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Non-Discrimination Policy (1509.A.2):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, breastfeeding, ancestry, handicapping condition, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.
If you have any questions, please call us at (225)342-3720.

Complaint Procedure (1509.A.5) Disclosure of Information Policy (1509.A.4):

Parents shall be advised of the licensing authority of the department. Parents shall also be advised that they may call or write the department should they have significant, unresolved licensing complaints. This written policy as well as the current telephone number and address of the Licensing Section shall be posted.

Louisiana Department of Education
Division of Licensing
P.O. Box 4249
Baton Rouge, LA 70821
Telephone: 225-342-9905
Fax: 225-342-2498
www.louisianabelieves.com

Providers shall post information advising parents that licensing inspections, regulations, and information regarding licensed childcare facilities are available online at the LDOE website. In addition, parents shall be advised that licensing inspections are also available upon request to LDOE.

About Kidz Karousel

Welcome to Our Family

We would like to welcome you to your family where your child's safety, education and overall well-being are our top priorities. As parents ourselves, we are aware of the fears about leaving our most prized possessions on a day to day basis. Kidz Karousel, LLC. will provide a center that will prepare your child/children for the challenges he or she will face as they grow and become successful individuals. We will always provide a loving and nurturing environment for your child. We are always expanding our schools in to communities that want the best foundation for a lifetime love of learning. We also want this to be a facility that you, as a parent, feel is the very best, next to being with you.

Kidz Karousel, LLC Owners,

Derrick & Tessa Holloway

Note to Parents

This handbook is your guide to our programs, people, policies and procedures. Your center director is always available to answer any questions you may have. We want you to be happy with your decision in choosing Kidz Karousel, LLC.

Please take time to review this handbook and become more familiar with our policies and procedures. Please make sure to sign and return the acknowledgement form located in the back of the book prior to your child's first day.

We are looking forward to getting to know your family. If there is ever anything we can do to improve our program or facility services, please feel free to speak with your Center Director, Asst. Director or the Executive Director. Thank you again for entrusting your child to our care.

Our Mission

Our mission is to provide children with a developmentally age appropriate atmosphere & curriculum that will help them grow emotionally, mentally, socially and spiritually.

We believe:

- The first 5 years in a child's life are the most critical in determining how they develop as a person.
- The learning of important skills can be achieved through independent play, teacher-directed activities and curriculum.
- Children flourish in an environment that is positive, nurturing, fun and encourages them to grow and learn in their own unique ways.

Operational Procedures

Registration, Enrollment & Tuition / Admissions Policy (1509.A.3)

Policy: Parents must meet with the center director to make sure that we can meet the needs of your child/children and family. The complete enrollment pack must be completed before your child can begin. Parents must take a tour of the facility and if possible speak with the teacher of the class your child will be in. Parent must sign that they have read and received the policies and procedures manual, a pre-enrollment visit, center tour, community resource list, and medical home information as well as an educational assessment.

A nonrefundable registration fee is due at the time of enrollment and is charged annually, and due by September 1st to cover administrative costs and supplies. Annual Enrollment fee cannot be waived with any coupons. All marketing ads for discounts must be from the current month's ad.

Please be sure that all your emergency information including your address, home and work telephone numbers, cell phone numbers, e-mail address, and any change in your child's medical information is up to date at all times.

***Tuition Rate** is based on the age group (room) the child is in. It does not change by birth date but by teacher/student ratio. * (The class that the child is in)
Tuition is payable in advance of services rendered. If tuition is not paid by the Friday before services are rendered it is considered late. If the tuition is not paid by the due date, you will incur a \$30.00 late charge after the first day and your child will not be allowed to enter the center on the following day. Repeated failure to pay tuition by the due date will result in termination of services. As we improve our facilities, programs, and salaries tuition will be reviewed annually and adjusted in the fall. There is usually a cost of living adjustment. If you have any questions you may speak to the Center Director. We accept check, money order, cashier's check and cash. All returned checks are subject to a \$35.00 charge.

Open Door Policy / Parental Access Policy (1509.A.6)

Kidz Karousel has an open-door policy, meaning that anytime during regular hours of operation, parents are welcome to visit the center as long as your child is enrolled.

Hours of Operation (1513.A.1)

Policy: Hours of operation vary from center to center. The hours of operation are in your registration packet and posted at each center location. Although, the hours of operation may vary, the policy is the same for each center. In an effort to accommodate a large percent of parents' work schedules we are open Monday through Friday, however, CCAP prohibits any childcare center from keeping a child over 10 hours consecutively in one day. Kidz Karousel policies also do not allow children to be left at the center for more than 10 hours consecutively in one day. Emergencies may arise and will be looked at on an individual basis. For meal planning and staffing purposes, children are not permitted to enter Kidz Karousel after 9:00 a.m.* except with a written doctor's excuse. A phone call alerting the center of a child's tardiness would be greatly appreciated. We do not accept any children after 11:00am @ any center for any reason except scheduled doctor's appointment with prior notice given.

Arrival and Departure (1511.A.3)

Kidz Karousel has implemented various safe guards to ensure your child's safety. To help us continue to provide a safe and secure facility, it is mandatory that you check your child/children in and out daily on Pro-Care. If you have any questions regarding checking your child in/out, please see your Center Director. Once your child is checked in, we ask that the adult dropping off or picking up escort your child to and from his/her classroom. When dropping off, please ensure that you are dropping your child off to the correct classroom/teacher. If you go to your child's room and do not recognize a teacher, we encourage you to check with the Center Director for clarification.

A bio metric finger scanner door lock security system has been installed at the main entrance of all centers to control access to and from the learning centers by staff, parents & visitors. Visitors are allowed in only after ringing the doorbell and being personally admitted by staff. Holding the door to allow others to enter, while considerate, may allow someone to enter who is NOT authorized to have access. We strongly encourage all individuals to enter only after they have scanned their finger image for entrance and check in purpose.

- Parents caught holding the door open for others will be reprimanded and may be disenrolled from the center for potentially putting others safety at risk.

****Cell phone use while dropping off/picking up is PROHIBITED****

Late Pick Up

Policy: It is understood that on occasion parents have urgent matters that cause them to pick up their child after the center closes. In this event, a late charge of \$5.00 plus \$1.00 per minute, per child for every minute after close will be applied. This fee is due at the time of service and made payable to the staff that is present with your child/children.

If your child is not picked up after the normal closing time and you have not notified the center of the possibility of a late pick up, the following guidelines will apply:

- Kidz Karousel will attempt to contact you or the person(s) authorized to pick your child up
- If we have not been successful reaching you or another authorized person within thirty minutes after closing time, the center Director or person in charge will determine whether and when child protective services or the appropriate authorities should be contacted based on licensing regulations.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door advising you of the specific information including name and phone number of the agency or person to contact.

Curriculum

Our curriculum is bias-free and developmentally based. We focus on developing the whole child by providing activities to help stimulate the individual child's social, emotional, physical and intellectual needs. The curriculum varies from center to center, room to room and teacher to teacher because Kidz Karousel understands that each child is unique. We understand that the first 5 years of a child's life are truly amazing and this is the most important time for learning.

