

WELCOME

Welcome to **Kids Come First Child Development Center**. KCFCDC is currently a Silver level center striving to become Gold and Accredited through NACYE. I hope that your association with us will be a happy one.

The primary objective of **Kids Come First CDC** is to provide a safe, caring and pleasant learning environment where children are encouraged to develop to their fullest potential, mentally, physically and socially. Every job is directly or indirectly related to that objective and you are therefore a very important person to us and to the success of the Center.

Kids Come First CDC goals for its staff are as follows;

- To foster pro-social behavior and enhance the children's development of independence.
- To encourage their curiosity, creativity, experimentation and problem solving skills.
- To provide a positive a positive and pleasant work environment.
- To nurture positive relationship with children, parents and co-workers.
- To promote the provision of quality and caring child care services.

Kids Come First CDC is open Monday – Friday and operates on a schedule of 7am to 6pm. **Kids Come First CDC** provides equal employment opportunity for all employees regardless of race, color, creed or national origin. In addition, **Kids Come First CDC** complies with applicable federal and District of Columbia laws governing non- discriminating in employment.

During the first few days when many things may seem new or strange: **The Kids Come First** staff and Director will help you adjust. You will find that we work as a team with our parents and treat every person with fairness, respect and consideration.

This handbook is designed to provide information concerning our policies for children, parents, **Kids Come First CDC**. You should familiarize yourself with the information and if there is anything you do not understand, please consult the Director.

Again, let me welcome your to our center and I hope you enjoy being a part of our family.

Ms. Anthia Peters,
Owner

NOTE: This handbook is not a contract. Kids Come First CDC may change, rescind, or add to any policies, procedures, benefits, or practices described in this handbook. Information regarding such revisions will be distributed to all staff and parents.

PURPOSE

Kids Come First Child Development Centers were established to serve the development and educational needs of the neighborhood children. The Center provides a stable, nurturing environment to promote each child's autonomy, sense of trust and developmentally appropriate curriculum.

GOALS

A. For the Child

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contributes to the developmental needs of the child.
3. To provide meaningful opportunities through work/play that are based on the child's individual needs, interests and abilities building an important foundation for future reading skills and other academic pursuits.

B. For the Parents

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interest and needs of the children.
2. To provide care for the children while parents pursue their interest.
3. To provide opportunities for growth in the understanding of child development through our planned education program.

C. For the Community

1. To help meet the needs of the community yearly childhood education by supplying a childcare center.
2. To provide on-site employment for summer-in school youth, (high school/college level)

D. Staff Responsibilities

1. Treat each child with dignity and respect.
2. Help each child become aware of his/her role as an integral member of a group.
3. Supervise all children 100% of the time.
4. Participate in recommended training programs, conferences, courses and other aspects of professional growth.
5. Attend all facility meeting and special in- service sessions.

6. Assume and equal share of the joint housekeeping responsibility responsibilities with co-workers.
7. Be familiar with the procedures for reporting suspected child abuse and neglect.

KIDS COME FIRST CHILD DEVELOPMENT CENTER MISSION STATEMENT

Kids Come First Child Development Center provides a clean, safe, friendly environment to all children. At Kids Come First CDC we believe in focusing on interrelated areas of development:

- Emotional, social, intellectual and physical
- Helping children to be competent and joyful at their present stage of development
- Providing time to explore and discover during group and individual activities initiated by the teacher or the child
- Setting boundaries and teaching acceptable behavior

Kids Come First Child Development Center has goals to foster pro-social behavior and enhance development of independence, encourage curiosity, creativity, experimentation and problem- solving skills. We provide opportunities for development of muscle control and coordination; promote self-expression through language, art, music, movement and drama.

Our vision is to fulfill our responsibility of providing the highest quality care and services to the children, families and communities we serve while enriching the lives of the children entrusted to us for care and education. We involve parents through parent and family events. The staff welcomes parent participation.

Kids Come First strives to create an exceptional work environment that motivates its employees and encourages growth and professional development of all employees by valuing their unique ability to contribute.

We plan to expand our leadership in the childcare industry through the acquisition of high quality programs and continuing to develop new and innovative educational programs. Kids Come First CDC serves as a resource to our families and communities on issues relating to parenting and child development. Our aim is to reassure parents that while pursuing their own outside interest and obligations, their children are in a safe, loving and stimulating environment.

Kids Come First CDC is thoroughly committed to its children, families and itself and will support its mission. Kids Come First is committed to Integrity, Excellence, Dedication, Responsibility, Compassion, and Caring.

