

WELCOME!

Hello and welcome to Kids Connection Child Care Center! We are pleased that you have chosen to consider us for your childcare needs. Our program touches the whole child focusing on the intellectual, social, cognitive, emotional, and physical development of each child. Your child will be cared for, nurtured and taught for by our qualified, loving, childcare professionals. Kids Connection is a theme-based center family owned and operated since 1993.

Philosophy:

We provide a nurturing and socially stimulating environment for children according to their age and individuality. We believe childhood is the beginning of many life adventures, and we provide a safe and secure environment that makes the difference.

Staff:

Kids Connection chooses their teachers and caregivers based on their ability to work caringly and effectively with your child. Each teacher is continually being trained in Early Childhood Development.

Hours of Operation:

Kids Connection is open from 6:00 a.m. to 6:00 p.m., Monday thru Friday. We offer flexible hours to fit the needs of your family. Our Before and After School Programs located at Clarendon Elementary, Rolling Hills Elementary, and Section Elementary are open from 7:00 a.m. to 6:00 p.m.

Security and Safety:

At Kids Connection security is of the utmost concern. No child is released except to persons authorized by the enrolling parent. The center must be notified if someone other than an authorized person is to pick up your child. This person will have to show proper identification before the child is released. Our center has a locked entryway with each family receiving their own personal code. For additional fire protection our building is completely alarmed.

Peanut Free:

Due to the increase in allergies we at Kids Connection are a Peanut Free Center. Please use precaution when sending along food with your child this includes breakfast, special snacks or bag lunches for field trips.

Registration:

We strongly suggest that parents tour our facility and surrounding centers to make the best choice regarding childcare for their family. A child will be considered enrolled when they have returned the registration forms and have paid the registration fee.

Admission Policy:

We offer care for children ages of 6 weeks to 6 years and limited before and after school care for school age children at this location. We are licensed and regulated by the State of Wisconsin. Parents can check the Parent Board for evidence of the last inspection, or a copy of the center license.

Here at Kids Connection we have an Open-Door Policy that welcomes and encourages you to call or visit at any time.

Holidays and Vacations:

Kids Connection is closed on the following Holidays:

Main Center	School Locations
New Year Eve (close at 4 pm)	New Years Eve and Day
New Years Day	Good Friday
Memorial Day	Memorial Day
Fourth of July	Fourth of July
Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day and Day After
Christmas Eve (Close at 4 pm)	Christmas Eve and Day
Christmas Day	

Every family that attends our programs will receive vacation credit. These credits can be used for scheduled vacation time, holidays, or sick time. Vacation credits begin once your child has been enrolled in our program for 60 days and runs from January 1-December 31. Listed below is how many vacation credits your child will receive.

If your child attends:

5 days =	15 days vacation
4 days =	12 days vacation
3 days =	09 days vacation
2 days =	06 day of vacation

We ask that you please try to give a two-week notice when your child will be using planned vacation credits.

Attendance:

Parents are responsible for checking child(ren) in/out in child’s classroom on daily attendance sheets.

Full time is Monday-Friday 5 hours or more per day

Part time is Monday-Friday under 5 hours per day

We ask that parents please call by 9:00 am if their child will not be attending on a regular scheduled day. If your child is not called in by 9:00 am, someone on our staff will call you to verify that your child will not be attending.

Scheduling:

All hours are to be pre-arranged by completing a schedule form. A scheduling form must be filled out at enrollment to reserve days and times. Children may be enrolled no less than a minimum of two half days per week. The tuition for those days and times will be billed each week. Additional days the child attends must be approved by the Center Director in advance, and will be charged at the same daily rate. At Kids Connection, we recognize that the schedules of some families are very irregular. Therefore, children can be enrolled on flexible schedules. A flex schedule means the child attends at least two days a week, but not necessarily the same days of the week. Those on flex schedules should notify the director in writing of the child's schedule by the preceding Wednesday. If notification is not given, you will be charged a full weekly rate.

“Switching”

It has always been our policy that days may be added to a child's schedule; however, we do not allow, “switching” of days.

Child Abuse/Neglect Reporting:

All persons working in our childcare facility are required by law to report any cases of suspected child abuse or neglect to local authorities and will be trained to identify common signs.

Pets:

Kids Connection does not have any pets on the premises. If a classroom requests a pet, parents will be informed and given the opportunity to respond before any decisions are made regarding pets in the building.