Our program features will cover:

- Age appropriate activities that promote cognitive and social development.
- Building self-esteem through personal care.
- Focusing on cognitive and motor skills through playtime activities.
- Observation-based assessments that demonstrate progress.
- Monthly thematic units that provide a variety of daily activities.
- Development of confidence, self-esteem and a love of learning.
- Dramatic play, creative arts, language and sensory expression.
- Portfolio collections that capture your child's work and uniqueness.
- Daily communication between teachers and parents to keep you informed about your child's daily activities.

*Each child will be assessed using the Brigance assessment tool upon entering and moving into a classroom.

Center Management, Teachers & Staff

Your center's management team is available to answer questions, discuss concerns, and help you with your child(s) development. In addition to the on-site management team, KK, LLC is supported by an executive director and owners who assist in overseeing the day to day operations of each center.

Our teachers undergo a hiring process to ensure their dedication to meeting the goals of the families and the center. Each member of our staff meets the qualifications set by state laws and completes a full orientation and background check upon final hire.

Professional Development/ Teacher In-Service/ Training

Kidz Karousel is committed to being one of the best Childcare Centers in the industry. Our teachers must have continuing education hours in the field of Early Childhood while employed with Kidz Karousel. Staff is also encouraged to take part in the scholarships and training offered to further their education and receive a degree.

We also conduct an orientation training day annually during the summer to go over best practices and any new laws and policies that have been set forth. These days may vary from Center to Center.

Our professional staff encourages exploration and growth in well-equipped environment that is stimulating, safe, consistent and nurturing. We strive to enhance each child's natural curiosity and love for learning. We want them to become aware of their own feelings as well as others around them. We want them to have an open mind that prepares them to utilize their intellectual and creative abilities for now and later in life. Kidz Karousel provides the opportunity for each child to master tasks that are appropriate to his or her individual development.

All staff will meet the state guidelines for education in receiving their Ancillary Teaching certificate and their CDA (child development Associate)

Each classroom has a daily schedule posted on the parent board for easy reference. The schedules act as a guide only; allowances are made for unexpected events or a child's specific needs.

Holidays, Center Closures (1511.A)

The center will be open whenever possible during normal operating hours on a regularly scheduled day. The center will be closed in recognition of various holidays throughout the year.

All centers will be closed for the following holidays and teacher in service days to be determined each year.

- | | | |
|---|---------------------------------|--------------------------|
| * ½ day New Year's Eve | * Memorial Day | * Christmas Eve |
| * New Year's Day | * Fourth of July (weekday only) | * Christmas Day |
| * Lundi Gras (MV & Main) | * Mardi Gras | * Labor Day |
| * Good Friday | * Thanksgiving Day | * Day After Thanksgiving |
| * (4) Teacher In Service days (TBD) | | |
| * We will also close at 5:00 pm the two Fridays before Mardi Gras @ MV location only. | | |

Absences, Sick Days

To maintain the quality of care and budget for cost, we charge a full-week of tuition if your child does or does not attend any portion of the week. If your child will be absent on a particular day, please notify the center of the absence and reason for the absence if it was health related.

Childcare Assistance/ TOTS

All parents are responsible for tuition payments. If you are on childcare assistance, it is your responsibility to clock your child in and out on the states TOTS machine. We are only paid based on the finger imaging that you record on this machine. If at any time you do not clock your child in/out and the state does not pay the portion it has reported to you, we will notify you and you will be responsible for the remainder of the tuition. ALL childcare payments are due weekly or the 1st of the month only. We are not responsible for contacting LDOE for any short payments or disqualification from the program. ****CCAP Contract must be signed****

Disenrollment/Withdrawing your child

Policy: Nonpayment of tuition, repeated behavioral problems, conduct unbecoming of a parent on premises which includes, but is not limited to, derogatory comments, unruly behavior, cursing, yelling, violent threats, etc. will lead to disenrollment. A child can be disenrolled based on information given out in public regarding Kidz Karousel, its owners, directors, staff and/or families. Refusal to supply the center with needed supplies for your child or having adequate records filled out in a timely manner may also result in disenrollment. *Any other reasons owner may deem appropriate that may or may not be listed. If you choose to disenroll your child from our center, you are required to give us a two-week paid notice upon departure of the center.

*If we elect to disenroll your child based on any of the above listed reasons we may/may not refund tuition that has been paid in advance.

*If a child is withdrawn on good standings all tuition will be refunded.

Confidentiality (1515.C)

No information should be given out to the public in regard to Kidz Karousel families past or present. This includes but is not limited to telephone numbers and addresses. Please understand that we do have families here that do not wish to have their children recorded or photographed. Any time a parent wishes to display information on any social media networks (ex. Facebook, Linked In, Instagram, snap chat) please make sure that only your family member is in the picture and/or comment.

Abuse & Neglect / Mandated Reporting (1509.A.1)

Policy: In accordance with Federal and State laws, and in accordance with our own strong beliefs, any Kidz Karousel employee working directly with children is required to report evidence of child neglect or abuse to individual state childcare licensing agencies and/or law enforcement officials. Anyone failing to report evidence of neglect or abuse can be held accountable under the law. Anyone interfering with an attempt to report neglect or abuse may likewise be held legally accountable. Should you have any questions regarding this policy, please contact the Director of your facility for more information. Louisiana Child Protection Statewide Hotline phone # 855-452-5437.

Kidz Karousel shall not delay the reporting of suspected abuse or neglect to the child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations. Kidz Karousel shall not require staff to report suspected abuse or neglect to the center management prior to reporting it to the Child Protection Statewide Hotline.

Childcare & Health

Accidents, Injuries (1515.E)(1915.C)

In the event of an accident, the child's parents will be notified immediately so the parent may take the child to his or her own doctor. If the center determines the child needs immediate medical attention due to serious injury, emergency medical personnel will be summoned to attend to your child.

Immediate notification to the parent or designated person is required in the following situations:

- Blood not contained in an adhesive strip;
- Injury of the neck, head and/or eyes;
- Human bite which breaks the skin;
- Any animal bite;
- An impaled object;
- Broken or dislodged teeth;
- Allergic reaction /Skin changes (e.g. rash, spots, swelling, etc.)
- Unusual breathing;
- Symptoms of dehydration;
- Any temperature reading over 101° orally, 102° rectally, or 100° auxiliary;
- Any injury or illness requiring professional medical attention

*In the event of a non-life-threatening concerns/allegations/incidents the center will always do an internal investigation. Concerns brought forth by a parent, child or staff member are taken very seriously. If a parent, staff or child at any time suggest negligence on the center, staff, or another child at the center we will always follow regulations and turn everything over to LDOE, DCFS and any other local authorities as needed. During the investigation from these departments all parties are to refrain from posting, gossiping and or spreading information until all parties have finished with their investigation and turned the paperwork over to the facility. Spreading false information will lead to disenrollment of a family, termination of employment and may lead to legal actions.

Illness, Fever, Infection (DHH 301.A.7.a)(1515.E)

Policy: Parents will be notified should a child become ill while in care at KK. Illness is an un-escapable reality for any child. Kidz Karousel understands that all children will occasionally exhibit signs of illness during a day or even prior to arrival at our center. If you intend to keep your child at home for the day, we ask that you notify your Director no later than 9 am. If your child becomes ill while at our center, we will determine if it is necessary for your child to be sent home rather than expose other children to an illness. If your child needs to go home, we will contact you directly and ask you to pick up your child as soon as possible but no later than one hour after being contacted.

