

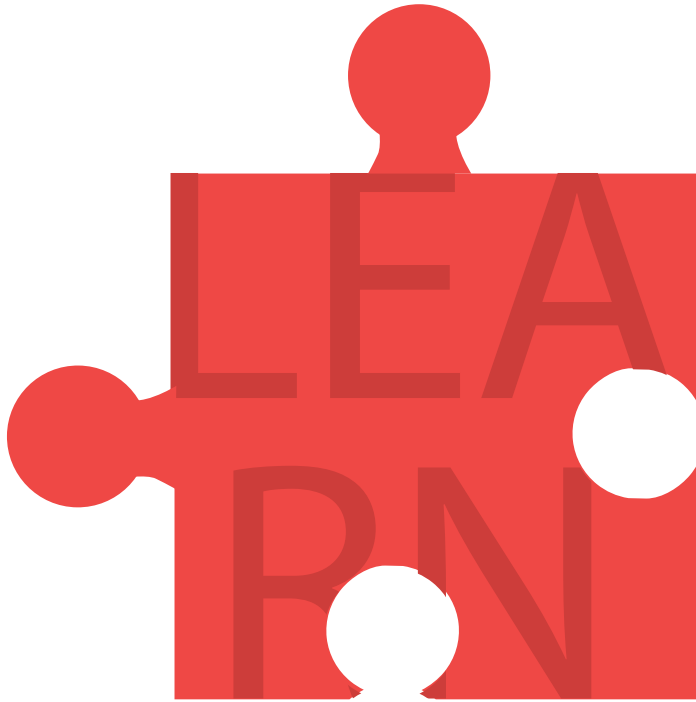
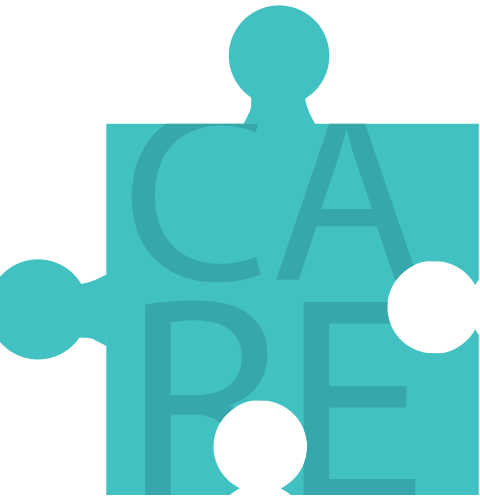
PARENT HANDBOOK

Caring. Exploring. Learning.



OUR MISSION

Provide safe and nurturing environments for children and adults with respect and understanding.



PHILOSOPHY STATEMENT

Kaweah Kids Learning Center is a state licensed childcare program dedicated to serving children age 0-6 years old. Our center is evaluated annually by Community Care Licensing, a division of the California Department of Social Services.

At Kaweah Kids, we believe that children learn best through play. We support the idea that “play is a child’s work,” and offer a curriculum that promotes the child’s emotional, physical, social and cognitive development and well-being.

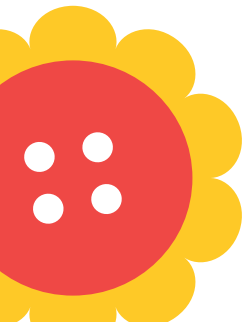
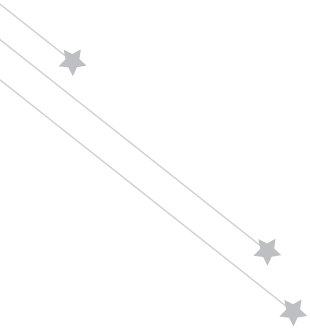
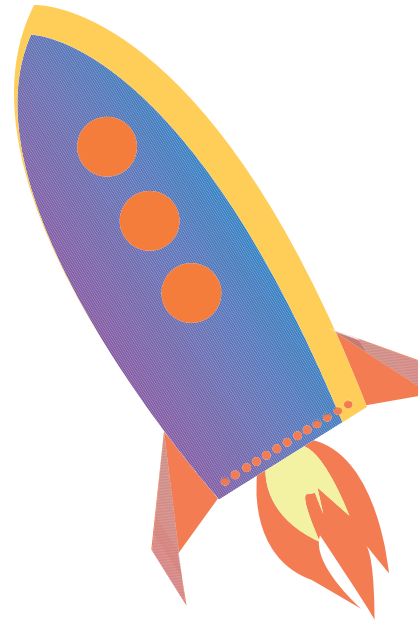
Kaweah Kids Center has adopted the High Scope Perry Method philosophy for learning. This philosophy allows for the Plan-Do-Review method for teaching. Children direct their own learning experiences through observation and play. The teachers encourage exploration and creativity by developing lesson plans in art, literature, math and science, music and movement, dramatic play, physical activities and more.

LICENSING CONTACT INFORMATION

We encourage parents to research the credibility and reputation of any preschool center prior to enrolling their child. If you are interested in our “Report Card,” you are invited to contact: State of California, Department of Social Services Community Care Licensing, 1310 East Shaw Avenue, MS29-01, Fresno, California. They may be reached at (559) 243-4588. All information regarding a licensed child care center is public record and may be requested by contacting Community Care Licensing.

PARENT HANDBOOK

The parent handbook is on Kaweah Compass (Internal; Kaweah Compass. External; kawahhealth.org/kawah-kids) and can be accessed at anytime. Your signature on the permission form in the enrollment packet confirms that you have read and understand the information it contains. Furthermore, your signature states that you will abide by our policies and procedures as they are specified in the handbook.





HOURS:

Monday through Friday

5:30 a.m. – 6:30 p.m.



507 W. Willow Avenue
Visalia, California 93291

(559) 624-2170

kkcmainoffice@kaweahhealth.org



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Thank you for entrusting us to provide quality child care services while you are caring for our community's health care needs.

These policies are subject to immediate change according to State or Federal mandates or for health or safety reasons. Parents will be notified of any changes at the time that they happen.



ELIGIBILITY

Kaweah Kids Learning Center offers enrollment to children of Kaweah Health employees. When a vacancy occurs, the next child on the wait list who fits the criteria for the space available will be enrolled.

Kaweah Health affiliates include employees who do not get paid directly from Kaweah Health, but work here daily. This includes; Doctors, Anesthesiologists, and Contingent workers. Resident Dr. - child is eligible while parent completes the GME program at Kaweah Health.

ADMISSION

- Required enrollment packet paperwork completed with both parents signatures
- Employee verification will be completed by KKC office
- Physicians Report
- Up to date immunization vaccines
- Enrollment orientation with management; Meet for completeness of paperwork, schedule, financial contract, payment arrangement, & classroom information. Employee parent must be in attendance for orientation, child not required to attend. Parent will receive gate code, welcome letter for classroom expectations. Parents will receive an email with instructions to download the app we use for communication. MyProCare.com will be information for parents. Upon withdrawing from the center, please download all pictures of your child AND print the final financial statement for your taxes. Once a child is withdrawn, all of this information will be unavailable to you.

