



## **CHILD CARE CENTER POLICIES & PROCEDURES & APPLICATION**

Kidz Kingdom's mission is to prepare children for Kindergarten in a safe, fun, clean and family-oriented learning environment

### **CONTACT INFORMATION**

Mailing Address: 18602 Fenkell, Detroit, MI

Website: [www.kidzkingdomdetroit.org](http://www.kidzkingdomdetroit.org)

Email: [info@kidzkingdomdetroit.com](mailto:info@kidzkingdomdetroit.com)

Phone: 313.296.1741 or 313.779.7359

### **Admission and Withdrawal**

Parent must complete an enrollment application with a staff member to be considered for admission to Kidz Kingdom. **The application fee is \$25 and it is due at the time of application submission.**

### **Applicant (Child or Expectant Mom) Information Needed:**

- Child Information Card (provided by the center)
- Proof of Birth for a child application (Birth Certificate or Record, Medical Card, Hospital Letter/Record, Insurance Card)
- Immunization Record or a signed waiver stating immunizations are not administered due to religious, medical or other reasons.
- Most Recent Physical (for infants within 4 months of attendance for all other ages, within 6 months)
- Emergency Contact Names and Phone Numbers (included in application and information card)
- If applicable, documents related to disability (could be an Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP).
- Annual Permission for field trips/travel (parents will be notified before each trip) N/A

**CHILDREN MUST RECEIVE A PHYSICAL AND HAVE UP-TO-DATE IMMUNIZATIONS.**

### **Parent/Guardian's Information Needed:**

- Driver's License / Picture ID

### **Withdrawal Procedures:**

When requesting that a child be dropped from the program, the parent must notify the Director two weeks prior to the withdrawal. Payment is still due for the remaining two weeks.

### **WHEN TO SHOW UP AND WHAT TO BRING**

Daycare is Monday-Friday, 7:30-5:45 pm. You are allowed a 15 minute grace period for pick-up. If you arrive after 6:00 p.m., you will be charged \$1 for every minute you're late. The center provides all the necessary equipment, instructors, materials, activities, cots and snacks. Students must eat breakfast prior to arrival or bring it with them. Students are required to provide their own lunch and can bring additional snacks. A cot blanket must be provided for nap time. A snack will be provided daily. Children should

wear comfortable clothing and socks, and a water bottle is highly recommended. Any items such as electronics, toys or other distracting items are not recommended. Please label or write in permanent marker on all of your child's belongings.

Coming soon: Extended Care hours – until 11:30 p.m. If you or someone you know may need the extended hours, please have them contact us to be added to our waitlist at: 313-296-1741.

### **TUITION POLICY**

**Please read the following carefully:** *The application must be completed before the start of the program. The weekly child care fee is \$150 for all ages. We serve children ages 1-5. Payments are due at the beginning of each week. After care is offered for school aged children from 3:00 pm to 5:45 and the fee is \$10 per day and \$45 per week. After care payments are due at least 1 week in advance. Cash, debit and credit are acceptable forms of payment. We do not accept checks. Payments are due for the entire week. This is a year round program. You must pay for 52 weeks of care.*

### **Exclusion Policy for Child/Staff Illness:**

If your child is running a temperature or has a contagious virus, do not send them to the center. If your child experiences a runny nose, mild cough, a non-contagious rash, you may still send them to the program. If your child does experience an illness such as a fever or any contagious virus, daycare fees are still due. These same rules apply to staff.

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of both of the following:

- The name of the communicable disease.
- The symptoms of the disease.

If a child becomes ill during the school day and are too ill to remain in the group, that child will be placed in a separate area and will be cared for and supervised until a parent arrives. Items used for an ill child or staff member will not be used on other people until washed, rinsed and sanitized.

### **VACATIONS**

If you plan to take a family vacation, it is helpful to know in advance. However, fees are still due during this time away.

### **KIDZ KINGDOM'S HOLIDAY CLOSURES 2017/18**

Kidz Kingdom will be closed for the following holidays, daycare fees are charged during our holiday closures.

Labor Day

Thanksgiving Day

Christmas – Day and the day after

New Year's Day

Good Friday

Memorial Day

### **NOTICE OF TERMINATION**

You must provide a two week notice of termination. Daycare fees are still due during the notice period if you bring your child or not.

### **Re-enrollment:**

In the event of a withdrawal, the child may re-enter the program upon available space. The requirements for reentering the program are the same as the enrollment process.

## ***Dismissals:***

Children are dismissed from Kidz Kingdom if:

- They transition to a Kindergarten program. Transition planning begins 6 months before your child's 5<sup>th</sup> birthday, unless child's 5<sup>th</sup> birthday falls after the September 1<sup>st</sup> cutoff, spot will be maintained until able to start new school. Child will fully complete our program when they start their kindergarten program.
- Child is able to go to a school for children with special needs and can be better supported.
- Kidz Kingdom may terminate enrollment at will (without notice)

## **Discipline of Children:**

At Kidz Kingdom we believe in providing a nurturing, positive environment for all children. We want children to develop good self-concepts, problem solving abilities, and self-discipline.

