

Kaleidoscope of Learning, LLC

Preschool and After School Gymnasium

Parent and Student Handbook

2023 – 2024
School Year



Preschool: 335 Byram Drive, Byram, MS 39272
Gymnasium: 337 Byram Drive, Byram, MS 39272

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Website: www.kaleidoscopeoflearning.com
E-mail: kaleidoscopeoflearning@comcast.net

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KALEIDOSCOPE OF LEARNING, LLC WELCOMES YOU TO OUR FAMILY

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). By adopting a system of scheduled activities, Kaleidoscope of Learning students develop a sense of continuity and security in their environment. Daily, students participate in purposeful activities derived from core areas of development ranging from academic preparedness, artistic expression, faith, interpersonal relationships, strength, and coordination.

Kaleidoscope of Learning is a preschool, mandated by guidelines set forth by the State of Mississippi, Kaleidoscope of Learning do not perform certain individual care or tailor to certain specific needs as would a day care center or private babysitter.

As you know, Kaleidoscope of Learning focuses on quality inclusive care for all children. As we strive to make this a reality on a daily basis, we are faced with the task of maintaining our excellent care to match the economy's growing inflation. Each year we work hard to manage costs and continue to provide a quality education.

Kaleidoscope of Learning is inspected, regularly, by the office of the Mississippi State Department of Health Child Care Licensure and is fully licensed with no restrictions. Kaleidoscope of Learning is also an Equal Opportunity Employer and childcare facility. However, Kaleidoscope of Learning reserves the right to terminate any enrollment if and when an event(s) occur that constitutes such actions. We do not debate with parents about school policies.

This parent/student handbook has been prepared for your information and reference. Parents must be familiar with all of the information in this handbook and sign the form in the back of the handbook as an agreement of acknowledgement and compliance.

Thank you for choosing Kaleidoscope and we look forward to a productive new year as we continue to provide your child/children with a high quality program and as we build new memories together. It is truly a privilege to have your child/children with us!

Sincerely,

Glen and Patrina Dace, Owners/Operators
Glen and Patrina Dace

Kaleidoscope of Learning, LLC

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ABOUT US

Philosophy

Kaleidoscope of Learning (KOL) appreciates the commitment it takes to raise healthy, well-adjusted families and meet demands outside the home. We are firm believers in the biblical verse: “Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

Mission

Our mission began in June 2003, with the vision of accommodating a growing diverse population in Byram. Our mission is to provide quality care and academic instructions in a loving, caring, and Christian environment. Kaleidoscope of Learning proudly supplements the work you do at home to cultivate Christian values and a love of learning.

Gymnasium

As an expansion to Kaleidoscope of Learning Preschool & Afterschool, in 2018 we built a gymnasium. The 10,000 sq. ft. facility can accommodate 100-135, after school age and summer camp students.

Operating Information

Kaleidoscope of Learning
Preschool
335 Byram Drive
Byram, MS 39272
Telephone: (601) 502-2990

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Fax: (769) 216-3436

E-mail: kaleidoscopeoflearning@comcast.net

Website: www.kaleidoscopeoflearning.com

Company Organizational Chart

Owner/Operator – Glen Dace
Owner/Director – Patrina Dace, CDA
Director Designee – Dannie Barnes
Director Designee – Dorothy Ross
Teachers
Caregivers

HOURS OF OPERATIONS

The center's time is the official time used to arrivals and pickups with no exceptions.

Services are provided Monday – Friday from 7:00 a.m. to 5:00 p.m.

Pre-school hours are 7:00 a.m. – 5:00 p.m., daily.

Summer camp and during holidays for school age children is 7:00 a.m. – 5:00 p.m.

After school hours for school age children is 3:00 p.m. – 6:00 p.m., from August to May.

All children must be dropped off by 9:00 a.m. and picked up by 5:00pm, on full time days.
All preschool children and summer camp students must be dropped off by 9:00 a.m., daily.

We are consciously aware that certain circumstances including traffic that causes delays, but it is everyone's responsibility to be proactive in having a plan in place in the event your routine is altered.

Pre-school: If your child is not picked up by nontraditional time, a minimum of \$5.00 will be charged and \$1.00 per minute per child will be charged, thereafter.

School age: If your child is not picked up, during summer camp and extended holidays, by nontraditional time, a minimum of \$5.00 will be charged and \$1.00 per minute per child will be charged, thereafter.

After school: If your child is not picked up by 6:01 p.m., a minimum of \$5.00 will be charged and \$1.00 per minute per child will be charged, thereafter.

If your child is not picked up by 6:20 p.m., we will attempt to contact you. If you are not available, we will refer to the list of persons you authorized for pick up. In the event we are unable to contact you and/or the authorized individuals, we are required to engage the Byram Police Department. The fee will be due at the time of pick up or the morning after, with no exceptions. The center cannot waive late fees due to the evening traffic or any other circumstances. Please be courteous and arrive on time.

HOLIDAYS

Each year, we will close on the following days in observance of the holiday. If the holiday falls on the weekend, the day before or day after will be observed. Tuition will not be prorated or reduced for these holidays. School will close at 3:00 p.m., on Wednesday, November 22 and close at 3:00 p.m., on Thursday, December 21 and at 3:00 p.m., on Thursday, December 30.

