



P A R E N T H A N D B O O K

www.kingskidsdaycare.org

Mission Statement

Proverbs 22:6- Train up a child in the way he should go and when he is old, he will not depart from it.

Our Mission

It is our mission is to proclaim and demonstrate Christ love for families in our community by providing high quality childcare services that promotes children's growth and development. We are committed to creating a safe, nurturing, stimulating environment where children can explore, learn, and worship.

Our Core Values

Love- We are dedicated to embodying Christ love in everything we do, ensuring that each child feels valued, cared for, and cherished.

Community- We strive to build a strong, supportive community among the children, families, and staff, fostering relationships that reflect our faith and commitment to each other.

Prayer- We believe in the power of prayer and incorporate it into our daily routines teaching children the importance of seeking Gods guidance and expressing gratitude.

Center Hours of Operation

Monday – Friday 6:00am – 6:00pm

Holiday and Closings 2025-2026 Academic Year

HOLIDAYS

1. January 20th- MLK DAY
2. February 17th- Professional Development Day
3. March 24-28th – ACS Spring Break
4. April 18th – Good Friday
5. May 26th- Memorial Day
6. June 19th – Juneteenth
7. June 20th Professional Development Day
8. July 2-4th Independence Day/Summer Break
9. September 1st- Labor Day
10. October 16– 17th – ACS Fall Break
11. November 24th-November 28th- Thanksgiving Break
12. December 22- Jan 2 Christmas Break

*** New academic calendar will be given by Jan 15th of each year. These dates are subjected to change and more dates can be added.*

Staff

Our staff consist of Directors, Childcare Providers, Preschool Teachers, Teachers AID, and Food Service Providers.

All Center employees must receive a Child Abuse/Neglect (ca/n) background clearance through the Department of Human Resources (DHR); as well as a criminal background check conducted through the Federal Bureau of Investigations (FBI) and the Alabama Bureau of Investigations (ABI).

Medical Physical Clearance and TB Skin test are conducted prior to employment.

Revised Aug 2024

We conduct on-going training to ensure the best quality care and teaching, going beyond the standard Healthy and Safety training.

Some of our trainings include but not limited to:

- Administration of Medicine
- Building and physical premises safety
- CPR & First Aid (infants & adults)
- Emergency Preparedness and Response Planning
- Handling and Storage of Hazardous Materials
- Prevention and Control of Infectious Diseases
- Prevention and Response Emergencies
- Prevention and Safe Sleep Practices
- Prevention of Shaken Baby Syndrome and Abuse
- State of Alabama Mandatory Reporting of Child Abuse

Licensing

Please visit the link provided to view state licensing requirements

<https://dhr.alabama.gov/wp-content/uploads/2021/06/PROPOSED-Centers-Child-Care-Licensing-and-Performance-Standards-8-26-21.pdf>

Alabama Stars

Alabama Quality STARS is a quality rating and improvement system (QRIS) that awards STAR ratings to early childhood care and education programs based on high-quality standards and teacher-child interactions. Being STAR-rated is not like common star ratings on Google or Amazon. Programs that have an advanced STAR rating, ranging from 2-STAR to 5-STAR, are going beyond state Licensing Performance Standards to provide higher-quality early learning environments for children. Information about the different STAR levels and

the requirements for each STAR rating, along with a list of STAR-rated programs are accessible from the links: <https://alabamaqualitystars.org/for-parents/>

Teacher/child ratio

6wks – 18 months 1 to 5

18 months up to 24 months 1 to 7

24 months up to 30 months 1 to 8

30 months to 4 years old 1 to 11

4 years up to school age 1 to 18

School age up to 8yrs 1 to 21

8 years and older 1 to 22

Tuition & Fees

We have several options available to meet your family needs from full time to mothers' morning out.

You may request to change the program you are registered for with a two-week minimum written notice through bright wheel only. If spacing is available and your account is in good standing, our request will be processed in the order it was received.

** The center reserves the right to change the tuition rates. However, if a rate change occurs, a 45-day notice will be provided.

Tuition Rates

Fulltime - \$230.00

Parttime - \$195 (up to 25hrs)

Daily rate- \$85 (up to 8hrs)

Registration - There is a one-time non-refundable fee for the center. This fee is paid during the center's enrollment.

**Registration includes a Kings Kids tumbler and welcome package. Parents can purchase King's Kids apparel on our website.*

Current registration for the center is **\$115.00**.