Any child sent home may not return to our center until the child has been treated and is free of symptoms for 24 hours or we have proof of non-carriage.¹ (Ex. If sent home on Monday then child cannot return until Wednesday)

- a. ¹Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (2-day course for Meningococcal disease or 4-day course for HIB disease) or by negative throat culture obtained after completion of treatment for meningitis.
- b. ²These persons should include the child’s physician and other qualified individuals such as the center director, a representative from the Office of Public Health and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether an HIV infected child poses a potential threat to others.

Additionally, your child will not be allowed to attend the center or participate in any activities for any of the following reasons:

- Your child has a reportable condition that the local health department or physician determines to be contagious, and the child has not had sufficient treatment to reduce the risk of communication to others.
- Your child has an illness or symptom that prevents participation in routine daily activities including outdoor activities.
- Your child has an illness that requires more individual care than our center staff members can provide without compromising the health, safety and activities of other children.
- Your child has a fever combined with lethargy, sore throat, rash, vomiting, uncontrolled coughing, earache, irritability or confusion.
- Your child has a fever (taken auxiliary) higher than 100°.
- Your child has diarrhea that is not associated with changes in diet and consists of runny, watery, or bloody stools.
- Your child has vomited two or more times in a 24-hour period.
- Your child has persistent abdominal pain that continues for two or more hours.
- Your child has conjunctivitis (eye discharge) that is indicated by fluid drainage from the eye.
- Your child has yellowish skin or eyes.
- Your child has head lice/nits or other infestation. Your child may not return to the center until he or she is free of all signs of lice/nits or other infestations for a period of 24 hrs.
- Your child has measles. Child may not return until four days after onset of the rash.
- Your child has pertussis (whooping cough). Child may not return for 5 days.
- Your child has varicella (chicken pox). Your child may not return to the center until all sores have dried and crusted usually after 6 days.
- Your child has mumps. Your child may not return to the center until 9 days after onset of parotid gland swelling.
- Your child has rubella. Your child may not return to the center until 6 days after onset of rash.
- Your child has Shigella. Your child may not return to the center until two stool cultures are negative and the child is cleared to return by the local Health department.
- Your child has strep throat or other streptococcal infection. Your child may not return to the center until 24 hours after initial antibiotic treatment and cessation of fever.
- Your child has RSV. Your child and or any siblings of the child that live in the same household diagnosed with RSV are quarantined for same amount of time as infected child.
- Your child has the Flu or Pneumonia. Your child may not return to the center until 24 hours of antibiotics have been administered.
- Your child has Thrush (Candidiasis). Your child may not return to center until 24 hours after treatment is started.
- Your child has Hand Foot and Mouth. Your child may not return to center until 24 hours fever free and no soars are present in the mouth or have dried up and scabbed over.
- Your child Meningococcal disease (Neisseria meningitis). Your child may return after they are well and have proof of non-carriage¹
- Your child has Hib disease (Haemophilus Influenza). Your child may return after they are well and have proof of non-carriage¹.
- Your child has Hepatitis A. Your child may not return to the center until 5 days after illness started and has been fever free for 24 hours.
- Your child has AIDS (or HIV infection). Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician² chosen by the child's parent, guardian and the center director.

- Your child has an undiagnosed generalized rash. Your child may return to the center if they are well or cleared by the child's physician.

Contagious Diseases

If a child is recognized as having a communicable disease, the center may:

- Require the child be sent home from the center.
- Require documented evaluation and treatment by the child's health care provider.
- Require notification of the families of other children in our center.
- Require notification of local health authorities.
- Require notification of staff members.

Parents will be notified of any instance of contagious diseases affecting children who may have had direct exposure at our center and these cases will be reported to the local health authorities where required by law. We will also occasionally distribute educational materials regarding any pertinent children's health issues that may be an ongoing risk or concern in our center. If a child is absent due to a contagious disease, he or she may not return to the center until all state childcare licensing and health department regulations have been met and a written statement indicating that the child is no longer contagious and is able to participate in group activities is provided by a physician.

** If Kidz Karousel deems it necessary to send your child home due to an illness, it is our policy that your child must stay away from the center for a minimum of 24 hours unless aforementioned, with or without a doctor's excuse. This is for the safety of both your child and other children at the center. Occasionally we have to "quarantine" an entire family for illnesses, such as RSV, if over 10% of our students are ill. If this occurs, siblings of the child diagnosed with RSV will not be allowed to attend the center until cleared by a Doctor. If your child was diagnosed with an ear infection which may have caused a low-grade fever, we will excuse this with a doctor's excuse only if it is not accompanied by any other symptoms.

Under no circumstances will the Director approve a return to the center before the 24-hour exclusion period

Medical Records (1915.H)

The Center for Disease Control (CDC) has released recommended guidelines for vaccinating young children. Kidz Karousel and the American Academy of Pediatrics strongly support the program and urge all parents to follow these guidelines. We follow individual state childcare licensing regulations regarding medical examinations and immunization records for your child. Medical examinations and immunization records must be provided upon enrollment and kept current. To obtain these recommendations, please visit the CDC website at www.cdc.gov. No child will be allowed to begin attending our center unless immunization records on file meet individual state childcare licensing regulations. This is for the safety of your child and all children enrolled. Information regarding the medical condition of a child may be posted in public view if the center obtains a signed and dated statement from the parent granting such permission.

Immunizations Policy (1515.E)

Kidz Karousel is committed to providing the safest possible environment for all children in the center. Our policy is that we must have an up-to-date shot record on each child enrolled before first day of entry.

Immunization Policy Louisiana Department of Health and Hospitals (RS 17:170)

Our policy is for each child entering our facility at time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health. Louisiana Department of Health or shall present evidence of an immunization program in progress.

Medications & Authorizations (1917.A-K)

Medications will be administered in accordance with individual state childcare licensing regulations and as described below. In the event that the two differ, the more stringent will always apply:

- It is recommended that you administer medications prior to arrival or after leaving our center and that your request from your physician or health care provider prescriptions with 12 hour dosages.
- To authorize the dispensation of any medication, you must complete a medication authorization form indicating the daily frequency and number of days the child is to receive the medication.
- Provide all information on possible side effects of the medication
- Bring medication in its original container in a clear bag. Clearly label the container and bag with your child's full name.
- Prescription medication must include a prescription label with specific dispensing instructions, a current date and child's name.
- Do not store medications in diaper bags, lunch bags, back packs, or any other personal belongings as it will be discarded.
- We will not mix medication with food, formula, or juice, nor will we dispense it in a bottle or cup.
- Take unused medications home every Friday or on the child's last day of attendance each week. Medications cannot be stored at our facility over the weekend with the exception of emergency medication and medication needed by school-age children who do not arrive with their parents or guardians on their first day of the week.
- Medication authorization form must be completed by a parent or legal guardian for a staff member to administer prescription medication in accordance with the prescription label.
- **We will NOT dispense any over the counter medications.**
- Any time the manufacturer's instructions require physician dosage or differ from the age and weight information on the label, a physician's written instructions are required.

Topical, Nonprescription Medications

- A topical ointment authorization form must be completed by a parent or legal guardian for a staff member to administer topical-nonprescription medications. This includes diaper creams or ointments.