DAILY ENROLLMENT

All childcare enrollments are on a space-available-basis. All Kaweah Kids' clients will be financially responsible for all childcare hours they reserve. The following guidelines apply to reserved hours:

- Scheduling: half day up to six hours, full day up to 10 hours, extended day up to 13 hours
- Minimum enrollment: 2 half days a week.
- Weekly schedules are due in the office each Monday. Late or missing schedules: child will be left on current printed schedule. Please email schedules to kkcmainoffice@kaweahhealth.org.

- Parents are charged for all hours reserved.
- Drop-in days are reserved for employees picking up work shifts at a Kaweah Health facility.

Per Diem Parents;

Per Diem is non-contracted drop-in care and can only be used when parent is scheduled to work at a Kaweah Health facility. Enrollment process is the same as contracted enrollments.

STAFF

Kaweah Kids Center staff are college educated and trained in early childhood education. All have had practical group experiences with young children. Every staff member has been fingerprinted and cleared the Department of Justice's criminal background check. Our team supports the Kaweah Health and Kaweah Kids Center philosophies and mission statements. Our staff model behaviors that promote effective communication skills, conflict resolution, and teamwork. Our team of educators are dedicated to provide a program that supports the safety and well being of children, families, and our staff. Throughout the year we attend staff meetings, staff in-service trainings and workshops. All staff stays updated with certificates in; infant/child CPR and first aid, Mandated Reporter training (LIC AB 1207), Abuse Awareness Training, and all MAT trainings by Kaweah Health.

SPECIAL NEEDS

Educational child care is available to any family without regard to race, color, creed, religion, national origin or ancestry or any other legal mandates. According to Title 22, Section 1-1218 of the California Child Care Center Licensing regulations, we can accept a child who may have special needs (emotionally or physically) only if we can meet the individuals need. We will review the child's Individual Educational Plan (IEP). This is an evaluation usually done by a psychologist or a school district to determine a child's specific individualized need of care. Working with state licensing and the Central Valley Regional Center (CVRC), we will make a determination if our services will meet the need of the child. The child's IEP along with our request must be approved by our Licensing Agency. These needs include: Safety for the child, safety to others, to determine if we can safely meet these child care needs. (see Behavior Management Policy)

SECURED GATES

Parents and others who parents have authorized for drop-off/pickup will receive our secured gate code. This code will change upon a breach of security i.e.; restraining orders – court custody orders, any time we feel others may have received the code which may put our center safety in jeopardy. We ask that ALL parents adhere to the NO PIGGY BACKING policy. Always close the gate behind you and do not allow others to follow you in. Have them open the gate with their code. If someone has forgot their code they need to go to the office for the code. Please do not share the code with others.

RATIOS

Kaweah Kids Center will observe the following state licensing teacher-to-child ratios:

Infants (6 weeks-24 months)

1 adult to 4 children

Preschool (2-6 years old)

1 adult to 12 children

REGISTRATION FEE

Our annual registration fee is \$75.00 per child with a cap of \$150.00 per family. The registration fee is due with the first month of tuition. Annual registration fees are due on the child's anniversary date. Registration fees cover the costs of enrolling students, equipment replacements, security gates, staff/parent communications and curriculum materials.

TUITION & PAYMENTS

Tuition rates are determined according to the age of child and times contracted to attend. Tuitions are charged and paid in advance monthly. Fees are due and payable by the 5th of each month. If a parent does not have enough hours/\$ to Payroll Deduct, they will be need to pay through MyProCare.com. Parents have access to their accounts at all times through MyProCare.com.

Days or times extended beyond contracted days and times will be charged at the Drop In rate. Days added beyond current contract are not guaranteed and can only be accommodated upon space available (see Change Of Enrollment section).

PAYMENTS

Payroll deduction is the required payment plan for all Kaweah Health employees and GME resident staff as long as they are in the GME program. Once they graduate and become Kaweah Health Doctors, they will pay through ProCare.com monthly. The monthly tuition and any balance on the account will be divided in half and deducted from payroll bi-monthly.

Online payments –Employees who are not paid by Kaweah Health can pay online using our secured online portal through MyProCare.com and must be paid in full by the 5th of each month. Kaweah Health Parents can use this method of payment while on LOA, FMLA, FMLAM (maternity/bonding time) or can pay by check.

Check payments –Paying tuitions by check for affiliates and while employees are on LOA/FMLA. Payments must be made in full by the 5th of each month. When you provide a check as payment, you authorize Kaweah Health to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment. You will not receive your check back from your financial institution. If a check is returned for non payment, a \$25.00 service fee is added to your account. We will no longer accept check payments after one non-payment return.

PROCESSING FEES

Processing Fees; credit cards 3% per swipe, debit cards 0 charge, checks 0 charge.

LATE PAYMENT FEE

Tuition not received in full by the 5th working day of each month will be charged a \$25.00 late fee. Child care will be terminated for accounts past due 30 days or more.



LATE FEES

Any times before or after your scheduled time will be charged a late fee. A late fee of \$25 per child will be charged for every 15 minute or fraction thereof that the child(ren) are at Kaweah Kids Center before or after their scheduled time. If there is an occasion that you need child care beyond your regular contracted hours, you must call the center prior to the change of your child's contracted hour for us to plan for additional staff. If advance arrangements are made there will be no late fee charged. If the extended time moves into the next tuition bracket, your account will be charged for the extended day instead of a late charge.

MISSED SIGNATURE FEES

For you child's safety and to comply with state licensing requirements, you are required to sign your child in and out each day. Please sign in and out using your first and last name, and time you drop off or pick up your child. Signing in/out helps us track attendance of children and also is our roster in an emergency evacuation procedure. It is a legal requirement that authorizes us to care for your child. It acknowledges the transfer of care back to when you pick up your child. Parents on tuition assistance must complete all paperwork daily at point of service.

There is a \$10.00 fine for a missed signature. If you miss a signature you will be called to return immediately to sign your child in or pick them up. We will NOT care for a child who is not signed in. After a third time with a missing signature your child may be withdrawn/terminated from the Center program.

ABSENCES

Two weeks of absence credits are figured into the annual tuition. We do not give any credit for days that a child does not attend Kaweah Kids Center, including holidays. If your child will be out on a planned time off, please fill out a **Change of Enrollment form** in the office so that we can schedule staff accordingly.

Abandonment of space: if you do not notify the office of absences and it is into the third week of absence, we will assume you have abandoned your space and your child may be dis-enrolled.

LEAVE OF ABSENCE (FMLA/LOA)

When a parent is on a leave of absence LOA, FMLA, FMLAM, baby bonding time, the child's schedule can be reduced to the minimum of two half days and will be charged the tuition rate whether they attend Kaweah Kids Center or not. This charge is to hold enrollment. When a parent is on this time off, schedule will be on set days and at our lowest census days. When a parent is off for baby bonding time, the expectation is for baby bonding at home with the parent and absent from school. Rotating days are kept for parents working these shifts. During a LOA, hospital employees may not be able to use payroll deduction (see TUITION portion of this handbook). After 12 weeks the child's contracted schedule will resume and the parent is responsible for the original contracted tuition schedule whether the child attends Kaweah Kids Center or not.

WITHDRAWING (TERMINATING) ENROLLMENT

In order to quit your contract with Kaweah Kids Center, we must have a **withdrawal notice form completed in the office** two weeks in advance of the quit date. This notice does not release you of the obligation of any balance on your account. Parent is responsible to pay tuition whether child attends Kaweah Kids Center during the withdrawal period or not.

