



9726 Touchton Road #111  
Jacksonville, FL 3224  
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License #C04DU1380

## PARENT HANDBOOK

### Operational Policies

Including our discipline and child guidance policies



#### **“Leaf” it to KidsPark to meet your needs.**

Our hourly childcare centers are for preschool and school age children, ages 2 to until their 12th birthday. We are a unique childcare solution that offers a safe and fun play space that is available without reservations so you can drop in days, evenings and weekends, whenever you need childcare.

Our play space offers many entertaining and learning activities through a mix of teacher-organized and child-initiated activities in both group and individual settings. Kids choose. Play components are selected to promote cooperation, socialization, listening skills and motor development. Each month there are featured activities that include cooking, arts and crafts, sensory exploration or hands-on science

Use us for regular care, or when you need to keep appointments, run errands, attend school or meetings, tend to business or an ailing family member, go shopping, see the doctor or dentist, enjoy an evening out for dinner or a show, ... or just to relax and re-energize.



#### **Times to fly in.**

Monday-Thursday 7:30am-10pm  
Friday 7:30am-midnight  
Saturday 10am-midnight  
Sunday 1pm-6pm

- Close at 6pm on Halloween, Thanksgiving Eve and Christmas Eve
- Closed New Year's Day, Easter, Mother's Day, Memorial Day, Father's Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.



#### **Tasty Treats.**

- Snacks are complementary and are served at 10am, 3pm and 8pm daily.
- Meals are served at noon and 6pm.
- Meals can be brought from home or purchased. Menus and meal prices are posted in our lobby. Nutritional needs meet the state of Florida as well as ChooseMyPlate.gov requirements. We are peanut-free facilities.



#### **Who is sleepy?**

Naps are scheduled for preschoolers, in compliance with DCF regulations. If a child is tired, they are encouraged to rest in our theater. If you do not want your child to nap, please try to schedule visits around naptime. We provide nap mats in the theater area. We ask parents to supply clean pillows and blankets if needed.



#### **Our daily schedule is something to sing about.**

Action Games are offered hourly, such as, parachute play, relay races, jump rope, balloon volleyball and ribbon dancing. The chosen activity is based on the interest, age and energy level of the children present.

Mountain of Energy is a safe outlet for jumping, climbing and sliding, is available throughout the day on a rotational basis between preschool and school age children. When both age groups are present, each is allowed to play for about 15 minutes before the age group is changed.

Sensory Exploration like play dough, shaving cream, goop and gak is available throughout the day.

Group Times are offered at least 5 times a day and incorporate music, dance, drama and imagination. There is a group time before each snack and meal: 9:45am, 11:45am, 2:45pm, 5:45pm and 7:45pm.

Art is offered throughout the day and exposes children to various mediums and processes, like cutting, gluing, sculpting, beading, painting, stamping and folding.

School Age schedules follow the school calendar. On a daily basis there are offerings of various art and games, as well as homework support. During school vacations special activities are planned.

Diapers and Toilet Training are tended to every 2 hours, or as needed. If your child is in the process of being toilet trained, let the staff know to remind them.



### Join the fun!

KidsPark only accepts healthy children from ages until their 12th birthday. We take every precaution to safeguard other children against illness. At check-in, KidsPark will visually inspect to be sure they do not have a fever, rash, sore throat, cold, diarrhea, or pink eyes.

If a child does become ill while in our care, the parents will be contacted. Depending on the severity of the illness, if the parents do not respond within a half hour of the call the child's emergency contact may be called.

The sick child is isolated from the other children and made as comfortable as possible. KidsPark will not administer any medications that are not prescribed by a physician. Attention is given to the toys the child may have put in their mouth – each must be disinfected with a bleach and water solution.

**We provide a healthy environment.** The State of Florida requires us to have up to date health and immunization records for all preschool children. Please bring them in within 30 days of your first visit or have your Doctor's office fax them to Tinseltown: fax (904)683-4560 or email [TinseltownDirector@KidsPark.com](mailto:TinseltownDirector@KidsPark.com).

Each parent assesses their child's appropriateness for KidsPark. We ask that you fully disclose if your child has any known allergy, medical, psychological, physical or mental condition for which special attention is required. If any of these conditions exist, a Health History and Emergency Care Plan will be kept on file at the center.



### You are the star. Children and parents rights.

KidsPark is a recreational facility for children. Therefore, a substantial level of noise and activity is expected and encouraged. The basic rules that we want children to adhere to are respect for property, and respect for the safety and activities of others. Therefore, disciplinary action will be exercised only when one child's action either: (1) Poses a safety threat to self or others (2) Is destructive of property (3) Directly disrupts another person's activity. We do not use any form of disciplinary action that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking, time outs, or any other form of physical punishment is strictly prohibited.

