



Kids Works Policy Statement

5/19

Your child is your most precious possession and it is our desire to provide for their every need while they stay with us at Kids Works. We will do our utmost to provide a safe, fun loving environment for your child while in our care.

Kids Works is open Monday thru Saturday. We are closed the following days *New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.* Some listed holidays may be extended at Owner's discretion.

Hours of Operation

Drop-in, Part, Mid and Full-time care is available:

Monday-Thursday 7:30 am-6:30pm, Friday 7:30 am-6:00 pm

Saturday 9:00 am-3:00 pm (*Parties only*)

Tuition Schedule for children 2 years and up

Drop in care	\$7.70 per hour
Half day rate	\$29.50 (up to 4 hours plus meal and snack)
Full day rate	\$48.00 (up to 8 hours plus one meal and two snacks)
Part time weekly	\$124.75 (up to 20 hours, one meal and two snacks per day)
Mid time	\$168.50 (up to 30 hours, one meal and two snacks per day)
Full time weekly	\$196.30 (up to 40 hours, one meal and two snacks per day) <u>\$4.90 for each addt'l hour over 40</u>

Tuition Schedule for Children 18 months to 2 years

Drop in care	\$8.00 per hour
Half Day rate	\$33.00 (up to 4 hours, one meal and two snacks)
Full Day rate	\$57.00(up to 8 hours, one meal and two snacks)
Part time weekly	\$143.85(up to 20 hours, one meal and two snacks)
Mid time weekly	\$192.60(up to 30 hours, one meal and two snacks)
Full time weekly	\$ 224.70(up to 40 hours, one meal and two snacks) <u>\$5.62 for each addt'l hour over 40</u>

Registration Fee

A registration fee of \$75.00 is required for children enrolled for Part, Mid, Full time child care, pre-school and, for clients receiving assistance from Department of Family Services. Kids Works accepts children ages 18 months through 12 years.

Payment for child care

Payment for private pay childcare/preschool shall be made **at the time of the service**, or for those using Part, Mid or Full time care, **payments need to be made each Monday or on the first day of attendance that week**. You may choose to pay bi-weekly or monthly if paid in advance. **Payments for clients who receive DFS assistance are required to pay the co-pay for the week one week in advance. If payment for private or DFS assistance is not paid in advance or the day of childcare services start for the week, a 10% charge will be added on for the week. Services will be terminated if not paid within 5 days.**

Minimum Tuition Charge

When your child is enrolled in our childcare/preschool and or summer enrichment program, a **minimum charge of the part-time will be charged even if child is not in attendance.**

A **\$40.00 service charge** will be billed to the account on the 16th of each month for past due balances.

Parent or responsible party will also agree to pay all costs for late fees, collections and reasonable attorney's fees, in case the account goes to a collection agency or court. No refunds will be given. Credit must be used in facility.

Two week notice

Kids Works requires a **written** two week notice to the Director if you intend to discontinue our Part, Mid or Full Time Preschool/Childcare service. Two weeks of tuition, per child will be billed to your account if you fail to give notice. The tuition must be paid in full at the time of the two week notice.

Placement Guarantee

If your child will not be attending in the summer months and you would like to hold their spot; a reduced rate of 25% of the regular weekly tuition will hold your child's spot in their class for the following school year. You may pay this in full at the beginning of summer or weekly for the weeks not in attendance. If you choose not to, you may be able to re-enroll in the fall based on availability in their classroom.

Late Pick Up Fee

A fee of **\$5.00 per minute** will be charged per child if, child is picked up later than Kids Works regular business hours.

Meals and Snacks

Nutritious meals and snacks are planned for the needs of the children. Weekly menus are posted in our front entrance area. Monthly menus are available upon request.

Children shall be served appropriate sized portions and permitted to have one or more additional servings to meet the needs of each individual child.

Emergency Preparedness

Emergency preparedness plans are in place and are practiced on a monthly basis. The plans include practicing for the evacuation in case of fire, a lockdown situation, snowstorm, hurricane, flood, or tornado. If emergency situations dictate, children will be evacuated to the lawn at Advanced Auto Parts. In cases of bad weather or if we cannot return to the center, we will relocate to Central Pines Residential Living Center behind Kids Works.

The attendance lists will be taken outside during evacuations; it will contain all parent/emergency contacts. Parents will be called or texted to report the evacuation as soon as possible. A message will be posted on **Facebook** and on our website at www.kidsworksllc. If we cannot return to the facility we will remain at the evacuation site until parents/emergency contacts can pick up their children.