Immediate Termination

Any person picking up or dropping off a child who does not follow KKC policies, displays verbal or physical assault, or causes disruption to our environment or to anyone on KKC property, staff or others, the child(ren) will be terminated immediately.

Kaweah Health Termination

Upon an employees termination from Kaweah Health, your child's enrollment at Kaweah Kids Center will also terminate. If tuitions have already been paid, the parent will receive a pro-rated reimbursement for the unused paid days. This is effective the date of termination.

Remaining Balances

Accounts left with an outstanding balance will be referred to a collection agency for payment after 60 days of disenrollment from the program.

LATE ARRIVALS/ ABSENCES

As a courtesy to Kaweah Kids Center and your child's teacher, please send a message as soon as you know you will be later than scheduled or if you are not bringing your child in to the center for the day. We ask for continuity of our program that all children are here by 9:00 am. If your child is not here by 9:00 am, your child will be marked absent for the day.

CHANGE OF ENROLLMENT

If you wish to change your child's enrollment schedule, a **change of enrollment form** must be completed in the office. Scheduled changes will be effective the 1st of the next month.

SCHEDULING DAYS AND TIMES

- Schedules are determined by your contracted days and times.
- Schedules are due every Monday in order for the office to schedule your child for the following week. If your schedule is not turned in on Monday for the following week, your child will be left on the same printed schedule as the past week.
- If you schedule an extra/added day above your contracted days and cancel without a one-day advance notice, you will be charged for this day.
- Schedules should be emailed to kkcmainoffice@kaweahhealth.org. The 5:30am-6:30pm scheduling is for those parents working that shift only. 6:00pm is the latest to pick up if a parent isn't working an extended shift.
- 6:30 p.m. parents must be prompt in picking your child up before 6:45 p.m. so our staff is clocking out at 6:45 p.m. Parents who consistently pick their child(ren) up after 6:45

p.m. will need to find another pick up person or find other child care services. Late fees will apply to those coming after your scheduled time. The second time a parent is late picking up, they will receive a letter to find someone else to pick up or will be dismissed from the program.

- Schedules must reflect the categories we offer. We will not accept mixed days/hours schedules *i.e.*: *one half day and 1 full day weekly*. *Enrollments must be contracted at least two days in one category; half, full, or extended days weekly*

DROP-IN PROGRAM

Drop in service is for currently enrolled parents who are picking up a work shift for a Kaweah Health facility. This is dependent on space available. Drop in care is charged the daily drop in rate and will be added to your monthly invoice. Drop-in care must be canceled one day in advance to avoid being charged for the time reserved but not used. Parents must call the office to find out availability of space for the day needed.

HOLIDAYS

Kaweah Kids Center will be closed on the holidays listed below. Kaweah Kids Center may be closed other days or may need to close earlier than our regularly scheduled time at the discretion of the management if it deems there will be a considerably low enrollment on a day before or after any of these holidays. We will give parents adequate notice of any such holidays/closings.

- New Years Day (Jan)
- President's Day (Feb)
- Memorial Day (May)
- Independence Day (Jul)
- Labor Day (Sep)
- Thanksgiving Day and the day after (Nov)
- Christmas Eve/day (Dec)

Any holiday which falls on a Saturday will be observed the Friday before. Any holiday which falls on a Sunday will be observed on the following Monday. Kaweah Kids Center reserves the right to add or change the observation of a holiday based on our scheduled enrollment for that particular day. Holiday credits have been figured into the annual tuition and no credit will be given for any days which the Center is closed.

SIGN IN & OUT PROCEDURES

Each child must be accompanied by a parent or guardian (over 18 years old) to the child's assigned room or playground. According to state regulations, it is **mandatory** for each child to be signed in and out daily using a full first and last name and the time the child is arriving or leaving. Please make it a habit to sign in/out so you don't get distracted with the teacher or child and forget. If a parent does not sign in, staff will notify parent to return immediately to sign in. The child's account will be charged a fee for every missed signature (please see missed signature fees). Parents on tuition assistance programs must sign program paperwork daily.

PICK UP & DROP OFF

Parents will sign in/out at the classroom door. Please ring the doorbell and the staff will greet you and/with your child. To keep germs out of our center as much as is possible please no entry into the classrooms.

AUTHORIZED PICKUP

A parent must take the following steps to authorize another person to take a child from the center.

- Add/authorize a person on the child's emergency contact card in the office (can be by email).
- For a one-time occurrence: Give a written, dated note to the office authorizing the child's release (can be by email) to someone other than those listed on the emergency form in the office.
- In an emergency situation, a phone call can be made to the office to give permission for another person to pick up the child. If KKC does not feel comfortable with this phone call, we will call the other parent for verification.

Proper picture identification is required each time someone comes to pick up your child. Any person taking a child from Kaweah Kids Center must be over the **age of 18 years**. They must have the appropriate **car seat** for the child being picked up.

LEGAL CUSTODY ARRANGEMENTS

In the event of a change of home/family dynamics, Kaweah Kids Center will give information regarding the child's enrollment at Kaweah Kids Center to both parents unless specifically requested in writing by court order to be removed from receiving this information. No adjustments or changes can be made to a child's KKC file or schedule without consent in writing from both parents. It is both parents' responsibility and obligation to furnish a copy of their court order to the Kaweah Kids Center office for your child's file within 48 hours of court date. If the custody dispute interferes or becomes disruptive to children or staff, the child's enrollment status may be terminated immediately.

COMMUNICATION

Helping and supporting your family is important to us. We can do this when parents communicate events or problems that are of concern to them, especially when it concerns your child's safety and well being. We currently use the MyProCare app for daily communication between staff and parents. Parents will receive the welcome link for this application at time of enrollment. Staff will document daily information on your child's day. Please use this method of communication when messaging your child's teacher. Individual parent conferences are available upon request and are held for a variety of reasons including; parent grievances, parent support, teacher support, and updating parents about their child's development. When a problem occurs that needs immediate attention, please call and make an appointment with the director or assistant director. We will be happy to discuss the issue with you as soon as possible.

PHOTOS

Kaweah Kids Center staff will take pictures/videos of children enrolled in the center on a regular basis for communication purposes. These photos may be used to communicate with families to illustrate the daily curriculum to chronicle a child's development or to document center activities. Photos will be shared to your personal portal on MyProCare. We take care that all pictures are taken

in a thoughtful and safe manner. **During special events** at the center please understand other parents may take 'friend' photos which we have no control over and may be circulated via media. If you wish for your child to NOT be included in a 'possible' photo opportunity, please make other child care arrangements for this day/time. Please be respectful when taking photos to not take group photos unless all parents have approved. Please NO photos through windows or outside of fence while children are on the playground or in the classroom.