Our main goal is to help children feel safe and secure in our center, and as they grow, we believe this will help promote positive behaviors and early learning. Very young children are just beginning to learn about how the world operates and its rules. They need our help to make sense of the world around them. It is our job to guide them and keep them safe.

Children need to be cared for in an environment that is safe and supportive:

- Where they are greeted and spoken to in a nurturing manner each day
- Where they have a personal relationship with their caregiver
- Where routines are unhurried and are regular, predictable and flexible

We will create a classroom environment that includes:

- A variety of choices for children whenever possible.
- Multiples of toys and learning materials available, including established plans for putting materials away.
- Reasonable expectations for behavior which are developmentally appropriate.
- Reasonable and consistent limits for children.
- Transitions that are planned and managed

Our teachers and volunteers will be trained in strategies to help solve minor problems and disputes between children. We use strategies that are appropriate for very young children. Examples:

- We will encourage children's accomplishments and positive behavior.
  - Positive behavior may be rewarded
  - We will also help children understand the value of intrinsic rewards
  - We will not over incentivize for expected behavior
- We will redirect and distract -- this means that a child is directed to another toy or activity as a way of ending the child's frustration, which led to the negative behavior. Often this is all that is needed for a child to return to positive behavior.
- During redirect and depending upon the concern, children will be given the option to go to the "calm couch" this area is a space where children can calm down, take a rest, release stress, breathe and engage in educational activities
- We will model effective conflict resolution strategies in interactions with children and adults

At no time will staff use any form of corporal punishment, inflict pain, tie or bind a child, deny meals, rest or going to the bathroom, or confine a child. Staff will not humiliate, shame, or threaten a child.

***Serious Discipline Problems:***

We recognize that occasionally serious discipline problems can occur. Conferences will be scheduled with parents if behaviors occur repeatedly without resolution through the methods above. A detailed plan will be put into place to resolve these problems that includes, if appropriate, a mental health observation and consultation.

**MEDIA RELEASE**

**We are often involved in television and other forms of media, including print. By signing this application, you agree to have your child (ren) in the photos and video.**

Any photos, recorded (audio or video) and written materials created for and/or during daycare hours are property Kidz Kingdom and may be used for promotional purposes at the discretion of Kidz Kingdom.

Do you decline to have your child in any media? If so, please sign here and we will NOT include them in media.

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**KIDZ KINGDOM  
CHILD CARE PROGRAM APPLICATION  
SERVING AGES 1-5**

(Please see the document requirements list in the policies and procedures)

\*Thanks for printing legibly\*

FOR OFFICE USE ONLY  
d8 rc'd \_\_\_\_\_ prc'd by \_\_\_\_\_  
age \_\_\_\_\_ session \_\_\_\_\_ or \_\_\_\_\_

**1. INFORMATION ABOUT THE CHILD & FAMILY**

|                                                                                               |                      |                                  |
|-----------------------------------------------------------------------------------------------|----------------------|----------------------------------|
| Name of Student: _____                                                                        | Date of Birth: _____ | Age (at the time of care): _____ |
| Name of Student: _____                                                                        | Date of Birth: _____ | Age (at the time of care): _____ |
| Name they prefer to be called (if different): _____                                           |                      |                                  |
| Name of Prior School: _____                                                                   |                      |                                  |
| Name of Parent/Guardian/Primary Contact: _____                                                |                      |                                  |
| Mailing Address: _____                                                                        |                      |                                  |
| City: _____                                                                                   | State: _____         | Zip Code: _____                  |
| Home Phone: _____                                                                             | Cell Phone: _____    | Work Phone _____                 |
| Name of Parent/Guardian/Secondary Contact: _____                                              |                      |                                  |
| Home Phone: _____                                                                             | Cell Phone: _____    | Work Phone _____                 |
| Email address you check frequently: _____                                                     |                      |                                  |
| Best way to contact you? <b>(Circle one)</b> <b>Home Phone</b> <b>Cell Phone</b> <b>Email</b> |                      |                                  |

**2. EMERGENCY CONTACTS** (please provide two additional people, different from the parent/guardian listed above, who would automatically be the first person we contact and allow to pick-up your child from the center)

First Contact's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Work/Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

Second Contact's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Work/Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

Third Contact's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Work/Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

**3. SAFETY INFORMATION** (please list all known conditions so we can accommodate your child's needs)

Does your child have any medical conditions, allergies, or special needs the staff should know about?

\_\_\_\_\_

\_\_\_\_\_

[PLEASE INCLUDE THIS PAGE IN YOUR APPLICATION]

Does your child have any behavioral or emotional issues the staff should know about?

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Is your child taking any medications to treat these conditions?

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**4. SPECIAL INTERESTS**

**5. OTHER INFO**

Is there anything else you would like us to know?

Parent/Guardian's Signature \_\_\_\_\_

**Your signature on this application is an acknowledgement of the policies and procedures and your agreement to follow them. Particularly, the media release, payment policies and drop off and pick-up times.**

**To complete your application; please send these pages by email to: [info@kidzkingdomdetroit.com](mailto:info@kidzkingdomdetroit.com) or drop off in person:**

KIDZ KINGDOM  
ATTN: Danielle North  
18602 Fenkell  
Detroit, MI 48223