OUR MISSION

Provide safe and nurturing environments for children and adults with respect and understanding.
PHILOSOPHY STATEMENT

Kaweah Kids Preschool Center is a state licensed child-care program dedicated to serving children age 0-6 years old. Our center is evaluated annually by Community Care Licensing, a division of the California Department of Social Services.

At Kaweah Kids, we believe that children learn best through play. We support the idea that “play is a child's work,” and offer a curriculum that promotes the child's emotional, physical, social and cognitive development and well-being.

Kaweah Kids has adopted the High Scope Perry Method philosophy for learning. This philosophy allows for the Plan-Do-Review method for teaching. Children direct their own learning experiences through observation and play. The teachers encourage exploration and creativity by developing lesson plans in art, literature, math and science, music and movement, dramatic play, physical activities and more.

LICENSING CONTACT INFORMATION
We encourage parents to research the credibility and reputation of any preschool center prior to enrolling their child. If you are interested in our “Report Card,” you are invited to contact: State of California, Department of Social Services Community Care Licensing, 1310 East Shaw Avenue, MS29-01, Fresno, California. They may be reached at 559.243.4588. All information regarding a licensed child care center is public record and may be requested by contacting Community Care Licensing.

PARENT HANDBOOK
The parent handbook is available on the Kaweah Delta website and can be accessed at anytime. Your signature on the permission form in the enrollment packet confirms that you have read and understand the information it contains. Furthermore, your signature states that you will abide by our policies and procedures as they are specified in the handbook.
HOURS:
Monday through Friday
5:30 a.m. – 6:30 p.m.
TABLE OF CONTENTS

Eligibility & Admission, Daily Enrollment, Special Needs ............................................. 6

Staffing, Registration Fee, Tuition .......................................................... 6-7

Payment, Returned Checks, Late Fees .................................................. 7

Signature Fees, Absence Credit, Absence, Family Medical Leave, & Illness Credit, Withdrawal, Enrollment Changes ....................................................... 8

Scheduling
Docking Policy, & Drop-In Care, Holidays................................................................................. 9

Sign In/Out Procedures, Older Children in Infant Rooms................................................. 10

Communication .............................................................................................. 11

Health Assessment, Medical Exclusions ..........11-13

Emergency Procedures, Exposure to Contagious Diseases, Medication..............14-15

Curriculum, Clothing & Sharing, Food Service, and Nutrition..........................14-15

Food Allergies, Nutrition Policy, Birthdays, Fitness Program........................................ 16

Field Trips & Special Events ............................................................... 16-17
Parent Education, Conferences, Surveys, Parent Council

Discipline & Toilet Training Policy .............................................. 17

Center Rights.......................................................................................... 21
ELIGIBILITY AND ADMISSION

Kaweah Kids Preschool Center offers priority enrollment to children of Kaweah Delta Health Care District (KDHCD) employees. We offer community families care when space is available. When a vacancy occurs, the next child on the waiting list who fits the criteria for the space available will be admitted. We give families preference on the waiting list in the following order:

- Employees of KDHCD
- Siblings of already enrolled Kaweah Kids Preschool Center students
- Community families with healthcare employment
- Community families

DAILY ENROLLMENT

All childcare enrollments are on a space-available-basis. All Kaweah Kids’ clients will be financially responsible for all childcare hours they reserve. The following guidelines apply to reserved hours:

- We offer a two half-day (2-6 hrs) weekly minimum enrollment.
- Weekly schedules are due in the office each Tuesday by 9 a.m. Late or missing schedules may result in no childcare hours available for the following week. Schedules can be faxed, emailed, or brought in the office.
- We will charge KDH employees for all hours reserved unless their supervisor cancels the hours or shift and documents the change. We must receive a dock slip or an email message from the supervisor within three working days of the scheduled time missed.
- Community families will pay for all contracted days/hours.
- Community families are enrolled on a set schedule only and only upon availability.
- Drop-in non-scheduled, non-contracted status; attendance when space is available for the age of child needing care.

An orientation will be scheduled to review the enrollment application for completeness. At this time we will identify the child’s schedule and tuition fees. The parent/guardian will be shown the child’s classroom and may have the opportunity to meet the child’s teacher.

