



# **KALEIDOSCOPE OF LEARNING, LLC**

**Preschool (4-5 Years Old) & Afterschool (5-12 Years Old) Program**

**Parent and Student Handbook**

**2026-2027 School Year**

Professional Policies and Procedures Manual

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## WELCOME

Dear Family,

We are pleased and excited that you have chosen to entrust us with the responsibility of providing quality care for your child(ren). At Kaleidoscope of Learning, we believe in the power of a structured environment. By adopting a system of scheduled activities, students develop a sense of continuity and security in their surroundings. Each day, students engage in purposeful activities that focus on various core areas of development, including academic preparedness, artistic expression, faith, interpersonal relationships, and physical strength and coordination.

Kaleidoscope of Learning is an afterschool program that adheres to the guidelines set forth by the State of Mississippi. While we offer a nurturing environment, Kaleidoscope of Learning does not provide the individual care or specific tailoring that a daycare center or private babysitter might offer.

As you know, Kaleidoscope of Learning focuses on delivering high-quality, inclusive care for all children. In striving to maintain this level of care, we are also working to keep pace with the growing costs associated with inflation. Each year, we work diligently to manage expenses while continuing to provide an exceptional educational experience for your child(ren).

Our facility is regularly inspected by the Mississippi State Department of Health's Child Care Licensure Office, and we are fully licensed with no restrictions. Kaleidoscope of Learning is also an Equal Opportunity Employer and childcare facility. However, please note that Kaleidoscope of Learning reserves the right to terminate enrollment if certain circumstances arise that necessitate such actions. We do not engage in debates about school policies.

This parent/student handbook has been provided for your reference. It is important that all parents familiarize themselves with the contents of this handbook. By signing the form at the back of the handbook, you are acknowledging that you have read, understood, and agreed to comply with the guidelines.

Thank you for choosing Kaleidoscope of Learning. We look forward to a productive and enriching year as we continue to provide your child(ren) with a high-quality program and create lasting memories together. It is truly a privilege to have your child(ren) with us!

Sincerely, Glen and Patrina Dace, Owners/Operators of Kaleidoscope of Learning

## OPERATING INFORMATION

Kaleidoscope of Learning Afterschool Gymnasium Address: 337 Byram Drive, Byram, MS 39272 Phone: (601) 502-2989 Fax: (769) 216-3436 Email: [kaleidoscopeoflearning@comcast.net](mailto:kaleidoscopeoflearning@comcast.net) Website: [www.kaleidoscopeoflearning.com](http://www.kaleidoscopeoflearning.com)

## HOURS OF OPERATION

The official center time will be used for all arrivals and pickups with no exceptions.

- After-school Hours for School-Age Children: 3:00 p.m. - 6:00 p.m., from August to May.
- Summer Camp/School Holiday Hours for School-Age Children: 7:00 a.m. - 5:00 p.m.

## Late Pick-Up Fees

- If your child is not picked up by 6:01 p.m., a minimum of \$5.00 will be charged, with \$2.00 per minute per child thereafter.
- If your child is not picked up by 6:20 p.m., we will attempt to contact you. If you are unavailable, we will refer to the list of authorized pick-up person/s. If we are unable to reach you or any authorized individual, we will be required to contact the Byram Police Department.
- The late fee will be due immediately upon pickup or the following morning, with no exceptions.

## HOLIDAYS AND CENTER CLOSURES

Kaleidoscope of Learning Afterschool Program will be closed in observance of the following holidays. If a holiday falls on a weekend, it may be observed on the nearest weekday. Tuition will not be pro-rated or reduced for holidays. Holiday schedules and closures are subject to change. Parents will be notified in advance of any updates.