** Please see center Director to find out if your child's center administers any medication. **

Hand Washing

Policy: Your child will be required to wash his/her hands upon arrival at the center, before eating, after bathroom visits, after outdoor activity, and at any other appropriate time throughout the day as required by his/her teacher. It is important that you reinforce this behavior with your child at home. In order to make hand washing more pleasant, we recommend that parents look into one of the many child-friendly brands of liquid

soap that comes in a wide array of colors and scents. If a child perceives hand washing to be fun, it is far more likely for the child to be inclined to make it a habit.

Food and Nutrition (1515.A.4) (1919.A-E)

Kidz Karousel's aim is to encourage all of our children to engage in healthy and active lifestyle choices. Part of being active is making sure that children are receiving the proper nutrition to support such a lifestyle, which is why we provide our children with nutritious meals and snacks that follow dietary recommendations that satisfy all state and federal nutritional requirements. Our centers offer breakfast, lunch and snacks in order to meet your growing child's nutritional needs. Please check with your Director for service times for these meals. The menu shall be posted outside of the kitchen at all center locations.

Special diets (1515.4)

A written statement from a health care provider is required when the child requires a special or modified diet for medical reasons.

**We have also attached the meal pattern requirements for all age groups. **

Allergies/Allergic Reactions (1919.C)(1515.E)

If your child has any known allergies, please alert the Director of your facility immediately and list the allergen information on your enrollment agreement. If your child has a food allergy, our center will gladly work with you, your pediatrician, and our staff chef to accommodate and manage your child's particular needs. If your child has severe allergies or an allergy that requires medical response, additional forms may be required prior to your child's first day.

Other common Allergic reactions may be to shellfish, strawberries, bee stings etc. Some of these Allergic reactions require an EPI-PEN

*Please notify us on our enrollment form if your child has ANY allergies or Allergic reactions that are life threatening and require an EPI-PEN

Kidz Karousel has children enrolled with severe & sometimes Life-threatening nut allergies. Exposure to any nut product could result in serious medical complications, including death.

Due to the sensitivity levels of peanut allergies, we are a peanut-Free facility. Any and all outside food brought into the center must be inspected and approved. ~There are NO EXCEPTIONS to this rule~

Outside Food

Parents/children are not allowed to bring food into the facility with the exception of bottled formula, breast milk, infant food, special dietary items related to medical or religious reasons, and refreshments for special occasions that are pre-packaged and have a food label with listed ingredients. Under NO circumstances may homemade food be brought into the center for parties.

Celebrations & Birthdays

Holidays, Birthdays, and seasonal parties are always special occasions for any child. Kidz Karousel respects the fact that you may want your child to celebrate such an occasion in our center. To do so, we simply ask that you provide enough food for all children in your child's classroom and that all food items be commercially packaged with ingredient statements listed on the packaging so that we may ascertain any possible food allergy conflicts and account for the safety of our children. Additionally, KK requires that any such occasions be planned with written notice provided at least two business days prior to the Director. This notice must include lists of any and all food items that you would like to bring into the center so that our Director may check for possible allergens.

Breastfeeding Policy (1919.E)

Kidz Karousel is committed to providing ongoing support to breastfeeding mothers. Well-defined research has documented a multitude of health benefits to both the mother and infant. Kidz Karousel subscribes to the following policy:

Breastfeeding Mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies.

Kidz Karousel is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. All babies, regardless of what they are fed (breast milk or formula), will be held closely when feeding. Bottles will never be "propped" in an infant's mouth.

Staff shall be trained in handling breast milk.

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness. Special precautions are not required in handling of breast milk.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch or breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Breastfeeding promotion information will be displayed.

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

CRITICAL PROGRAM FUNCTIONS

A component of the Institution's administrative capabilities is to ensure that written policies and procedures are established to address critical program functions.

What are considered critical program functions?

- Ensure that meals meet USDA component and portion-size requirements,
- Maintain meal counts at the point of meal service,
- Claim review procedures,
- Record Keeping, and
- Proper use of funds.

The written procedures should answer these questions about each program function:

- What task needs to be done?
- How should the task be conducted?
- Who is responsible for conducting the task?
- When should the task be conducted?
- What edit checks have been established to ensure that program responsibilities have been completed properly and in accordance with CACFP regulations?

POLICIES FOR CACFP CRITICAL PROGRAM FUNCTIONS

Critical Functions	Procedures	Frequency	Person (s) Responsible	Edit Checks
RECORDKEEPING	Use 16 File Folder Method Maintain on file for minimum of 3 yrs and make available for review during normal business hours	Annually	Director/Designee CACFP Representative	Trained 2 nd person reviewer
MAINTAINING MEAL COUNTS	Record each participant eating by name at the time of meal service Use Meal Count/Attendance Records	Daily, during each meal service	Teacher/Aide Cook	Plate Count with Head Count Menu Worksheets/Sign-in Sheets Meal Count/Attendance Records
<i>Meal Count /Attendance/ Records</i>	Complete the Meal Count/Attendance Records by date entered for all participants enrolled, including non-claimed infants, drop-ins and before/after school care. Maintain separate records for non-claimed infants and B/A school care. Attendance by meals must be taken while participant is seated for meals. Consolidate attendance by center. Cross reference with sign-in sheets	Daily during meal service	Director/Designee CACFP Representative Nutritionist/Cook Teacher/Aide	Unannounced Visits Plate Count with Head Count Menu Worksheets/Sign-in Sheets Meal Count/Attendance Records Unannounced Visits
<i>Menu Worksheets</i>	Document all meals/components planned and served Describe amounts used properly; (package size, bag, box or loaf sizes, fresh fruit/vegetables or meats in pounds) Use Food Buying Guide Worksheet Document number served by age	Daily	CACFP Representative/Cook	Trained 2 nd person reviewer Plate Count with Head Count Menu Worksheets/Sign-in Sheets Meal Count/Attendance Records Unannounced Visits

KIDZ KAROUSEL PARENT POLICIES AND PROCEDURES

<p>ELIGIBILITY/ENROLLMENT <i>Free/Reduced Price (F/RP) Meal Applications And/or Annual Enrollment Forms</i></p>	<p>Count total enrolled by eligibility categories as per attendance records, including drops, infants and B/A school care.</p>	<p>Monthly</p>	<p>Director/Designee CACFP Representative</p>	<p>Trained 2nd person reviewer Verify Meal Count/Attendance Records, F/RP Applications and Enrollment Rosters</p>
	<p>Complete F/RP Applications or Annual Enrollment forms for all enrolled program participants as per instructions. Head Start (HS): F/RP Applications are not required; if hours/days/meals of expected care captured on annual HS registration forms.</p>	<p>Annually and updated monthly</p>	<p>Director/Designee CACFP Representative</p>	<p>Verify Meal Count/Attendance Records, Enrollment Rosters and Income Eligibility Guidelines Trained 2nd person reviewer</p>
<p>Critical Functions</p>	<p>Procedures</p>	<p>Frequency</p>	<p>Person (s) Responsible</p>	<p>Edit Checks</p>
<p>ELIGIBILITY/ENROLLMENT <i>Annual Enrollment Roster</i></p>	<p>Continued Complete consolidated Annual Enrollment Roster by center, listing participants in order of attendance by date entered. Indicate name of participant, date entered, drop dates, if applicable, eligibility categories as per F/RP Applications and initials of official verifying accuracy of documents. Complete separate roster for B/A school care as directed above. HS: complete certified Enrollment Roster by center as indicated above. Certification statement signed and dated by person(s) determining HS eligibility. Document transfers between centers.</p>	<p>Annually & updated monthly</p>	<p>Director/Designee CACFP Representative</p>	<p>Verify Meal Count/Attendance Records, and Income Eligibility Guidelines. Trained 2nd person reviewer</p>