For students not attending during summer months but returning in the fall, the center re-enrollment & curriculum fees must be paid in the spring/summer during the registration period to ensure spot.

* Siblings receive a **10% discount off** all total registration fees and tuition.

Supply- There is a supply fee of **\$75 due January**. This is due by the last Thursday of January or upon enrollment.

** Supply fee helps the center stock essential items and support our learning center curriculum & STEM activities. This fee is exempted from the sibling discounts and can be paid in weekly installments. The fee is mandatory to continue in the program and is subject late fees.*

Subsidy

Parents who receive tuition payment from the Childcare Management Agency (CMA) or any other subsidy are fully responsible for making sure payments are made via swipe card/scan and are up to date.

Failure to pay the mandated co-pay and center fees will result in termination. Children on subsidy must be authorized, if cma is not authorized at the start of enrollment parents are fully responsible for tuition.

** applications for CMA & other resources are located on the parent board. CMA does not pay for fee associated with supplies, registrations, or center activities.

Other fees:

A \$25 fee will be charged to your account for any returned checks. (in addition to tuition late fee charge; per chargeback)

A \$30 late fee will be charged to accounts that are not paid on time. See “payments” more information.

**If tuition is frequently late, we observe the right to terminate the child’s enrollment. In the event your account becomes delinquent and is turned over to an attorney and/or collections agency, you will be responsible for the payment of any additionally incurred charges associated with the third-party.*

We close promptly at 6:00pm, after 6:00pm a \$10.00 (per child) fee will apply to the account; excessive late pickups (3 or more) will result in termination.

Payments – All weekly tuition payments are due before the close of business Friday for the future week. Tuition will be considered late after 7pm(CT).

To ensure classroom demands are met tuition is due when absent, inclement weather, closures, and student vacations. There will not be any reduction in tuition fees for any absences.

**Parents should request a temporary break for students who will be out for the summer or an extended period. For students not attending during summer months but returning in the fall, the center must be notified, and registration/curriculum fees paid in the spring/summer during the registration period.*

Payment Methods:

You can schedule payments, make online payments through our bright wheel app or Venmo (@kingskidsdaycare.)

If there are any past due amounts on your account, credits will be applied to those charges priority to any current charges being credited.

When using Venmo please put students name and tuition week in the notes. (Venmo is only for emergency circumstances and must be approved by Director only)

** Kings Kids is a cashless facility, and cash will not be accepted as a form of payment. The center will not accept cash payments under zero circumstances.

Discontinuation of services

If you would like to discontinue Centers enrollment, you must provide a two-week written notice. Your account will be charged until the maturity date of your submitted two-weeks' notice

You are responsible for ensuring your account is always in good standing. Failure to pay fees and/or tuition within a two-week time frame may result in the dismissal of your child from the center. Past due account payments do not replace or suspend weekly tuition. You must ensure past due balances are paid with current week tuition fees to continue enrollment.

If your enrollment is dismissed, your child's "spot" is also revoked. In other words, even if you can satisfy the account in a reasonable time after the second week, there is no guarantee there will be an available opening for your child to re-enroll.

Kings Kids reserve the rights to terminate your child from enrollment if the Center determines the program is not meeting your needs or the needs of your child, or if your child's presence poses a threat to the welfare of others.

Admission Requirements

1. All registration forms must be completed, and all fees (registration and supply) must be paid in full.
2. A current State of Alabama Certificate of Immunization Form
3. Welcome package filled out
4. Copy custodial agreement if applicable

Arrival and pick up

Upon arrival at the Center, all children must be accompanied into the building and checked in, it is of utmost importance for your child to be checked in daily. The center will not be responsible for your child safety if this policy is not followed.

All children must be checked in by 9:00 am unless it has been pre-approved by Centers administration.

In compliance with the Department of Human Resources licensing all children must be signed in and out daily. Please scan the barcode and enter your parent code. (Parent or authorized pick-up codes can be found on the bright wheel app.

All adults responsible for picking up must be on the child's authorization form. All adults must provide government issued photo identification to the director before being in contact with classroom teachers and children.

Visiting the Center

A visitor is defined as anyone who is not actively employed at Kings Kids or DHR! Parents are welcome to visit or observe at any time. We do ask that you limit your visits to 30 minutes in order not to disrupt our routine. Visitors must check in and out of the center and be always

accompanied by Centers employees. Visitors must be on authorization list to visit with child, no exceptions to this rule.