- Back to School Break - Friday, July 31, 2026
- Labor Day - Monday, September 7, 2026

- Thanksgiving Break - Thursday and Friday, November 26-27, 2026
- Christmas Break - Monday through Friday, December 21-25, 2026
- New Year's Eve & Day – Thursday and Friday, December 31, 2026 - January 1, 2027
- Dr. Martin Luther King Jr. Day - Monday, January 18, 2027
- Good Friday - Friday, March 26, 2027
- Memorial Day Week - Monday, May 31-Friday, June 4, 2027
- Juneteenth - Friday, June 18, 2027 (Observed)
- Independence Day - Monday, July 5, 2027 (Observed)

## **SCHOOL DISTRICT CLOSURES AND DELAYS**

Kaleidoscope of Learning Afterschool Program follows the Hinds County School District for weather-related closures and delays.

- If the school district is closed due to weather or emergencies, KOL will also be closed.
- No credits or adjustments will be given for Hinds County School District Mental Health Days.
- If the school district has an early dismissal, KOL may provide care depending on staff availability. Additional fees may apply.
- If the school district is delayed, KOL will operate on a modified schedule if applicable.
- No transportation will be provided on severe weather days.
- Parents will be notified through ProCare, email, phone, or text if necessary.

## **ADMISSION AND ENROLLMENT**

Kaleidoscope of Learning Afterschool Program serves school-age children, generally ages five (5) to twelve (12), based on availability and program suitability. All admission requirements and registration forms must be completed, and enrollment fees must be paid prior to the child's first day of attendance.

### **Tuition Payment Options**

- Payments can be made bi-weekly or monthly.
- Parents cannot change their payment option once the school year (August-May) has begun. Changes may only be made during the registration period.

## **INCLUSION**

At Kaleidoscope of Learning, we believe that children of all abilities should have equal opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage the full and active participation of all children in our program, tailored to their individual needs and capabilities. If your child(ren) has special needs, please disclose the necessary information on the enrollment form so we can discuss the best possible accommodation. Please note, the center must have adequate staff to accommodate these services. Parents of children with an Individualized Education Program (IEP) must submit it during registration.

Additional tuition fees may apply, and the hours of service may be adjusted based on specific needs.

## NON-DISCRIMINATION

Kaleidoscope of Learning offers equal educational opportunities for all children, regardless of race, color, creed, national origin, gender, age, ethnicity, religion, disability, political beliefs, marital status, sexual orientation, special needs, or any other consideration prohibited by federal, state, or local laws. Our educational programs are designed to meet the varying needs of all students, and we will make every reasonable accommodation as long as a safe and supportive environment can be provided.

## CONFIDENTIALITY

Kaleidoscope of Learning takes the confidentiality of your child's information seriously. We will not release any information about your child without your written consent, except as required by our regulatory bodies. All records concerning your child will remain confidential and are available for up to five years.

## COMMUNICATION AND FAMILY PARTNERSHIP

We believe in fostering strong communication and partnerships with our families to ensure the best experience for your child. Here are the primary ways we keep you informed:

- Memos/Calendars: These keep parents informed about center activities, upcoming events, and important announcements. Memos are sent home weekly, and a calendar is sent home monthly during the summer.
- Email: We encourage you to provide a regularly used email address so we can send you updates, memos, calendars, and general information. Emailing through the ProCare Parent Engagement App is one of the best ways to communicate with us.

## GYMNASIUM PROCEDURES

Enter through the parking lot entrance across from the Reserve Apartments and exit through the second entrance. Parents should remain in the vehicle during morning drop-off and evening pick-up. Scan the QR code to sign in and out. For Afterschool: Children must exit from the passenger side of the vehicle (mandatory). Ensure the child is ready to drop-off with their book bag and safely belt unbuckled.

## CELL PHONE USAGE AND APPEARANCE

### Cell Phone Usage

- Limit phone usage to signing in and out of your child.
- Refrain from using your phone or electronic devices while your child is entering the center.
- We want to ensure we use the drop-off and pick-up time to communicate effectively with you.

### Appearance Guidelines

- Avoid saggy pants that expose underwear.
- No skin-tight clothing such as leggings, tights, or short shorts.
- No pajamas or house slippers.
- Keep music volume low when approaching the campus.
- Please do not litter.

