



## PARENT HANDBOOK

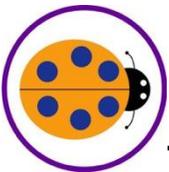


### **“Leaf” it to KidsPark to meet your needs**

Our hourly childcare centers are for preschool and school age children, ages 2 to 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. 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 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 relax and re-energize!



### **Times to fly in**

**Monday - Wednesday** – 8am – 8pm

**Thursday - Saturday** – 8am – 10pm

**Sunday** – CLOSED

- Visits can be up to 7 hours at a time
- Any individual child may be in care for up to 14 hours a week during regular working hours (Monday-Friday, 6:00 a.m. to 6:00 p.m.), or up to 20 hours when evenings (after 6:00 p.m.) and weekends (Friday, 6:00 p.m. - Sunday, 10:00 p.m.) are included
- The center will close at 6pm on Halloween, Thanksgiving Eve, Christmas Eve and New Year's Eve
- The center will be closed New Year's Day, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Thanksgiving, and Christmas



## Tasty Treats

Snacks are complimentary and are served at 10am, 3pm and 8pm. All snacks are served in accordance with the state of Tennessee's nutritional requirements. Gluten-free options are available upon request. 100% fruit juice is available, but children can bring in their own water bottles or drinks.

Meals are served at noon and 6pm. Meals can be brought from home or purchased through KidsPark. Purchased meals are catered in from Jason's Deli, and meal orders must be placed prior to 11am for lunch and prior to 5pm for dinner. In accordance with the state of Tennessee's nutritional requirements, meals include the following:

- Two 0.5 cup servings of vegetables or one 0.5 cup serving of vegetable and one 0.5 cup serving of fruit
- 1 cup 2% milk
- Meat or a meat substitute
- Bread or a bread alternative

A sample weekly menu is included at the end of this document.

**\*\*Any meals or snacks from home MUST be free of nuts and nut products!\*\***



## Who is sleepy?

Naps are not scheduled since children arrive at various times. If a child is tired, they are encouraged to rest in our theater, which is typically a quiet area. For very young children, please try to schedule visits around nap time. If a child needs to sleep, we do provide mats in the theater area. We ask parents to supply pillows and blankets if desired.



## 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, 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 – safely!**

KidsPark follows strict cleaning and disinfecting policies on a daily basis. Additionally, toys are cleaned and disinfected regularly throughout the day to halt the spread of germs.

KidsPark only accepts healthy children between the ages of 2 and 12 years old. We take every precaution to safeguard other children against illness. At check-in, KidsPark will check temperatures to ensure children do not have a fever. Additionally, staff 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 only administer medications only if the medication authorization form is filled out completely and signed by the parent/guardian in accordance with our medication policy (see below). Attention is given to the toys the sick child may have put in their mouth – each must be disinfected with a disinfectant solution.

We provide a healthy environment, but the State of Tennessee does not require immunization, medical assessment, or T.B. tests for attendance at a drop-in childcare center. Each parent accepts the responsibility to assess their child's appropriateness for KidsPark and fully discloses if their child has any medical, psychological, physical or mental condition for which special attention is required. **As a parent, we expect that you will use your best judgement to determine whether your child is well enough to join us at KidsPark.**



## Come with “watering” instructions? Medication policy

Prescribed and non-prescribed medications will be accepted and administered to a child only if the medication authorization is filled out completely and signed by the parent/guardian. Instructions on the form include name of medication, expiration date, dosage, time medication should be administered, and instructions regarding the means and method of administration. All medications must be in their original containers.

Types of medications we administer include:

- **Non-prescription Medication (Benadryl, Lactaid, diaper cream):** Over the counter medications must be in their original containers with the original label, including directions for use. The container shall be clearly labeled with the child’s full name.
- **Prescription Medication:** Prescribed medication must be kept in the original container with the pharmacy label which shows the date of filling, the pharmacy name and address, the name of the patient, the name of the prescribing practitioner, prescribed medication and directions for use. The container shall be clearly labeled with the child’s full name.
- **Epinephrine Auto-injector:** Due to the risk of exposure to allergens that could cause anaphylaxis, we work with the parent/guardian to develop a management plan. This plan includes both prevention as well as treatment in the event of accidental exposure. Epi-pens must be supplied in their original packaging as received from the pharmacist. The package must be labeled by the pharmacy with child’s name, name of medication, directions for giving medication, dosage and expiration date. The container shall be clearly labeled with the child’s full name.
- **Inhalers:** An emergency inhaler will be used on a child, with written parental consent, who has either been diagnosed with asthma, prescribed an inhaler, or who has been prescribed an inhaler as reliever medication. Inhaler must be in its original container with the original label including directions for use. The container shall be clearly labeled with the child’s full name.

