



# **Parent Handbook**

## **2019**

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## WELCOME

We welcome you and your family to Yutan Kids Academy and look forward to supporting you in your role as parents. We value the uniqueness of each family and will make every effort to meet your individual needs. We hope that you will find Yutan Kids Academy to be a wonderful place that continues to strengthen your relationship with your child.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take a place of open, personal communication. We encourage you to voice any concerns you may have to your child's teachers or to administration.

We are excited to form a personal relationship with your child and you. We look forward to helping your child grow, learn, create, use their imaginations, play, and form lasting relationships with our Yutan Kids Academy family.

## MISSION STATEMENT

At Yutan Kids Academy, it is our priority to provide a safe, friendly, respectful, educational, and fun environment for children.

## HOURS OF OPERATION

Yutan Kids Academy is open Monday-Friday, 6:30a.m.-6:00p.m. Although our door may be unlocked for employees to enter, please remember we do not receive children until 6:30a.m. A full day will include Breakfast, Lunch, and Snack. Breakfast is served around 7:30a.m.

We are closed for the following holidays:

**New Years Eve- We close at 1:00 p.m.**

**New Years Day**

**Memorial Day**

**Fourth of July**

**Labor Day**

**Thanksgiving Day**

**Christmas Eve-We close at 1:00 p.m.**

**Christmas Day**

**\*\*\*These are paid days off for the center\*\*\***

## TERMINATION OF AGREEMENT

Yutan Kids Academy reserves the right to make any changes to this contract throughout the year with a written notice, but must give a two week written notice. Yutan Kids Ac Yutan Kids Academy must be provided with a written notice at least two weeks before withdraw of care. Parents will be responsible for paying the daycare for the two weeks following the withdraw notice even if the child is not in attendance during that time. If no payment is made after the child/children's last day of daycare and a positive balance is left unpaid, legal actions will be taken in order to make sure bills are paid in full.

## PROGRAMS AND FEES

### Infant Room:

\*6 weeks to 18 months

\*Staff/Child ratio- 1:4

Children may be in room pass 18 months depending on availability of space in the Midway room.

**\$220 per week or \$60 per day**

### Midway Room:

\*18 months to 3 years and potty trained

\*Staff/Child ratio- 1:6

If the child turns 3 and is not yet potty trained, they are considered a Midway until this is achieved.

**\$190 per week or \$50 per day**

### Jumpstart Room:

\*3 years and potty trained to 4 years old in Preschool

\*Staff to child ratio is 1:10

(if no 3 year olds are present, the ratio is 1:12)

**\$175 per week or \$45 per day**

### Leapsters Room:

\* Kindergarten to 12 years

\* Staff/Child ratio- 1:15

**\*Before school only- \$55.00 per week**

**\*After school only- \$75.00 per week**

**\*Before and after school- \$110.00 per week**

**(These all include the early out on Fridays)**

### Yutan Kids Academy Preschool

**Monday, Tuesday, Wednesday, and Thursday 8:00 am – 11:30 am**

### Leapsters Summer Tuition:

**\$ 160 per week or \$40 per day**

**(All other age groups will still pay their standard room rate)**

**Add an additional \$20.00 per child when there is no school and your child attends Yutan Kids Academy all day.**

**\*\*\*ALL RATES ARE PAID WHETHER YOUR CHILD COMES OR NOT\*\*\***

## ENROLLMENT

You will be asked to sign an enrollment contract. The contract **MUST** be signed, dated, and brought back to Yutan Kids Academy before your child's first day.

We will need a copy of your child's immunization records within **30** days of enrollment and an updated copy within **30** days of any changes.

You will need to have all paperwork filled out and brought back to Yutan Kids Academy no later than your child's first day, but preferably before they start if possible.

### **PAYMENT FOR FULL TIME AND PART TIME CHILDREN**

Payment is due on Monday before your childcare service starts for the week. If payment is not made by Friday, then a \$5.00 additional charge per day will be added on to your bill. Cash or ACH direct withdraw are accepted forms of payment. If you are unable to pay with cash or by ACH, please contact the director of Yutan Kids Academy immediately.

**You are expected to pay for your child's spot regardless if they attend or not.**

We do reserve the right to suspend attendance if your account becomes delinquent. Once your child's account is paid in full your child/children may resume childcare.

### **STATE ASSISTED TUITION**

Assisted families will be responsible for all late pick-up fees and any extracurricular charges that may accrue throughout the year. It is your responsibility to insure your authorization does not expire. If it does go past your authorization period, you will be responsible for your child care service charge. If your authorization includes a family fee, payment must be received at the beginning of each month. Remember state offers daycare services for working hours only.