Communication

Our center utilizes Bright wheel for daily communications, updates, reminders, easy online payments, and more! Bright wheel app is mandatory as it gives parents real time information on your child throughout the day. Any daycare communication between staff and parents must be communicated ONLY on bright wheel. If you have any concerns, want to check in on your child, or any issues please use Brightwell. All other urgent matter please contact the front desk and ask to speak with the Director

We conduct at least two parent/teacher conferences each year, which may include Open House, new child orientation, or one-on-one conferences. We also host specials events & programs which parents are invited to attend (class parties, donuts with dad, etc.).

Two progress reports are given each academic term August – May. This progress helps us keep track of your child's progress throughout the school year and focus on specific areas tailored for your child needs.

Parent- Teacher conferences result in better understanding and guidance of your child and are encouraged. The staff will request a conference if we have concerns about health, behavior, or development of the child.

Confidentiality

Any information regarding any children, other than their own, who are enrolled at Kings Kids should be kept confidential by parents. Staff members are instructed that any information regarding children is only to be discussed between parent/guardian and Director. Parents will not be given any information on staff member and other children. Parents should not discuss any issues that deal with staff members, children, or other parents with anyone other than the Director. **Parents are not to post pictures or make comments on social media about any child enrolled at Kings Kids other than their own. This is strictly prohibited and will lead to immediate termination of care.**

Clothing and Personal Items

- All Kids should have an extra pair of clothes and undergarments to keep at the center in case of an incident. (If sent home please replace it the next day). Please place in Ziplock bag & label child's name.
- All kids should wear closed toed shoes appropriate for play. *(No sandals, flip flops, or crocs are permitted)*
- wipes are provided by the facility.
- Beads and other hair accessories must be safely secure in child's hair.
(Hair beads and small hair accessories are not permitted in infant and toddler classrooms (ages newborn to two) as they are considered choking hazards. Children will be turned away if they have beads)
- All items (bottles, bags, coats, etc.) should be labeled with each child's first and last name.

Parents of infants, crawlers, and toddlers must supply the following items:

- Cereal/oatmeal/rice
- Formula bottles (pre-mixed)
- Jar food
- Diapers/pull ups
- Extra pair of clothes

Please ensure anything brought to the center (Bags, coats, car seats, etc.) includes your child's name.

Children are not to bring toys unless specified by the teacher. Items brought from home may get lost or damaged. We will not assume responsibility for these items.

Nutrition

Breakfast, morning snack, lunch, and evening snack are provided each day. The menu is posted by the First of each month on bright wheel and front office. Breakfast will be end at 8:30am & is recommended all children be fed if arriving after 8:30.

Bottling and Feeding

(a) If formula and foods for infants are provided by the center, this shall be planned with the infant's parent(s)/guardian(s) or by the child's physician with the parent(s)/guardian(s) knowledge and consent.

(b) If the center provides formula for infants, commercially prepared, ready-to-feed formula shall be provided. All formula, bottles, nipples, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner.

(c) Bottles and food for infants shall be served according to parental request. If a parent requests bottles to be warmed, they should be warmed under running warm tap water, using a commercial bottle warmer, a slow cooking device, or by placing them in a container of warm water. Bottles should never be warmed in a microwave. Warming devices and dangling cords should not be accessible to children.

(d) Meals and snacks provided by the center for infants/toddlers shall comply with U.S.D.A food requirements.

(e) If formula, is provided by the parent(s)/guardian(s), it shall be sent ready to feed and labeled with the child's name and stored in the refrigerator. All bottles shall be sent home, or the contents discarded

at the end of the day.

(f) Expressed human milk should be sent in a bottle or container that is properly labeled with the infant's full name and date and should only be given to the child specified. Parents must provide written instructions on how to prepare, store, and use the expressed human milk. Unused breast milk should be returned to the parent in the bottle or container. Infant formula for a breastfed infant should only be used with parental consent.

(g) If food for infants/toddlers is provided by the parent(s)/guardian(s), all jars/containers shall be labeled with the child's name. No previously opened jars of baby/toddler food shall be accepted by the center. All opened jars/containers shall be sent home or discarded at the end of the day.

(h) As a toddler's eating patterns change from those of an infant to those of a preschool child, the regulations for preschool feeding shall apply.

(i) Small hard candies and nuts shall not be served to children younger than four (4) years of age.