All medication and equipment will be placed in a medication locked box, with the exception of emergency medications. Medication requiring emergency administration, as prescribed by a licensed medical professional, e.g., an “Epi-Pen” or asthma inhaler, will be kept in an unlocked container that is inaccessible to children. Information regarding medications to be administered will be posted on the Medication Log in the kitchen. The medication locked box is stored at room temperature. The box will not be exposed to heat or extreme sunlight. If medications require refrigeration, the medicine shall be put in a leak-proof, child-proof container in the kitchen refrigerator.

Staff will wash hands and wear latex-free gloves when administering medications. They will wear latex-free gloves when coming into contact with spills of blood or other bodily fluids. They dispose of contaminated gloves by placing them in a sealed Ziploc bag before putting them in the trash. They clean and disinfect bodily fluid spills and any equipment used to clean immediately.

All medication authorization logs are kept on file. A written log will include the times and amounts of medications administered by staff, any side effects observed, and the name of the staff member administering the medication. This log will be given to parents along with any unused

medications. Medication shall never be administered in bottles or infant feeders unless authorized by a physician. Staff members shall ensure that medication administered in this way is not accessible to other children.

In the event of an emergency, the locked box and medication authorization log will be taken with the children to the emergency relocation spot.



## Emergencies

### Medical Emergencies

A mishap log will be created when applicable if a child has been harmed in some way. A copy of the mishap log is given to the parent/guardian at time of check out. An Unusual Incident/Injury Report is created when necessary, and a copy of this report is faxed to Tennessee Childcare Licensing immediately.

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.

### Plan for Fires, Chemical Spills, and Natural Disasters

Damage to the building structure or inside areas may require the center to be evacuated. If so, the staff and children will move to the designated relocation area, which is the parking lot of ReMix Furniture Consignment in the adjacent building, and wait for the parents to pick up their children. A sign on or near the center will remind parents where the Emergency Relocation Site is or the newly designated site if the planned one is unavailable. KidsPark will also try to contact the parents through all means possible – via phone, email, our website, and social media.

- **Fire:** In the event of a fire, KidsPark staff will gather children in their designated areas to safely evacuate the building. The relocation point where staff will take the children as they are evacuated will be the parking lot of ReMix Furniture Consignment in the adjacent building. Parents will be contacted and will meet in this designated relocation place to pick up their children.
- **Tornadoes:** In the event of a tornado, KidsPark staff will gather all children in the back office of the building where there are no windows. Emergency supplies such as First Aid kits and flashlights will be available in this space. Staff will huddle with children until the storm has completely passed. After the storm has passed, staff will carefully assess the area and keep children away from safety hazards. If necessary, staff will evacuate the building. The relocation point where staff will take the children as they are evacuated will be the parking lot of ReMix Furniture Consignment in the adjacent building. Parents will be contacted and will meet in this designated relocation place to pick up their children.

- **Earthquakes:** In the event of an earthquake, KidsPark staff will gather children in their designated areas to seek cover under tables. Staff will ensure that all children are protected until the earthquake has finished. After the earthquake is over, staff will assess the center and keep children away from any safety hazards. If necessary, staff will evacuate the building. The relocation point where staff will take the children as they are evacuated will be the parking lot of ReMix Furniture Consignment in the adjacent building. Parents will be contacted and will meet in this designated relocation place to pick up their children.
- **Chemical Spills:** In the event of an indoor chemical spill, KidsPark staff will protect children from toxic fumes and gather children in their designated areas to safely evacuate the building. The relocation point where staff will take the children as they are evacuated will be the parking lot of ReMix Furniture Consignment in the adjacent building. Parents will meet there to pick up children.
- **Flood:** In the event of flooding, KidsPark staff will gather children in their designated areas to safely evacuate the building. Staff will follow guidance from local police and emergency management agencies to relocate to a safe area, which may not be the standard designated relocation point. The relocation area will be posted on the building for parents to see, and parents will be contacted through all means possible to communicate the relocation site where they can pick up their children.