### **CHECK-IN/CHECK-OUT**

It is the parent's responsibility to clock your child/children in each day using their 4 digit pin number on the tablet located on the wall next to the centers office. Failure to check your child in to the center upon arrival, or out of the center upon departure will result in a \$1.00 fee per occurrence. A teacher will sign your child out each day using the role call sheets located in each of the classrooms. When you bring your child to this childcare facility, you also certify that to the best of your knowledge, your child is in good health and can participate fully in all activities.

Parents/Guardians are required to physically accompany their children into their classrooms. We do not have a curb drop-off policy. Please accompany your child/children into the building and to their designated room/rooms. Please do not leave your child in the hallway, make sure he/she is received in their room by a staff member. This is for your child's safety. It is important that children are aware that their parents are leaving. While this acknowledgement may result in an occasional emotional upset, parents should take comfort in knowing that such separation anxiety usually ends by the time the parent reaches the front door.

Parents are required to list the name, address, and phone number of each person other than the parent who is authorized to care for their child in an emergency. Parents or any other person designated to pick up a child must be prepared to show picture identification to the Yutan Kids Academy staff. Children will not be released to any other person that is not listed on the child's registration form, unless we have a prior **written** request from the parent. Children are not released to anyone younger than

eighteen years old unless specified in a letter that is signed by the parent. Children will not be released to meet parents/guardian's in parking lot.

### **LATE PICK-UP**

You will be charged a fee of \$1.00 for every minute your child/children are at the center passed 6:00pm. Please call the center if you are running late (402-625-2888).

### **ABSENCE POLICY**

Please call as soon as you know you will not be attending for the day. We plan many activities and need to know how many kids will be attending. Also our staff/child ratio is affected.

### **SUPERVISED OFF-PREMISES POLICIES**

-Staff may only take children off premises that have a signed permission form and a copy MUST BE with the staff.

-Whenever leaving the premises, a minimum of two staff members is required.

-Staff must insure that they are within ratio

Babies- 4:1  
18 months/3 years- 6:1  
3 years- 10:1  
4/5 years- 12:1  
School age- 15:1

-Staff must ensure that no child crosses a street without a staff member.

-All children must be within line of sight of a staff member AT ALL TIMES.

-A first aid kit including the following must be taken every time outside daycare walls. Including attached playground areas.

- Disposable gloves
- First aid wash
- Bandages
- Sterile gauze
- First aid tape
- Scissors
- Hand sanitizer

-Permission to leave premises can be revoked by center either temporarily or permanently and must be decided by the director.

-Any staff member that feels uncomfortable with a situation they should inform their supervisor and/or director immediately.

### **PERMISSION FOR CHILD TO LEAVE PREMISES POLICY**

-If a child participates in activities that are not provided or supervised by the center's staff and/or are outside the premises of the center, a written permission form **MUST BE** completed by the parent/ legal guardian and returned to the center before the child can participate.

-Written permission may be emailed or faxed. It must include the following:

- Child's name
- Activity
- Date and time of activity
- If the child will be returning to the center
- Current parent/legal guardian contact information

-Text messages are **NOT** permitted as release for off daycare activities.

### **SNOW DAYS**

If the Yutan Public School system is closed due to **snow/ice conditions and/or hazardous driving conditions**, the Center will remain open. On a snow day, you must arrive at the center or call by 8:30 to let us know if your child will be attending. We adjust our staff according to the number of children that will be attending. If the school system starts late due to these conditions, we will do our best to open at our usual time. If the condition continues to get worse and forces us to close as well, we will call to let you know. If the school system is closed due to "extreme cold" conditions, the Center will remain open.

### **NO SCHOOL DAYS**

For NO school days, Yutan Kids Academy needs to know in advance if your child will be attending two weeks prior to the NO school day. Examples of these days are No School days or days before or after a holiday, when we don't expect regular attendance. There is additional cost for these days. If you don't sign up, we don't guarantee a spot for your child. We staff according to need. If you sign up your child to attend and change your mind, you will need to let Yutan Kids Academy know by calling prior to 5:30pm the day before daycare service is provided or you will be charged for services that day.

### **CONFIDENTIALITY POLICY**

The only information that the staff of Yutan Kids Academy should share with parents/guardians, is information concerning his or her child. Conversations about other children, parents, co-workers, supervisors, etc. are considered unprofessional and in some instances are illegal to share this type of information.