STAFF

KKC staff is college educated and trained in early childhood education. All have had practical group experiences with young children. Every staff member has been fingerprinted and cleared the Department of Justice’s criminal background check. Our team supports the KDHCD and KKC philosophies and mission statements. Our staff model behaviors that promote effective communication skills, conflict resolution, and teamwork. Our team of preschool educators is dedicated to provide a program that supports the safety and well being of children, families, and our staff. Throughout the year we attend staff meetings, staff in-service trainings and workshops. Staff will continue updating certification in infant/child CPR and first aid.

SPECIAL NEEDS

Educational child care is available to any family without regard to race, color, creed, religion, national origin or ancestry or any other legal mandates. According to Title 22, Section 1-1218 of the California Child Care Center Licensing regulations, we can accept a child who may have special needs (emotionally or physically) only if we can meet the individuals need. Prior to enrollment we will review the child’s Individual Educational Plan. This is an evaluation usually done by a psychologist or a school district to determine a child’s special or specific need. Working with state licensing and the Central Valley Regional Center (CVRC), we will make a determination if our services will meet the need of the child.

SECURED GATES

Parents and others who parents have authorized for drop-off/pickup will receive our secured gate code. This code will change upon a breach of security i.e.; restraining orders – court custody orders, any time we feel others may have received the code which may put our center safety in jeopardy. We ask that ALL parents adhere to the NO PIGGY BACKING policy. Always close the gate behind you and do not allow others to follow you in. Have them open the gate with their code. If someone has forgotten their code they need to go to the office for the code. Please do not share the code with others.
RATIOS
KKC will observe the following state licensing teacher-to-child ratios:

Infants (6 weeks-24 months)
1 adult to 4 children

Preschool (2-6 years old)
1 adult to 12 children

REGISTRATION FEE
Our annual registration fee is $75.00 per child with a cap of $150.00 per family. The registration fee is due with the first month of tuition. Annual registration fees are due on the child's anniversary date. Registration fees cover the costs of enrolling students, equipment replacements, security gates, parent portals, kids reports, and curriculum materials.

TUITION
Tuition rates are determined according to the age of child and times contracted to attend. Tuitions are charged monthly.

Days added and/or times extended beyond contracted days and times will be charged at the Drop In Daily rate. Days added beyond current contract are not guaranteed and can only be accommodated upon space available (see Change Of Enrollment section).

Employees:
• Payroll deduction is the required payment plan for all KDHCD employees. The monthly tuition and any balance on account will be divided in half and deducted from payroll bi-monthly.
• Drop-in fees will be deducted through payroll or paid at the time of service.
• Employees who are not paid directly from Kaweah Delta will pay tuitions the same as community enrollments.

Community:
• Tuition payments can be made in KKC office with a check or credit card. You may use our online portal at your convenience through MyProCare.com which is our secure online web portal. KKC DOES NOT ACCEPT CASH payments. All tuitions are to be paid in advance. Any additional fees and/or charges will be on your account and on your monthly invoice given out at the end of each month. Monthly tuition fees are due and payable by the 5th day of each month.
• If tuition is not received by the 5th working day of each month, you will be charged a $25 late fee. Child care will be terminated for accounts past due 30 days or more.
• For payment by check, we have a payment box located at the front desk. Please make checks payable to: KDHCD
• Your monthly invoice will be your receipt of payment.

RETURNED CHECKS
A $25 service fee is added to your account for each returned check. A returned check must be paid with a cashier’s check, a money order, or by credit card. We will not accept another check to replace the returned check. After two returned checks we will no longer accept payment by check for your childcare account. Your account will need to be paid by another accepted form of payment.
**LATE FEES**
Any times before or after your scheduled time will be charged a late fee. A late fee of $25 per child will be charged for every 15 minute increment that the child(ren) are at KCC beyond their scheduled time. If there is an occasion that you need child care beyond your regular contracted hours, you must call the center prior to the end of your child’s contracted hour for us to plan for additional staff. If advance arrangements are made there will be no late fee charged. If the extended time moves into the next tuition bracket, your account will be charged for the extended day instead of a late charge.

**LEAVE OF ABSENCE (FMLA/LOA)**
When a parent is on a leave of absence (LOA), the child’s schedule can be reduced to the minimum of two half days and will be charged the tuition rate whether they attend KKC or not. These days will be set upon availability by office staff. This charge is to hold their space in their classroom. During a LOA, hospital employees cannot use payroll deduction therefore, must pay for tuition by credit card or check by the 5th day of each month. After 12 weeks the child’s contracted schedule will resume and the parent is responsible for the original contracted tuition schedule whether the child attends KKC or not.