HEALTH ASSESSMENT

One of our goals at Kaweah Kids Center is to maintain a healthy environment where children will thrive. Upon arrival and during the day teachers will observe the children's health and well being. If they observe any unusual health or behavior for your child, they will call you to discuss their observations. Your child's teachers will become familiar with your child's normal daily behaviors and are able to assess when your child is seemingly not feeling well or out of their normal character. Because infections spread easily and quickly among children, signs of illness may not be present when you drop your child off at the center but may become obvious throughout the day. If at anytime during the day your child does not appear well enough to participate in activities as usual and/or has any symptoms requiring removal from the center, we will contact you to come and pick up the child within a reasonable amount of time. **We reserve the right to exclude a child from attending if we feel they pose a health risk to other children enrolled at the center. A sick child belongs at home where they are most comfortable.**

Parents are required to have back-up childcare for their children in the event that their child must be excluded due to illness.

PARENT RESPONSIBILITIES

Each parent is responsible to provide these items for their child. Parents will be messaged regarding bringing more care supplies. You may not sign your child in without bringing requested items..

Infants

- Diapers - disposable, no cloth, full sleeve
- Wipes -large package
- Ointments
- Bottles. All bottles must have a cap (Licensing Reg 101.227). No glass bottles
- Breastmilk (frozen individual bags). Write child's first and last name and extraction date with permanent marker on each bag. If you wish to nurse baby here at KKC we have a private nursing area in the office. (Inf 1 feed anytime, Inf 2, 3, 4 no nursing during nap time, 12 and 2:30.
- Formula other than what KKC provides
- Extra sets of clothing (at least 2-3 sets daily)
- Pacifiers (2)
- Teething gel/tablets (optional)
- Gripe water (optional)
- Thin gauze material, single layer blanket (Inf 2 and older only)
- Inf 1 - sleep sac with NO sleeves, no swaddling sacs. (optional)

Toddlers

- Pull ups (Disposable only, no cloth or training pants, Velcro open sides, bring 1 sleeve)
- Wipes
- Ointment
- Thin gauze blanket
- 2 sets of extra clothing

Preschoolers

- Thin gauze blanket
- Extra set of clothing
- Water bottle with closable straw



We have established guidelines following the recommendations of the Centers for Disease Control and Prevention, State Licensing Agency, and the Infection Prevention Department of Kaweah Health.

MEDICAL EXCLUSIONS

The decision about whether or not to send a child home because of illness will be left up to the director or assistant director after they are advised of the child's health by the classroom teachers. If your child has a procedure or is hospitalized, we will require a Dr clearance note stating the date the child is well enough to return to the day care setting and/or has no special needs upon returning to school.

When the following conditions exist we will contact you to pick up your child:

1. FEVER: Temperatures will be taken axillary (armpit). Temperature of 100.4°F, parent will be notified and child will need to be picked up a.s.a.p., within one hour of call. If fever reaches 102°F, staff will administer Acetaminophen while waiting for parent to pick up child. A fever of 103°F parent is called immediately. If there is no contact with parent, 911 will be called. Parent will be liable for costs incurred for any type of medical assistance. Kaweah Kids Center staff will continue to observe for any other symptoms which may constitute EMS response. If fever is due to recent immunizations, a parent must agree to come to Kaweah Kids Center to administer pain/fever relief medication. Verification of immunizations from the doctor's office must be brought into the Kaweah Kids Center office in order for the child to be allowed to stay at the center. If fever reaches 100.4°F, child will need to be picked up.

When a parent is called to pick up a sick child from Kaweah Kids Center, the child will be allowed to return on the second day after the parent is called as long as the child has not had a fever during this time. i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return until Thursday, as long as there have been no other episodes of fever, diarrhea, or vomiting.

A child must be fever-free without fever reducing medication for one full day before returning to the center. Even if the child is on antibiotics and still has a fever, the child needs to stay home until the fever is gone.

2. Diarrhea is defined as an uncontrolled bowel movement that is runny, watery, or bloody, and is unusual for the child. Diarrheal diseases may have additional symptoms including nausea, vomiting, stomachache, headache or fever.

Children will be excluded from the center when they have 2 episodes of diarrhea or any combination of diarrhea or vomiting. The parent will be given a courtesy call after the first episode to prepare a possible need to pick up their child. **A child must be diarrhea free for 1 full day before returning to the center.** i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday, and as long as there have been no other episodes of fever, diarrhea, or vomiting.

Upon return to Kaweah Kids Center if any symptoms are present or if the child has 1 episode of diarrhea, vomiting, lethargy, fever, activity level not normal for the child, no appetite, and there have been other cases of intestinal illness in the classroom, the parent will be called and expected to pick up the child and not return until all symptoms are gone.

3. Vomiting - not spit up, 2 or more times.

4. Undiagnosed Body Rashes - dots, spots, blisters, unexplained rash. HFM (hand, foot, and mouth) virus is highly contagious and can be painful to a child. Children will be sent home with any suspect dots, spots, or rash. We will not accept Dr. notes for return during an outbreak of HFM. When a child is fever free and blisters are scabbed over/dots are waning, the child may return to the center. Parents may come by the office for the child to be visually cleared by KKC management.



5. Sore throat and swollen glands.

6. Severe coughing – child gets red or blue in the face or makes high – pitched whooping sound when or after coughing.

7. Eye discharge – thick mucus or pus draining from the eye, or pink eye.

8. Yellowish skin or eyes.

9. Child is irritable - continuously crying, or requires more attention than we can provide without jeopardizing the health and safety of other children in our care. This includes teething babies.

If a child exhibits any of the above symptoms, they may be separated from the other children, and the parents will be contacted to pick the child up. Parents will be expected to pick up their child as soon as possible (no longer than 1 hour). We will continue to monitor the child’s health until they are picked up. All children are involved in physical activities, both indoors and outdoors as an important part of their daily curriculum. We cannot keep a child inside if their class goes outside for play time. If you believe your child is too ill to participate in the regular indoor and outdoor activities, they should stay home where they can get the rest they need until they are able to participate in all activities. Please plan for your child’s immunization shots to be given late in the day or on a Friday for you to observe your child for any reactions to the shots. The point of injection is usually sore for a day or two and children benefit from being home where they can rest.

If you are called to pick up your child, the child must be kept home the following day.

i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday. A child should not return until



there have been no other episodes of fever, diarrhea, and/or vomiting and the child is able to participate in their regular preschool day.

Following an illness, a child may return under the following guidelines;

- Child has not had any diarrhea stools, vomiting, or fever (with no fever reducing medications) for one full day (one full day after being called from the center). i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday, as long as there have been no other episodes of fever, diarrhea, or vomiting.
- All spots, dots, rash, blisters are waning.
- A physician determines that symptoms of eye discharge, nasal discharge, body rash (other than a HFM outbreak), or sore throat are not contagious. A physician’s note must state child’s name, date, and the doctor must sign that they are aware the child is returning to a child care setting and state that the child is no longer contagious.

A child will be excluded and will need to be picked up if upon returning, he/she has even one episode of vomiting or diarrhea.

Kaweah Kids Center reserves the right to exclude any child who we feel poses a health risk to other children.

EMERGENCY INFORMATION AND PROCEDURES

Kaweah Kids Center keeps accurate emergency information for each child. These records include your authorization of who should be called in case of your child’s illness if you cannot be reached. **IT IS THE PARENT’S RESPONSIBILITY TO KEEP THESE RECORDS CURRENT. WHEN ADDRESSES, TELEPHONE NUMBERS OR OTHER RELEVANT INFORMATION CHANGES, WE MUST BE NOTIFIED.**

If the child needs emergency medical treatment we will proceed as follows:

- Perform necessary first aid
- Contact parent or representative
- Call 911 for transport to the emergency department

In case of accidental injury, the parent's insurance is the primary carrier. If there is a critical injury, and the child must be rushed to emergency room, the parent will be expected to meet the staff member accompanying the child to the Kaweah Health Emergency Room.