### **MEALS/SNACK**

Yutan Kids Academy will provide breakfast, lunch, and afternoon snack. Times for these meals and snacks will vary by age.

The staff members of Yutan Kids Academy do encourage all of our children to try at least one bite of everything. If your child does not like the meal or snack they are never forced to eat to meal. If we have a meal planned that your child doesn't like, please feel free to pack a lunch or snack. The menu for the month will be posted on our parent information board located just inside the centers front entrance. At Yutan Kids Academy we have an in house cook, who prepares well balanced and fantastic meals!!

## **REQUIREMENTS**

### **-Infant Program (ages 6 weeks-18 months)**

The parents of these children will need to supply: Formula, diapers, wipes, diaper cream, baby food, bottles, two extra sets of clothes, pacifiers, Tylenol/Motrin, sunscreen etc. Also, a copy of any schedule or other important information about your child, this is very helpful for your child while they are in the care of the Yutan Kids Academy staff. An example of a typical schedule could include: the amount of formula/breast milk your baby usually eats and how often, if they need burped periodically through their feeding, if they use a pacifier, any special ways they like to be held, special ways they burp, etc. If the center must supply diapers/wipes due to your child running out, there will be an additional charge of \$.50 center per item added to you bill. A reminder note will be given to you prior to your child running out of formula, baby food, diapers, wipes, Tylenol/Motrin, and diaper cream.

### **-Mid-Way Program (ages 18 months-3 years)**

The parent's of these children will need to supply: two extra sets of clothes, special blanket and pillow for naptime, diapers/pull-ups (if needed), wipes, diaper cream (if needed), Tylenol/Motrin, sunscreen etc. A sweater or a jacket should be brought to the center during the winter months. If the center must supply diapers/wipes due to your child running out, there will be an additional charge of \$.50 center per item added to you bill. A reminder note will be given to you prior to your child running out of Tylenol/Motrin, diapers, wipes, and diaper cream.

### **-Jumpstart Program (ages 3 years and potty trained)**

The parent's of these children will need to supply: an extra set of clothes (if not potty trained), a special blanket and pillow for naptime, pull-ups for naptime (if needed), Tylenol/Motrin, sunscreen, etc. A sweater or a jacket should be brought to the center during the winter months. If the center must supply diapers/pull-ups due to your child running out, there will be an additional charge of \$.50 center per item added to you bill. A reminder note will be given to you prior to your child running out of diapers, wipes, and diaper cream.

## **GENERAL**

### **-Daycare Clothing**

If Yutan Kids Academy sends your child home in an extra set of daycare clothes you must return them by the next Monday. If the clothes aren't returned by that date a \$5.00 change will added to your bill.

### **-Potty Training**

The staff of Yutan Kids Academy will work with your child on potty training, but please DO NOT send any child in underwear until they have gone accident-free at home for two weeks straight. Thank you for your cooperation!

### **-Supplies/Toys/Other Personal Items**

Please your child's name on EVERYTHING that you bring into Yutan Kids Academy including, but not limited to: wipes bibs, bottles, blankets, creams, pacifiers, coats, clothes, shoes, socks, slippers, etc. to avoid missing or lost items.

We at Yutan Kids Academy prefer no personal toys, electronic devices, and any other non-essential items be brought into the daycare center. However, if these items are brought into Yutan Kids Academy, we the staff and director are not responsible for any personal items that are lost or broken while at Yutan Kids Academy. If you choose to let your child bring things to our center that aren't necessary, that is the risk you will take.

Please don't let your child bring money, jewelry, or other small items to the daycare because this would be a safety issue. They could lose it and a younger child might find it and choke on it.

Gum is not allowed at Yutan Kids Academy

NO toy weapons of any kind are allowed.

Please be sure that your child's name is clearly marked on all articles of clothing so that at Yutan Kids Academy, we can minimize the loss of personal belongings. In the event of a missing item, please notify the staff promptly. Unclaimed items are first placed in the Lost and Found, and then they are donated to charity periodically during the year.

Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc.) and appropriate for "messy" activities, such as creative arts and outdoor recreation. Clothing that comes on and off easily, without adult help, gives your child added confidence and avoids toileting accidents. Closed-toe shoes, sneakers or other soft-sole shoes are advised for the prevention of injuries.

### **-Quiet Time**

After lunch, restroom use, and hand washing, the children will take a nap or rest quietly on their individualized mats/cots. After forty-five minutes of resting quietly, those children who are not asleep may engage in quiet activities for the duration of the rest time. Quiet activities are reading, drawing, puzzles, etc. The classroom will resume scheduled activities once the majority of the children in the classroom are awake. If your child does not nap, please let staff know.