Food Allergy & Medications

Each child with a food allergy should have written care plan that includes:

1. Instructions regarding the food(s) to which the child is allergic and the steps to be taken to avoid that food
2. Detailed treatment plan to be implemented in the event of allergic reactions, including names, doses and methods of prompt administration of any medicines.

3. Written care plans, a mobile number, and proper medications for appropriate treatment if the child develops an acute allergic reaction should be carried on trips and when the child is transported.
4. The center will notify parents or guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with problem food even if a reaction did not occur. The center should contact emergency medical services system immediately whenever epinephrine has been administered.
5. Each child's food allergies will be readily available and known by teachers

Sickness

- All children must be free of fever or diarrhea for 48 hours before returning to the facility. Depending on the illness a doctor's note may be required to return.
- If a child gets sick during operation hours a parent or guardian must pick up a child within 45 minutes of contact, this is mandatory. **The child cannot return for 48 hours and must be free of fever reducing medications.**
- **Parents must notify teachers of viral/contagious infections such as but no limited to covid, hands foot & mouth, flu.**

**** Excessive cold-like/allergy symptoms will require a home stay until clear.**

No child who is ill shall be admitted to the center. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act (ADA). The Department of Human Resources is not the enforcement agency for the ADA. Determinations of illness may be based on: the child's inability to participate in the center's activities; the need for

additional care that center staff cannot provide without taking time and attention away from the other children; signs of serious or contagious disease or condition, such as but not limited to food and allergic reactions, fever, diarrhea, vomiting, unexplained rash, scabies, head lice; a physician's diagnosis requiring that the child be separated from other children.

Administering Medications

No medication or medical procedures (prescription or over the counter) shall be administered without being ordered by the child's health professional and without a written, signed authorization, on the required form, from the child's parent(s)/guardian(s). ***Blanket authorization forms are prohibited.*** The authorization form shall include time(s) and date(s) to be administered, dosage, storage instructions (refrigerated or unrefrigerated), and specific directions for administering the medication/medical procedure, such as given by mouth, apply to skin, (such as but not limited to sunscreen, bug spray, hand sanitizer), inhale, drops in eyes, etc. An authorization form shall be valid for no more than seven (7) days unless accompanied by a written physician's statement.

1. (b) Any prescription drug or over the counter drug sent to the center shall be in its original container. Prescription drugs shall have a pharmacy label or shall be accompanied by a physician's written instructions. Over the counter drugs shall be clearly labeled with the child's name and directions for administering the drug.

Medication should not be used beyond the date of expiration. A measuring device (if the medication requires measuring) shall be provided for each child's medication.

2. Medication or medical procedures shall be administered to the child by the Director or Assistant director only.
3. (d) Locked storage (lock and key or combination lock), inaccessible to children, shall be provided for all medication or drugs (children's or staff's).
4. (e) Medicines/drugs shall be returned to the parent(s)/guardian(s) or disposed of properly when no longer needed.
5. (f) Time and date of all medication dosages or medical procedures administered at center shall be documented, in writing, signed by the staff person administering the medication or medical procedure (initials not acceptable), and kept in the child's file. Copies shall be made available to the child's parent(s)/guardian(s) on request.

Guidance and Discipline

The program will provide individualized support for children who may need additional support. The Director, teaching staff, and/or parent will develop a written plan with goals in needed areas of support. Our discipline policy is positive redirection when ever possible. No corporal punishment will be used. It is the teacher's discretion to give student brief time away. Time away will be one minute per child age. (a three-year-old will have 3 minutes of time out). If a child's behavior becomes disruptive or harms other children or staff, the parent will be called to come to the center and if necessary, observe child in classroom setting, take the child home for the day or a specified period. Staff members will NOT release any names of children who are biting or have exhibits aggressive behavior towards others. If the behavior is not corrected in a reasonable amount of time the center reserves the right to terminate care.

Biting – Biting is considered a normal part of development in Toddlers and Twos. A bite is considered serious if it leaves a red mark on a child's or staff member's skin. Our staff members and directors will inform parents of an incident when child is picked up and a written injury report will be given, and a copy placed in folder.

Aggressive Behavior- Kings Kids has established this aggressive behavior policy for the protection and health risk of the children enrolled in our program. Aggressive behavior can include but is not limited to throwing of items, hitting, pinching, kicking, spitting, and biting of other children or staff members.