EXPOSURE TO CONTAGIOUS DISEASES

We are licensed by the State of California as a well childcare center. We cannot keep sick children in our facility. If your child has been exposed to a contagious disease, such as chicken pox, hand foot and mouth, pink eye, coronavirus or the flu, please notify the center. The staff will observe your child for any symptoms. Your child's teachers are familiar with your child's normal daily behaviors and are able to assess when your child is seemingly not feeling well or out of their normal character. If illness is observed, your child will be sent home.

Close communication can also help prevent contagion to other children. We will notify you if your child has been exposed to a contagious disease by written notices posted at the sign in/out desk and messages via email. We will make every effort to protect the health of all children.

MEDICATION

All medication must be prescribed to the child to whom it is being administered. Caregivers cannot share sibling medication unless the physician has given written permission to do so. Medication should be placed in a plastic zip-closed bag clearly labeled with the child's name. Please bring the necessary equipment to administer medications. The original prescription bottle/box should have the child's name, specific dosage, times to be given, and the date. Make sure the medication is given directly to the child's teacher and medication authorization signed.

Infants only: Your infant's teacher may suggest a pain reliever for your **teething infant**. This includes teething tablets and/or Orajel teething/gum salve. Staff cannot administer Tylenol for teething, but parent can come and administer it to their child..

Parents must sign a medication form before the staff can administer prescription medication. The teacher will sign

their initials each time the medication is given.

A prescription on a bottle is acceptable as written instruction from a physician to the center staff. Once the medication is no longer to be given, please take the medication home. Medication left at the center will be discarded.

Kaweah Kids Center staff does not administer medications by nebulizer. A parent can come and administer it to their child if they feel their child needs a treatment.

INSTRUCTIONAL PROGRAM

• Toddler/Preschool/Pre-Kindergarten

Curriculum: Daily curriculum schedules will be posted in each toddler/preschool classroom. The teachers provide age-appropriate activities, which encourage social, cognitive, physical, and emotional development. Our curriculum philosophy is the High Scope Perry Method.

Activities include, but are not limited to:

- Art (creative)activities
- Music and movement experiences
- Physical activities (indoor and outdoor)
- Social-dramatic (pretend) play
- Math and science activities (sensory)
- Language arts and literature
- Nutrition

Curriculum activities are created according to children's developmental needs, attention span and physical ability. Each classroom designs its activities to enhance children's growth physically, emotionally, socially, and intellectually according to their developmental stage.

Nap time is from 12-2:30 p.m. for all children enrolled in infant 2 through preschool 3. Kaweah Kids Center supplies a cot and sheet. Kaweah Kids Center will launder the sheets and blankets daily. Each child needs to bring a small single layer gauze blanket (just large enough to cover your child) that they can leave at the center. Each child is expected to sleep, but for those who may not sleep they must rest quietly on their cot. If your child is disruptive to

the napping class, parents will be asked to pick their child up before nap time. We ask that parents schedule to pick up after 2:30 p.m. so as not to disturb the children sleeping in the classrooms. If you are scheduling an appointment, please pick your child up before 12:00 or after 2:30 p.m.

CLOTHING

Please bring your child dressed for the day. NO p.j.s. All children should wear loose, comfortable clothing appropriate for active involvement in the daily activities. Each child plays indoors and outdoors and in or near potentially messy activities. We ask that children do not wear flip-flops to school but wear sandals with a strap in the back (for safety while running and climbing). **PLEASE AVOID SENDING YOUR CHILD TO PRESCHOOL IN ANY ARTICLE OF CLOTHING THAT IS NOT WASHABLE.** Parents should label all clothing and shoes with the child's name or initials. We recommend a laundry marking pen (Sharpie pen) or labels available at fabric shops. Each child should have at least one change of clothing, including socks and underwear, kept in their cubby. **Please do not admonish your child to stay clean.** This will put too much restriction on his or her choice of activities. We try not to use anything that will not come off in the washing machine or bathtub. **Occasionally your child may return home in borrowed clothing from our center with their own items in a plastic bag. Please launder the borrowed clothing promptly and return it to the preschool.**

NUTRITION

During our full-day programs we serve breakfast, lunch and an afternoon snack. All of our meals are prepared in the hospital cafeteria and delivered to KKC at meal times.

- Breakfast is served 8-8:30 a.m.
- Lunch is served 11-11:45 a.m.
- Snack is served 3-3:30 p.m.

The teachers introduce a variety of cultural food items through their classroom curriculum. The children are exposed to cooking, serving, and tasting a variety of foods. Interesting, fun, and tasty experiences with food preparation help set good nutritional habits. Involvement in nutrition prep also teaches principles of science and math.

Holidays provide a teaching opportunity about cultures and traditions from the past and present. During the holidays the center will serve traditional American holiday meals.

Please do not send any food from home. This includes gum, candy, cupcakes, donuts, cakes or snack foods of any kind. If you have stopped by a fast food restaurant or a donut shop before school, please allow your child to finish their food before entering the gates.

INFANTS:

Breast Milk babies: Breast milk can be brought frozen and will be kept frozen until needed. Please bring an extra bag of milk for one extra feeding just in case baby may be hungrier than normal or in an emergency if a parent cannot get to the center by the baby's scheduled feeding time. Breast milk bags must be labeled with child's name; first and last, and extraction date on each individual bag. Center formula will be offered if not enough Breastmilk is sent with baby.

We have a lactation station area available in the office for parents who wish to breastfeed or for the expressing of milk for their baby. Once your baby is in Infant 2 classroom, please respect the nap time of 12:00-2:30 by not coming to nurse between these hours as your baby will be sleeping

FOOD ALLERGIES

Special diets or food allergies should be discussed with your child's teacher and the office staff. We are happy to help the child learn how to deal with health problems and to communicate feelings and needs effectively. The child's physician must provide a written statement of all food allergies and what foods are allowable for substitution. The documentation must be on file with the office before any food substitutions can be made. When your child is no longer allergic to the named foods, a new Dr note clearing your child from food substitutions must be in the office before we can stop the substitutions. **This is especially important concerning milk, peanut butter, egg, and wheat products. Management will work with parents to provide equal substitutes for children with allergies.**

NUTRITION POLICY

Part of our role is to promote healthy eating choices. All meals and other foods served at the center are chosen to reflect a nutrition philosophy consistent with the U.S. Dietary Goals. Kaweah Kids Center provides all foods served daily for all children enrolled.

Kaweah Kids Center Nutrition:

- Menus are in the office and also on the entry way display boards.
- We serve a variety of nutritious foods.
- Generous use of whole fresh fruits and vegetables are served at breakfast, lunch, and afternoon snack time (seasonal when available).
- We offer whole grain bread.
- Beverages available include water, low fat and whole milk.
- Foods with high sugar content will be served sparingly.
*honey is not served to infants.