## **You are the star! Children's 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. 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 a teacher has chosen or may choose from certain activities presented by the teacher.
4. "Calm box": a teacher will use the "calm box" filled with sensory toys and activities to assist a child in self-regulation and talking through strong emotions.

**IN NO CASE WILL THERE BE ANY 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 behavioral concerns and to discuss ways in which we can provide the best possible care to their child. If behavioral concerns persist, KidsPark may limit the duration of a child's visit until the child's behavior shows improvement. In severe cases where behavioral issues persist, KidsPark may request that a child no longer visit our facility.

**Parents have the right to inspect our center at any time.**



## We take care of all the details

Before your child's first stay at KidsPark, you will need to fill out the registration form, accessible in the center or online, acknowledge receipt of the parent handbook, and tour the facility. Both the family's registration form and our Center Management program maintain all of State Licensing's required information provided by the parent.

Check children in by registering with our receptionist and entering the following in our Hourly Care Book: name of person checking the child in, parent's emergency contact number, name of child, time in, meal status (brought from home, will purchase, or is not eating) and signature. Before leaving the child, the person dropping off will also tell our receptionist if there are any special needs for the visit.

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 or ointment. If a child requires ointment, the parent will need to fill out a medication authorization form, in accordance with our medication policy. If your child is toilet training, 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 a child up, the pick-up person will identify themselves to the receptionist and be verified as authorized for pick-up by their name and picture ID. **THIS IS REQUIRED EVERY TIME A CHILD IS PICKED UP.** 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, credit, or debit. Failure to provide payment at pick-up will result in a \$35 open invoice fee, and the child will not be allowed to visit KidsPark until the balance has been paid. Before leaving, check for unused diapers, and any soiled clothing or cloth diapers in sealed plastic bags with your child's name on it.

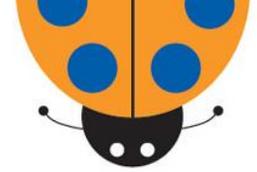
**Field Trips and Transportation:** As a drop-in center, KidsPark is not licensed to provide any form of transportation or field trips for children.

**Reporting Child Abuse:** As a State of Tennessee licensed facility, our staff is mandated to report suspected physical or sexual child abuse to Child Protection Service. In accordance with Tennessee law, any statement from a child reasonably indicating abuse/neglect of that child or another child or any evidence of abuse/neglect observed on a child shall be immediately reported by staff to the Department of Children's Services and/or to local law enforcement or to the judge of the juvenile court in the county of the child's residence.

**Inclement Weather:** As a back-up care provider, KidsPark strives to be open when schools are closed for snow days. If conditions are extreme and we must close our facility, we will post closing information on our website and social media (Instagram, Facebook).

**Smoke Free Environment:** Please refrain from smoking within 50 feet of our entrance, per licensing requirements.

**Owner Information:** KidsPark Murfreesboro is owned by Megan and Preston Stewart. They can be reached by phone, 615-274-9866, or by email, [murfreesborotn@kidspark.com](mailto:murfreesborotn@kidspark.com).



## Meals

Meals are catered by Jason's Deli and are served with 100% juice.

	<u>Lunch - Noon</u>	<u>Dinner - 6:00 pm</u>
Monday	Chicken Tenders	Cheese/Pepperoni Pizza
Tuesday	Grilled Cheese	Cheese/Pepperoni Pizza
Wednesday	Chicken Tenders	Cheese/Pepperoni Pizza
Thursday	Grilled Cheese	Cheese/Pepperoni Pizza
Friday	Chicken Tenders	Cheese/Pepperoni Pizza
Saturday	Grilled Cheese	Cheese/Pepperoni Pizza

**\*\*Meal orders are placed one hour before meal time (11am and 5pm). If you aren't going to check in before those times, please call ahead with your order.\*\***

**Lunchables with snack and juice options are available if you miss the ordering window, or if your child would prefer that option.**

**\*\*Meals or snacks from home MUST be nut free!\*\***

## Snacks

Complimentary Nutri-Grain snacks are served at **10am, 3pm, and 8pm**. Gluten-free and dairy-free options available. Extra snacks and juice on top of the scheduled snack are offered at \$1 per snack.