Labor Day – Monday, September 4, 2023

Thanksgiving – Thursday/Friday, November 23, 2023 & November 24, 2023

Christmas – Friday/Monday/Tuesday, December 22, 2023 & December 25, 2023 and December 26, 2023

New Year's Day – Friday/Monday/Tuesday, December 29, 2023 & January 1, 2024 and January 2, 2024

Dr. Martin Luther King's Day – Monday, January 15, 2024

Good Friday – Friday, April 29, 2024

Memorial Day Week – Monday, May 27, 2024 through Friday, May 31, 2024

Independence Day – Thursday, July 4, 2024 and Friday, July 5, 2024

VACATIONS

Kaleidoscope of Learning does not offer credit for any vacations; therefore, no discounts will be given for a child being absent due to vacation.

ADMISSION & ENROLLMENT

Based on the availability, our facility accepts children from six (6) weeks old to twelve (12) years old. All admission requirements and registration forms must be completed and enrollment fee(s) paid prior to your child's first day of attendance.

Enrollment fee(s) are due, annually, in March or at the time of enrollment. Enrollment fees are non-refundable and non-transferrable. For re-registration the forms will need to be updated and returned to the center with fee(s). The tuition payment options are bi-weekly or monthly. Parents **will not** be able to change the payment option during the school year (August – May), only during registration.

Pre-School: Fall registration fee is \$75.00 for the first child (12 months – 12 years old)
\$25.00 for each additional child (12 months – 12 years old)

After School: Fall registration fee is \$50.00 for the first child
\$25.00 for each additional child

Summer Camp: Registration fee is \$50.00 per child
\$25.00 for each additional child

Our process for introducing children to our program is each child will be placed in a class based upon their age and/or maturation. Tuition will be charged according to the class the child is presently enrolled; not according to the child's age group. Birthday cut offs per age level are as follows:

<u>Age</u>	<u>Classification</u>	<u>Age</u>	<u>Classification</u>
12 months – 24 months	Toddlers	Two (2) years old	K2
24 months – 36 months	Toddlers	Three (3) years old	K3
Four (4) year old	School Aged	Four (4) years old	K4
Five (5) year old	School Aged	Five (5) years old	K5

Childcare Certificates

Childcare Certificates are accepted. Parents are ultimately responsible for the co-payment and the difference that the certificate does not reimburse. Co-payments will be billed to your Procure account each month. Parents are responsible for payments once the child has missed five (5) days within a month. Co-Payment and difference in tuition rate are due and drafted on the 1st of each month. Parents must get prior approval from the director before the center can accept a childcare certificate.

Inclusion

KOL believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child(ren) has/have an identified special need(s), please disclose the necessary information on the enrollment form so we can discuss the best possible accommodations, however, the center must have adequate staff to accommodate the services. Parents of students that already have an IEP must submit it during registration. Parents will be charged additional tuition fees and hour of service, decreased.

Non-Discrimination

At KOL equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students. At KOL we will make every reasonable accommodation as long as a safe, supportive environment can be provided.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program and any special events. We highly encourage parent participation.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory. The information in your child's record is available for five years. All records concerning children at our program are confidential.

Staff Qualifications

Employees are trained in operating procedures, regulations and ABEKA curricula instructions. Majority of the staff are certified in Infant/Child CPR and First aid. Each employee has passed a child abuse registry check and has on file a FBI fingerprint suitability letter. Employees also are required to have a current Immunization 121 on file. All outside providers and therapists are required to have a FBI fingerprint suitability letter on file.

Communication & Family Partnership

Daily Communication – Procure Parent Engagement App will provide communications from the center’s staff that informs you about your child’s daily activities and experiences at the center. As time permit the reports will be provided to all parents, electronically, at the end of the day after 5:00 p.m. This App is not intended for official school business. All communications regarding business and complaints, is handled through kaleidoscopeoflearning@comcast.net.

ABCmouse.com – As a part of our ongoing efforts to provide the best possible education for students we are excited to provide your child free digital learning activities as an extension of what we are teaching in the classrooms each day.

We are providing this wonderful complement to our curriculum through our partnership with ABCmouse.com. We encourage you and your child to explore ABCmouse.com and use it daily. To activate your online account, you must receive the password from our center. K1-12 years old students.

Waterford Early Learning Academy – As a part of our ongoing efforts to provide the best possible education for students we are excited to provide your child free digital learning to students K5 - 12 years old during the summer. Students must have access to an electronic device. Electronic devices are required by each student to participate in our summer program beginning 2023.

Bulletin Boards - Located throughout the center, bulletin boards provide center news, upcoming events, holiday closing dates, announcements, etc.

Memos/Calendars – Both keep parents informed about center news, events, announcements, etc. The Memo is sent home, weekly, and the calendar is sent home, monthly and is accessible on the Procure Parent Engagement App.

Email - We strongly encourage you to provide an email address that you use regularly so that we may send you announcements, weekly memos, calendars and general updates. Email is one of the best ways to communicate with us.

Parent Resource Library - Our parenting resource materials are available to families for check out and are required to be returned within two weeks. The books, videos and CDs provide a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development. Please see the director for details.

Family Visits - Family participation is encouraged, however, due to Covid-19 we are still limiting classroom visits, volunteers or any direct contact with parents, as much as possible. Signing in is required for the safety and protection of our children. Each visitor must sign-in while on the premises and sign-out upon leaving.

Conferences/Progress Reports - Family and teacher conferences occur three times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any scheduled time. We encourage you to communicate any concerns.

It is of great importance that you and your child's teacher conference during progress report time. Observations will be made in the fall, mid-year, and the spring. The center will inform you of the dates and times. If you need to schedule a conference with your child's teacher, please notify the director to schedule the appointment.

