



Kids Works Policy Statement West Campus ^{1/26}

2500 CY Ave. Casper, WY 82604

307-234-4386

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. We will provide your child with a consistent Primary Caregiver who will bond and provide excellent care for your child. Our highly trained staff will stimulate your child's cognitive, emotional and physical development.

*We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community we acknowledge and respect everyone's unique identity including their race, religion, ethnicities, abilities, and socio-economic background. Our goal is to provide a nurturing, inclusive, equitable, and safe environment. We strive for children to gain self-awareness, confidence, and pride in their social identities as well as expressing comfort, joy and compassion for human diversity in our classroom, our community, our country and our world. We are committed to open and on-going dialogue among children, families, and our school family at Kids Works. **We have an open- door policy and welcome you to visit your child at any time during the day.***

Kids Works is closed the following days *New Years Day, Good Friday, 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- Friday 7:00 am-6:30 pm

Tuition Schedule for children 6 weeks-18 months

Drop in care	\$13.50 per hour
Half Day	\$45.00 (4 hours)
Full Day	\$79.00 (8 hours)
Part	\$224.00 (20hours)
Mid time	\$263.50 (30 hours)
Full Time	\$296.50 (up to 40 hours) <u>\$7.40 for each addt'l hour over 40</u>

Tuition Schedule for Children 18 months to 2 years

Drop in care	\$10.00 per hour
Half Day rate	\$40.50 (up to 4 hours, one meal and two snacks)
Full Day rate	\$71.00 (up to 8 hours, one meal and two snacks)
Part time weekly	\$176.00 (up to 20 hours, one meal and two snacks)
Mid time weekly	\$237.00 (up to 30 hours, one meal and two snacks)
Full time weekly	\$277 (up to 40 hours, one meal and two snacks) <u>\$7.00 for each addt'l hour over 40</u>

Tuition Schedule for children 2 years and up

Drop- in care	\$9.50 per hour
Half day rate	\$36.00 (up to 4 hours plus meal and snack)
Full day rate	\$59.00 (up to 8 hours plus one meal and two snacks)
4-Day Preschool	\$110.00 Monday-Thursday 8:30-11:30 am (3 hours, one snack) *3-5 years old, must be three by August 30 th
Part time weekly	\$153.70 (up to 20 hours, one meal and two snacks per day)
Mid time	\$206.75 (up to 30 hours, one meal and two snacks per day)
Full time weekly	\$241.80 (up to 40 hours, one meal and two snacks per day) <u>\$6.05 for each addt'l hour over 40</u>

Registration Fee

A registration fee of **\$110.00** 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 from birth to 12 years of age.

Payment for child care

Payment for private pay childcare/preschool shall be made at the time of the service. Automatic credit card billing is preferred by authorizing Kids Works to charge each week. Initial on Registration form.

For those using 4-Day Preschool, 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 on the first day in attendance. If payment for private or DFS assistance is not paid on the first day of attendance for the week, a 10% charge will be added.

Services will be terminated if not paid within 5 days.

Automatic credit card billing is preferred and can be run for you each week. Kids Works charges a flat rate of 3.2% on all credit cards. If you prefer to write a check or pay cash, tuition is due on the first day of attendance.

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 not in attendance**. With the exception of two vacation weeks given at no charge to each family. (Vacation weeks do not apply to children enrolled in 4-day preschool)

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

Safety Release Procedure a Child

Kids Works must have a list of names, addresses and telephone numbers for each child of persons authorized to take child from facility. Children may not be released to an unauthorized person without prior parent approval and proper photo identification.

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 size portions and permitted to have one or more additional servings to meet the needs of each individual child.

Parents of infants at Baby Works, please bring breast milk in labeled and dated, sealed plastic bags. Formula of choice, and any other food your baby needs throughout the day. We encourage breastfeeding and would love to have you come any time during the day to spend time and feed your 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. When leaving the facility we will have adequate diapers, wipes, and formula etc. for all our children.

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.kidsworlslc.com. If we cannot return to the facility, we will remain at the evacuation site until parents/emergency contacts can pick up their children. In case of substantial damage, Kids Works would relocate to our East Campus 349 N. Walsh Drive until all repairs have been made in order to operate in the facility.

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.

**Weapons are prohibited on Kids Works property. This provision applies to all people except those law-enforcement.

Guidance 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. All discipline plans will be conducted with Conscious Discipline Certified Instructor, classroom teacher, and parent.