Fire: The facility has a written fire escape plan for each classroom (facility diagram) displaying way to exit during a fire. We will then proceed to the evacuation site.

Lockdown: Doors and windows will be locked, and curtains and blinds drawn if possible. Any children outside will be brought inside immediately. Children will be taken to an interior room away from windows. 911 will be called. Instructions from law enforcement will be followed.

Bomb Threats: Evacuate the facility and call 911 from the evacuation site. Instructions from law enforcement will be followed.

Natural Disasters: When necessary following a natural disaster, children will be taken to the evacuation site. From there, a call to parents/emergency contacts, to pick up children.

Earthquakes: Get on the floor and under a sturdy table or desk; hold on until the shaking stops. If a table or desk is not available, crouch in a corner away from windows, cover head and neck. Stay inside until the shaking stops. Following the quake children will be evacuated.

Blizzard: We will remain in-doors and wait until children can be picked up. We have several days of supplies in the facility, flashlights, and warm blankets in case electricity goes out.

Floods: Gather clean water and food. If water enters facility, change location to upstairs or go to the evacuation site.

Tornados: We will go into the bathroom hallway, if the facility suffers damage children will be evacuated.

Discipline Policy

Kids Works follows Conscious Discipline to provide children with new skills that will last a lifetime. By teaching through misbehavior, building connection, and providing logical consequences Kids Works will partner with families to raise a helpful, self motivated generation. Safety is our number one priority. If a child is being unsafe, a parent meeting may be held in order for each child to be successful.

Immunization forms must be turned in by the end of the first week in attendance.

Sick Child Policy- Health and Safety

A healthy happy environment is very important for the children. Out of concern for the health of your child and the other children we ask that you follow these policies.

Please do not bring your child to Kids Works when they are sick. If a child has had a fever of 101 or more, has vomited or had diarrhea, a 24 hour waiting period must be observed before the child can return to Kids Works. Please let us know by phone that they will not be in attendance before 9:00 am. We can not admit children with the following symptoms or contagious disease:

Fever /temperature	Vomiting
Diarrhea	Runny nose (green in color)
Rashes	Open Sores
Coughing	Measles
Mumps	Impetigo
Conjunctivitis (pink eye)	Chicken Pox
Untreated head lice	other conditions determined by Director

If your child shows any signs of the above you will be called to pick up your child. A sick child will be kept in a separate area until the parent arrives.

Accurate information

It is the parent's responsibility to inform us of any changes in their child's health, including; illnesses, allergies, fears or special situations.

It is also the parent's responsibility to let us know of any changes in parent's contact information. Including home address, work location, and home, work or cell phone number changes.

Child Attendance

Please let us know what your child's schedule will be for the week. This will help us better plan for staffing and the best experience for your child. If you need our services on a not regularly scheduled day please call for availability. If your child will not be in attendance on their regularly scheduled day please call before 9:00am.

Family vacation time is honored and encouraged. Please let us know if your child will not be in attendance all week. Two weeks per year are allowed for vacation per family at no charge to the family if we are notified in writing of the non attendance for that time. *Your year begins on the day you start.*

Administration of Medication

As required, all of our staff is trained on the administration of medication. Medications can only be given at Kids Works when:

- Medications are prescribed by a licensed health professional, or those available over the counter, for which a medication consent form has been given to Kids Works by the parent. Any deviation from recommended dosage on the label must be accompanied by a physician's written instructions.

- Medications must bear their original prescription label or manufacturer's label and are in safety-lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements.

- A medication consent form must be completed by the child's parent and include specific instructions for dosage and the date and time to be administered.

Personal Items

A change of clothes must be left in the child's bin in a labeled Ziploc bag. Those children potty training should have several changes. If clothes are not made available by the parents, we will do our best to use what Kids Works has available. In some cases the parent may be called to bring their child clothes.

Any personal items brought to Kids Works are not the responsibility of Kids Works. We will do our best to make sure the child goes home with them but, we cannot guarantee items will not be lost. Please **do not let your child bring toys, video games, books, Sippy cups etc.**

Communication

It is our mutual responsibility to have open lines of communication on a regular basis. We will be promoting communication by using written notes as well as informal conversations.

Please communicate any concerns to our Director of Administration; Lynde Gutebier, or any Kids Works staff member. At that time openly and politely communicate your concern, it will be addressed and further discussed if necessary. If you need to report concerns or obtain any further information about our facility; contact Child Care Licensor, Ashley Dame at 307-473-3985 or dfsweb.wyo.gov