Open Door Policy

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be locked from 9:00 a.m. to 3:00 p.m., daily. Our staff is devoted to caring for the children and they will do their best to respond electronically via Procure Parent Engagement App.

Family communication is encouraged; however, parents will be allowed to monitor students as needed.

Publicity

Unless the family indicates that they do not want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA AND LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Devotion

Each school day begins with scripture, song, and prayer. Christian values are expressed in our classrooms every day and during assemblies. KOL will respect the religious beliefs of each individual, however, the center encourages opportunities to acknowledge Jesus Christ.

ABEKA Curricula

As part of the curriculum we gather information about each child's developmental abilities and evaluate progress. Kaleidoscope of Learning uses the following ABEKA Curricula:

One (1) year old – Language Arts: Recognition of pictures

Two (2) year olds - Language Arts: Recognition of alphabet, colors and shapes

Three (3) year olds - Language Arts: Recognition of name, sound, and picture for short vowels and consonants

Four (4) year olds - Language Arts: Recognition of name, sound, and picture for long and short vowels and consonants. Sounding of blends and one-and two-vowel words

Two (2) year olds - Numbers: Simple Counting/Number Concepts 1-10

Three (3) year olds - Numbers: Route Counting/Number Concepts 1-30

Four (4) year olds - Numbers: Number Recognition, Route Counting and Concepts 1-100

Two (2), three (3), & Four (4) year olds – Bible - Memory Verses and Songs

For information about your child's day, please see copies of daily classroom schedules posted outside each classroom.

Progress Reports

Report cards will be issued to K4 students during the months of October, January and April. Report cards will be needed to register for Kindergarten.

Outings and Field Trips

- Field trips will be scheduled in advanced for the Pre-schoolers during the 2023 - 2024 school year.
- Fields trips for School Aged and After School children will be scheduled in advance and parents will be notified.

Weather permitting; outdoor play will be a part of the daily activity. When inclement weather occurs, the children will have ample activities indoors, in the gymnasium.

The center will sponsor supervised field trips on a month to month basis. Field trips are educational opportunities for all children. In an event a child cannot participate, parents may decide to keep the child at home. Permission forms must be signed by the child's parent/guardian and returned to the center, prior to each trip.

Children are expected to wear a KOL T-shirt, blue jeans, tennis shoes or sneakers. Sandals and flip flops are not appropriate for walking and might make it difficult for your child during a field trip.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from Home to Center

Prior to your child's first day, you will have an opportunity to talk to the director and communicate any anticipated concerns. At this time please share the best communication methods that the center may use to reach you. Tours are available after hours (5:00 p.m.).

Transition between Learning Programs

Children are transitioned to the next program based on age, developmental readiness, and space availability. As children transition to the next class, we realize that this can often be a difficult period for families as everyone adjusts to new routines and new teachers. We make a great effort to make transitions special and as smooth as possible for children and families.

Transition to Elementary School

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for After School Care

Children who are of school age may continue with after school care at our center. The center will provide staff to ensure that your child(ren) arrives at the center in a timely manner. Once at the center the children are provided a snack, complete their homework, and participate in indoor/outdoor activities/play.

Transition to Summer Camp/After School for K5 Students

Students that have turned five (5) years old, but have not attended kindergarten will remain in our Preschool K5 class until they transition during the last week in July. Tuition will remain the same until they enter the After School Program.

Television Time

Our normal daily routine include television viewing, including DVDs and or electronic media, or other digital media, for children age two and older, is limited to one hour per day. Viewing times are a part of planned activities posted outside the classroom.

Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Electronic Media

Electronic Media are limited to 1 hour per, day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content. School age children may bring cell phones and electronic devices to Summer Camp, but only be allowed to use their devices during designated times. Students will not be allowed to share devices and must be responsible for the care and handling of their devices.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time

After lunch, all children less than five (5) years of age participate in a quiet rest time. Children are not required to sleep but to rest quietly on their cot.

School age children, although, not required to sleep, shall be provided an opportunity for a regular rest period. Cots and mats are not provided.

Except in an emergency, parents will not be allowed to pick-up or drop-off during naptime unless approved by the center's Director. If so, please notify the center in advance.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Although, toilet training starts at home before it can be effective at school, research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready.

Parents will be required to sign a "Potty Training" form at the time of registration. Teachers of two (2) year olds will communicate with parents when a child should begin wearing training pants or underwear to school. In addition, please dress the child(ren) in easy to remove clothing in order to accommodate sudden urgencies. **No Jumpers or No Overalls** to be worn during the training period. Communication between parents and the daycare provider is imperative for a successful transition from diapers to the toilet.

We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. **Consequently, we will not re-potty train students**, because the toilet learning program here and at home, should result in a 100% successful transition. All K2 students that turn 3 years of age by June 1 must be fully potty trained to go to the K3 Class.

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 ahead 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, of 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 a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Discipline will be handled in the most positive manner possible for each child as

- Each child will understand the rules of the center
- The center will assist the child in learning the rules of his/her room
- The center will encourage the child with praise for proper behavior in an attempt to eliminate inappropriate behavior
- Inappropriate behavior includes, but is not limited to: kicking, spitting, disrespecting the property of others, temper tantrum, cursing, pushing, unacceptable language, name calling, not following classroom 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 of 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 as we may restrain a child by gently holding him/her only for as long as is necessary for control of the situation.