The following disciplinary steps will be taken:

1. Redirection: interest the child in another activity
2. Limit setting: not allow the child to participate in the activity he/she was abusing.
3. Limit choices: the child may only do the activity chosen by a staff member, or may choose from the activities presented.

**IN NO CASE WILL THERE BE ANY PHYSICAL CONTACT!** If, after following all other disciplinary steps, a child's actions are still not acceptable, parents will be called to pick them up. At the end of each visit, our staff will be in contact with parents regarding children's behavior and redirection techniques used. In some cases a parent conference may be scheduled to address on-going behavior concerns and to discuss ways in which we can provide the best possible care for their child. At the center Director's discretion, time at the center may be limited. In extreme circumstances, a child may be expelled from the center. In these cases, a child may be

able to return to the center after the child matures and can follow the rules. In all disciplinary cases, an Incident Report will be written, requiring a signature at the time of pick up. Parents have the right to inspect our center at any time.



### **We take care of all the details.**

Check children in by registering with our receptionist and entering the following in our Sign In Book: name of person checking the child in, parent's emergency contact number, first and last name of child, time in, meal status (brought from home, will purchase, or is not eating) and their signature. Before leaving the child, the person will also tell our receptionist if there are any special needs for the visit. (Hygiene) If your child is in diapers, bring cloth or disposable diapers for changes. Write your child's name and last initial on their diaper and deposit it in the Diaper Bin at the counter. KidsPark provides wipes. We do not use any powder. Ointment can not be applied without written medical authorization from the custodial parent or legal guardian. If your child is toilet training, please bring a change of clothing. Extra clothing should be marked with the child's name and last initial and kept in the cubby with their shoes.

When picking up, the person will identify themselves to the receptionist and be verified as authorized for pick-up either by their name and password or name and picture ID. (No one who is not an authorized pick-up person can do so without the written permission of the primary contact.) After being approved, the person will sign out the child by writing their signature and time out next to where the child was checked in. Payment is expected at the time of pick up by cash or charge. Before leaving, check for unused diapers, and any soiled clothing or cloth diapers in sealed plastic bags with your child's name on it, as well as any other personal items such as lunch boxes. We do not recommend bringing in any outside games, toys, phones etc. KidsPark will not be liable for any lost, broken, or misplaced personal items.

Both the family's registration form and our Center Management program maintain all of State Licensing's required information provided by the parent. Our Registration Form includes the following information: Personal Rights, Parents Rights, Child's Health History, Parent Identification and Emergency Information, Medical Release, Admission Agreement and acknowledgement that you have received the "Know Your Child Care Facility" pamphlet.



### **Come with "watering" instructions?**

If your child requires any medication during their visit, the medicine must be prescribed by a physician and in its original container and brought to the child care facility by the custodial parent or legal guardian. Prescription medication must have a child resistant cap (if applicable) and a label stating the name and contact information of the physician, child's name, name of the medication, and medication directions. Our staff will administer the medication per the directions on the container. KidsPark must have a completed Prescription and Non-Prescription Medication Authorization form from the custodial parent or legal guardian each day that the medication is to be administered in order to give prescription and non-prescription medications. (This includes diaper ointments.)

If your child has or is at and increased risk for a chronic physical, developmental, behavioral, or emotional condition an Emergency Care Plan is required at the time of registration.



### **Medical Emergency**

If a child sustains an injury that we determine constitutes an emergency or life threatening situation, we will take the following steps.

- Apply appropriate first aid
- Call 911
- Contact the parent or the Emergency Contact to ask them to pick-up the child immediately or to give us further instructions
- If no one responds, we will act as an agent for the Parent to authorize medical care and have the child taken to the closest Emergency Room. We will be sure to take their Registration and Medical Release Forms.
- The incident will be documented and the Director will be notified so the Extended Incident/Injury Report can be completed.



## **Inclement weather**

In the event that inclement weather forces the closing of our center or a delayed opening, we will follow the plan set out by the Duval County School System. Parents are urged to listen to the news & radio stations to secure information regarding the closing or delayed opening of the center.

Decisions regarding opening, closing, or delaying the center's opening will be made by 7:30am. If the center is open, the day will continue normally, unless extreme circumstances necessitate closing early. In such an emergency, the Director or center staff will telephone parents for early pickups. Please check our facebook page for updates.

Like us on facebook: KidsPark (Jacksonville)

## **Licensing:**

Our DCF license number Tinseltown: #C04DU1380

A copy of the Florida Licensing Standards and most recent Licensing inspection report can be viewed in the Director's office at any time. At anytime you may contact the local Licensing office.