Special diets: All special diets must meet state guidelines for health and nutrition and be approved by the director/assistant director and Kaweah Kids Center Food Coordinator. Kaweah Kids Center provides fruit, vegetables, grains, and milk daily. Substitutions for allergies or religious beliefs will be made and will meet all food component requirements. Substitutions must be within the guidelines of the USDA.

BIRTHDAYS

Birthdays are a time for recognition. If you wish to do something special for your child's birthday, we suggest a goodie bag with party favors or a book, to send home with each child in your child's classroom (Please do not send food items to school for your child's birthday). We do not share birthday foods in the classrooms due to children who may have food allergies, or parents who wish to not have their child eat outside foods.

PHYSICAL ACTIVITIES

We believe that physically-active children develop into energetic and strong individuals. Because children are developing their life habits during their early childhood, keeping them active and fit is our goal. Physical activities can enhance the child's growth, learning ability, and eventually the child's self-confidence. Large motor activities (running, jumping, climbing, etc.) are provided to develop your child's physical coordination. Table games, manipulative, and other fine motor activities are encouraged to develop your child's eye-hand coordination and critical-thinking skills. Pretend play and sensory skills are enhanced by allowing children times to be creative.

FIELD TRIPS

Parents will be notified prior to any activity which is outside of our Kaweah Kids Center gates.

SPECIAL EVENTS

Newsletters and/or flyers will publicize special events before they take place. Our goal is to provide special events throughout the year that can include the whole family. These events may include holiday celebrations, Grandparents Day, Teacher Appreciation Week, Pre-kindergarten graduation, OctoberFest, and fundraising events.

MEDIA TIME

Our classroom computers are used to view educational materials and music for our environment during transition times and/or instructional time. Parents will be notified before a teacher shows a movie. Preschool age children only may have movie time.

PARENT EDUCATION

One of Kaweah Kids Center goals is to provide support to our families by having information available which may help parents with the tools necessary to give children a sense of security, independence, and self confidence. We feel that with this information a parent can then have peace of mind in leaving their child in our center. We have pamphlets regarding various childhood subjects for your reading in the office.

PARENT CONFERENCES

A parent teacher conference (PTC) can be requested with the child's teacher, the director, and/or the assistant director. Parents are encouraged not to wait until a problem has escalated but to keep communication open and ongoing. Our role is to serve all parents as a resource for information and sharing problem-solving methods. Parents of a child who will be transitioning to kindergarten that school year will be expected to have a PTC in January (only if the child needs help from home) and May to discuss the child's readiness for kindergarten. Your child's teacher will notify these parents of dates and times of these conferences as they happen

SURVEYS

Kaweah Kids Center will from time to time provide a survey to parents who use our center. The survey helps us evaluate our center and make improvements where needed. All suggestions and concerns will be addressed and taken seriously.

DISCIPLINE POLICY

In our efforts to meet children's needs, we focus on several areas of development: social, emotional, physical, and cognitive. We nurture these areas of development by providing consistent routines, a fun and age-appropriate curriculum, a safe and healthy environment, and positive interpersonal relationships between children and adults. Our staff interacts with children with the idea that a successful child is a capable child. Children are empowered through positive interaction. They grow as they are given opportunities to learn self-control, self-reliance, and responsibility.

Daily routines include a fun-filled day with reasonable limits, a few basic rules, and a lot of choices. Daily routines give children a strong sense of personal security. Our teachers are trained to redirect a child's behavior before it gets out of hand. The teachers are expected to stop and redirect unacceptable behavior without humiliation or physical punishment. More important, they model, reinforce, and nurture the positive actions we hope to see in children. We also believe in providing children with the ingredients for healthy learning by promoting the use of positive discipline. **Positive discipline is always respectful, kind, nurturing, teaching, and supporting. We do not expect perfection from any adult or child.**

The use of time-out as a first form of discipline is discouraged at our center. Children need to learn what they can do as well as what they can't. Therefore, our staff will redirect children to areas where they can work with others successfully. They may need to find a quiet spot where they can "cool off" by working alone. During the "cool off" time, children are encouraged to solve the problem and think about how to get back on track and enjoy being with their friends.

Our goal is to help children learn to use their words instead of their physical means to solve problems. They are taught how to express their concerns and their anger by saying: "I don't like that," "Stop," "That hurts when you do that," or by walking away from a situation. Children are encouraged to come up with their own problem-solving solutions, with assistance from teachers.

When a parent conference is necessary due to a child's behavior, the child's teachers and parents will meet to communicate our actions and our goals. Sometimes we need to inform the parents about feelings the child has expressed, or we need to meet to ask questions. Having information about the child's behavior at home helps us to be realistic about his or her behavior at the center. All information is confidential and will be used to help us nurture and help your child grow.

It is our moral, ethical, and legal duty to protect all of the children. This includes harm they may cause to one another. If a situation occurs where a child's behavior presents a health/safety hazard to other children, staff will communicate with the family and make suggestions to correct the child's behavior. This may include referral for help to Child Development Specialists or agencies. The director or assistant director reserves the right to dismiss a child from the program when safety concerns remain unsolved. Unsafe and inappropriate behavior is included in our Biting and Behavior Management policies on pages 20 & 21 of this handbook.

When misbehavior continues, in spite of our efforts to stop it, we can and will request that the family seek child care elsewhere. Our goal and priority will be to improve the situation before asking the family to leave. However, out of control and hurtful behavior will not be tolerated. Support between school and home is often enough to correct any situation. Support means the school staff and families are working together using the same methods of correction.

Please note when success is not possible, the family will be asked to find alternate care.

CLASSROOM

Infant 1 624-6778
Newborn until mobile

Infant2 624-6779
Crawlers until walking

Infant3 624-6780
Beginning walkers until walking mastered

Infant4 624-6781
Until 2 years of age

Toddler1 624-6782
Young two year olds

Toddler2 624-6783
Two yr olds until 3 yrs and potty trained

Preschool1 624-6784
Young three year olds

Preschool2 624-6785
Young four year olds

Preschool3 624-6786
Pre-Kindergarten - child will be attending Kindergarten the new school year

Office 624-2170 kkcmainoffice@kaweahhealth.org

As your child reaches developmental milestones, they will transition to the next classroom. Approx. two weeks before

your child's move up date you will receive a letter with information about your child's transition into their new classroom.

INFANT FEEDING: BOTTLES AND FOOD

While there are many philosophies or trends for feeding your baby, we have established a best practice for feeding infants in our center policy. We have found a routine that works best in a center environment of 1 teacher to 4 infants. This routine has been derived with influences from various entities including; Licensing regulations (101227; infant care Title 22), USDA standards, Stanford Children's Health Infant feeding guide, and our own experiences. Safety is our utmost concern when introducing new things to children. All staff is CPR certified, but we would prefer to not have to use it, therefore we feed children with safety in mind.