Suspension/Expulsion Policy:

Expulsion of Kids Works Preschool will happen on very rare occasion. Our policy, adapted from Conscious Discipline, believes every misbehavior is due to the lack of a skill. When a misbehavior occurs, it is our commitment to teach new skills to your child. If a child's behavior becomes a repeated safety hazard for other children, or a child's behavioral needs are greater than the state given ratios, Kids Works will work with the family to find the best fit for your child. We will contact Child Development Center to collaborate with them for further assessment and if needed, contact Wyoming Early Childhood Behavior Consultants for an observation and team meeting. We will offer the family any other resources we are aware of before expelling or suspending the child.

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

Ouch reports are used to communicate about any minor injuries that may have happened during the day. You will be contacted by phone if needed.

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. No children or staff will be allowed in our facility if sick.

Exclusion from care for Children and Staff

Please let us know by phone that they will not be in attendance before 9:00 am. We cannot admit children or staff with the following symptoms or contagious disease:

Fever /temperature	2 or more episodes vomiting within a 24- hour period
Severe Diarrhea	Runny nose (green in color)
Rashes lasting more than one day	Open Sores
Coughing	Untreated scabies
Impetigo	Swollen joints
Conjunctivitis (pink eye)	Blood in urine
Untreated head lice/nits	Mouth sores associated with drooling or having a communicable disease
Contagious stages of Chicken pox, pertussis, measles, mumps, rubella, or diphtheria	
Impetigo	
Any 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.*

Safe Sleep Practices

Baby Works uses safe sleep practices for infants up to 1 year old. We follow the recommendations of the American Academy of Pediatrics (AAP) and The Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). The staff and substitute staff at Baby Works follow the AAP safe sleep policy. Children will be placed only on their backs every time they sleep. No blankets or any other objects in the crib with infant.

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.

Allergies

Please let Kids Works know about any allergies your child may have. We will develop a satisfactory plan to ensure a care plan is in place and followed by the child's teacher or any other staff the child may spend time with throughout the day. The child's allergy will be posted on classroom list and the allergy listing in our kitchen.

Special Needs

Please share with our staff about any special needs your child may have. We will develop a satisfactory plan to ensure a care plan is in place and followed by the child's teacher or any other staff the child may spend time with throughout the day.

Unusual Policies

We love to celebrate many holidays! We post children's birthdays in most of our classrooms. We celebrate each child on the day they were born into our world. We also celebrate New Year's Day, Valentine's Day, St. Patrick's Mother's Day, Good Friday, Easter, Earth Day, Father's Day, Memorial Day, Fourth of July, Labor Day, Halloween, Veteran's Day, Thanksgiving, and Christmas. We use the holidays to teach and learn about each special day. We often time photograph our special days and share on Kids Works Facebook page and web site. Please look at the registration form to sign a release to use your child's picture. Please also communicate if you do NOT want your child to participate in any of these holidays, we will care for your child in a different setting of the activity.

Personal Items

A change of clothes must be left in the child's bin. 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.

Transportation/Weapons/Wading/ Swimming/Animals

Kids Works does not offer any transportation.

No weapons or explosives in our facility. Only active law enforcement is allowed to enter with weapons. No other person shall be allowed to enter our facility with a weapon.

Wading and Swimming are not allowed at Kids Works. Water play is done outside with small buckets and sprinklers.

We do not have classroom pets at Kids Works. If an animal visits you will be informed of the animal visitor, date and time. The animal visitor must comply with Health and Sanitation and vaccination requirements.

Kids Works carries liability insurance through Markel Insurance.

Kids Works has security cameras throughout our facility, playground and parking lots. The recordings are kept for 30 days and are viewed only by staff and any other authorities needed to view specific classrooms, dates, and times. They are not for public viewing.

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 Directors, Owner or any Kids Works staff member. At that time 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 Licensing at 307-473-3900.

You have the right to view any inspection reports at childcare.dfs.wyo.gov

Inclement Weather Protocol

Kids Works recognizes that Preschool and Childcare are an important part of community and family life. As a result, Kids Works will be closed for inclement weather or natural disasters only when the community itself is unable to operate safely. The primary factors considered are adverse weather conditions and the safe transportation of students and staff to our public schools.

Communication from the NCSD is available to the public by approximately 5:30am. Kids Works will follow the NCSD schedule for inclement weather. Kids Works will post this information on our Social Media sites.