Please read "Know Your Child Care Facility" provided in our lobby.

**Field Trips and Transportation:** None

**Reporting Child Abuse:** As a State of Florida licensed facility; our staff is mandated to report suspected physical or sexual child abuse to Child Protection Service. If abuse is suspected, staff will take the following steps: (1) Consult with their Director or Shift Lead (2) While child is still at KidsPark, contact DCF (3) Complete a Suspected Child Abuse Report (SS8572).

**Notifications:** Our daily schedule and special events will be posted in the lobby to keep you, the parent, informed as you check in and out of our center. Important information about special events will be sent home with children in attendance as well as mailed and/or emailed to all registered families. In addition, important information and special events will be posted on our website: [www.kidspark.com](http://www.kidspark.com) and also on our Facebook page [www.facebook.com/KidsParkJacksonville](http://www.facebook.com/KidsParkJacksonville). Regular email newsletters will serve to inform and remind parents of our schedule, calendar of events and special notices such as communicable disease exposure and outbreaks.

## **Emergency Evacuation Location and Procedures:**

### **In the case of extreme emergency:**

Tinseltown Center will evacuate to: A Bright Beginnings Childcare Inc. 9762 Deer Lake Ct, Jacksonville, FL 32246.

Once the children's safety is ensured, parents will be contacted from the evacuation site.

**Regular Attendees:** If your child is enrolled in our VPK or Buddies Preschool Programs, please let us know if they will miss class. If your child is unable to attend for the day, please call the center by 9:30 am. DCF requires us to call daily to check on any children who are not in attendance, so we ask for your help in making sure we know that your child is safe and healthy.

**Parental visits:** If parents have any questions or concerns about our policies and procedures, our center Directors have an open door policy. Directors can also be reached by calling the center. Parents are welcome to visit our childcare center at any time during our hours of operation to observe your child, our childcare center's operation, and program activities without an appointment. If you are interested in participating in a particular activity, please make arrangements in advance by contacting the Director for permission.

**Photos:** Out of respect for all of our parents' wishes, we ask that you do not take photographs or videos of the children in our care.

By signing your name in the Sign In Book, you agree to the following KidsPark policies and procedures:

1. **Meals** will only be provided if specified. If a child who was not to eat is hungry at mealtime, we will either (1) contact the parent or (2) give the child a meal and charge the parent.

2. **Late Pick-ups** will be charged \$1/minute. Closing times for our Tinseltown Center are: 10:00 pm Mon-Thurs, midnight Fri & Sat and at 6:00 pm on Sun. Closing times for our Avondale Center are 8:30 pm Mon-Thurs and 10:30 Fri & Sat.
3. **Pay** by cash, debit, VISA or Mastercard. A \$25 service charge is added to unpaid balances.
4. **Lobby Cubbies/Bins** are provided as a convenience. We do not take responsibility for personal items left in the bins.
5. **Socks** are required. Dress for play. We do not take responsibility for clothes that are soiled.
6. **Bring Diapers** for changes. Diapers we supply will be added to your bill.
7. My signature below verifies receipt of brochures **Influenza Virus: A Guide to Parents** (during the months of August and September) **Know Your Childcare Facility**, **ChooseMyPlate.gov** form, and KidsPark's **Parent Handbook**.
8. Occasionally we will do **cooking activities** with the children or outside food is brought in by parents for birthdays or other special occasions. Your signature gives us permission for your child to eat the food made or brought in during these times.

**2-5 year olds cannot be checked in without a current copy of their immunization and health forms (DH680 and DH3040) after 30 days of first visit. Please check with us if you are unsure of their expiration dates. Some children in our care may not have current immunizations but are able to attend because they are within their first 30 days of visiting, or they have a documented medical, religious, or philosophical exemption on record with KidsPark.**

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 I \_\_\_\_\_ have received a copy of the KidsPark Parent Handbook  
 (Parent/Legal Guardian's Printed Name)

which includes some serious stuff like: operational policies, discipline (including expulsion) and child guidance policies, information on the disbursement of prescription and non-prescription medications, medical emergency procedures, the immunization and health form policy, as well as emergency evacuation locations. The Parent Handbook also has fun stuff like center hours and a list of some of the fun things my child will be doing while at KidsPark.

I read the fun and the not-so-fun stuff in the KidsPark Parent Handbook and I agree to comply with the rules and regulations within the KidsPark Parent Handbook.

\_\_\_\_\_  
 Parent/Legal Guardian's Signature

\_\_\_\_\_  
 Date