**ABSENCE CREDIT**
Two weeks of absence credits are figured into the annual tuition. We do not give any credit for days that a child does not attend KKC. If your child will be out on a planned time off, please fill out an absence form in the office so that we can schedule staff accordingly.

**MISSING SIGNATURE FEES**
For your child’s safety and to comply with state licensing requirements, you are required to sign your child in and out each day. Please sign in and out using your first and last name, and time you drop off or pick up your child. Signing in/out helps us track attendance of children and also is our roster in an emergency evacuation procedure. It is a legal requirement that authorizes us to care for your child. It acknowledges the transfer of care back to when you pick up your child.

There is a $10.00 fine for a missed signature. If you miss a signature you will be called to return immediately to sign your child in or pick them up. We will NOT care for a child who is not signed in. After a third time with a missing signature your child may be withdrawn/terminated from the Center program.

**WITHDRAWING (TERMINATING) ENROLLMENT**
In order to quit your contract with KKC, we must have a withdrawal notice form completed in the office two weeks in advance of the quit date. This notice does not release you of the obligation of any balance on your account. Parent is responsible to pay tuition whether child attends KKC during the withdrawal period or not.

**Remaining Balances**
Accounts left with an outstanding balance will be referred to a collection agency for payment after 60 days of disenrollment from the program.

**LATE ARRIVALS/ABSENCES**
As a courtesy to KCC and your child’s teacher, please give the center a call as soon as you know you will be later than scheduled or if you are not bringing your child in to the center for the day. We ask for continuity of our program that all children are here by 9:30am. If we do not hear from you within two hours of the child’s scheduled time, we will mark your child out for the day.
**CHANGE OF ENROLLMENT**

If you wish to change your child’s enrollment schedule, a request for a *change of enrollment form* must be completed in the office. You will be notified when the change has been approved. Upon approval scheduled changes will be effective the 1st of the next month. All changes that affect tuition will only be approved to begin the next month.

**SCHEDULING DAYS AND TIMES**

**Employees:**
- Rotating schedules are reserved only for KDHCD employees who work rotating scheduled shifts.
- Schedules are due each Tuesday morning in order for the office to schedule your child for the following week. Late or absent schedules will result in your child not being scheduled for the next week.
- If you schedule an extra/added day above your contracted days and cancel without a one-day advance notice, you will be charged for this day.
- Schedules can be dropped off in the office, faxed, or emailed to us (see front cover for addresses).
- Closing hours of 6:45 p.m. *only for nurses, residents, and doctors* whose work schedule is until 6:30 p.m.
- **Docking:** If you are docked, your supervisor must email a dock slip/notice within three working days to receive a credit on your account for the absence (no credit given for standby).
- Schedules must reflect the categories we offer. We will not accept mixed days/hours schedules *i.e.: 1 half day and 1 full day weekly*. Enrollments must be half, full, or extended days weekly.

**Community:**
- Schedules are set by your contracted day and hours. This schedule remains constant and does not rotate days weekly. You may add a ‘drop-in’ day, but not exchange days.
- Schedules must reflect the categories we offer. We will not accept mixed days/hours schedules *i.e.: 1 half day and 1 full day weekly*. Enrollments must be half, full, or extended days weekly.

**DROP-IN PROGRAM**

Children must be enrolled at the center to use KKC’s drop-in program. This service is for parents who do not need a *contracted schedule*.

This service is dependent on daily space availability. Drop in use is charged the Daily Drop In rate. Tuition payment will be expected at the time of service for community parents. Employees can add this to their account for payroll deduct. Drop-in care must be canceled one day in advance to avoid being charged for time reserved but not used.

**HOLIDAYS**

Kaweah Kids will be closed on the holidays listed below. KKC may be closed other days or may need to close earlier than our regularly scheduled time at the discretion of the management if it deems there will be a considerably low enrollment on a day before or after any of these holidays. We will give parents adequate notice of any such holidays/closings.