KIDZ KAROUSEL PARENT POLICIES AND PROCEDURES

INVENTORY	Complete Inventory Control sheet Count all unopened foods/supplies in the pantry, refrigerator and freezer. Date and price all items upon receipt	Monthly	Director/Cook/Helper	Trained 2 nd person reviewer
FINANCIAL DOCUMENTS* <i>Separate checking/Line Item Account</i>	Disburse checks as per approved Budget Application. Document all CACFP expenses	Onset of program participation	Executive Director/Financial Officer	Existence of account, 2 signatures, monitor approved budget line items
<i>Purchasing</i>	All purchases will be in accordance with procurement procedures, using competitive buying practices: purchases from any single supplier exceeding \$25,000 will be governed by formal bidding process, with State Agency's approval. All purchases will be supported by appropriate documents and consistent with planned meals and/or foods served.	Bi-weekly or Monthly	Director/Designee CACFP Administrator Financial Officer	2 nd person check deliveries Documentation of expenses on ledger, receipts, procurement plan, bid announcements, bids, menus and menu worksheets
<i>Itemized Receipts/Invoices</i>	Itemized receipts/invoices maintained on file for all CACFP purchases; add check numbers.	Monthly	Director/Designee CACFP Representative/Cook	Menus, Menu Worksheets, Bank Statement(s), ledger
Critical Functions	Procedures	Frequency	Person (s) Responsible	Edit Checks
FINANCIAL DOCUMENTS* <i>Time Sheets</i>	CONTINUED CACFP staff will document hours per day worked as per approved Budget Staff initial each pay period and sign time sheet; document total hrs, gross and net payments, check number and date disbursed per pay period. All labor costs may be disbursed twice per month to general account as per approved budget	Daily	CACFP employee Director/Designee	Trained 2 nd person reviewer Approved Budget, canceled checks, ledger, documented time sheets

KIDZ KAROUSEL PARENT POLICIES AND PROCEDURES

<p>CACFP Disbursement Journal (CDJ)</p>	<p>Document on CDJ all payments made from the CACFP Account, including all checks written for the month, even if not cleared, check fees, deposits, date of transaction, check number, payee, amount of check paid and explanation of action, if applicable. Total all columns and reconcile with Bank Statement.</p>	<p>Monthly</p>	<p>CACFP Representative Director/Financial Officer/Accountant</p>	<p>Bank statements, canceled checks, checkbook register Verify all support documents Approved Application/Agreement</p>
<p>CLAIM REVIEW PROCEDURES</p>	<p>Review F/RP Meal Applications, Meal Count/Attendance Records, Menu Worksheets, Financial Documentation Verify current license and complete online claim as per instruction manual</p>	<p>Monthly, prior to claim submission</p>	<p>Executive Director/Director Designee CACFP Representative Financial Officer</p>	<p>Approved Application/Agreement Comparison between reviewed documents and claim by trained 2nd person reviewer</p>
<p>INSTITUTION TRAINING</p>	<p>All staff trained on CACFP requirements as per approved Contract. Each staff will sign attendance. Maintain documentation of training and methods used to evaluate staff knowledge of materials presented</p>	<p>Twice/year</p>	<p>Director Designee or CACFP Representative</p>	<p>Approved Application/Agreement Trained 2nd person reviewer</p>
<p>FACILITY MONITORING</p>	<p>Each site will be monitored three (3) times according to approved Contract. Use Facility monitoring form Maintain documentation on file</p>	<p>Three times At least two Unannounced visits (UAV); observe one meal</p>	<p>Director/Designee CACFP Representative</p>	<p>Approved Application/Agreement Trained 2nd person reviewer</p>

Childcare Infant Meal Pattern BREAKFAST		
<i>Birth through 3 Months</i>	<i>4 Months through 7 Months</i>	<i>8 Months through 11 Months</i>
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4}	6-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and 1-4 tablespoons of fruit or vegetable or both
<p>¹ Infant formula and dry cereal must be iron-fortified. ² Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months. ³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry. ⁴ A serving of this component is required to when the infant is developmentally ready to accept it.</p>		
Childcare Infant Meal Pattern LUNCH		
<i>Birth through 3 Months</i>	<i>4 Months through 7 Months</i>	<i>8 Months through 11 Months</i>
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4} and; 0-3 tablespoons of fruit or vegetable or both ⁴	6-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and/or 1-4 tablespoons of meat, fish, poultry, egg yolk, cooked dried beans or peas; or ½ ounce of cheese; or 1-4 ounces (volume) cottage cheese; or 1-4 ounces (weight) of cheese food or cheese spread; and 1-4 tablespoons of fruit or vegetable or both
<p>¹ Infant formula and dry cereal must be iron-fortified. ² Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months. ³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry. ⁴ A serving of this component is required to when the infant is developmentally ready to accept it.</p>		

Childcare Infant Meal Pattern SNACK		
<i>Birth through 3 Months</i>	<i>4 Months through 7 Months</i>	<i>8 Months through 11 Months</i>
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	2-4 fluid ounces of formula ¹ or breast milk ^{2,3} , or fruit juice ⁵ ; and 0 – ½ bread ^{4,6} or 0 – 2 crackers ^{4,6}
<p>¹ Infant formula and dry cereal must be iron-fortified.</p> <p>² Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.</p> <p>³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.</p> <p>⁴ A serving of this component is required to when the infant is developmentally ready to accept it.</p> <p>⁵ Fruit juice must be full-strength.</p> <p>⁶ A serving of this component must be made from whole-grain or enriched meal or flour.</p>		

Breakfast for Children			
Select All 3 Components for a Reimbursable Meal			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 Milk Fluid Milk	½ cup	¾ cup	1 cup
1 Fruit/Vegetable Juice ² , fruit and/or vegetable	¼ cup	½ cup	½ cup
1 Grain/Bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup
¹ Children ages 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. ² Fruit or vegetable juice must be full-strength. ³ Breads or grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.			

Lunch for Children			
Select All 4 Components for a Reimbursable Meal			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 Milk Fluid Milk	½ cup	¾ cup	1 cup
1 Fruit/Vegetable Juice ² , fruit and/or vegetable	¼ cup	½ cup	¾ cup
1 Grain/Bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup
1 Meat/Meat Alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or yogurt ⁶	1 oz. 1 oz. 1 oz. ½ ¼ cup 4 oz.	1 ½ oz. 1 ½ oz. 1 ½ oz. ¾ 3/8 cup 6 oz.	2 oz. 2 oz. 2 oz. 1 ½ cup 8 oz.
¹ Children ages 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. ² Fruit or vegetable juice must be full-strength. ³ Breads or grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁶ Yogurt may be plain or flavored, unsweetened or sweetened.			

