohibited Substances***

The use of alcohol, illegal use of prescription drugs, or use of illegal drugs is prohibited within the physical confined or campus of the child care facility. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises, immediately.

***Dangerous Weapons***

There shall be no firearms or other dangerous weapons allowed on the campus of the child care facility. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parents/guardians with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule.

We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation.

It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child’s needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

***Visitors***

All visitors, including parents, must contact the director prior to entering the building. The general public shall not have access to the center. The center shall have limited access into and out of the building. The entrance and exit doors shall be locked and monitored throughout the day. **If allowed inside, all visitors must wear a mask** and sign the logbook noting: date, name, time, and reason for visit. Each visitor’s temperature will be taken.

***Safety/Cross Walk Policy***

To avoid accidents and injuries, parents must make a conscious effort to keep their children safe as they enter and leave the center. Daily, parents are responsible for holding their child/children hand to and from the center and to practice social distancing.

Do not speed in the parking lot and always drive with caution.

***Transportation***

Kaleidoscope is responsible for the safety of transporting the children to and from planned school trips, schools, etc. The drivers are licensed and the vehicles have current safety inspection, registration, and are adequately insured.

Children will board and unboard the vehicle at the front entrance of the building. Children less than four (4) years old will travel in child restraints or a car safety seat unless transported on a school bus.

***Care of the Building***

Students are encouraged by staff to use wastebaskets and cans for the disposal of waste materials and refraining from getting pencil marks and fingerprints on the walls. Defacing or damaging property, which is malicious or intentional nature, will result in both appropriate disciplinary action and the replacement of such property by the parents or legal guardians.

***Security System***

The purpose of our intercom system, magnetic locking front doors, and security cameras is for the safety and protection of our children and staff. The system is not intended to be a distraction tool or an incrementing tool. The center will review video only if child abuse or neglect is suspected by the investigating authorities. Parents are not allowed to view the video due to child privacy laws.

EMERGENCIES

***Lost or Missing Child***

In the unlikely event that a child becomes lost or missing, the facility has seven (7) minutes to find the child before authorities and the family are contacted and the facility is placed on lock down.

***Fire Safety***

Our center is fully equipped with the current safety products. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

***Emergency Evacuation***

In case of an emergency, the center will notify the parents/guardians via the telephone, e-mail, text and/or, media, if available. A notice will be posted at the center with all the necessary information about the alternate site(s). Staff shall remain with children until authorized parent(s) or guardian(s) have come to pick children up from the relocation site. Relocation pick-up areas are as listed.

**Little Blessings From Heaven 3275 Davis Road**

**(601) 373-1400 Terry, MS 3917**

**Vowell’s Marketplace parking lot 5777 Terry Road**

**(601) 373-9875 Byram, MS 39272**

CENTER POLICIES

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request made to the center’s Director.

***Change of Address and Telephone Number(s)***

Please report any changes to your address and/or telephone number(s) to the center, immediately. We must be able to contact parents at all times during the day while your child is in our care. It is mandatory that parents answer their cell phone when the center calls. Also, the parent’s/guardian’s work number(s) must be listed in the child’s file. **This is mandatory.** Cell phone numbers should be updated, immediately. Parents can update their contact information, on the Procare Parent Engagement App.

***State Regulatory Agency***

The Mississippi State Department of Health is the regulator agent for licensing. Rules and Regulations are set forth by the State and are available. Each parent will be given a Mississippi State Department of Health Child Care Regulations Summary at the time of registration.

Parent/Student 2021-2022 Handbook

Acknowledgement

PARENT’S COPY – TO REMAIN IN THE HANDBOOK

Please sign this acknowledgement and retain in the handbook as your copy. Also, return it to the center prior to enrollment to obtain the appropriate staff member’s validating signature.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

To ensure that policies are enforced in a fair and consistent manner; Kaleidoscope of Learning asks that each family reads the Parent/Student Handbook. In any school it is necessary that rules and policies be established for the well-being of the child(ren) and school. However, it puts management and teachers in an awkward position when the center must constantly remind or enforce policies. Please partner with the KOL staff and teachers to ensure that we all have a successful year.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Kaleidoscope of Learning, LLC Parent/Student Handbook**, and I have reviewed the handbook with a member of the **Kaleidoscope of Learning Center** staff.

Although, it’s my responsibility to understand and familiarize myself with the Parent/Student Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Kaleidoscope of Learning, LLC Parent/Student Handbook** that I do not understand, I find it acceptable and I am in agreement to abide by its policies.

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| Student’s Name |  | Date |
|  |  |  |
| Signature of Recipient |  | Date |
|  |  |  |
| Signature of KOL Staff |  | Date |

Parent/Student 2021-2022 Handbook

Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

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| Student’s Name |  | Date |
|  |  |  |
| Signature of Recipient |  | Date |
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| Signature of KOL Staff |  | Date |