Table of Contents

Welcome to Kids Come First Child Development Center	pg.1
KCFCDC Purpose	pg. 2
KCFCDC Mission Statement	pg. 3
Enrollment Policy / Fees	pg. 5
Opening & Closing / Arrival & Departures	pg. 6
Policy Regarding Sick Children	pg. 7,8, 9
Scheduled Closings / Inclement Weather	pg. 10
Meals / Behavior Management Policies, and Procedures	pg. 11
Child Abuse and Neglect / Injury and Accident Guidelines / Parent Conferences/Communication	pg. 12
Authorized Person to pick-up Child / Custody of the Child	pg. 13
Child Subsidy / Referrals	pg. 14
Child Guidance and Discipline Procedures Policy	pg. 15
Profanity, Vulgar Language, Threats & Acts of Violence Beads, Barrettes, Open Toe Shoes, Jewelry & Toys	pg. 16
Volunteer Policy	pg. 17

Enrollment Policy

Enrollment shall be open to any family with age eligible children. All required forms must be complete prior to admission. Children must be in good health and have health forms submitted upon entering the school. Health forms must be updated annually or as needed based on immunization schedule.

A slot must be available in the group in the child is most qualified. Children may be transferred from one class to another when the developmental needs of the child will be best met by such a transfer. Parents will be notified prior to any transfers.

The school reserves the right to drop a member for reasons of non-cooperation, delinquency in payment of fees or inability of child or parent to adjust to the center.

Parents agree to give the school one month's notice before withdrawal of the child from the Center other than if the child is graduating or to pay the difference in tuition.

Tuition / Fees

Tuition and Subsidy Co-payments shall be assessed on a weekly basis.

All payments must be made in advance each Monday morning before the start of the school day. Forms of payment are money orders and cashier's checks **only**.

Reporting to the center without payment will result in your child/children not being accepted to the center. Your child/children will not be allowed entrance to the center until tuition is paid in full.

If tuition is not paid in full by the close of business on Monday, a **\$25** late fee will be applied Tuesday and every day after until it's paid in full for that week.

Tuition must be paid whether your child is present or not. (No Exceptions) You are paying to guarantee your child's slot in the center. **Vacation request** must be submitted in advance to the Center Directors. Subsidy parents are granted **15 vacation days** per year. Non-Subsidy parents are granted **1 week** per year in which tuition is ½ of your regular tuition payment. Voucher Authorizations must be received from your caseworker before your child can attend the program (applies to families receiving subsidized Childcare assistance.)

Families receiving subsidized Childcare assistance are only allowed 5 absent days a month.

Opening/Closing – Arrival & Departures

The center will be open from 7:00 am to 6:00 pm Monday through Friday year round. Also we go by DCPS for inclement weather. SO 2-Hr delay we opening at 9 am and we STOP accepted at 10am.

Students will not be accepted after 9:00 am without a qualifying Physicians excuse, **NO EXCEPTIONS**. In the interest of your child's development we must insist that attendance be regular and on time.

No child will be served Breakfast after 9 am, **NO EXCEPTIONS** .

All children must be picked up by 6:00 pm. Failure to comply will result in a late fee of \$15 the first minute and \$1 each additional minute thereafter until 6:30pm where another \$15 will be added to the balance. If parents cannot pick up their child on time, they should notify the school as soon as possible. All fees must be paid prior to the child being permitted to attend class. "Calling the school however, will not eliminate or cancel the late fee."

After 6:30 pm we reserve the right to notify Child Protective Services and your child will be dropped off at the nearest precinct. **NO EXCEPTIONS!**

Parents should notify the school in case of absence.

For reasons of safety and communication, all children must be brought into the center by parents each morning and signed in and out.

According to DCMR 29 all persons allowed to pick up children must be 18 years of age. NO EXCEPTIONS!

Policy Regarding Sick Children

Please keep your child home if your child has a temperature of 100 degrees or higher, chronic cough, sore throat, pinkeye w/drainage, ear w/drainage or infection, unusual skin rash, diarrhea and/or vomiting. If any of these symptoms occur while your child is in our care, you will be contacted to come for your child. You will be given an Illness Report Form. Your child will be isolated until your arrival.

Your child will be allowed to re-enter the program if he/she has been free of the above symptoms for more than 24 hours and in some cases a physician's statement may be required before your child can return to the center. It is the responsibility of the center to contact the parents and send home any child who shows signs of the following:

1) Fever- when there are no other symptoms accompanying the fever, the temperature reading must be taken twice during a twenty-minute interval and remain consistent for both readings.

- Temperature of 100 or above for infants 6 weeks to 4 months.
- Temperature of 101 or above for children over 6 months accompanied by sore throat, rash, vomiting, diarrhea, earache, irritably, lethargy, or confusion.
- The child must be fever free for 24 hours or have a Physician's statement that the child is okay to return to school.