Snack for Children			
Select 2 of the 4 Components for a Reimbursable Snack			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 Milk Fluid Milk	½ cup	½ cup	1 cup
1 Fruit/Vegetable Juice ² , fruit and/or vegetable	½ cup	½ cup	¾ cup
1 Grain/Bread ³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup
1 Meat/Meat Alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or yogurt ⁶	½ oz. ½ oz. ½ oz. ½ 1/8 cup 2 oz.	½ oz. ½ oz. ½ oz. ½ 1/8 cup 2 oz.	1 oz. 1 oz. 1 oz. ½ ¼ cup 4 oz.
¹ Children ages 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. ² Fruit or vegetable juice must be full-strength. ³ Breads or grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ⁴ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁶ Yogurt may be plain or flavored, unsweetened or sweetened.			

Biting

Policy: The center is aware and it is not uncommon among the children to bite. It is a far from uncommon behavior when dealing with children. Younger children have been shown to be sensory learners and will often explore things through tasting and biting activities. In addition, younger children lack fully developed verbal skills and biting is often used impulsively by children to make their needs known. We work tirelessly to limit biting as much as humanly possible in our centers. But we also understand that we cannot prevent it entirely. If the behavior of biting continues with a child over 2 years of age, we will meet with the parent to discuss methods that may help reduce the biting and/or biting behavior.

KK,LLC has the right to dis-enroll a child for uncontrollable biting after all other methods have been exhausted. Bites are treated the same way as any other wounds.

If the bite breaks the skin, it will be cleaned with soap and water, covered, and have ice applied to it. Parents will be notified immediately if the bite breaks the skin and at pick up time if the skin is not broken. The parent of the child who bit will also be notified of the incident.

Positive Behavior Management

All children ages one and under will be redirected to a different center in the event of any behavioral issues in the class.

All classes will use a system to help track and promote good behavior i.e.; red light, yellow light, green light or some variation of this system. This system allows the child to monitor their own behavior and move to different levels as behavior shifts.

If we are having discipline problems after this has been exhausted, we will then put the child in the "Stop & Think" area. This will only be enforced for children 2 and up. They sit in this area 1 minute per year of age.

Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this Center will practice the following discipline and behavior management policy.

Behavior Management Policy (1509.A.8.b-c)

b. The behavior management policy shall prohibit children from being subject to any of the following:

- i. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- ii. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
- iii. the threat of a prohibited action even if there is no intent to follow through with the threat;
- iv. being disciplined by another child
- v. being bullied by another child
- vi. being deprived of food or beverages;
- vii. being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
- viii. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

c. Time Out

- i. Time out shall not be used for children under age 2.
- ii. A time out shall take place within sight of staff.
- iii. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.
- iv. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

KIDZ KAROUSEL PARENT POLICIES AND PROCEDURES

WE DO	WE DO NOT
Praise, reward, and encourage children.	Spank, shake, yank, bite, pinch, pull, slap or otherwise physically punish a child.
Reason with and set limits for the children.	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
Model appropriate behavior for the children.	Do not shame or punish the children when bathroom accidents occur.
Modify the classroom environment to attempt to prevent problems before they occur.	Deny food or rest as punishment.
Listen to the children.	Relate discipline to eating, resting, or sleeping.
Provide alternatives for inappropriate behavior to the children.	Leave children alone, unattended, or without supervision.
Provide the children with natural and logical consequences of their behaviors.	Allow discipline of children by children.
Treat the children as people and respect their needs, desires, and feelings.	Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.
Ignore minor misbehaviors.	Allow children to be bullied by other children.
Explain things to the children on their levels.	Use a restraining device for disciplinary purposes.
Use short supervised periods of "time out".	Have active play withheld.
Try to stay consistent in our behavior management program.	

Supply Policy

*Each teacher may ask parents for certain supplies as needed for "special" projects and you will be given at least a 1-week notice.

In order for us to care for your child in the proper manner, we need all necessary diapering supplies. If at any time Kidz Karousel does not have the proper supplies (wipes, diapers/pull ups) for your child, and after 2 requests have been made for the supplies, you will be asked to pick your child up from the center. Your child will not be able to return until all requested diapering supplies have been brought. If this behavior is repetitive, your child may be disenrolled. When bringing in diapers/ pull-ups, parents are required to bring in no less than 20. Wipes must be in an unopened package.

A fee will be assessed if we have to provide diapering supplies for your child

Graduation Fee

All children going into our Pre-K program must pay a Graduation Fee in the amount of \$25.00 per child in order to participate in graduation activities. The graduation fee is due no later than February 1.

Clothing

KK understands that our children will be engaged in many various activities which could negatively impact the appearance or condition of their clothing. Playing indoors and outdoors, dancing, painting and eating all take their toll so be sure to dress your child appropriately in easy-fitting, comfortable, washable clothes. Please be sure that your child has two complete sets of extra clothes in their storage area at all times along with a sweater, coat, or jacket during colder periods. All clothing should be

clearly labeled with your child's full name and should be checked routinely to ensure that it fits properly. KK does not assume responsibility for any lost, stained, soiled or torn clothing.

For their safety, KK will not permit any child to wear any shirts, jackets, sweatshirts, jewelry or other article of clothing that ties around the neck or waist. All drawstrings should be removed from a child's clothing. All shoes are required to be rubber soled, closed toe and have a closed heel or heel strap. Children under 2 years of age shall not have any clothing or hair accessories as this poses a choking hazard. Infants are not allowed to wear "skinny jeans".

Flip Flops, sandals and/or shoes with wheels are not appropriate for, or allowed in our centers. Shoes also must lace up not close with Velcro. Shoes are required for all children who are walking. All infants who are beginning to walk must wear rubber soled, closed toed shoes. Shoes cannot light up or talk. NO EXCEPTIONS.

Diapering/ Toilet Learning

Diapers shall be changed when wet or soiled. Kidz Karousel staff changes diapers every 2 hours whether soiled or not. Pull-ups must have easy open sides/Velcro sides!

In order for Kidz Karousel staff to begin toilet training, children must show signs of wanting to toilet train. We ask that parents provide extra support and supplies as needed. For toilet training purposes, children need to dress for success. Children should wear clothes that have elastic waist or are easily managed by the child when trying to get to the toilet. Children who are potty trained or learning to potty train cannot wear rompers, onesies or outfits with snaps that cannot be easily managed by themselves. *Children will not be able to move into the 3-year-old class if they are not toilet trained. (We do not possess the proper diaper changing equipment in these rooms)

Personal Belongings

KK understands that some children find solace in a particular object or toy. Your child is allowed to bring a blanket, stuffed animal, or soft toy for rest times. These items cannot talk, make noise or light up as it is a distraction to other children. Please do not let your child bring any other additional belongings from home to the center as these items often create tension between the children. Guns or water pistols are expressly forbidden. Should you choose to provide your child with a cell phone, this phone must be left in our center's administrative office and will not be allowed in the room. Kidz Karousel is not responsible for any lost or broken outside items/toys brought into the center.

Electronic Devices Policy (1509.A.9)

All activities involving electronic involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic Device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 1 hour per day.

Computer Practices Policy (1509.A.10)

Computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Programs, Movies, and Video Games Policy (1509.A.11)

- a. Any programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older
 - ii. "T" and "M" rated games are prohibited.

Safety and Security (1509.12a-d)**Security**

Keeping your child safe is our number one priority. In addition to all of the built-in security features at our centers, we ensure security and safety by strictly following established procedures and protocols for arrivals and departures. All children must be signed in and out and all other attendance procedures must be followed in accordance with individual state childcare licensing regulations. Contact your Director if you require further information regarding these regulations. *Please see the Arrival & Departure Section for information on using ProCare.