The following behaviors are prohibited by any (caregivers, parents, or child) in all childcare settings:

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 treat 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 be evaluated. On rare occasions, a child's behavior may warrant the need to terminate the child care 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 a 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. Payments can be made by ACH bank draft. Parents are encouraged to go to www.myprocare.com set up online portal to access account information and update. **For drafted payments, the same late fee applies.** **No cash, checks, money orders or over the phone payments 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. Traditional Care rates:

<u>Classification Group</u>	<u>Bi-weekly</u>	<u>Monthly</u>
Toddlers (12 months – 24 months)	\$275.00	\$550.00
Two Years Old (12 months – 24 months)	\$275.00	\$550.00
Three Years Old	\$265.00	\$530.00
Four Years Old	\$265.00	\$530.00
Special Needs	\$290.00	\$580.00

<u>Classification Group</u>	<u>Bi-weekly</u>	<u>Monthly</u>
After School	\$140.00	\$280.00
Summer Camp	\$250.00	\$500.00
Special Needs	\$290.00	\$580.00

Non-Traditional Care: At a rate of \$580.00 per month.

Bi-weekly: Tuition is due every two weeks on Monday.
The center will bill on Fridays for bi-weekly tuitions.

Monthly: Tuition is due by the 1st of each month.
The center will bill for monthly tuitions on the last business day of the month.

Tuition Discounts

No discounts are available.

After School Fees

Registration fee is \$50.00 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 school age students 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. A two weeks' notice is required for withdrawal. No credits will be given for COVID-19 quarantine.

Drop-In Fees - During the School Year

Drop-Ins are only accepted if there's an 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:

Three (3) years old and four (4) years old	\$40.00 per day
Five (5) years old to 12 years old	\$30.00 per day

(5 year olds must have completed K5)

Drop-In Fees - Summer Camp

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

Three (3) years old and four (4) years old	\$40.00 per day
Five (5) years old to 12 years old	\$30.00 per day

(5 year olds must have completed K5)

Method of payment must be agreed upon at the end of the preschool year or the beginning of summer camp. Parents of the full time K3, K4 and school aged children will be required to attend camp in June and July. Any parents breaking enrollment contracts will be charged.

Graduation Fee

Graduation Fee for individual graduation package, which includes cap and gown, diploma, class ring is \$45.00 – due by January 31st.

Cot Rental Fee

There is a \$10.00 charge for cot fee rental per year. The cots are for the one (1) year old to four (4) year old children. The fee is due at the time of registration or in May of each year.

KOL T-Shirts

The t-shirts are designed specifically to show a sense of unity. The t-shirts must be worn with jeans (blue only) or kakis, every Friday and as a safety precaution when going on field trips. Short sleeve T-shirts are available at the front desk for \$15.00. Long sleeve t-shirts will be pre-ordered in September.

Uniforms

Uniforms are to be worn every day. All polos must have the Kaleidoscope logo on it. Uniforms can be purchased from the school or from the website frenchtoast.com . Parents will need to put an extra uniform and underwear in the child's book bag daily. Please label uniform. Bible Time Chapel will be held every Monday.

Link to frenchtoast.com:

<https://www.frenchtoast.com/schoolbox/schools/kaleidoscope-of-learning-QS61AOY>

Uniform dress attire to be worn on Mondays.

- Girl: Plaid Jumper, White Peter Pan blouse, Tie, and Black shoes.
- Boys: White Oxford shirt, Long Khakis pants, Tie, and Black shoes.

Uniform dress attire to be worn on Tuesday-Thursday. All KOL polo shirts are required to be monogrammed.

- Girl: Polo shirts (Gold/Royal), any Khaki bottoms (shorts, skirts, pants), and any shoes.
- Boys: Polo shirts (Gold/Royal), any Khaki bottoms (shorts or pants), and any shoes.

Uniform dress attire to be worn on Friday. (No Colored Jeans)

- Girl: KOL T-shirts, Blue jeans (shorts or pants) or Khakis (shorts or pants), and any shoes.
- Boys: KOL T-shirts, Blue jeans (shorts or pants) or Khakis (shorts or pants), and any shoes.

Curricula Fees

Curriculum fees for one, two, three and four year olds are due annually in May or during the time of enrollment.

The fees are as follows:

One (1) year old - \$20.00

Two (2) years old - \$65.00

Three (3) years old - \$85.00

Three (4) years old - \$110.00

Extra-Curricular Activity Fees

At this time, the extra-curricular may or may not be offered.

Basketball – Basketball fundamentals will be offered September through December, once a week, while practicing still social distancing.

- Lessons include: conditioning, ball handling, passing, dribbling and drills for 3 & 4 year olds
- Classes meet three times a month for 30 minutes
- The registration fee is \$25.00
- The monthly fundamentals fee is \$30.00 per month or a one-time fee of \$100.00.
- Parents are responsible for purchasing the uniform for basketball
- We will be practicing social distancing and students are asked to wear a mask.

Cheerleading – Lessons will include basic cheers, chats and dance for 3 & 4 year olds and will be offered September through December, while still practicing social distancing.

- Classes meet once a week for 30 minutes
- Registration fee is \$25.00
- The monthly fundamental fee is \$30.00 per month or a one-time fee of \$100.00
- Uniform fees are not included and must be purchased by the parents
- We will be practicing social distancing and students are asked to wear a mask.

A two weeks' notice is required before withdrawing a child from any extra-curricular activity. All extra-curricular activities are held at the center during center hours.

Fundraising – All parents **must** participate in our annual fundraiser, which starts each year, in July. Parents will be selling World's Finest Chocolate covered almonds or candy bars. All parents are required to sell one (1) \$120.00 case of candy or two (2) \$60.00 cases of candy.