2) Conjunctivitis-which is an eye infection commonly referred to as "pink eye." The eye is generally red with burning and there is typically a discharge. The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.

3) Active Bronchitis-this can be hoarseness, cough and a slight elevation in the

temperature. The cough may be dry and painful, but gradually becomes productive.

-The child may return to school once treatment has been administered for no less than 48 hours and a physician has given clearance.

4) Rashes that cannot be identified or have not been diagnosed by a physician. A Physician's note must be presented in order for the child to return to school.

5) Three or more episodes of Diarrhea (watery or greenish bowel movement that looks different and much more frequent than usual) especially those which contain blood or mucus. Child must be diarrhea free for 24 hours or have a physician's statement that the child is okay to return to school.

6) Two or more episodes of vomiting (more than usual "spitting up") or one episode when accompanied by a fever, diarrhea, lethargy, or irritability. Child must remain home for a period of 24 hours or have a physician's statement that the child is okay to return to school.

7) Severe cold with fever, sneezing and nose drainage

8) Contagious disease of any kind, including but not limited to: Ringworm- small raised bumps that grow in size to form a circle. For ringworm appearing on the head, the child may not return for at least 48 hours after oral medication has been administered and the physician has given clearance. For ringworm appearing on other areas of the body, the child may not return for 24 hours after the topical cream has been administered and the physician has given clearance. In both cases, the ringworm must be covered while the child is in school.

9) Impetigo-of the skin that shows up as red pimples. These eventually become vesicles surrounded by a reddened area. When blisters break, the surface is raw and seeping. The lesions occur in moist areas of the body such as the creases of the neck, groin, and under the arms, face, hands, or edge of diaper.

10) Strep Throat-the child may return no sooner than 48 hours after the medication has been administered and physician has given clearance.

11) Chicken Pox- the child may return only after a physician has given clearance. Documentation will be required.

-If a child becomes ill during the day, he/she will be isolated immediately and his/her parents notified with instructions to pick up the child.

-An absence from the center for more than three days due to illness will require a written statement from the child's physician or primary care physician. If a note is not given in the morning the child will not be able to attend school until a medical excuse is given. NO EXCEPTIONS It is the responsibility of the parents to keep their children home if the above symptoms occur before leaving home. Generally, the child may not return to the center until they have been on medication for 24 to 48 hours; however, some illnesses require a longer period of exclusion. A note from the physician will be required for all conditions requiring medication. Staff will be more than happy to administer medications at the center; however we must have the Medication Administration Form completed by the child's physician for all prescription medications. Non- Prescription and Prescription Medication will only be given with the child's Physician written instructions stating the following information:

- Child's name
- The medication name
- Dose
- Frequency of administration
- Special precautions that may be necessary

Please keep in mind that there are great risks associated with administering over the counter medication to children without consulting a physician.

We will not administer Fever Reducers! We will only administer over the counter medications with a Physician sign order!!!

Scheduled Closings

Kids Come First will be closed on the following Days/Holidays:

New Year's Day

Martin Luther King, Jr. Day

Inauguration Day (Election Day)

President's Day

D.C. Emancipation Day

Memorial Day

Independence Day (4th of July)

Labor Day

Columbus Day

Veteran's Day

Thanks Giving Day (We currently open ½ day on before) (Subject to Change)

Christmas Day

Parents will be provided with notice for staff trainings, workshops or mandatory meetings. Volunteers may be needed during these activities. (Subject to change)

Inclement Weather / Emergency Related Closings

The center will honor any announced weather closings. When DC Public Schools close for inclement weather, we will close. If DC Public Schools announce a delayed opening, we will also have a delayed opening, however if a delay is announced and later changed to close, we will close and call for any children present to be picked up. Please check for closings, delays and updates by way of radio, WTOP, and television NBC, Fox, ABC, or CBS.

SUPPLIES

Things to bring to the Center: Send 2-cot sheets and blankets for naptime, extra clothes labeled with your child's name, diapers, wipes, and tissue and hand sanitizer. Additional supplies can be found on Supplies provided during enrollment or at the start of the school year.

-Crib sheets and blankets will be sent home on Fridays for laundering.

Meals

The following meals are provided: Breakfast, Lunch and snack. Each meal offers your child milk, meat, vegetables and/or fruit and bread. Meals are served at the following times:

Breakfast: 8:00am-9:00am

Lunch: 11:30am-12 Noon

PM Snack: 2:30pm-3:00 pm

Your child will be served if in attendance. Meals will not be saved or held. Your child must arrive to school by 8:00am for breakfast and 11:00am for lunch. If they arrive after the specified times, it's the parent's responsibility to feed their child. Menus are posted and/or sent home weekly. No outside food is allowed in the centers without special arrangements between the parent and Nutritional Director if applicable or with doctor instructions. Teachers and other staff are not allowed to make any exceptions to this rule.