Fee and Refund Policies:**Registration Fee:**

A yearly registration fee of \$45.00 per child or \$60.00 per family is paid at the time of enrollment. For this purpose the year will commence with the child's first day of attendance. This fee will hold your child's spot until your child's first day of attendance. This fee is Non-refundable.

Second Child Discount:

When more than one child from a family is enrolled in the program a discount will be given to the child/children with the lower fees.

Rates are determined by the child's age to meet state licensing requirements for the staff to child ratio. See attached fee schedule to determine the rate for your child.

Payment:

All payments are due by Wednesday at 9:00 a.m. if payments are not received by Friday at 9:00 am \$10.00 late fee will be added. Statements will be emailed directly to you; there is an option to pay by credit card on line. We accept Visa and MasterCard, checks, or cash. Any account that goes unpaid for 2 weeks will result in immediate termination of childcare.

Tuition Review:

Tuition is reviewed on a yearly basis.

Discharge of Enrolled Child:

Two weeks written notice is required for withdrawal of a child. In the event that Kids Connection finds it necessary to terminate our agreement, two weeks' notice will be provided. However, termination will be immediate for reasons including, but not limited to, destructive, uncontrollable, violent behavior, threats, verbal or physical harm, habitual tardiness in pickup of child, multiple situations of late payment or nonpayment. No refunds will be provided

Our Program:

Our programs are designed to help children learn at their own pace. Group activities are designed with the developmental needs of each age group in mind. A good deal of time is allotted for children to explore the various interest centers in their own room. Most of the rooms have the following interest centers.

Dramatic Play
Reading Center (Library)
Large Motor Area
Small Manipulative (Table Top Toys)
Art Center
Science and Nature
Music and Creative Movement

We also take advantage of our ever-changing Wisconsin weather by providing stimulating outdoor play experiences in all seasons as long as the temperature is between 0 degrees and 90 degrees. If your child is too sick to go outside then your child is too sick to attend childcare. Center field trips are planned monthly, and provide children with new opportunities outside the classroom.

Infant Programs:

Our infant program is designed to meet the individual needs of every infant. The infant Intake form will help us develop appropriate activities that will best enhance each child's day for total development. The Infant Intake form must be updated every three months so we can have an accurate account of what occurs at home and thus schedule his/her day accordingly. A daily communication sheet will be sent home explaining the happenings of each day. The information included on this sheet is feeding time and amounts, diaper changes and contents, participation in activities, supply needs and of course any special notes from the teacher.

Toddler/Two's Program:

As the children enter the world of the “big kids” they are able to make the transition from individual scheduling to group scheduling. In the toddler or two's classroom the children will experience activities such as snack/meal time, group time, art, music, large/small motor activity time, and nap time. A daily schedule is posted along with monthly themes, and weekly lesson plans.

Preschool Programs:

As children continue to grow our preschool program will assist them in acquiring life skills by introducing them to more learning centers that encompass a variety of hands on activities. Through planned developmentally appropriate activities the children will enhance their reading, language, math, social, science and physical skills as well as promoting confidence and a strong love for learning.

School Age:**Before and After School**

We offer a program for our school age children that lets them continue to form friendships with those children they are attending school with. We gear our school-age program to the likes and interests of the children. A variety of games, art and craft activities, outdoor play and just having good friends around making those extra morning and afternoon hours a lot more constructive and fun.

We offer breakfast for our before school programs and a healthy snack for after school. Age appropriate activities are planned, along with homework and outside time.

We offer Before and After School Programs on site at Clarendon, Rolling Hills and Section Elementary. Limited bussing is available from our main center to Rolling Hills, Section and Clarendon for any parents who need to have their child dropped off before 7:00 a.m. No after school care will be allowed at our main center unless it is for a 1/2- day Kindergarten child, or a child with special needs.

Summer Camp

We step out of our formal role of “school” once summer begins. We have planned activities to make summer interesting, our activities will stimulate the children's minds and encourage creativity. Numerous field trips are planned weekly to help make summer vacation fun and educational. Whatever is planned, you can be sure your child will be happy and well cared for by a trained, fun-loving staff.

Field Trips School age:

School-age children will be required to pay an activity fee prior to the start of the Summer Program to offset added expenses. Field trips will be posted and described in advance.

Nutrition:**Meal Information:**

Kids Connection will provide a cereal breakfast for your school age child and then an am and pm snack. You will need to provide a bag lunch. Children at the main center do not receive breakfast, but we do provide a full hot lunch. Monthly menus are posted in each classroom and parent board

AM/PM Snack:

A nutritional snack will be served daily. Every morning a snack will be provided at 9:00 am. Afternoon snack will be provided at 3:00 pm. Monthly menus are posted in each classroom and on the parent board.