### **-Birthday and Other Parties**

Every child's birthday at Yutan Kids Academy calls for a special celebration and parents are encouraged to join in the festivities. For example, parents are welcome to prepare special snacks in recognition of a festive occasion, but we request advance notice. Also, please limit your celebration to a simple snack and/or drink at our scheduled snack time.

### **-Outside Time**

We will have outdoor time every day, weather permitting of course, so please send your child in the appropriate clothing for the weather and also extra clothes in case they get extra dirty.

We will take the babies outside too so they can get some fresh air periodically throughout the day. Weather permitting, of course.

We will **NOT** go outside if it's storming, we are in a storm watch, or if the temperature is above 90 degrees or below 30 degrees.

Please provide your child with sunscreen for our summer months. (Please label your child's sunscreen)

## **PARENTS**

### **-Visiting**

Parents/guardians and other authorized family are more than welcome to come visit their child at any time, but understand that this may be a distraction to your child and they may cry when you come see them and don't take them with you when you leave.

### **-Resolving Parental Concerns**

Occasionally, differences in philosophy or child-rearing practices may occur in the child care setting. All concerns about your child's care should be discussed promptly with a teacher at Yutan Kids Academy or the director to come to a resolution that will best support your child.

You can call/text Kayla Horeis the owner of Yutan Kids Academy anytime on her cell **402-651-2411** or call the daycare at **402-625-2888**. You can also send an email to [kayla@yutankidsacademy.com](mailto:kayla@yutankidsacademy.com). You may also call/text Sonja Rue, the Director of Yutan Kids Academy on her cell **402-443-2414** or at the facility **402-625-2888**. The address of Yutan Kids Academy is: **820 2nd Street - Yutan, NE 68073**.

### **-Volunteer Program**

We extend an open invitation to parents to observe or participate in their child's classroom whenever desired. Parents and volunteers are encouraged to offer assistance on special projects throughout the year.

Some suggestions for parental involvement include:

Volunteer to visit the classroom and read a story

Donate a book

Help with class parties

### **-Parental Discipline Protocol**

Yutan Kids Academy asks that when you pick-up your children from the classroom, if you notice a situation that warrants disciplinary action, please notify the teachers in the classroom or administration. Please do not take it upon yourself to discipline any students in our care. Parents entrust our teachers to discipline students according to our policies set forth in our Parent Handbook.

Due to a conflict of interest, we kindly request that our families at Yutan Kids Academy not befriend our teachers on an internet source (i.e., Facebook or Myspace).

### **-Parent Conduct**

There will be NO cursing, smoking, swearing, threatening behavior, confrontation, or violation of confidentiality policy allowed inside or outside on the Yutan Kids Academy premises. Appropriate actions will be taken if these rules are not followed.

Yutan Kids Academy does NOT discriminate. We expect the same code of conduct from everyone that enters our facility. If not, then they will be asked to leave.

## **BEHAVIOR MANAGEMENT**

### **-Biting Policy**

As we know, biting is a can be a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but it is not an acceptable means of resolving issues. At Yutan Kids Academy, we will take immediate action in the classroom as well as with the family regarding any biting incidents. Immediate action includes, but is not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. If the issue becomes worse, or does not get better with the help of Yutan Kids Academy staff as well as the parent. The child may be terminated from the facility. In which case the parent will still be responsible for paying the remainder of their child's tuition in full. If not paid in full after three collection attempts, a small claims court request will be filed. If a request is granted, the parent will be liable for all additional court fees in addition to their daycare balance. We will ask with your support in helping your child choose words instead of biting.

### **-Child Guidance and Discipline Policies**

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness. Our approach is guidance and redirection, which both play a big role in helping children gain self control over their behaviors, negative or positive.

Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced.

Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. Our positive discipline approach consists of redirection, choices, consequences, warnings, supplying language, and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with the Yutan Kids Academy staff in helping the child practice self-discipline in the classroom.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the Yutan Kids Academy staff informed of matters that may be affecting your child's behavior. In this way, we can offer support when they are at our daycare.

Our goal is to assist you in raising a happy, well-adjusted child. If your child purposely breaks something, you will be asked to reimburse Yutan Kids Academy for the cost.

Physical discipline is never permitted on our premise by anyone. Large group may be brought to order with lights out and circle quiet time. Behavior reports will be sent home if needed/warranted.