When you complete an enrollment packet for your child, you will complete a Primary and Emergency Contact and Release section. This allows you to specify which individuals are authorized to pick up your child and name emergency contact persons to whom we may release your child. You are responsible for maintaining accurate, complete, and current information.

Written authorization must be on file at the center prior to your child's release to anyone. For the safety and security of your child, telephone requests are not encouraged. Please inform individuals listed on your Enrollment Agreement that they will be asked to verify their identity. Staff members will ask for a government issued photo id for anyone who is not positively known to them. We know you will feel more secure and confident when staff members are aware of who may and may not pick your child up.

We will not release a child to any Emergency Contact younger than 18 years of age. If individual childcare licensing laws are more restrictive, the more restrictive procedures will apply.

In order to ensure that we are in compliance with any court orders pertaining to the custody of your child, we require a copy of all custody orders. This information is kept confidential and is solely for the

safety and well-being of your child. If a new order is issued, or if a restraining order has been issued against either parent, we will also need to have information on file. It is our policy to remain neutral in all custody matters and the center may not serve as a visitation site, nor will we be responsible for determining compliance with visitation schedules or deny any legal guardian access to their child. * Please refer to the arrival/departure policy

Request for CCCBC-Based Determinations of Eligibility for Child Care Purposes from the Department (1811.A-D)

A. An early learning center or an entity identified in 1809 shall request and obtain from the Department a new CCCBC-based determination of eligibility for child care purposes for each required person:

1. Prior to the person being present or performing services at the center when children are present; and
2. Not less than once during a five-year period

B. An early learning center or an entity identified in 1809 shall not be required to request and obtain from the Department a new CCCBC-based determination of eligibility for child care purposes for a required person, and instead shall be able to request and obtain from the Department the person's CCCBC-based determination of eligibility provided to another in-state child care provider or entity identified in 1809, if:

1. a child care provider within the state or an entity requested and obtained a CCCBC-based determination of eligibility for child care purposes from the Department for the person within the past five years, while the person was seeking employment or employed by an in-state child care provider or seeking to provide or providing services at an early learning center in Louisiana for an entity;
2. the Department provided to the initial requesting child care provider or entity a CCCBC-based determination indicating the person was eligible for child care purposes; and
3. the person is still employed by a child care provider within the state, or is still providing services in an early learning center within the state for an entity, or has been separated from a child care provider within the state or an entity for less than 180 consecutive days.

C. Electronic fingerprints shall be used in parishes where they are available.

D. Provisional Employment for staff members of Early Learning Centers

1. A center may provisionally employ as a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the Department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the Departments receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.
2. A provisionally employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following:
 - a. A monitor of a provisionally employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally employed staff member.
 - b. The center must designate a monitor for each provisionally employed staff member present at the center.
 - c. The monitor shall be physically present at the center at all times when the provisionally employed staff member is present at the center.

- d. Monitors must remain within close enough physical proximity of their designated provisionally employed staff members to be able intervene at any time if intervene at any time if intervention is needed.
 - e. A monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.
 - f. The center may designate one monitor for up to a maximum of five provisionally employed staff members at any given time.
 - g. At least one monitor must be physically present at a times in any room during naptimes if a provisionally employed staff member is present
3. The center shall have a log or other written documentation of the monitoring of provisionally employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

Infant Safety and Security

All infants brought into Kidz Karousel shall be awake. Bringing an infant into the center asleep is prohibited.

While awake, infants shall not remain in a crib/ baby bed, swing, high chair, carrier etc. for more than 15 consecutive minutes.

Infants shall be given the opportunity each day for supervised play while positioned on their stomachs.

Pacifiers attached to strings or ribbons shall not be placed around a child's neck or attached to a child's clothing.

Sleep / Rest Time (1511.A.2)

- a. Infants shall be allowed to sleep according to their individual schedules;
- b. Children under age 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day;
- c. Children ages four and older shall be offered the opportunity for quiet time

Safe Sleep Policies (1909)

- A. Only one infant shall be placed in a crib.
- B. All infants shall be placed on their backs for sleeping.
 - 1. Written authorization from the child's physician is required for any other sleeping position.
 - 2. Written notice of the specifically authorized sleeping position shall be posted on or near the crib.
- C. Infants shall not be placed in positioning devices for sleeping unless the child has a note on file from the child's physician authorizing the device.

- D. Written authorization from the child’s physician is required for a child to sleep in a car seat or other device and shall include the amount of time that the child is to remain in said device. The written authorization shall be updated every three months and as changes occur.
- E. “Back to Sleep” sign shall be posted in the room where infants sleep.
- F. Infants who use pacifiers will be offered their pacifiers when they are placed to sleep, and it shall not be placed back in the mouth once the child is asleep.
- G. Bibs shall not be worn by any child while asleep.
- H. Nothing shall be placed over the head or face of an infant

Emergency Situations & Evacuations

In order to keep our facility, our staff, and our children ready to respond to an emergency evacuation notice, Kidz Karousel regularly schedules practice emergency evacuations as required by individual state childcare licensing regulations. Emergency plans and evacuation routes are posted in each room of our center. In the event that our center has an actual emergency, you will be notified. We are a shelter in place, meaning that we will not leave the center in an emergency. Kidz Karousel has an Emergency Evacuation Plan in place should the need arise. If you need information regarding emergency or disaster issues for your center, please contact your Director or the Owner.

Severe Weather/Emergency Closures

Policy: The procedure for notifying families if severe weather or other conditions prevent the center from opening on time, or at all, will be posted at your center and on social media. Center closures due to weather may also be announced on local radio or television stations. In the event of severe weather or any other emergency that may put the families or staff in danger the center may elect to close based on information from The Office of Emergency Preparedness. We will try our best to follow all local and state closures due to any unforeseen circumstances but at no time will we open the center if we do not think it is in the best interest for everyone.

The decision to close the center due to emergencies will only be made at the owner’s request. If you ever have any questions, comments or concerns as to a specific issue please contact Tessa Holloway. We will also put the closure on our website, social media and email/text parents regarding emergency information. It is imperative that Kidz Karousel has up-to-date information for every child’s parents including but not limited to: cell phone number, email address, home phone number, work phone number, etc.

**Please note that if the center loses Electricity or Water for more than 1 hour, we will begin to follow Emergency Procedures by evacuating the facility until Electricity and/or Water is restored. **

Daily Transportation (2101.A.11) (2103)

Center emergency info in each vehicle including name of director and name, phone number and address of the center.

Written authorization shall be obtained from a parent to transport a child on a regular basis. Such authorization shall include the name of the child, the type of transportation (to and from school, to and from home) and the names of individuals, schools, or other entities to whom the child may be released.

Field Trips for Pre-K

only for centers that provide field trips

Field trips give your child hands-on, real world learning experience. Kidz Karousel will typically schedule these trips to nearby parks, museums, and other local educational sites. Field trips involve transportation on Kidz Karousel's school bus. To make these excursions both meaningful and safe, we follow these guidelines:

- Children who are at least 3 years of age and potty trained may participate in fieldtrips.
- Families are notified at least one week in advance of each fieldtrip with the time, schedule, location and any extra costs that may be involved with the trip.
- Permission slips are required for all field trips. Each trip requires a separate form authorizing your child to participate. Permission via phone call, text message or fax is unacceptable.
- We welcome the participation of family volunteers on field trips. All volunteers must be a minimum of 18 years of age. You cannot transport your child or any other children in your personal vehicle.

