

Kidz Biz Preparatory

Parent Handbook



7118 N. Hanley Rd.

*Hazelwood, Missouri 63042
(314) 989-9067*

WELCOME

Welcome to the Kidz Biz, Inc. Learning Center. We are glad that you have chosen Kidz Biz Child Care Center. The center offers quality child care and educational programs that will help prepare your child for the future. The center is licensed for children 2 – 9 years old. Kidz Biz is a licensed and NAEYC accredited center.

This handbook provides information about our policies and services. Please read carefully. Please keep this handbook to refer back to for information, at a later date.

We thank you for allowing Kidz Biz, Inc. Learning Center to provide the love, care and nurturing environment for your child. We look forward to seeing you.



OUR MISSION

The mission of Kidz Biz, Inc. Learning Center is to provide excellence in child care. Our center offers a safe, healthy, nurturing and creative learning environment where children have the opportunity to grow and develop to their fullest potential. Our motto is: "Our Biz Is Expanding the Minds of Our Kidz!"

OUR PROGRAM

Kidz Biz provides a stimulating and creative program, which encourages learning through experience using a developmentally appropriate curriculum, materials and equipment for your children. Our staff is warm and supportive of children's learning experiences. Children are encouraged to explore their creativity, independence, problem solving skill, social skills and muscle development.

Our Educational program offers a balance between child and teacher initiated activities. Each child has the opportunity to gain practice in all areas of development on a daily basis.

TODDLER (2 year old)

Activities include: art, language, large and small motor skills, sensory, and discovery skills. These activities are planned to promote the development of toddler skills: self-help skills, independence, trust, language, and motor development. We stress modeling and teaching positive social skills.

PRESCHOOL

Activities include: language development, readiness skills (pre-reading/pre-math), problem solving, music, dramatic play, art, cooking, discovery, and small/large muscle skills. Children have a variety of learning centers to choose from: language, math, reading readiness, art, music, science, and dramatic play. Group circle time focuses on language, problem-solving, social-emotional, and self-help skills.

Your preschooler will be encouraged to use their creativity and imagination while learning skills to promote kindergarten readiness!

ADMISSION PROCEDURES

Children are accepted without regard to race, sex, religion or national origin. If you wish to apply for enrollment, please complete and return the enrollment application with a non-refundable \$75.00 registration fee. If a space is not available for your child, you will be placed on a waiting list. When a space becomes available the parents will be notified. When a space is available the following steps are taken in the admission process:

1. Parent and child will have an initial interview with the center. Director/Assistant Director and teachers prior to being accepted at Kidz Biz, Inc. Learning Center.
2. Parent receives an informational packet.
3. Parent and child will meet with the provider (for about 1/2 hour) to review all paperwork/information. A fee agreement is signed.
4. The registration fee is payable when completed forms are returned to the center. Both tuition fee and registration fee must be paid before admittance.



FEE PROCEDURES

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All parents are required to sign a fee agreement. The fee agreement states the following:

- Tuition amount
- Schedule for payments
- Responsible billing party

The fees are paid in advance of child care services provide (e.g., payments are due on Monday of each week, bi-weekly or monthly). Tuition fees covers up to 10 hours per day. **Anything over 10 hours is consider overtime.** Monthly payee must be paid on the first day of each month. Parents are responsible for following this agreement. Timely payment of fees helps the center to continue to provide the highest quality program possible. A \$25.00 service charge will be assessed for return checks. If a family has more than two returned checks, all future payments must be made by cash or money order. A \$5.00 late fee per day is added if payment is more than three days late. If after ten (10) days the fees has not been paid or arrangements made, the student(s) enrollment will be terminated.

There will be a charge of \$15.00 for every 15 minutes overtime charge for children not picked up by 6:00 p.m., or a \$1.00 per minute.

If a child must be out of school for 30 days or more, a \$80.00 non-refundable holding fee must be paid for each month to guarantee a spot for your child.

Refunds will not be given for any days missed due to illness, holidays, absences or snow day closing.