All meals are prepared on site and all children between the ages of 6 months and 4 years will be served the same or similar menu items. All food allergies must be identified on your child's food questionnaire upon enrollment with your application.

Infants and toddlers on formula and baby food must have these items supplied by parents. If the infant/toddler is on regular milk, it will be supplied by the center. (Subject to Change)

Behavior Management Policies and Procedures

When behavior problems occur, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then together develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. Redirection is used to help the child understand their behavior is not acceptable. If the behavior becomes so disruptive that it continuously interferes with the classrooms ability to function properly, we reserve the right to withdraw him/her from our program.

ATTENTION: There shall be **no physical punishment administered** to the body of a child by staff or parent as disciplinary action. Should a teacher place his/her hands on a child, that teacher will be terminated.

Note: Please sign and submit the Child Guidance and Discipline Procedures policy receipt in the back of this handbook and submit to the Director. A copy of the policy is a part of this handbook.

Child/Abuse Neglect

The staff of Kids Come First is required to report to the Local Division of Family Services, as required by laws, any suspicions of child abuse, sexual or otherwise neglect or endangerment of which they may become aware.

Injury/Accident Prevention Guidelines

If your child becomes injured other than a minor scrape or bruise you will be notified immediately. The incident will be assessed and documented. A copy of the incident report will be kept on file. In case of an emergency you must supply us with at least (2) back up contacts. You must be easily reached during the hours that your child is in care.

Parent Conferences/Communication

Parent conferences are typically scheduled twice a year in person in January and June. Together you and your child's teacher will review your child's progress, needs and set goals for your child. Parents are also welcomed to visit the program at any time their child is present.

Individual conferences may also be scheduled as needed. Other ways that we will communicate with you will be:

- Brief discussions upon arrival
- Daily reports
- Telephone calls during teachers planning time
- Monthly newsletters
- Open house events

Parent Meetings are held quarterly in the months of January, April, July and October.

Attendance is Mandatory .

Authorized Person to pick-up Child

If anyone other than yourself and/or designated person will pick-up your child, you must complete an authorized to pick-up consent form. Employees of KIDS COME FIRST are not allowed to transport children in their vehicles. (No exceptions!)

According to DCMR 29 all persons allowed to pick up children must be 18 years of age. NO EXCEPTIONS!

Custody of Child

The enrolling adult will be the custodial parent in all relationships with the school. The school will adhere to the wishes and instructions of that individual. Should there be legal changes in the custody of the child, the legal guardian will need to bring documented evidence of such and the school will act accordingly.

Children will only be released to the individuals name on the application. Should a parent wish to add additional names he/she must do so in writing.

If in the opinion of the lead teacher/caregiver it is believed that a parent or authorized person arrive to transport a child home in an intoxicated condition, the lead teacher/caregiver must adhere to the following procedure: .

- Notify the other parent(s) or guardian of the situation.
- Ask the person to leave their car at the center and take the child home using other means of transportation. .
- Offer to call a relative, friend, or taxi (at parent's expense) to drive the person and the child home.

Children must be signed in and out every day they are present at the center. This is very important in the case of an emergency. **The sign in/out sheets are taken by the staff in case of evacuation and used to take attendance once they've reached a safe place.** Running late for work or having an appointment is no excuse for not signing your child in as present. Likewise, trying to beat traffic in order to get home is no excuse for not signing your child out at the end of the day.

Child Care Subsidy Program

1. If you are a participant in the Child Care Subsidy Program and refuse to supply your child/children with a clean sheet, blanket and other necessities such as change of clothing (uniform where required), you will be reported to your intake worker downtown for neglect of

your child/children's hygiene. Your voucher will be terminated. Parents are required per their voucher and Daycare Level One

Agreement, to adhere to the instructions given by the Center Director and/or teachers on the personal health needs of your child while in attendance at Kids Come First, Inc.

2. Parents will not be allowed to neglect their obligation. Your co-payment is to be given to the Center Director as required by DHS. If you refuse to pay the co-payment your voucher will be terminated.

3. All parents in the Child Care Subsidy Program are required to attend at least 4 PTA meetings per year. NO EXCEPTIONS and NO EXCUSES!

4. Any parent caught falsifying his/her address status i.e., DC or Maryland is subject to prosecution.

5. All parents are to give a quarterly update in any and all changes relating to your voucher, Refusing to cooperate is subject to voucher termination.