This fundraiser allows the school to purchase supplies, learning materials and additional items that might be needed for the center and gym. For your convenience, if you rather opt out of the hands-on participation, you may write a check for the amount of \$120.00, which is the amount of profit each student is asked to sell. All children at KOL benefit from the fundraiser. No family is exempt from selling candy.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, quarantines, or other situations beyond our control. If the center is required to close without notice, parents are required to pay for the next two weeks to secure their child's/children's spot.

Credit Card Fees

Parents will be given two transactions by debit/credit cards per month. Beginning July 1, 2023, parents will be charged \$1.00 per additional transactions made by credit or debit cards.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact. Please review the late payment notices as outlined in designated sections of this handbook. If payment is not paid in a sufficient amount of time we may attempt to recover payment in small claims court and/or your account may be sent to a third party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Late Pick-up Fees

We are consciously aware that certain circumstances, including traffic, causes delays, but it is everyone's responsibility to be proactive in having a plan in place in the event their routine is altered.

If your Preschool Child/Summer Camp Child is not picked up by nontraditional time selected, a minimum of \$5.00 will be charged and \$1.00 per minute will be charged, thereafter. If your After School child is not picked up by 6:01 p.m., a minimum of \$5.00 will be charged and \$1.00 per minute will be charged, thereafter. The fee will be due upon arrival or the morning after, with no exceptions. The center cannot waive late fees due to the evening traffic issues or any other circumstances. Please be courteous and arrive on time. No Grace periods.

Rejected Transaction Charges

All rejected transaction NSF (*Non-Sufficient Funds*) bank drafts will be charged a fee of \$33.50 and late fees. No cash, checks or money orders please! Debit card will be the required method of payment on all future payments after a bank draft has been rejected. Once a payment is rejected or returned more than twice, services are subject to be terminated.

Credits & No Credits

Account fee adjustments cannot be refunded in the form of cash. A credit must be used at the school and applied to any future charges.

Vacation – No Credit - Kaleidoscope of Learning does not offer credit for any vacations, therefore, no discounts will be given for a child being absent due to vacation.

Withdrawal – No Credit - All withdrawals from the center must be handled through the director's office. Two weeks' notice is required prior to the withdrawal of your child(ren). If a notice is not given, you will be required to pay for the next two weeks. In cases of nonpayment, legal actions will be taken, and parents will pay all legal fees incurred.

After School - Credit – During the week of Thanksgiving, Christmas, and the week of Spring Break credit will be applied according to the number of weeks and days in the month.

Sick Leave - Credit - If a student is not able to attend school for a full week (Monday – Friday) due to illness, full tuition will be accessed for that week. Upon returning to school, a physician's excuse must be submitted.

If a student is hospitalized for a full week due to an illness, ***a full week's tuition*** credit will be accessed for that week. The excuse must reflect the days in the hospital and the days at home if patient continued to be under a physician's care. For extensive hospital stay ***a maximum of two weeks' tuition*** credit per month will be accessed. No credit will be given during major holidays.

ATTENDANCE AND WITHDRAWAL

Attendance

In order to maintain our daily routines and schedules, preschoolers **must** be dropped by **8:45 a.m. to transition into** the classrooms. The doors will be locked, promptly, at **9:00 a.m.**

- In the event your **preschool child** is going to be absent, please call us **before 9:00 a.m.**, at (601) 502-2990.
- In the event your **school age summer camp** child is going to be absent, please call us **before 9:00 a.m.**, at (601) 502-2989.
- In the event your **school age child** will not be attending the after school care, please call us **before noon** at (601) 502-2989 or (601) 502-2990.
- In the event your child has an early morning doctor's appointment, please bring a doctor's excuse. Students in the Preschool will not be able to attend after 11:30 a.m.

If your child will not be attending for whatever reason, you are still required to pay.
If parents, continuously, fail to comply with the 9:00 a.m. drop-off rule, they will be asked to withdraw their child(ren) from the center. The center will not debate with parents about times.

Withdrawal

A written notice, two (2) weeks in advance, is required by the center when a child is being withdrawn. Also, this applies to those parents who presented a Certificate. All withdrawals from the center must be handled through the director's office. If a notice is not given, you will be required to pay for the next two weeks. Failure to notify and/or pay will result in legal actions being taken, and parents will pay all legal fees incurred.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred, internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Inclement Weather or other Conditions

Should severe weather or other conditions prevent us from opening on time or at all, notification to the families will be announced **by the Procure Parent Engagement App., text message, or email.** In the event it becomes necessary to close early, we will contact you and/or your emergency contacts. In most cases, the center will be in conjunction with the Hinds County School District's severe weather school closure policy. The center will not pick up students in Hinds County on severe weather days.

Such delays/closures will not be reasons for tuition reimbursement or credit. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedures

Upon arrival and at departure, parents must enter through the first entrance (nearest Terry Road) then, exit through the second entrance. Proceed to the entrance doors underneath the covered driveway. It is mandatory that the child/children exit the vehicle from the passenger side.

