

# KIDLIFE™ PRESCHOOL TAMPA



## **POLICY HANDOUT**

Welcome to KidLife Preschool! Below you will find a few of our policies on certain issues that will concern you and your child. Thank you for your cooperation on these issues, and for allowing us to provide care for your child. We always work closely with our parents and we welcome your comments any time.

## **SICKNESS POLICY:**

Children running a fever of 100 degrees or more will need to be picked up unless the fever is due to current immunizations or teething, in which case we will need to be informed by parents. Children with diarrhea or vomiting will not be allowed to stay with us. These are both usually due to a virus and are considered contagious to other children. Children must be free of fever and symptoms for 24 hours before returning to us. Please do not send your child to daycare if vomiting has occurred during the night or that morning. Any child with a persistent cough that could spread germs to others will need to go home. A child with a consistent dark-colored running nose is considered contagious and will need to be picked up. Occasionally, we find a case of head lice. This needs immediate attention and would require you to pick up your child and treat him/her with appropriate medication. Children may not return until all nits are removed. No child will be able to return after having head lice without going through the office. We do not have adequate space in the Center, nor extra staff to care for sick children. We will provide a place apart from other children until you arrive. Parents, we will be calling you if your child becomes sick. We recommend you have a relative or friend on call in case you are unable to leave work and come. We will be as understanding as possible with our parents regarding sick child pick-up, but we must consider the health risk to others.

## **DISTRIBUTION OF MEDICINE:**

The Center will only administer medication prescribed by a physician in its original container to children. We cannot, by law, give over-the-counter drugs such as cough syrups, benedryl, cold medicines, Pepto Bismol, or eye/ear drops. Our staff will not alter doses or change the time of medication administration. We follow the prescriptions as written on the label. Please do not ask us to alter the doctor's orders.

We will administer Childrens Tylenol or Childrens Motrin for teething, immunizations, or when your child has a fever and is waiting to be picked up by you. A medication permission slip for both is enclosed in your registration packet and must be filled out and on file in the office prior to administration of any form of Tylenol or Motrin. If your child cannot take Tylenol or a similar medication for fever and such, PLEASE LET US KNOW.

## **LABELING:**

All items such as bottles, bottle caps, bags and toys should be labeled with a permanent marker with the child's name. Lunch bags and boxes should also be labeled. During winter months please tag and label jackets and sweaters. Every year we end up with many of these items left unclaimed. We routinely donate these items to charity. Please remember to take these items home daily to prevent them from being misplaced or lost.

**NECESSITIES:**

Please send in an extra set of clothing to be left at all times in case of an accident. These may be sent in your tote bag, remember to label everything.

Toddlers being potty-trained will need to bring in extra training pants as well as diapers. We like to have both on hand while training. We will work with our two-year-olds in the training process and would appreciate your help at home for reinforcement. We understand that all children develop at different stages, keeping in mind not all children will become trained at the same time. Non potty-trained children will need to bring their own diapers and wipes. You may send in a daily supply or send in a pack for the week.

All children staying for the day will need to bring a sleeping mat for everyday use. Please do not send in any cloth or sleeping bags, as these will have to be returned to you. Vinyl mats are required so they may be wiped down and sanitized. Children may want to bring a blanket from home. Please take them home on Friday and launder them. Sleeping mats may be purchased at most department stores.

**IMMUNIZATIONS:**

The health department requires that every child have current immunization records on file in our office during the time your child is enrolled with us. This information must be updated any time more shots are given to your child. Please notify us when anything changes concerning these records. They are updated every year and must be in our office by the beginning of the school year.

**DAYCARE HOURS:**

We open at 6:00 a.m. every morning and close at 6:00 p.m. A \$1.00 PER MINUTE charge may be added to your account if you pick your child up after 6:00 p.m. Call ahead if there is an emergency situation.

Our office is open from 8:00 a.m. until 6:00 p.m. for your convenience. Please refer all questions concerning your account to the office. Our office phone is 626-4600. We welcome your comments or questions any time. SUMMER HOURS MAY VARY.

We have an open door policy. Our parents are welcome to come and go at any time. We do ask that you notify us in advance if you are sending someone else to pick up your child. All children must be signed in and out in the lobby every day. Please do not allow children to sign themselves in. We must have your initials on the log along with the time-in and time-out.

**VACATION AND SICK TIME:**

Parents, by virtue of your child's enrollment in our Center, we agree to hold a place for your child. Therefore, we will not discount the weekly rate even if you do not bring your child in every day. However, your child may accumulate up to 10 days of sick/vacation time during the 12-month period from August 1st to July 31st of the following year. Your child must be with us 6 months to qualify for this credit. Advance credit will not usually be given unless unusual circumstances mitigate this rule. Credit will not be given if your account payments are not current. Vacation/sick time is non-accumulative from year to year.

**COMPLAINTS:**

From time to time we realize it is important for you to come to us with a comment or complaint regarding the care of your child. We value your opinion and encourage you to communicate with us on a regular basis. Our Center strives to provide you and your child with the best service/care possible. We appreciate comments that will help us improve our Center and encourage you to offer them. On the other hand, we reserve the right to ask you to remove your child from our Center if we feel we cannot make you happy with the care we provide. We take pride and pleasure in the good reputation we hold in our community and will do everything we can reasonably do to maintain the faith and confidence you have placed in us by enrolling your child with us.