Transportation (2101) (2103) (2105)

We are concerned about the safety & well-being during transportation to and from our facilities. All children must have written authorization obtained from parent to transport a child on a regular basis.

- Each child is to make sure they are accounted for once on bus/van. They are to listen for rollcall.
- Each child is to make sure they are sitting at all times while bus/van is in motion.
- Each child is to refrain from any loud talking, yelling and screaming at any and all times.
- Each child is to make sure that when exiting the bus/van that they are accounted for by the driver before entering the building.
- Each child is to check in with the teacher whom is care they are going in to at the center.

We encourage all students to be mindful of all children on the bus/van and to make sure all friends that are on the van/bus with them get off the can/bus and enter the center together. We have a "buddy system" in place to ensure that all children are safe and secure at all times and can alert a teacher or staff member if a friend naps on the ride to and from the center.

Kidz Karousel ensures that the master transportation log will be maintained on a daily basis and that all children will be accounted for at every point of service while in our care.

Transportation arrangement shall conform to all State laws, as amended, including but not limited to those requiring the use of seat belts and child restraints. All of our drivers will be First Aide/CPR certified.

Outdoor Activities / Physical Activities (1511.A)

Physical Activities:

- a. Children under age two shall be provided time and space for age appropriate physical activity both indoor & outdoor, weather permitting, for a minimum of 60 minutes per day
- b. Children age two and older shall be provided a minimum of 60 minutes of physical activity both indoor & outdoor, weather permitting, per day that includes a combination of both teacher led and free play

Outside activity shall be in NO more than 30 minute increments at least 2 times per day. -
Weather permitting-

*In the Summer, children will not be allowed outside if the temperature reaches over 97° or if the heat index reaches over 103° or the Air Quality Index is Severe.

*In the Winter, children will not be allowed outside if the temperature drops below 40°.

Children must be dressed appropriately to participate in outdoor activities (ex. Shoes, jackets etc.)

Outdoor play shall include periods that incorporate free play, gross motor activities, fine motor activities and both vigorous and quiet activities.

Tobacco Free Policy (1901.O)

Thank you for helping us to promote a healthy Louisiana. We are a 100% tobacco-free child care center, inside and outside. This includes all premises owned, leased, or rented by the company, including parking lots. This includes cigarettes, smokeless tobacco and electronic cigarettes. No persons are allowed to smoke within 40ft of our property line. If you need help quitting, please visit: QuitwithUsLa.org or call 1.800.Quit.Now.

Weapons/ Violence/Alcohol (1901.O)

The center prohibits the use of alcohol and tobacco and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks, firearms, pellet and BB guns on the center premises and notice to this effect shall be posted. An exception may be made for sworn law enforcement officers if required by law. If children are found to be in possession of such contraband, center management will confiscate the item(s) immediately and notify proper authorities. When the behavior of a particular child or parent becomes abusive toward other children, parents, or staff, we may disenroll the child immediately. Please see the Director if you have any questions regarding this policy.

Live Webcams/Recordings (705.A)

Our centers are equipped with web-cams that may be accessed online. Parents will only be allowed access to the rooms their children are in. Please do not give out your Access Code to anyone. Family members must register on their own account. Each registrant is only allowed a certain amount of access per day.

These cameras only allow for live feed. However, an early learning center shall allow the Licensing Division staff access to the center, the children, all files records and recordings, upon request at any time during any hours of operation or any time a child is present.

Family Communication and Involvement (1509.A.7)

Family Involvement

Your participation in our center is both encouraged and appreciated as we work together to provide the best care and education possible for your child. Visitors and guests designated to pick up children by their guardians will be let in and escorted by center staff following identification confirmation. Family Involvement opportunities include but not limited to: Open House, Grandparents Day, Parental Advisory Board, Week of the Young Child, Holiday Parties and many more.

Communication

We hope that you have time to talk with us when you drop off or pick up your child. We also would like to invite you to schedule an individual conference whenever necessary. Please schedule a longer discussion with teachers in advance so that another staff member can be available for classroom supervision. Also, remember that while we encourage communication between our staff and parents/guardians on all issues related to their child and classroom activities, we ask you not to engage staff members in conversations regarding other children, as staff members are expected to keep such matters confidential. If you have any concerns regarding your child's teacher or the Director of your center, please contact the Owner.

Kidz Karousel will schedule mandatory Parent/Teacher conferences & Parent meetings throughout the school year. A schedule will be handed out from your child's teacher with the time you are expected to attend. As previously stated these are mandatory meetings to discuss your child's progression and/or center expectations.

As you know communication is very important to our families. With that being said, we ask that all parents/teachers refrain from using cell phones while picking up or dropping off children. This will allow time for your child or the teacher to express their day to you without distraction. It will give you more "family time" with your attention focused only on your child.

We will post things on our Web-Site, Facebook, Instagram, Twitter and other social media as well as send out monthly newsletters. Please make sure to like us on social media to stay up to date with current events.

Search for Kidz Karousel on Facebook, Instagram, and Twitter as well as www.kidzkarousel.com.

We will also use the Remind to do mass communication with parents for emergency events and certain levels of communication that need to be addressed immediately.

Kidz Karousel knows that open communication is the key to maintaining a positive relationship. We ask that you please share your ideas, thoughts, questions and concerns with us. We will provide a newsletter to each student monthly. Also, our website will contain information about upcoming "Family Events"

Parental Advisory Board

The Parental Advisory Board was formed to be a structured way for families to share their opinions and perspectives, issues, and develop recommendations in a small group setting.

We have quarterly meetings to discuss topics such as: tuition, curriculum, holidays, parties etc.... We take nominations every year. If you would like to be on our board, please ask your Center Director for a form.

Family Referral

When family and friends enroll, it helps to strengthen the bond in the center and we appreciate this gesture. Please ask your Center Director about the free gift or tuition credit you receive when you refer a family to Kidz

Karousel that enrolls their child and stays at the center at least 3 months.

*The enrolling family must pay enrollment fee before gift will be given.

Authority of Executive Director, Director & Assistant Director

The Owners of Kidz Karousel, LLC hereby state that the Executive Director, Director and Assistant Director have complete control, jurisdiction and discretionary power regarding the center policies and procedures. The Owners WILL NOT intervene upon any decisions made by the Executive Director at any time. The Executive Director alone holds the authority and discretion about whether a conference is necessary with the Owners. The Owners hold the complete trust and confidence of the management staff to make any and all decisions regarding center policies and procedures.

Kidz Karousel LLC reserves the right to change existing policies and procedures or introduce new policies and procedures at any time with or without notice.

Acknowledgement of Receipt

Please read this handbook carefully and refer any questions you may have to your Center Director.

After you have read this handbook, please complete this acknowledgement form and return it to your center director on or before your child's first day.

I have read and fully understand the guidelines and procedures set forth in the Policy and Procedure Manual. I have a copy of this handbook for my personal reference.

Child Name(s)_____

Primary Parent of Guardian Full Name (Please Print)_____

Primary Parent/Guardian
Signature_____

Date_____