If a child's behavior escalates beyond "normal" childhood behaviors a 3 strike rule will be immediately started for the negative behaviors. The first strike will be that the parent needs to immediately pick up their child from daycare. If a second strike occurs the child will need to leave daycare immediately and will need to be out of daycare for a week (the week that the child is not in daycare will still be paid). If a third strikes occurs then the child will need to be picked up from daycare immediately and will not be allowed back to daycare (charges will still apply for the week). The following is a list of behaviors that will immediately start the 3 strike rule:

Violence of any kind towards staff members or other children:

punching, choking, spitting, kicking, throwing objects or children, uncontrolled outbursts, swearing, using any object was a weapon, or any other behavior that is not listed that is harmful towards staff members or other children.

## **SAFETY PROCEDURES**

### **-Drills**

Yutan Kids Academy conducts fire drills once a month all year around. These drills are at different times during the day. The children go outside as they are when the drill begins. This may be at a time when your child is properly dressed or they may have no shoes or not coat on. They will only be outside for a few minutes. This is necessary to help practice drills effectively.

Yutan Kids Academy conducts 6 Tornado Drills per year. One each month starting in April and ending in September.

### **-CPR and First Aid**

There are always at least two or more employees on duty that are certified in CPR and first aid.

### **-Employees**

Employees are screened through the Department of Health and Human Services for child abuse and/or neglect and personal background checks are done.

### **-Child Abuse**

If we suspect any child abuse, we are required to report it to the appropriate authorities.

### **-Licensing**

Yutan Kids Academy is licensed by the State of Nebraska and adheres to rigid enforcement of regulations that meet or exceed the minimum standards in child care. These standards relate to our physical facility, staff, health and safety procedures, nutrition, and record keeping. The center undergoes regular health inspections by the state and fire and licensing departments. We support high standards in child care, as they are in the best interest of the children in our care. A copy of DHHS childcare regulations can be found online at DHHS.org.

#### **-Front Doors**

We lock our door from **8:15a.m - 3:15p.m.**, so no unauthorized visitors will be allowed inside. Please be patient when ringing the doorbell. It may take a minute for staff to get there. If a staff member does not greet you at the door, call the center 402-625-2888

#### **-Code of Conduct**

The employee's of Yutan Kids Academy will be teaching your child appropriate everyday behaviors and politeness. General rules will be set and enforced. In severe cases, such as hurting others and/ or repeatedly ignoring instructions, parents will be notified through a "Behavior Report". We do understand that there are certain ages that require more instruction than others, and we take that into consideration. As they grow older, the rules include (but are not limited to):

- *Absolutely no hitting, punching, or hurting of anyone. Number one rule; keep your hands to yourself.*
- *Abusive, foul, or instigative language is not acceptable.*
- *No excessive defiance of center rules and directions.*
- *Behavior that is inappropriate, illegal, threatening, or disrespectful is not acceptable. In extreme cases, the Daycare respectfully reserves the right to suspend attendance or deny our services.*

### **HEALTH AND HYGIENE**

#### **-Illnesses**

While we take precautions to protect your child against an illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet, calm place for your child to rest in the classroom. We also notify you if it is necessary to take your child home or to the doctor. State licensing regulations state it is necessary for a child to leave the daycare if they have a fever of 101 degrees or higher, or if they have uncontrollable diarrhea and/or vomiting.

Should your child become exposed to an infectious disease at Yutan Kids Academy, we will notify you promptly. In return, we request that you report to us when your child has been exposed to or diagnosed with a particular infection or disease. In addition, we also ask that your child be symptom free and fever free for 24 hours before returning to daycare for an extended period of time due to an illness, we will not prorate your tuition.

#### **-Medication**

Occasionally, children will need to receive medication while they are at Yutan Kids Academy.

Prescription medication **MUST** be ordered by a physician for your child to receive the medication. We will **NOT** administer medication that was prescribed for another child or family member. Prescriptions **MUST** be in the original container with your child's name on the prescription.

**NO** medication, whether prescription or non-prescription, will be administered to a child without written permission from an authorized parent or guardian. Permission to administer medication may be picked up from director. The medication form **MUST** include the following:

- Name of medication
- Amount of dose
- Time to be given
- Date(s) to be given
- Parent signature

Medication should be handed to your child's teacher or the Director and not left on the counter, in your child's bag, or in your child's cubby. All medication **MUST** be in the original container with your child's name **CLEARLY** printed on the label.

#### **-Pets**

Due to possible allergies, no pets are allowed in the center.