- **Please ensure that your goodbyes are said prior to entering the drop-off line.**
- **Once the vehicle stops in the drop-off line, parents are responsible for unbuckling the seat belt or car seat.**
- **Make sure that all children (Preschool and Afterschool) exit the vehicle from the passenger side (Mandatory).**
- **Never allow a child to exit on the driver side of the car.**
- **For safety reasons, parents must monitor their child(ren) at all times, including holding their hand(s).**
- **Preschool parents: Please DO NOT PARK under the covered roof or in the driveway in the mornings or evenings, unless instructed by director/operator.**
- **After school: Parents may park under the covered roof of the driveway in the mornings and evenings for quick drop-offs and pickups. No blocking the driveway during this time. All other business, the parent must park and walk to the door.**
- **No parents are allowed in the center or gym.**
- **Please allow enough time for drop off in the morning and pick up in the evening.**

Our center's driveway is **designed** to provide convenient drop-off services to our parents; therefore, **the driveway must be clear, at all times.**

1. Car drop-off is **designed** in order to provide front door drop-off service for parents of children ages 3-4 year old during the hours of 7:00 a.m. - 8:00 a.m. Parents will be able to sign your child or children in without you leaving your vehicle. **Parents are to remain in the vehicle during morning drop off. Parents, please say your goodbyes, unbuckle the seat belt or car seat, and give the child their book bag. Parents must wait, patiently, for the staff to visually screen each child and take their temperature.**
2. If necessary, parents may still park and walk their child/children to the door, between 7:00 a.m. – 9:00 a.m. Staff will be available at the door to receive children ages infant - 4 years old. Children arriving after 8:00 a.m. will be received in the door by staff and assisted to the classroom.
3. Parents of 1 year olds and 2 years old students must park to bring their child/children to the door. However, on rainy days, parents may park in the left hand lane under the covered driveway.
4. On rainy days, please wait patiently under the covered driveway while a staff member brings your child/children to the door.

5. Gymnasium: Parents are to enter the parking lot through the entrance across from the Reserve Apartments and exit through the second entrance. Teachers will be able to sign your child or children in without you leaving their vehicle. Parents are to remain in the vehicle during morning drop off. Parents, please say your goodbyes, put mask on child(ren), unbuckle car seat or seat belt, and give the child their book bag. Make sure that all children (Afterschool) exit the vehicle from the passenger side (Mandatory). Parents must wait, patiently, for the staff to visually screen each child and take their temperature.

Students can be picked up as early as 2:00 p.m., daily and parents are encouraged to coordinate or arrange for family member(s) to pick up students as early as possible.

CELL PHONE USAGE AND APPEARANCE (*During arrival and departure*)

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, **we ask that you NOT use your cell phone at any time while at the center. In addition, please do not allow the student to enter the center, on the cell phone or electronic devices.**

In addition, please be mindful of your appearance in the presence of the children and staff.

- No cell phone usage
- No saggy pants in which your underwear is revealed
- No skin tight fitting tights, leggings, pants or short shorts
- No pajama pants and house slippers
- No loud music from your vehicle as you approach the campuses
- No littering

AUTHORIZED & UNAUTHORIZED PICK-UP

Parents should call the center in advance if someone other than persons listed will be picking up their child/children. Only authorized persons may pick up a child. Be prepared to show I.D. No exceptions. In addition, the authorized person needs to know the drop off and pick up rules.

RESTRICTIONS ON CHILD PICK-UP

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file, in our office, a certified copy of the Court Order or Final Judgment. At the same time, the Authorized Pick-Up section of the student's application must be updated by the legal guardian. The update can be done as often as needed by the child's legal guardian.

We will refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs and/or alcohol, or is physically and/or emotionally impaired in any way that may endanger the child.

To protect your child, we may request that another adult listed as an authorized contact person to pick-up the child(ren) or we may call the police to prevent potential harm to your child.

Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

All articles sent to the center must be labeled to prevent items from becoming misplaced or lost. This is mandatory. The center will not be responsible for items that are not labeled. The center will not be responsible for money, electronics and toys that children may bring with/without parents' permission. It is the responsibility of the parents to ensure this doesn't occur.

- **K1 - Toddlers:** Clean, no spill, sippy cup for a day's use, diapers, wipes, and at least two (2) changes of clothes each day. **(No Pull-Ups; Only for K2 students, only).**
- **No Jumpers, No Overalls and No Snap Clothing. Please label cup.**
- **K2 - Older Toddlers:** At least two (2) changes of clothes or more each day if going through the toilet training program. **No Belts, No Jumpers, No Overalls, No Snap Clothing and No Onesies. (Velcro-Pull-Ups, Only)**
- **Preschoolers:** At least one (1) change of clothes each day and are required to bring your book bags, daily.
- **After School Care Children:** Supplies for homework and appropriate play clothes.
- **Car seats: Because of limited space, cannot be left on a daily basis**

Supplies

Parents are responsible for purchasing school supplies. Supply lists are available at the front desk. Please label all supplies.

Lost & Found

Please note that we are not responsible for lost personal property. However, the center will keep items in a lost and found box at the Preschool and Gym.

NUTRITION

General Information

- Caregivers who are trained in first-aid for choking are on hand at all meals times.
- Upon entering and exiting the building, children **are not allowed to have food in their hands or mouth** that is not provided by our facility. Any exceptions must be approved by a school administrator.
- Parents are requested yearly in July or at registration to complete a CACFP Lunch form. Each family is required to complete and return a form. Please complete the application even if you do not qualify. Parents may be charged more for breakfast, lunch and snacks if the center does not qualify for the CACFP (Child and Adult Care Food Program).

Foods Brought from Home

To remain in compliance with the state requirements for food service, please do not allow your child(ren) to bring food from home into the center.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program and the state requirements for food service. All menus will be posted, weekly.