To maintain consistency and to meet the individual needs of infants, babies will be fed according to their own schedule. We will not put babies on a strict feeding time schedule. Babies drinking breastmilk; preferably frozen breastmilk will need to be supplied to the center daily in the breastmilk bag. All individual bags must have babies first and last name and extraction date in permanent marker. All leftover breast milk must be taken home daily. Kaweah Kids supplies formula (ask staff for brand currently being supplied), cereals, and baby foods. Parents will supply a bottle with appropriate nipple and cap. We do not allow glass bottles. All bottles must be capped and labeled with your child's first and last name on each piece; bottle, nipple ring, and cap. All leftover contents of a formula based bottle shall be discarded after 60 minutes to avoid contamination. Leftover contents of a breastmilk bottle will be cooled and refrigerated. This bottle will be offered to the infant one more time before being discarded. Solid foods or cereals will NOT be fed in a bottle unless the child has specific written instructions from their medical provider. Bottle fed babies shall be fed at least once within every four hours. Babies must be given the proper amount of oz. for their age. Parents are responsible to bring enough oz. of breastmilk/formula for as many feedings as the child will need for the day (plus one extra bag should this be needed) otherwise our center formula will be supplemented to meet the proper amount.

Breastfeeding Mothers: You are more than welcome to feed your baby in the private area in the office. Communicate your intentions with the classroom staff to nurse your infant here. We will not wake a sleeping baby, please work with your child's teacher for your babies' awake times. Infant 2 babies; nap time is from 12:00-2:30, please do not come to nurse your baby between these hours. Due to the stress on your baby and the classroom, when your baby is ready to nurse and you are not available to be here within 15 minutes, staff will feed your baby bagged breastmilk or center formula.

Your baby is gaining trust in their teacher. When infants grow they become hungrier, our staff wants to keep the trust your baby has with them to take care of their needs, including feeding them appropriately when they are hungry. Your child's teacher will work with you to introduce a greater amount of liquids and foods when the child is showing signs of needing more. Please respect the expertise of our staff when they communicate with you of your baby's needs.

Feeding Milestones and Timelines:

Up to 4 months: breastmilk or formula; minimum 4 oz. per feeding. If parent has not supplied enough breastmilk staff will supplement with formula to meet the 4 oz. proper amount.

4-5 months: breast/formula 4-8 oz., introduce infant cereals; oats and multi-grain, into meal routine (breakfast and lunch)

6-7 months: breast/formula 4-8 oz., infant cereal, Introduce baby foods beginning with veggies and only 1 new kind each week. Parents should introduce new foods at home so they can monitor reactions or allergies to that food and then message staff of the reaction.

8-9 months: breast/formula 6-8 oz., all baby foods and cereals, soft foods from our school menu introduced.

10-12 months: breast/formula 6-8 oz., all baby foods and cereals, most all table foods (diced) from school menu
12 months: Whole milk, all table foods. No more formula/breast or baby food/cereals is required. Baby may continue with breast milk if a parent wishes.

Baby food will be introduced to help develop child's swallowing process of 'thicker than liquid' substance. As staff observe your child swallowing foods properly they will begin to introduce soft table foods into infants nutrition time. These foods are small enough to not choke on, but large enough for infant to use pincer fingers to grasp foods. If an infant has not fully developed this grasping method, staff will assist infant in grasping foods until they are able to feed themselves.

Food pieces will continue to be given to infant as staff observes that the infant is able to eat these foods without gagging or choking. Crackers or cheerios served are those which dissolve quickly inside an infant's mouth. We do not serve raw vegetables or fresh fruits with peels to our infants less than 1 year of age. We do not serve foods with raw honey to infants less than 1 year of age. Our fruits and vegetable table foods are canned or cooked so that they are soft enough for baby to eat successfully.

BEHAVIOR MANAGEMENT POLICY

Updated February, 2026

PURPOSE:

To insure the safety of the children and staff.

POLICY:

The Kaweah Kids Center staff will use the interventions listed below to provide appropriate behavior management in the classroom. If a child continues to display unsafe/inappropriate behavior that puts other children and staff at risk, the management team in conjunction with the child's teacher will evaluate the appropriateness of the child's placement in the program. If a child requires one on one attention for disruptive behavior or safety reasons, we may deem it necessary for parents to find other child care services. This type of behavior jeopardizes the safety and continuity of the group and the teachers ability to provide supervised care for the entire class. Kaweah Kids Learning Center reserves the right to expel a child from the program when safety concerns remain unresolved.

PROCEDURE:

The teachers are trained to provide the following interventions to manage behavior in the classroom. The Kaweah Kids Center staff will inform the director or assistant director of any behavior that becomes unsafe and/or is a threat to other children or staff.

1. Staff will document incidents and notify parent and management
2. Collaborate with parents to meet each child's individual needs. Inform the parents of challenges in a child's behavior as they arise.
3. Give the child choices and praise positive behavior.
4. Use distraction and redirection with the child.
5. Model cooperative and appropriate behavior.
6. Use "when-then" statements.

7. Hold a brief and quiet conversation with the child to address the behavior using a calm tone of voice.
8. Remove the child from the situation, but within the supervised area.

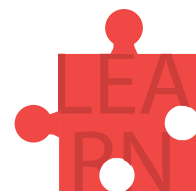
Unsafe/inappropriate behavior includes, but is not limited to the following:

1. Biting of children or staff(see biting policy)
2. Repeated acts of aggressive behavior toward children or Kaweah Kids Center staff.
3. Threatening and/or taunting or bullying of other children or Kaweah Kids Center staff.
4. Leaving or attempting to leave the supervised area by opening doors or gates to exit.
5. Refusing to go with group; making staff physically move them.
6. Urinating or BM anywhere other than inside the toilet, including on other children (inside or outside of the bathroom)
7. Exposing or inappropriately touching self or another child or staff
8. Foul Language repeatedly
9. Property Damage out of anger- intentional; throwing or kicking chairs or items

PARENTS/ADULTS behavior

Parents and all authorized representatives must present in a professional manner at all times (in person, on telephone, or through email/app), even if you do not agree with staff and management regarding policies; illness, return from illness, accounts, etc. We will not tolerate yelling, raising voice, talking in a demeaning manner, harass, demand, threaten, or become physical with anyone at the center. Inappropriate conduct will result in your child's immediate termination from Kaweah Kids Center.

I have read the **Behavior Management Policy** and agree to the terms as set forth in the statements above. I understand that my child may be expelled immediately from child care if my child or anyone representing my child exhibits inappropriate or unsafe behavior.



BITING POLICY

Updated February, 2026

Our primary goal is to provide a safe and loving learning environment. The biting policy of Kaweah Kids Center is to maintain and protect the health and safety of all children. Kaweah Kids Center understands that teething or intermittent biting, in young children is typical in normal early childhood development; however, we also believe this is in the best interest of both the children placed in its care and its employees to set limits for aggressive behaviors, including biting, that have the potential to harm others. Therefore the following policy will apply to all children enrolled at Kaweah Kids Center:

PROCEDURE:

1. Teachers make it part of the curriculum to talk to the children about appropriate ways to deal with frustration and anger. Emphasis should be placed on using words and language rather than aggressive behaviors. Any incident of aggressive behavior, including biting, presents yet another opportunity to reinforce appropriate behavior and discourage inappropriate behavior.
2. Upon observing a biting incident, the teacher will first attend to the bitten child, comforting the child and cleaning the area of the bite gently. Ice or a wet washcloth may be applied. The teacher will remove the child who did the biting from the setting and help the child understand that the behavior is not acceptable.
3. Staff will document the behavior on an incident/accident report form and report the incident to the parents of both children involved.
4. The parent of the biter and the teacher will have the discussion of whether the bite was out of aggression or development. Parent will be expected to support our policy by talking with their child daily regarding this issue. Harm to others cannot be tolerated by the center and parents must work together with staff to change the biting behavior to continue in our program. Biting by children older than three years should be viewed as more serious than infant/toddler biting and may result in suspension and/or permanent removal from enrollment of the center.
5. For reasons of confidentiality, Kaweah Kids Center staff will not identify the child who did the biting.
6. Kaweah Kids Center staff is aware that biting is a typical childhood development behavior in infants. We

understand that biting can be harmful to other children, both physically and emotionally. Biting in infancy has a few identifying reasons: teething, exploration, overstimulation, tired, aggression, or feeling their space is threatened. We are a little more tolerant and take into consideration the reason an infant has bitten. Toddler children usually outgrow biting tendencies by 2 1/2 years old. We find that older than this, biting is usually an aggressive behavior. Our teachers will work to redirect the child, provide an environment with age-appropriate toys and avoid over stimulation for a child who becomes easily frustrated or agitated. Teachers will work with the parents on ways to support the parent of the biter also.