Food Allergies:

Any known allergies will be posted in every classroom and made known to all staff members.

Peanut/Tree Nut Free:

Due to the high number of children with nut allergies Kids Connection is a **Peanut/Tree Nut Free Center**. Please be aware of items brought from home.

Beverages:

2% milk will be given to all children over two years old and Vitamin D milk will be served to all children less than two years of age. If a child requires special milk or a parent wishes their child to have a different beverage it is their responsibility to provide one. Milk is provided for lunch and milk or 100% juice is provided for am and pm snacks.

Special Treats:

During holiday times and on special occasions a parent may want to bring in a treat for their child's class. If baked/made at home the recipe must be brought in with the treat and if purchased from the store the original container, with ingredients list, must be brought in. Every child's teacher will be able to provide allergy information to each parent along with healthy choice options.

Infant Feeding:

It is the parents' responsibility to provide all food for their infant until they wish to incorporate our snacks and lunch. Each child's feeding schedule will be kept to coincide with the schedule kept at home. All bottles from home must be pre-made and labeled with child's name and date. All food from home must also be labeled.

Discipline:**Guidance:**

We want your child to gain self-control and acceptable emotional behavior. When children are engaged in enjoyable activity, we believe discipline problems are minimal; however, when discipline is needed, it should be positive.

Discipline and guidance shall be consistent, based on an understanding of the individual needs and development of the child, and directed toward teaching acceptable behavior. Discussion and redirection are used whenever possible. Time-outs away from but yet in view of the group activities, helps a child to gain control yet see what fun their actions have caused them to miss. Time outs are limited to 3 years old and up.

Health Care:**Illness:**

If a child shows signs of illness a child care member will call the child's contacts to pick up the child and the child will be isolated until pick up.

FEVER-if greater than 100 degrees-he/she must be removed from the center and can return when the child is fever free, without using fever-reducing medication, for 24 hours.

NASAL DISCHARGE-green nasal discharge could be considered infectious-runny nose for more than one week- requires physician consultation.

CONJUNCTIVITIS-highly contagious eye infection-he/she may return to care after at least 24 hours of treatment.

DIARRHEA/VOMITING- Children will be sent home after 3 bouts of diarrhea or one instance of vomiting. Children may return after being 24 hours free from diarrhea or vomiting.

RASH-Children who develop a new rash may return to childcare 24 hours after the progression ceases or with the diagnosis and treatment plan from a physician.

COMMUNICABLE DISEASES-The child may return to care 24 to 48 hours after treatment begins and/or after the incubation period.

A good indicator that a child is not feeling well is when the child just wants to sit and watch and not participate in daily activities. The staff will closely watch any children not acting like themselves and will call the parent if any of the above symptoms develop.

Medications:

Medications will be given if:

1. The parent has signed the Authorization to Dispense Medication form.
2. Prescription medicine is in the original container labeled with the child's name, name of the drug, dosage, and directions for administering, date and the physician's name.
3. Non-prescription medicine is labeled with the child's name, and includes the dosage and directions for administering.

NO MEDICATIONS WILL BE GIVEN WITH THE DIRECTION "AS NEEDED"

Injury:

The staff will tend to any child injured at the center unless it is a serious injury requiring medical attention. In that case the child's parents will be immediately notified and his/her emergency plan will be initiated. Minor injuries will be tended to with soap and water, band-aid, ice and lots of TLC. All injuries will be reported on an Ouch Report, which will be present upon pick up. If an injury occurs off site, one staff member will stay with the children and the other will contact the center and then continue helping with that child's emergency plan.

Tips for making an easier separation!

- Visit our center with your child before your start date. Allow your child to get familiar with their new environment, peers and teacher. Talk to your child about the center, the other children, the toys and the activities they may do. Feel free to send with your child a special blanket, doll or stuffed animal. Sometimes just that little bit of home can ease the transition. At drop-off, allow your child enough time to say their "good-byes" and a chance to become involved in an activity or with peers before you leave. Please, never sneak out without saying good-bye. Try and develop a consistent daily routine for saying good-bye and leaving each day.
- Informal communication is a priority because our staff is committed to sharing the joys of working with your child. We encourage you to come to us with any questions or concerns. We are honored to be a part of your child's life during this amazing time of growth and development.

Sincerely,

Bonnie Hajducki
Center Director