Meal Times

Breakfast is served: 7:45 a.m. - 8:30 a.m.
Lunch is served: 10:45 a.m. - 12:00 p.m.
Snacks are served: 2:30 p.m. - 3:00 p.m.
Snacks are served: 3:15 p.m. - 4:15 p.m. (After schoolers)

Breakfast

Each day, breakfast begins at 7:45 a.m. and is over at 8:30 a.m. If your child(ren) is/are not present by the specified time, we will assume they have already been fed.

All children eating breakfast must be at school by 8:25 a.m.

Infants (11 months old) that are feed out of the cafeteria must be present by 8:30 a.m.

Toddler Feedings

Children are **encouraged** to self-feed to the extent that they have the skills. Children are **encouraged**, but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than four (4) years of age are not permitted.

NAPS

Naps will be encouraged daily for all preschoolers. Some children need more rest time than others. Parents will need to send two towels (labeled) on Mondays and pick them up on Fridays to be carried home and cleaned for the upcoming week. This is mandatory. Mats or cots will be provided for one (1) year olds to four (4) year olds.

Except in an emergency, parents will not be allowed to pick-up or drop-off during naptime unless approved by the center's Director. If so, please notify the center in advance.

HEALTH

For the health and safety of your child and all the children in our daycare, please do not bring your child to daycare sick. Each child's temperature will be taken, daily.

Children with a communicable disease must be attended to and diagnosed by a physician and upon returning to the center, you will need to bring an excuse stating that his/her condition is no longer contagious.

If a child becomes ill during daycare hours a parent/guardian will be contacted to pick-up their child. Parents need to pick-up their child within 30-minutes of being notified.

Insurance

The center has liability insurance coverage but does not provide liability insurance coverage for students. Therefore, parents are responsible for accidental and medical insurance. Parents are responsible for any and all cost when a child is involved in an accident that requires medical attention.

Immunization

Immunizations are required according to the current schedule recommended by the U. S. Public Health Services and the American Academy of Pediatrics. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

Unimmunized children are excluded during outbreaks or vaccine preventable illness as directed by the state's health department. Each child must have a Certificate of Immunization Compliance (Form 121) before enrollment. All immunization policies of the Mississippi Department of Health are strictly enforced.

Coronavirus (COVID-19)

This Coronavirus (COVID-19) pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. Changes in Procedures and Practices has been developed to support the health and safety of your child(ren), your families and our staff and to do all we can to remain open for families. However, as of May 26, 2023, the mandates have been lifted, until further notice.

Social Distancing

Social Distancing will consist of keeping a space of arm's length between persons. However, as of May 26, 2023, the mandates have been lifted, until further notice.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. If the child exhibit symptoms of illness or has a fever above 99.5 degrees, the child will be denied care. The center has the right to refuse a child who appears ill.

In the event that a child becomes ill or show signs of illness during attendance, the parent will be called and asked to pick-up your child, immediately. The staff will isolate the child from all activities until the parent arrive.

Listed below are illnesses and treatment durations, but this is not an all-inclusive list.

- Coronavirus (COVID-19), 10-14 days quarantine
- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Fever (above 99.5°F using an infrared thermometer)
- Flu, until 4 to 5 days after treatment
- Diarrhea
- Vomiting
- Mouth sores
- Cough with fever
- RSV
- Hand, Foot and Mouth Disease
- Rash with fever, unless a physician has determined it is not a communicable disease
- Ear discharge, especially, if brown in color
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head lice, until treatment and all nits are removed
- Scabies, until 24 hours after treatment
- Chickenpox, Measles and Mumps, until all lesions have dried, crusted and no fever
- Pertussis (Whooping Cough), until 5 days of antibiotics
- Hepatitis A virus, until one week after immune globulin has been administered

Children who have been ill may return when:

- They are free of fever, vomiting or diarrhea for 24 hours
- They have been treated with an antibiotic
- They are able to participate comfortably in all usual activities
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and/or the involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Students are asked not to return until symptoms have been resolved without medication. The child will not be allowed to return to the center if the child exhibits any of the symptoms with or without a doctor's excuse.

All Preschool classes are kept separated, as much as possible. If a child or staff member tests positive for COVID-19, the entire class will quarantine 7-10 days. Students with proof of vaccination will not be required to quarantine, unless he/she has symptoms.

- After school and School age students will have to quarantine 7-10 days if a student tests positive for COVID-19.
- We expect our families and staff to do the same and avoid exposure to the COVID-19 virus to the greatest extent possible. Please be mindful of how your actions can affect the health of all within our facility and community.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a doctor's statement detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classrooms and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Food Allergies

If your child has a food allergy, please note it on the application and complete a medical statement form provided by the Office of Child Nutrition. No substitutions for allergies will be granted until the medical statement form is returned and filed.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician on the section of the medical statement.

Pre-existing Medical Conditions and Current Injuries

All pre-existing medical conditions must be brought to the center's attention, prior to enrollment.

All current injuries must be brought to the center's Director's attention, upon arrival to the center.

Medications

The center **will not** administer or dispense any type of medicine to the children. However, Epi Pens will be administered in case of an emergency of an allergic reaction. **An Epi Pen Authorization Form must be signed and on file before being administered.** If your child(ren) is prescribed an Epi Pen, the pen must be brought to the school, daily; in their book bag.

Topical Ointments (e.g., diaper cream)

Parents/guardian must sign a permission form, specifying frequency and dosage before ointment creams can be administered.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. The center will not be responsible for illnesses contracted at the center. Included among the reportable illnesses are the following:

Coronavirus (Covid-19)	Scabies
Bacterial Meningitis	Botulism
Chicken Pox	Diphtheria
Heamophilus Influenza (invasive)	Measles and Mumps (including suspect)
H1N1 Virus	Rabies (human only)
Meningococcal Infection (invasive)	Poliomyelitis (including suspect)
Tetanus (including suspect)	Any cluster/outbreak of illness
Rubella Congenital and Non-congenital (including suspect)	

SAFETY

Injuries and First Aid

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. All minor injuries will be treated at the center. An incident form will be completed and sent home.