## AUTHORIZED AND UNAUTHORIZED PICK-UP

### Pre-Authorization

- Parents must notify the center in advance if someone other than those listed on the child's application will be picking up the child.
- Only authorized person/s may pick up children.
- Authorized pick-up persons must present an ID when picking up the child. No exceptions.
- The authorized pick-up person must also be familiar with the center's drop-off and pick-up rules.
- Authorized person/s will have their own unique code or method for signing in and out students.

## RESTRICTIONS ON CHILD PICK-UP

### Divorced or Separated Parents

If one parent is not permitted to pick up the child, the center must have a certified copy of the Court Order or Final Judgment on file. The Authorized Pick-Up section of the child's application must be updated by the legal guardian whenever changes occur. Updates can be made as needed by the legal guardian.

### Impaired Pick-Up

If there is reasonable cause to believe that any person picking up a child is under the influence of drugs, alcohol, or is physically/emotionally impaired, the child will not be released to them. We may call an authorized adult contact person to pick up the child or contact the police to ensure the child's safety. Repeated occurrences of these situations may result in the child being removed from the program.

## GUIDANCE

### General Procedure

Kaleidoscope of Learning is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior.

Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people and property, and to learn to understand the results of their actions.

### Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. Each student at KOL has the right to:

- Learn in a safe and friendly place.
- Be treated with respect.
- Receive the help and support of caring adults.
- Discipline handled in the most positive manner possible.
- Understand the rules of the center.

- Receive assistance in learning and following program rules.

The center will encourage the child with praise for proper behavior to eliminate inappropriate behavior. Inappropriate behavior includes, but is not limited to kicking, spitting, disrespecting the property of others, temper tantrums, cursing, pushing, unacceptable language, name calling, not following classroom rules and playground rules, hair pulling, shoving, and hitting teachers and students.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## **PUNISHMENT AND PHYSICAL RESTRAINT**

At Kaleidoscope of Learning punishment and physical restraint are not allowed as a form of discipline. Children shall not be physically restrained except as necessary to ensure a child's safety or that of others. We may restrain a child by gently holding him/her only for as long as is necessary for control of the situation.

### **Types of Behaviors/Discipline NOT Allowed**

Yelling; beating; biting; pinching; spanking; slapping; hitting with hand, a pointer, or other objects; pulling or jerking; name calling; abusive or profane language; isolation out of view of caregiver; inappropriate use of time out; any form of public or private humiliation, including threats of physical punishment; withdrawal, or the threat of withdrawal, of rest or bathroom opportunities; any unacceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration; any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating out of view of a caregiver, corrupting a child, and telling parents to punish child at home for misbehavior at the center.

## **NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES**

If a child's behavior/circumstance is of concern, communication will begin with the parents/guardians as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

If persistent inappropriate behavior continues to cause disturbance, the parent will be given a referral for the child's behavior to be evaluated. On rare occasions, a child's behavior may warrant the need to terminate childcare services. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of, the child as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.
- A child cannot transition with daily routines.

## **TUITION AND FEES**

### **Tuition**

Tuition is payable bi-weekly or monthly, whether absent or present. Monthly tuition will reflect the months and days that credits are given. Payments will be made by ACH bank draft. Parents are encouraged to go to [www.myprocare.com](http://www.myprocare.com) to set up an online portal to access account information and update records. There will be a sir charge for all online credit card charges made through My ProCare. For drafted payments, the same late fee applies.

Cash can be accepted for everything, except for tuition. No cash, checks, money orders or over-the-phone payments are accepted. In times of an extreme emergency, a \$5.00 handling fee will be charged for processing cash, checks or money orders. No exceptions. In addition, no payments are accepted during the morning drop-off hours.