DISCIPLINE & GUIDANCE PROBLEMS

Kidz, Biz, Inc. Learning Center, in accordance with the Missouri Child Care Licensing Regulations never uses corporal punishment or any disciplinary techniques, which will frighten a child. We will use "positive reinforcement", which is raising a child's helpful constructive actions while redirecting them away from the troublesome behaviors. If a child's behavior is clearly out of control, a brief "time-out" to calm him/her down is used.

The center has clear and simple rules, which are reinforced and explained frequently. It is never okay for a child to hit or physically harm another child or adult. It is not acceptable for a child to destroy school property or another child's work. It is not okay to disrupt the group's learning experience. In the event a child has any disciplinary problems we will ask for a conference in which we will work out together a plan to help the child. If the child's behavior does not improve the child may be given a "time-out at home." If a child is given more two time outs at home we will ask the parent to find another center for their child.



HEALTH & SAFETY

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The health and safety policies of the center are for the protection of our children in accordance with the Missouri Child Care Licensing Regulations.

A. Food and Meals

The school provides breakfast, , hot lunch and an afternoon snack. Menus are planned with good nutrition and kid appeal as a guideline. Children are encouraged to eat a variety of foods.

NOTE

Parents are not allowed to bring carryout breakfast to the center (i.e., McDonald's, Jack in the Box, etc.)

Meals are served as follows:

MEALS	TIMES
Breakfast	8:45 a.m. – 9:15 p.m.
Lunch	11:30 a.m. – 12:15 p.m.
Afternoon Snack	3:30 p.m. – 4:00 p.m.

NOTE

If your child arrives at the center after 9:15 a.m., please make sure that he/she has had breakfast.

B. OUTDOOR PLAY

Outside time is an important part of exercising large muscles. We do not go outside when it is raining or when the temperature is below 32 or above 95 degrees. If a child is too sick to go outside he/she is too sick to be at the center. An exception to this policy requires a note from your child's doctor.

C. REST TIME

All toddlers and pre-schoolers have scheduled rest time. Toddlers, with parent's consent and all older student(s) use cots. Parents will provide the child with a blanket. Sheets and blankets are washed weekly at Kidz Biz.

HEALTH & SAFETY (continued)

D. MEDICATION

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Medication prescribed by a physician and in its original container, can be given at the center when the parent has signed an authorization slip which will indicate the following:



- Name of drug
- Dosage
- Instruction
- No over the counter medicine will be given without physician's authorization

Authorized slips are in the office and should be filled out and left in the office with the medication. The child's teacher will need to be told there is medication to be taken. All medicines are kept out of reach of children. Parents cannot leave medicines in book bags or child's cubbies.

E. SICK POLICY - Children are not admitted for care if they are exhibiting any of the following symptoms.

1. Fever 100 degrees or over (by mouth), and 99 degrees or over (under arms)
2. Runny nose, with green or yellow mucus.
3. Red or pink eyes, with or without discharge, or eyes crusted shut.
4. Recurring diarrhea or vomiting during the past 24 hours.
5. Itchy, circular rash, ringworm.

You will be called to pick up your child if they begin to exhibit any of the following symptoms.

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1. Fever 100 degrees or over (by mouth), and 99 degrees or over (under arms)
2. Runny nose, with green or yellow mucus and not on medication
3. Red or pink eyes, with or without discharge, or eyes crusted shut.
4. Upon the second occasion of diarrhea or vomiting.
5. Any accident that may require minor medical attention.

Any combination of the above symptoms will prompt the care provider to call you to pick-up the child from the center. It is reasonable to expect parents to arrive to pick their child up within the hour they were first called. Please let the care provider know if it will take you longer than one hour to get to the center.

Signs of infection include the following: Yellow or green discharge and fever.

NOTE

Your child must be fever-free for at least 24 hours before returning to the center. Children who are being treated with antibiotics must complete 24 hours of treatment before they will be allowed back to Kidz Biz.

Sick children need and want to be at home with their parents. Even on medication, they demand more of the care provider's attention than normal. Please keep your children at home or make other arrangements when they are not feeling well.

Keep in constant communication with your care provider to let them know how your child is feeling and any symptoms that you have noticed at home. If a child is out sick more than one day, he/she must return with a doctor's statement.