7. All Children Biting Policy:

1st bite see steps 2-5

Aggressive biting, we will follow this guide.

Infants 0-24 months old:

***2nd and 3rd bite** within 30 rolling days suspended from center for 5 school days for each bite.

***4th bite** within the 30 rolling days of first bite child is dismissed from the program.

Toddlers 2 years old:

***2nd bite** within 30 calendar days of 1st bite suspended for 10 school days

***3rd bite** within 30 calendar days of 1st bite dismissal from center.

Preschool 3-6 years old:

***2nd bite** within 30 calendar days child is dismissed from center.

Aggressive biting definition: unprovoked, along with aggressive behaviors, no self-control, walks across area to bite another child, persistent attempts, etc.

Developmental: learning space, teething, cause and effect, toy tussle. etc.

8. The two-week notice for withdrawing a child from the center will not be given at the time of expulsion. If a child is sent home for the day or suspended, the parents are required to pay for the days they are contracted for enrollment. If a child is dismissed from the center for biting, credit for unused days will be given.
9. In no event shall a child be permitted to remain at Kaweah Kids Center, if in the judgment of management, the child poses a threat or harm to children or staff at the center.

TOILET TRAINING POLICY

The week of your child's second birthday they will move from the Infant 4 classroom into our Toddler 1 classroom. In preparation to transition from Infant 4 to Tod 1, parents will receive a move up letter, welcome letter, and an informational potty training guide that we use here at Kaweah Kids. During this transition into the toddler room your child will move from dependence to independence.

The Toilet Training policy of Kaweah Kids Learning Center is to insure the quality of care, health and safety, and maintain the educational integrity of the center by having children toilet trained prior to entry into our preschool program. It is our philosophy at KKC that toilet training should be a positive experience and should happen soon after your child turns two years old. Our staff will support parents in giving helpful tips and continuous communication.

Policy: All children must be potty trained by 36 months of age. If your child is not potty trained by 36 months old, enrollment may be terminated. If when they are potty trained and you wish to re-enroll your child, you would need to be placed back on the waitlist. Children diagnosed with Special Needs and have an IEP in the office are excluded from this policy when the IEP states potty training.

Procedure: When a child enters the Toddler program, the staff will begin toilet training as a part of the daily curriculum. Toddler 1 children will be taken to the bathroom every 1 ½ hour to use the toilet. Toddler 2 classroom will go to the bathroom every 45 - 60 minutes. To be successful, we must have the full support of the parent(s) and communicate frequently with staff during the training process. When a child moves into the toddler class, all diapers will be sent home and will need to be replaced with Pull-Ups. These pull ups must be the 'velcro', or EZ open sides type of Pull Ups. Pull-ups allow the motion of pushing down/pulling up their underpants. Please dress your toddler in loose, easy to push down and pull up clothing. NO jeans, tight pants, zippers/snaps, buttons. Elastic waist pants/shorts only. Shoes should be washable; crocs, water shoes, etc.

Staff will communicate with parents regarding their child's potty training progress at the center. Parents will receive a Potty Training Steps Paper for milestones in this class. These are milestones we have found to work for children to master potty training. Please use these steps for consistency between home and school.

Potty Training and the Preschool age child (3-6 years old): Children enrolling in our preschool program are required to be completely potty trained. We consider potty trained to be when a child goes potty completely on their own with no accidents in their underwear. The child should be able to: go to the bathroom willingly, manage their own clothing, and wipe themselves or at least ask for assistance. If a child is enrolled with the understanding that they are toilet trained and we find that they have potty accidents consistently, the child will be excluded from the program.



CENTER RIGHTS

It is our goal to meet the needs of all the children enrolled at Kaweah Kids Center in a way that is respectful to them and their families. We realize however that not all situations are appropriate for all families. Effective administration of the center must include a balance between meeting the needs of the families we serve, being in compliance with our licensing regulations, and preserving the morale of the staff. Most children thrive in a group childcare setting, however not all children are alike. If your child is having difficulty adjusting to the center, the teachers will try to develop a plan to help your child adjust or discuss alternatives with you in the hope of finding the right care situation for your child.

Sometimes, parents may not be comfortable with the group care environment, in which case we would hope they would talk to the director or assistant director regarding their concerns. Hopefully we can work together to resolve parental concerns. **The center reserves the right to recommend that a family seek other child care if the best needs of the child cannot be met or reconciliation of parental concerns cannot be met.**



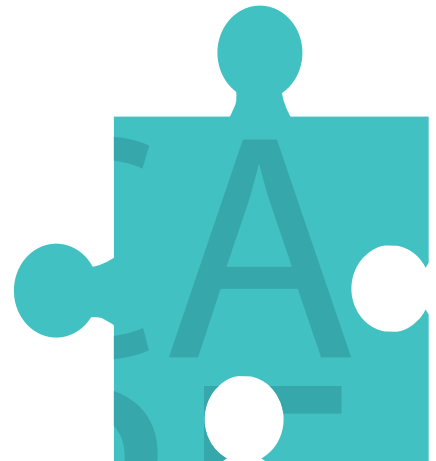
RELEASE OF LIABILITY

In consideration of the benefits provided by child-related activities at Kaweah Kids Learning Center, I acknowledge that my child's activities may be physically stressful, may aggravate any pre-existing medical conditions, or could lead to injury while at Kaweah Kids Center. I am assuming all risks or injury to my child, damage to or loss of my child's property arising out of or in any way connected with their use of the services, equipment, or facilities of the Kaweah Kids Center during their participation in child-related activities at the Kaweah Kids Center.

I hereby release Kaweah Kids Center, Kaweah Health and its staff members, officers, directors, agents, and assigns from any and all liability for any damages, losses, or injury which my child may suffer while enrolled at Kaweah Kids Center facilities as a participant in child care program.

This release does not apply to intentional and/or willful acts of misconduct by the Kaweah Kids Center, Kaweah Health or any of its officers, agents, employees, or volunteers.

I have carefully read this agreement and fully understand its contents. I acknowledge that this is a release of liability and a legally binding contract between me and the Kaweah Kids Center, a division of Kaweah Health.



LEARN





EXP
LORE

Caring. Exploring. Learning.