When aggressive behavior is shown the teacher will talk with the child and make every effort to redirect the child in a positive way. If the redirection does not work the child will be given time away from the group. The teacher will notify parents, and incident/accident form will be filled out by teacher and the parents will be required to sign the form. If aggressive behavior continues the parent will have a conference with the Center Director. At that time, it will be determined if any further disciplinary action needs to be taken.

Severe Weather Policy

In the event of severe weather, the Center will observe the policies of the Athens City School System. We will be closed due to severe weather, delay openings and dismiss early when ACS do so for severe weather. If the school year is not in session, the Director or owner will make operations decisions. All weather updates will come via brightwheel

If your child is in attendance during severe weather early dismissal, he/she must be picked up in the specified time frame.

When weather conditions warrant, the children are taken to a designated area of safety located in the building. Please note we are not available to answer phone calls while under a shelter in place.

Emergency Preparedness & Response Plan

1428 Freeman Ave Athens, AL 35611

Kings Kids Daycare & Learning Center follows Athens City Schools Inclement Weather Policy as the procedure below. The center may close at the discretion of the **Owner, Director and Lead Teacher** when the safety of the children and staff are at risk. Emergency and evacuation kits are accessible during ALL emergencies.

In the event of an evacuation children will be transported to site 1 or 2 designated by the homeowner or ema/law enforcement. **Parents will be notified by phone call, text, AND Brightwheel app. Brightwheel will be the initial form contact. Children will only be release to those authorized individuals on pick up list.** Photo identification may be required for identifiers not recognized.

Evacuation locations

Site 1: Walmart - 1011 US HWY 72 E Athens, Al 35611

Site 2: Solomon Temple Church 2041 bee line hwy **Athens, Al 35611**

Emergency Daycare Telephone numbers:

Desire Horton (334)524-1585

Ryan Horton (256)226-1602

Emergency phone numbers

Athens Hospital: 256-233-9292

Athens police department non-emergency: 256-233-8710

Athens's fire and rescue: 256-233-8710

Department of Human Resources: 256-216-6380

Poison control: 1- 800-222-1222

Special need children will be provided assistance to designated areas and helped when exiting the facility. Infants will be evacuated in designated evacuation cribs.

Fire extinguishers are in the daycare and kitchen. All emergency kits are in the teacher's classroom area.

Emergency event status

Infectious and contagious disease: parents/guardians will be notified via verbal communication, written notice, and mass text. Local agencies (health department/dhr) may be notified as well per their regulations. The class may close for deep cleaning and sanitation at the discretion of the health department and Director.

- **“Shelter in place -** children, staff, and other individuals will remain at the location in a safe area when conditions are unsafe and a higher degree of protection is available inside. No one will be permitted to leave or enter. Doors and windows will remain locked until we receive “All CLEAR” from APD!
- **Potential snowfall, blizzard, severe thunderstorm, flash flooding, ice storms, or earthquakes:** Parents/guardians will be instructed to pick up their child(ren) immediately. Kings kids will communicate via phone call, text, and/or brightwheel if an evacuation or a shelter in place is necessary. Parents will be kept apprised of the situation.
- **Emergency due to hazardous materials, spills, gas leaks;** Parents will be instructed to pick up their children immediately. If evacuation is necessary, the center will be informed of which site to location to pick children up. Parents will be apprised of the situation.

- **Lockdown:** due to threats of violence, active shooter, terrorism, or bioterrorism, NO ONE will be permitted to enter or leave the home. Doors and windows will be locked and concealed until an “ALL CLEAR” is received from authorities. The center will communicate with parents and guardians of the situation via telephone, class app, or text!
- **Fire/drill:** children will be safely escorted across the street until threat/drill has ended. Parents will be apprised of the situation.
- **Tornado/drill:** children will be safely escorted to a location in the center, sitting kneeling facing the wall with his/her hands over the back of his/her head and neck, tucked into a ball until the threat has ended. Parents will be apprised of the situation.
- **Loss of Water, heat, electricity:** parents will be notified immediately of the situation. Proper utility companies will be contacted when decisions are made to either remain open or closed. If the decision is too close, parents must pick up children immediately. Parents will be kept apprised of the situation. Emergency evacuation kit will be accessible.
- **Disaster during the transportation of children:** local authorities (911) and parents will be notified immediately of the situation and the location. Parents will be kept apprised of the situation.

**** Emergency and first aid kits are in the locked white cabinet inside the daycare. *** All staff and member of the home are trained on their responsibilities of the emergency plan yearly or as necessary by the homeowner.**

This emergency plan is updated yearly.