6. Any questions regarding your voucher should be addressed to your intake worker.

Income Maintenance Administration, Child Care Services Division (CCSD)
4001 South Capitol Street, SW-First Floor
Washington, DC 20032

Referrals

Referrals are available from the Kids Come First Director upon request.

Child Guidance and Discipline Procedures

The purpose of guidance and discipline is to teach a child to have self-discipline. The emphasis of any set of procedures should be to teach the child to learn how to control themselves in various situations.

Children who attend our program should expect to be treated with kindness, concern, and respect at all times. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any parent who exhibits any behavior that can be construed as abusive will be reported to Child and Family Services.

KCFCDC DOES NOT PERMIT CORPORAL PUNISHMENT OR PHYSICAL DISCIPLINE OF ANY TYPE TO A CHILD BY STAFF OR PARENT ON ITS PREMISES.

Kids Come First CDC follows procedures as outlined below in encouraging self-discipline:

Infants and Toddlers

Prevention, Ignoring the behavior, Redirection, Distraction, Explaining, Encouraging, Modeling, and Conferencing. Infants and Toddlers should **never be put in time out.**

Preschoolers

Prevention, Ignoring the behavior, Humor, Reminding, Encouraging, Modeling, Discussion, Problem Solving, Conferencing. **Time Out** may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. It will only be one minute per age year of the child, and a child in time out will never be isolated from the group.

Profanity, Vulgar Language, Threats & Acts of Violence

The use of profanity, vulgar language, threats or any other acts of violence is prohibited within the walls and on the grounds of Kids Come First Child Development Centers. We must keep in mind that there are young children attending these facilities and we will not subject them to any type of profanity, vulgar language, threats or acts of violence by parents or visitors. **Parents are responsible for the acts of those they send to receive their children at the end of the day and will be held accountable.**

Behaviors of this type, is grounds for immediate termination of your child and services provided by KCFCDC.

Kids Come First CDC has **zero tolerance** for this type of behavior within their centers and in the presence of the children attending the centers. **NO EXCEPTIONS!!**

Barrettes, Beads, Open Toe Shoes & Jewelry/Toys

NO Beads are accepted! Their barrettes must be the size of a quarter or bigger. If your child comes to school with these items in their hair, they will be removed for safety reasons as these items possess a choking hazard. **NO EXCEPTIONS!!**

To prevent injury to your child, children are not allowed to wear open toe shoes. **NO EXCEPTIONS!!!** Staff will not be allowed to accept any child with open toe shoes.

Kids Come First CDC is **not responsible** for any jewelry worn to the center by your child(ren). Parents who choose to put jewelry on their children are doing it at their own risk. We will do our best to maintain the items however we won't be responsible for the loss or damage. This same policy is in effect for toys your child brings into the center. They will be taken and put up in their cubbies until the end of the day.

VOLUNTEER POLICY

REGULATION REFERENCE: Office of State Superintendent of Education Early Care and Education Administration New Child Development Center Regulations
Section 339

Volunteers of all ages are a part of the KCF CDC program. They ensure maximum services delivery in the most cost effective manner by utilizing the expertise available in the community. Parents and families of children served in the program and others in our community can offer their valuable time and support to KCF CDC's program. Parents are especially encouraged to volunteer in their child's classroom and to take advantage of the other opportunities to participate in the program.

Each volunteer shall work under the direct supervision of a teacher, group leader, assistant group leader, or center director at all times, attend in-service training programs and completion of continuing education requirements, as required.

No volunteer can be solely responsible for a group, classroom, or for the Center at any time.

Note: All volunteers must undergo a FBI clearance and submit a health certificate to the business office in order to work with the children.



KIDS COME FIRST
CHILD DEVELOPMENT CENTER
PARENT HANDBOOK SIGNATURE

I, _____ the parent of _____,
am confirming by my signature below that I've received a parent handbook from
Kids Come First Child Development Center. By signing below I understand that
this handbook is not a contract. Kids Come First CDC may change, rescind, or add
to any policies, procedures, benefits, or practices described in this handbook.
Information regarding such revisions will be distributed to all parents two weeks
prior to any change unless it's mandatory by OSSE and beyond the Center's
control.

Even though some of the subjects in this handbook have been explained to me
during my enrollment, I do understand that it's my responsibility to read this
handbook in its entirety and familiarize myself with the policies and procedures of
KCFCDC and adhere to such policies and procedures.

Parent Printed Name

Parent Signature

Date



KIDS COME FIRST PARENT HANDBOOK

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202-733-1213
202-733-2404

Anthia Peters
Owner/Administrator