**EMERGENCY CLOSINGS, NOTIFICATIONS, ETC.**

From time to time we experience circumstances beyond our control such as extreme weather, utility outages and will need to close. KidLife will always follow the recommendations for all Hillsborough county closings in regards to extreme weather, hurricanes, ect. For notifications you can join our FaceBook page at <https://www.facebook.com/HT.school> and we will provide up to date information.

We will also update our web page with up to date notices at <https://www.kidlife.fun>

**MEALS AND SNACKS:**

Lunches are provided for all children who are full-time with us. Snacks are provided for all children, both full-time and part-time. Children are permitted to bring their own lunch or snacks from home.

Please avoid sending drinks and snacks that are high in sugar. We ask you to not bring children in during the lunch or nap hours, doing so can be an unpleasant experience for the child. It is a good idea to be here prior to or after this time. Breakfast is served very morning until 7:45 a.m. Weekly menus are always posted for you to view.

Lunches are not provided for part-time children. Hours for part-timers must be a set time for the 20 hrs. Three and Four year olds are served lunch between 11:00 a.m. and 11:30 a.m. Part time children may be picked up before lunch, bring a lunch from home, or purchase a lunch for \$3.00 per day. Please notify the office if you wish to purchase lunch.

We would love to have parents share homemade goodies with their child's class, but unfortunately, state law prevents us from allowing that. Children are always encouraged to share their birthday parties with their class, but any food items brought in for them must be purchased at a bakery/store and be in the original container. Please give us a day or two notice if you wish to bring in a cake or party goodies.

Refrigeration is not provided. Preschoolers should not bring items needing to be refrigerated.

**FINANCIAL POLICIES:**

ALL ACCOUNTS MUST BE KEPT CURRENT! Payments are due on Friday for the upcoming week. Your grace period is extended to Monday evening at closing time. Your preschool fee is to be paid in advance.

A \$10.00 late fee will be added if payment is made after Monday

Morning. Arrangements may be made in the office if you need to pay every two weeks, if one week is secured in advance.

Any account more than two weeks past due will result in the child being dismissed until payment has been made. NO EXCEPTIONS!

Our Center may involve a third-party collection service in the event an account is left unpaid for more than 30 days. Kindergarten records will not be mailed if a balance is owed.

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## DRESS CODE POLICY

Believing that our outward appearance is a reflection of heart and mind. KidLife expects all parents and children to exercise good taste and judgment in dress at all times when on the school grounds.

Proper grooming must be taught along with other rules of manners and morals. Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming.

The dress code applies to all functions except where specified.

### TODDLERS - K4

#### **Girls**

- Modest shorts, slacks, skirts, or dresses
- Avoid garments with ungodly sayings, advertisements, or cartoons that encourage violence.
- Tennis shoes or sandals are appropriate. Sandals must be strapped to child's feet. Socks should be worn with shoes.
- Expensive jewelry, hair garments, or hats should not be worn to daycare.
- KidLife cannot be responsible for these items if lost or damaged
- Small rings or jewelry should not be worn. These may fall off and could be dangerous to small children.

#### **Boys**

- Trousers or shorts are appropriate.
- T-shirts are acceptable, must be waist length, no cut-offs. Avoid shirts with ungodly sayings or advertisements, or cartoons encouraging violence.
- Hats are not to be worn to daycare.
- Earrings are not permitted. If lost, could be dangerous to small children.
- Tennis shoes and sandals are acceptable. Sandals must be strapped to feet. Socks should be worn with shoes.
- No faddish haircuts, such as shaven heads or tails.

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## STATEMENT OF PHILOSOPHY

KIDLIFE PRESCHOOL & FIREHOUSE YOUTH CENTRE recognizes in the framework of democracy not only the right of a free, public-supported education for every child, but also the prerogative of a private education committed to the Christian ethic and high academic standards.

**Christian education recognizes and teaches that all truth is from God and that the person of Jesus Christ must be the central theme in all learning processes of life because "all things were made through Him and without Him was not anything made that was made." (John 1:3) Believing this, the purpose of KIDLIFE PRESCHOOL & FIREHOUSE YOUTH CENTRE is to offer a haven for parents who are dedicated to raising children according to God's Word, who wish to provide quality care and obtain a quality education in a thoroughly disciplined, Christ-like atmosphere in which the Bible shall be the most important textbook. The Christian education program of KIDLIFE PRESCHOOL & FIREHOUSE YOUTH CENTRE will provide a true perspective of life, the world, and the universe as revealed in Holy Scriptures.**

Through the cooperation of the preschool, youth centre, school, church, home, and representative communities, we believe that each child must develop the spiritual insight, the academic integrity, and the emotional and physical strength needed for living his life as a responsible person and effective Christian, putting God first in all things and willingly submitting to those in authority.

In Proverbs 22:6 it is written: "Train up a child in the way he should go and when he is old he will not depart from it." KIDLIFE PRESCHOOL & FIREHOUSE YOUTH CENTRE are established to comply with that directive from God.

KIDLIFE PRESCHOOL uses a variety of curriculum for all its classes and is committed to hiring only those caregivers and teachers with experience to love, care for and educate children.

### **NONDISCRIMINATION POLICY**

KIDLIFE PRESCHOOL & FIREHOUSE YOUTH CENTRE admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational administered programs. Students meeting educational and behavioral criteria are accepted irrespective of their church background, race, or nationality.

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## CONFESSION OF FAITH

We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.

We believe that salvation is by \*grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.

We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.

We believe in the visible, personal and premillennial return of Jesus Christ.

We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of those persons who are not saved.