### **Preschool, Afterschool, and Summer Camp Tuition**

- Preschool (4 years old) Summer Camp Fees
- \$290 Biweekly/ \$580 Monthly
- Afterschool (5 years old to 12 years old) Summer Camp Fees
- \$270 Biweekly/ \$540 Monthly
- Preschool & Afterschool Fees (4-12 years old)
- \$170 Biweekly/ \$340 Monthly

### **After School Fees**

Registration fee is \$75.00 for the fall. After school pick up is available at the local schools in Byram. Children attending after school will be assessed part-time tuition. When local schools are closed during the holidays, parents will be charged an additional fee (\$12.00 per day) for all day childcare services. The center will pick up students from school in Hinds County every second Wednesday at 12 noon; however, the center will not pick up students on severe weather days.

Monthly tuition will reflect the number of weeks and days in the month when credits are given for the week of Thanksgiving, Christmas and Spring Break. Two weeks' notice is required for withdrawal. No credits will be given for COVID-19 quarantine or flu.

### **Drop-In Fees - During the School Year**

Drop-ins are only accepted if there is availability of space and staff. Payment is due at the time of service. The rate for drop-in service during the school year is as follows:

- Five (5) years old to 12 years old - \$30.00 per day.
- Five-year-olds must have completed K5.

### **Drop-In Fees - Summer Camp**

The drop-in summer camp will begin each year in the first week in June. The rate is as follows:

- Five (5) years old to 12 years old - \$30.00 per day.
- Five-year-olds must have completed K5.
- Method of payment must be agreed upon at the beginning of summer camp. Any parents breaking enrollment contracts will be charged.

## **PAYMENT POLICIES**

### **Payment Due Dates**

Payment is always due in advance. No deductions will be made for absences, holidays, or closures due to inclement weather, power outages, quarantines, or other uncontrollable situations. If the center is forced to close without prior notice, parents are required to pay for the next two weeks to secure their child's spot.

## Credit Card Fees

Parents will be given three debit/credit card transactions per month. Starting July 1, 2026, a \$1.00 fee will be charged for each additional transaction made by debit or credit card.

## Late Payment Charges

Late payments can cause significant issues for our programs. Please review the late payment procedures in the designated sections of this handbook. Failure to pay on time may result in small claims, court proceedings or involvement of a third-party collections agency. You will be responsible for any associated court or attorney fees.

# HEALTH

## Sick Children Policy

Please do not bring your child to daycare if they are sick to ensure the health and safety of all children at the center.

## Communicable Disease

If a child has a communicable disease, they must be evaluated and diagnosed by a physician. An excuse from the doctor stating the child is no longer contagious must be provided before returning to the center.

## Illness During Aftercare

If a child becomes ill during after-care hours, the parent/guardian will be contacted to pick up the child. Parents must pick up the child within 30 minutes of being notified.

# INSURANCE

## Liability Insurance

The center has liability insurance coverage but does not provide liability insurance for students.

## Parental Responsibility

Parents are responsible for providing accidental and medical insurance for their children. They will also be responsible for any medical costs incurred if their child requires attention due to an accident.

# RESPECTFUL BEHAVIOR POLICY

**Mutual Respect:** All children and families will be treated with respect and dignity. We expect the same from families in return.

**Aggressive Behavior:** Hostile or aggressive behavior will not be tolerated. If such behavior occurs, we reserve the right to ask parents to control their behavior or terminate services.

# SMOKING POLICY

**Non-Smoking Environment:** Smoking or the use of tobacco products is strictly prohibited within the center's indoor and outdoor spaces and vehicles. Secondhand smoke is harmful to young children's health.

# PROHIBITED SUBSTANCES POLICY

**Alcohol and Drugs:** The use of alcohol, the illegal use of prescription drugs, and illegal drugs is strictly prohibited on the center's premises.

Inebriated Adults: Adults who appear intoxicated or under the influence of mind-altering substances must leave immediately.

## **DANGEROUS WEAPONS POLICY**

Weapons Prohibition: Firearms or any other dangerous weapons are not allowed on the center's campus. In case of any weapons being brought onto the premises, authorities will be contacted immediately, and the individual(s) involved will be removed.

## **CHILD CUSTODY POLICY**

Legal Custody: Both parents or guardians have equal rights to custody unless a court document specifies otherwise. We are legally bound to respect the most recent court order or active restraining orders. Without Court Documentation: The center will not intervene in custody disputes without court documents.

