



Parent Handbook

Leave it to KidsPark to meet your needs.

Our hourly childcare centers are for preschool and school age children, ages 2.5 through 12 years old. 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. Play components are selected to promote cooperation, socialization, listening skills and motor development. There are daily featured activities that include cooking, arts and crafts, sensory exploration or hands-on science

Use us 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.

Non-Discrimination Policy

KidsPark does not discriminate based on race, handicap, color, religious belief, national origin or gender. In an effort to be as inclusive as possible, we employ staff with diverse backgrounds. However, KidsPark staff is not trained to care for kids with special needs, nor do we offer one-on-one supervision. If you are unsure of whether or not this is the appropriate environment for your child, please have a conversation with the center Director or Owner.

Communication

Parents and KidsPark staff should communicate at the beginning of each visit, and then again at the end of the visit. During drop-off, please be sure to notify the KidsPark staff of any food allergies, diapering needs, meal plans, etc. During pick-up, KidsPark staff will make the parents aware of anything notable that occurred during the visit.

If there are any policy changes, the information will be posted in the lobby by the register

Photographs and Videos

Photographs or the videos of the children in our care may be taken throughout the course of the day, and may appear on social media sites, our webpage, or publicity materials. During registration, you may choose to opt out of your child's picture being posted. Additionally, please be aware that if you do allow your child's photo to be taken, we cannot guarantee that we will use their photo.

Alcohol, Tobacco, Cannabis and Illegal Drugs

We are a smoke free facility. Washington regulations prohibit smoking and vaping within 25 feet of a childcare center entrance. Additionally, please be aware that if you are under the influence of alcohol, cannabis or illegal drugs, we may not release your child(ren) to you unless you are accompanied by someone who is sober

Curriculum Philosophy

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Child Guidance

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. 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 you have chosen or may choose from the activities you present.

IN NO CASE WILL THERE BE ANY AGGRESSIVE PHYSICAL CONTACT! 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 to their child.

If there is an instance where a child is harming themselves or someone else, temporary restraint may be used in order to move the child to safety. However, that restraint will be released the moment the child is safe. A visit report will be given to the family at the end of the day.

Expulsion & Termination of Services Policy

While we prefer to not expel children from our center, we do have to consider the safety of all of the children in our care. If there are ongoing behavioral issues which jeopardize the safety of either the children in our care or the staff providing care, we may either limit the frequency and/or duration of a child's visit, or require that support from a medical professional be sought before the child may return to our care.

Additionally, please be aware that KidsPark reserves the right to discontinue services with a family who repeatedly does not pay for services rendered, is not respectful of KidsPark's closing time, or if the parent, guardian or a family member acts in an inappropriate or unsafe manner in or near KidsPark's space.

Staffing

Throughout the day our ratios may vary; however, KidsPark will never exceed the state mandated limit of 10 preschool aged children to 1 teacher – or – 15 school-aged children to 1 teacher.

Additionally, while we do not discriminate, we are realistic about the fact that we may not be the right place for every child. If your child has special needs, sensory processing disorders, etc., please be sure to have an open and honest conversation with our staff. We will try to accommodate when we can; however, all children in our care must be able to be cared for within the 10:1 or 15:1 ratios.

Diapering and Potty Training

Children are not required to be potty trained in order to attend KidsPark. We do ask parents to send diapers and wipes at each visit, and please take any remaining diapers and/or wipes home at the end of the visit. Once you do begin potty training, please be sure to notify the front desk, so that we may support you in that process. During this process, please also bring a change of clothes until your child is no longer having accidents.

Diapers and Potty Training are tended to every 3 hours, or, as needed.

Naps

Naps are not scheduled since children arrive at various times. For very young children, please try to schedule visits around nap time. If a child needs to sleep, we do provide nap mats; however, we encourage parents to bring a pillow and blanket if they know their child will need a nap.

Dental Hygiene

New regulations require all childcare providers to offer a time for tooth brushing during the day. If you do not wish to have your child brush their teeth while in care, no further action is required from you. However, if you prefer your child does brush their teeth while in care, we will offer a toothbrushing time immediately following lunch. Parents must provide a toothbrush and non-fluoride toothpaste in a labeled bag on a daily basis. KidsPark will not store any toothbrushes or toothpaste. Additionally, parents must notify the front desk that they would like for their child to brush their teeth while in care.

Field Trips and Transportation:

At this time, KidsPark does not provide transportation, nor do we offer field trips.

Times to fly in.

Monday-Friday 7am-9pm

Saturday 9am-9pm

Sunday 10am-6pm

- Visits can be up to 10 hours
- 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 4th, Labor Day, Thanksgiving and Christmas

Enrollment

There are several forms you are required to complete before your child can join in the fun.

- Registration Form
- Medical Consent and Release form
- Signed and completed Certificate of Immunization form
- Parent Acknowledgement form

All forms will be maintained in our Center Management System or filing cabinet.

Payments

Rates – Payment is due upon completion of services

<i>Number of Children</i>	<i>Hourly Rate</i>	<i>Day Rate*</i>
One Child	\$10.00	\$80.00
Additional Siblings	\$5.50	\$44.00

**Maximum of 10 hours per day per Washington regulations*

Extras

Meals	\$4.50 each
Socks	\$2.00 pair
Registration	\$30.00 per family

Late Pickup

Please be respectful of our closing times. There will be a \$1.00 per minute fee for any children who are picked up after our closing times.

Checking In & Checking Out

Check children in by registering with our receptionist and providing the following information:

- Name of person checking the child in
- Name of child
- Meal status (brought from home, will purchase or is not eating)

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 on their diapers and provide it to the KidsPark employee at the front desk. If your child is toilet training, bring a change of clothing. Extra clothing should be marked with the child's name 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.