In case of a serious accident or sudden illness requiring medical attention, the following procedure will be followed:

1. A phone call to 911
2. Staff will administer CPR or First Aid
3. Parents will be notified, immediately
4. Parent, provider, or ambulance takes the child to the doctor or hospital

5. To prevent choking and accidents, we are asking parents with smaller children not to put beads and barrettes on the ends of little girls and boys hair. Children have been losing beads and putting them in their mouth.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

- All drawstrings from children's clothes should be removed as a precaution.
- As a precaution, Jumpers or Overalls are not allowed for preschoolers.
- Flip Flops are not appropriate for center play and make it difficult for your child to participate in some activities. (No Flip Flops and No Flip Flops with Straps).

The center recommends shoes that tie or buckle (No Slip On, Flip Flops or Flip Flops with Straps). The center recommends that children under the age of 3 years old not to wear beads or decoration on/in their hair. The hair could be a hazard if it gets caught or entangled on equipment or furniture.

Personal Hygiene

Daily, students must come to school clean and well groomed. Hair worn short or long must be well groomed and maintained. No torn or extremely worn clothing allowed. This includes uniforms.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 37°F degrees. On those days, the gym will be available.

Biting

Biting is a normal stage of development that is common among infants and toddlers and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior from parents or students. If this occurs, we reserve the right to ask you to control your child's behavior or your services will be terminated.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore, the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. Smoking or the use of tobacco in any form is prohibited within the physical confined or campus of the child care facility.

Prohibited Substances

The use of alcohol, illegal use of prescription drugs, or use of illegal drugs is prohibited within the physical confined or campus of the child care facility. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises, immediately.

Dangerous Weapons

There shall be no firearms or other dangerous weapons allowed on the campus of the child care facility. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parents/guardians with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation.

It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Visitors

All visitors, including parents, must contact the director prior to entering the building. The general public shall not have access to the center. The center shall have limited access into and out of the building. The entrance and exit doors shall be locked and monitored throughout the day. If allowed inside, all visitors must sign the logbook noting: date, name, time, and reason for visit. Each visitor's temperature will be taken.

Safety/Cross Walk Policy

To avoid accidents and injuries, parents must make a conscious effort to keep their children safe as they enter and leave the center. Daily, parents are responsible for holding their child/children hand to and from the center and to practice social distancing.

Do not speed in the parking lot and always drive with caution.

Transportation

Kaleidoscope is responsible for the safety of transporting the children to and from planned school trips, schools, etc. The drivers are licensed and the vehicles have current safety inspection, registration, and are adequately insured.

Children will board and unboard the vehicle at the front entrance of the building. Children less than four (4) years old will travel in child restraints or a car safety seat unless transported on a school bus.

Care of the Building

Students are encouraged by staff to use wastebaskets and cans for the disposal of waste materials and refraining from getting pencil marks and fingerprints on the walls. Defacing or damaging property, which is malicious or intentional nature, will result in both appropriate disciplinary action and the replacement of such property by the parents or legal guardians.

Security System

The purpose of our intercom system, magnetic locking front doors, and security cameras is for the safety and protection of our children and staff. The system is not intended to be a distraction tool or an incrementing tool. The center will review video only if child abuse or neglect is suspected by the investigating authorities. Parents are not allowed to view the video due to child privacy laws.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or missing, the facility has seven (7) minutes to find the child before authorities and the family are contacted and the facility is placed on lock down.

Fire Safety

Our center is fully equipped with the current safety products. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Evacuation

In case of an emergency, the center will notify the parents/guardians via the telephone, e-mail, text and/or, media, if available. A notice will be posted at the center with all the necessary information about the alternate site(s). Staff shall remain with children until authorized parent(s) or guardian(s) have come to pick children up from the relocation site. Relocation pick-up areas are as listed.

**Our Kids Christian Academy
(601) 321-9831**

**40 Holiday Rambler Lane
Byram, MS 39272**

**Little Cobbler Learning Center
(601) 372-5210**

**3032 Magnolia Bluff Drive
Byram, MS 39272**

CENTER POLICIES

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request made to the center's Director.

Change of Address and Telephone Number(s)

Please report any changes to your address and/or telephone number(s) to the center, immediately. We must be able to contact parents at all times during the day while your child is in our care. It is mandatory that parents answer their cell phone when the center calls. Also, the parent's/guardian's work number(s) must be listed in the child's file. **This is mandatory.** Cell phone numbers should be updated, immediately. Parents can update their contact information, on the Procure Parent Engagement App.

State Regulatory Agency

The Mississippi State Department of Health is the regulator agent for licensing. Rules and Regulations are set forth by the State and are available. Each parent will be given a Mississippi State Department of Health Child Care Regulations Summary at the time of registration.

Parent/Student 2023-2024 Handbook Acknowledgement

PARENT'S COPY – TO REMAIN IN THE HANDBOOK

Please sign this acknowledgement and retain in the handbook as your copy. Also, return it to the center prior to enrollment to obtain the appropriate staff member's validating signature.

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 your 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's 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

Parent/Student 2023-2024 Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

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Student's Name

Date

Signature of Recipient

Date

Signature of KOL Staff

Date