## **SUSPECTED CHILD ABUSE POLICY**

Mandated Reporting: By law, the center must report any suspected child abuse or neglect to the appropriate authorities.

Cooperation: The center will cooperate fully with investigations while maintaining confidentiality.

Investigation: It is the responsibility of the child protective services to investigate and take necessary actions.

## **VISITORS POLICY**

Visitor Procedures: All visitors, including parents, must contact the director before entering the building. General public access is not allowed. Access Control: The building's entrance and exit doors are locked and monitored.

Visitors must sign the logbook upon entering, noting date, name, time, and reason for the visit.

## **SAFETY/CROSS WALK POLICY**

Safety Responsibility: Parents must ensure that their children are safe while entering and leaving the center by holding hands. Parking Lot Safety: Always drive cautiously in the parking lot and avoid speeding.

## **TRANSPORTATION POLICY**

Safety in Transportation: Kaleidoscope is responsible for the safety of children during transportation to planned trips and schools. Licensed drivers and insured vehicles are used.

## **CARE OF THE BUILDING POLICY**

Proper Use of Facilities: Students are encouraged to use wastebaskets and avoid leaving marks or fingerprints on the walls.

Property Damage: Any intentional damage to property will result in appropriate disciplinary action, and the parents will be responsible for replacing the damaged items. Chairs will be assigned to afterschool students. Parents will be charged \$20 for damaged chairs.

## SECURITY SYSTEM POLICY

**Security Measures:** The center has an intercom system, magnetic locks, and security cameras for the safety of children and staff.

**Video Access:** Video footage will only be reviewed if child abuse or neglect is suspected and investigated by authorities. Parents are not allowed to view videos due to privacy laws.

## EMERGENCY POLICIES

### Lost or Missing Child

In the event a child is lost or missing, the facility has seven (7) minutes to locate the child before notifying authorities and the family. A lockdown will be initiated.

### Fire Safety

The center is equipped with current safety products and conducts a monthly fire evacuation drill.

### Emergency Evacuation

In case of an emergency, parents will be notified via phone, email, text, and/or media. A notice with alternate pick-up locations will be posted. Staff will remain with children until parents or guardians arrive.

## CENTER POLICIES

**Review of Policies:** All center policies not included in this handbook are reviewed annually and updated as needed. They are available upon request from the center's Director.

### Change of Address or Phone Number

**Contact Information:** Parents must make any changes to their address or phone number immediately. It is essential that we can always reach parents while the child is in our care. Parents can update contact details on the ProCare Parent Engagement App.

### State Regulatory Agency

**Licensing Agency:** The Mississippi State Department of Health is the regulatory agency for childcare licensing. A Child Care Regulations Summary from the Mississippi Department of Health will be provided during registration.

## HANDBOOK ACKNOWLEDGEMENT - CENTER COPY

Parent/Student 2026-2027 Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment. This handbook may be updated from time to time, and notice will be provided as updates are implemented. To ensure that policies are enforced in a fair and consistent manner, Kaleidoscope of Learning asks that each family reads the Parent/Student Handbook. In any school it is necessary that rules and policies be established for the well-being of the child(ren) and school. However, it puts management and teachers in an awkward position when the center must constantly remind or enforce policies. Please partner with the KOL staff and teachers to ensure that we all have a successful year. Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family. I have received the Kaleidoscope of Learning, LLC Parent/Student Handbook, and I have reviewed the handbook with a member of the Kaleidoscope of Learning Center staff. Although it is my responsibility to understand and familiarize myself with the Parent/Student Handbook and to ask center management for clarification of any policy, procedure or information contained in the Kaleidoscope of Learning, LLC Parent/Student Handbook that I do not understand, I find it acceptable, and I am in agreement to abide by its policies.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Recipient \_\_\_\_\_ Date \_\_\_\_\_

Signature of KOL Staff \_\_\_\_\_ Date \_\_\_\_\_