F. MEDICAL EMERGENCY PROCEDURE

Every child enrolled at Kidz Biz, Inc. Learning Center, is required to have a current medical form (physical exam) and record of up-to-date immunizations, on file. This form must be completed and signed by your child's physician and returned to the center upon enrollment. A child cannot be enrolled without immunizations records and a medical form. The medical form must be updated each school year. Parents must also complete an Emergency Care Authorization form, which allows the provider to seek medical care for a child in an emergency.

Parents will always be notified of an accident at the center. Minor accidents will be reported on an Incident/Injury Report. Parents will be notified immediately about a severe injury. The teacher will complete an Accident Report form. For a severe injury the parent will be given a copy of the Incident/Injury Report. The provider will follow your instructions on the enrollment form that list's emergency medical care.

G. CLASS HYGIENE

The center takes priority in making sure your child's school environment is clean and sanitized. The two-year old room's toys are cleaned every other day. Pre-school room toys are cleaned weekly. Floors, surfaces and rest rooms are cleaned and disinfected daily.

ARRIVAL & DEPARTURE

The center is open from 7:00 a.m. – 6:00 p.m. Children cannot be admitted before opening. **We expect children to be picked up on time.**

Children will be released **only** to the parent of those authorized by the parent. Please notify the provider if someone other than the scheduled person is to pick your child up.

The person picking up must sign out children. The provider will not release a child to anyone 13 years old or younger, and we strongly discourage parents from sending anyone under 16 years of age to pickup a child.

MISCELLANEOUS INFORMATION

A. Change of clothing and appropriate clothing.

Keep a complete change of clothing appropriate to the season at the center. Accidents do happen! A child that does not have a change of clothing and the center has to provide clothing there will be a **\$5.00 charge**.

At Kidz Biz your child will experience a variety of activities. Simple clothing that is washable will allow your child to **participate in the activities and have fun**. **Please label all of your child's belongings (hat, coat, book bags, etc.)**.

B. Snacks and Toys

Our center is fully equipped with toys, games, and learning materials. We ask parents **not** to allow your child to bring their toys from home. We cannot be responsible for personal toys or play items damaged, lost or misplaced at the center. Please do not send your child to school with food, teachers will ask that your child finish whatever food you bring before signing in.

C. Field Trips

Your child will have the opportunity to leave the center for field trips, walks, etc., with the child care provider. Written consent of parents or guardian is required before a child can leave the center on these excursions. Attention is given to safety, adequate supervision, and safe transportation in planning trips away from the center.

D. Birthday Parties

Your child can share a treat with their friends for their birthday. Please notify the center when a parent wants their child to share a birthday treat. Please have cakes or refreshments at school in the morning or no later than 12:00 pm. However, we encourage you to send cupcakes instead of cake. If you choose to share ice cream and drinks, please make sure that they are individually packaged. Also, parents are responsible for paper goods. The center **will not pass out party invitations**, thank you cards, etc. Parties at the center are open for **Kidz Biz Kids and their parents only. Birthday parties or treats are served at 3:30 during snack time**.



HOURS OF OPERATION

The center opens at 7:00 a.m.

The center closes at 6:00 p.m.

NOTE

All students must arrive at the center by 9:30 a.m. If morning appointments are made for a student, your child must arrive to school by 11:30.

Any student that arrives after 9:15 a.m. will not be served breakfast.

NOTE

Parent - you must notify the center when your child is going to be absent.

NOTE

Learning begins promptly at 9:30 a.m.



INCLEMENT WEATHER

During inclement weather Kidz Biz, Inc. Learning Center will be on the University City School District Snow Schedule.

CENTER CLOSING

New Year's Day

Martin Luther King Birthday

President's Day

Good Friday

Memorial Day

Independence Day (Jul. 3, 4)

Staff Workshop (Jul. 31)

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

***Winter Break Week (2016) Dec. 23-30)**

***Winter Break – the Center will close the week of Christmas. Parents are responsible for tuition payment for the Winter Break Week. In exchange for the paid Winter Break the center will allow parents to request one week of free tuition any week during the months from February – May. There will be no charge for the week requested if parents provide written notification at least two weeks in advance. No more than three parent requests will be granted at one time and your tuition must be current.**

***2017 Kidz Biz Moving Up and Moving On Celebration – Sat., Jul. 29th**