Payment is expected at the time of pick up by cash, charge or debit. Before leaving, check for unused diapers, and any soiled clothing or cloth diapers in sealed plastic bags with your child's name on it.

Non-Payment

Payment is due at the end of each visit. If payment is not received on the same day, a \$25 non-payment fee will be added to your account. For accounts which have a negative balance, the child(ren) may not attend until the negative balance is resolved. If non-payment becomes a recurring issue, KidsPark may require that you have \$50 on account at the beginning of each visit, or KidsPark may discontinue providing services to you.

Parent's Access to the Center

Due to the nature of our environment, while parents are always welcome to observe while their child is in the care of KidsPark, parents may not proceed beyond the gate, to the play area, without being accompanied by a KidsPark employee. Please note, that when we do allow a parent past the front desk, that does require a teacher to observe the parent versus the children.

Health Care and Emergency Preparedness

Illness and disease can easily be shared in child care facilities due to the shared toys and number of hours spent around other kids. KidsPark has established a policy to help minimize the spread of illnesses.

1. Handwashing

- a. All children and staff will wash their hands when:
 - i. Entering the building
 - ii. Before and after preparing or eating food
 - iii. When handling pets
 - iv. After diapering or using the toilet
 - v. Whenever in contact with bodily fluids

2. Medicine Management

- a. If your child requires any medication during their visit, the medicine must be prescribed by a physician and in its original container. We will administer it per the directions if the child is in our care at that time and the parent signs a Medication Authorization form.
- b. If your child does need a medication administered, please notify KidsPark staff at the time of check-in. We will keep the medication in a cabinet out-of-reach of the children.

3. Immunization Records

- a. Immunizations must be kept on record and up-to-date. Washington law requires us to request updated immunizations on an annual basis.

4. Medical Emergency

- a. If a child sustains an injury that we determine constitutes an emergency or life threatening situation, we will take the following steps.
 - i. Apply appropriate first aid
 - ii. Call 911
 - iii. Contact the parent or the Emergency Contact to ask them to pick-up the child immediately or to give us further instructions
 - iv. 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.

- v. The incident will be documented and the Director will be notified so the unusual incident/injury may be reported to Licensing

5. **Disaster Response Plan**

- a. In the case of a disaster, KidsPark has emergency supplies on hand for up to 72 hours
- b. In the event of a building emergency, children will be evacuated as necessary and parents will be contacted
- c. In the event of a public safety concern, the doors will be locked. The silent alarm will be initiated, and the teachers will escort the children into the restrooms and storage room where the doors can be closed and locked until the staff is notified the situation is under control.
- d. For an area emergency, such as an earthquake, we will contact the out-of-area contact with information if the parent cannot be reached.

Mandatory Child Abuse Reporting:

As a State of Washington licensed facility, we are required by mandatory reporting laws to report any suspected child abuse, neglect, sexual abuse, or maltreatment to Child Protective Services or our local law enforcement agency immediately, without prior notification to the parents involved. The State licensing agency will also be notified.

Mixed Age Groups

For most of the day, our preschool aged children (2.5 to 5 years old) will be kept separate from our school-aged children (5 to 12 years old); however, there are occasions when the groups may mix. If there are fewer than 3 school-aged children, they may be allowed to join the preschool group for free-play and tabletop activities. Additionally, if there is a sitting activity, such as a snack or mealtime, the groups may be allowed to mix. During gross-motor activities, the two age groups must remain separate for safety reasons.

Parent Binder

If you are interested to know more about our health policy, staff policies, consistent care policies, menus, liability insurance, or inspection reports and notices, please ask the front desk teacher for access to the Parent Binder.

Snack & Meals

Snacks are complimentary – snacks are served at 9am, 3pm and 9pm.

Meals are served at 11:00-12:00pm and 5:30-6:00pm. Meals may be purchased or brought from home. Menus and meal prices are posted in the center and online.

Nutrition meets the state of Washington's requirements.

- A combined total of 1 cup of fruits and vegetables
- One slice of bread or ½ cup of pasta or grains
- Protein (cheese, meat, beans)
 - o *Please note: we are a NUT-FREE facility*
- 1% Milk is provided

Food brought from home must meet the Washington nutritional requirements and must be nut-free. Please be sure to notify staff if you brought a meal from home so that it may be refrigerated, if necessary.

- A combined total of 1 cup of fruits and/or vegetables
- One slice of bread or ½ cup of pasta or grains
- Protein (cheese, meat, beans)
 - o *Please note: **we are a NUT-FREE facility***
- 1% Milk is provided

Daily Schedule

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

Mountain of Energy, a safe outlet for jumping, climbing and sliding, is available throughout the day on a rotational basis between preschool and school age children.

Sensory Exploration, like play dough, shaving cream, goop and slime

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.

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.

Television, Movies, Computers and Music

KidsPark is meant to be a fun, safe play space for kids. Because of this, we do occasionally utilize electronics, mostly during the evening and on weekends.

- The Blue Crew (school-aged) children may play up to 30 minutes per day of non-violent video games. The opportunity to play video games will not be offered before the school day.
- Movies will be offered Friday and Saturday evenings, and may occasionally be offered at other times during the week. Only age-appropriate movies will be shown.
- Karaoke or dance parties will be offered at various times throughout the week.

If you would prefer your child not be included the activities involving the electronics, please make the staff aware of your preference.

Inclement Weather

If KidsPark would need to close due to Inclement Weather, we will notify parents on our Facebook page. If we need to close early, we will call parents to notify you of the need to close.

Join the fun!

KidsPark only accepts healthy children between the ages of 2.5 and 12 years old. We take every precaution to safeguard other children against illness. At check-in, KidsPark will visually inspect children 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, at the discretion of the Director or Shift Lead, 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.