- New Years Day (Jan)
- President’s Day (Feb)
- Memorial Day (May)
- Independence Day (Jul)
- Labor Day (Sep)
- Thanksgiving Day and the day after (Nov)
- Christmas Eve/day (Dec)

Any holiday which falls on a Saturday will be observed the Friday before. Any holiday which falls on a Sunday will be observed on the following Monday. KKC reserves the right to add or change the observation of a holiday based on our scheduled enrollment for that particular day. Holiday credits have been figured into the annual tuition and no credit will be given for any days which the Center is closed.
SIGN IN & OUT PROCEDURES
Each child must be accompanied by a parent or guardian (over 18 years old) to the child’s assigned room or playground. According to state regulations, it is mandatory for each child to be signed in and out daily using a full first and last name and the time the child is arriving or leaving. Please make it a habit to sign in/out when walking into the classroom so you don’t get distracted with the teacher or child and forget. The child’s account will be charged a fee for every missed signature. (Please see missed signature fees on page 8)

AUTHORIZED PICKUP
A parent must take the following steps to authorize another person to take a child from the center.
• Add/authorize a person on the child’s emergency contact card in the office.
• For a one-time occurrence: Give a written, dated note to the office authorizing the child’s release to someone other than those listed on the emergency form in the office.
• In an emergency situation, a phone call can be made to the office to give permission for another person to pick up the child. If KKC does not feel comfortable with this phone call, we will call the other parent for verification.

PICK UP & DROP OFF IN THE INFANT CLASSROOMS
We ask in the best interest and safety of the infant children that if you have older children, that you not bring them into the classrooms while picking up your infant child. If your older child is enrolled at KKC, please pickup your infant first, then go to the preschool side to pick up your older child. Germs from shoes are carried onto the classroom carpets. Loud voices and playing with toys roughly will awaken sleeping babies, or may frighten other infants.

LEGAL CUSTODY ARRANGEMENTS
In the event of a change of home/family dynamics, Kaweah Kids Center will only give information regarding the child’s enrollment at KKC to the parent who initially completed the enrollment forms, signed the contract, and went through the orientation process. In order to comply with State Licensing and in the realm of confidentiality, information will only be granted to the parent who has signed all contracts in our enrollment process. Any adjustments or changes to the contract must be made through the primary parent unless court ordered. It is both parents’ responsibility and obligation to furnish a copy of their court order to the KKC office for your child’s file within 48 hours of court date. If the custody dispute interferes or becomes disruptive to children or staff, the child’s enrollment status may be terminated immediately.
COMMUNICATION
Helping and supporting your family is our priority. We can do this when parents communicate events or problems that are of concern to them, especially when it concerns your child’s well being. Individual parent conferences are available upon request and are held for a variety of reasons including: parent grievances, parent support, teacher support, and updating parents about their child’s development. When a problem occurs that needs immediate attention, please call and make an appointment with the director or assistant director. We will be happy to discuss the issue with you as soon as possible.

HEALTH ASSESSMENT
One of our goals at KKC is to maintain a healthy environment where children will thrive. Upon arrival and during the day teachers will observe the children’s health and well being. If they observe any unusual health or behavior for your child, they will call you to discuss their observations. Your child’s teachers will become familiar with your child’s normal daily behaviors and are able to assess when your child is seemingly not feeling well or out of their normal character. Because infections spread easily and quickly among children, signs of illness may not be present when you drop your child off at the center but may become obvious throughout the day. If at anytime during the day your child does not appear well enough to participate in activities as usual and/or has any symptoms requiring removal from the center, we will contact you to come and pick up the child within a reasonable amount of time. We reserve the right to exclude a child from attending if we feel they pose a health risk to other children enrolled at the center. A sick child belongs at home where they are most comfortable.

Parents are required to have back-up childcare for their children in the event that their child must be excluded due to illness.

PARENT RESPONSIBILITIES
Each parent is responsible to provide these items for their child each day.

Infants
• Diapers
• Wipes
• Ointments
• Breastmilk (parent option)
• Formula other than what KKC provides
• Extra sets of clothing
• Pacifiers
• Teething gel/tablets (optional)
• Gripe water (optional)
• Thin gauze blanket

Toddlers
• Pull ups (Velcro open sides)
• Wipes
• Ointment
• Thin gauze blanket
• 2 sets of extra clothing

Preschoolers
• Thin gauze blanket
• Extra set of clothing
We have established guidelines following the recommendations of the Centers for Disease Control and Prevention, State Licensing Agency, and the Infection Prevention Department of Kaweah Delta Health Care District.

**MEDICAL EXCLUSIONS**

The decision about whether or not to send a child home because of illness will be left up to the director or assistant director after they are advised of the child’s health by the classroom teachers.

**When the following conditions exist we will contact you to pick up your child:**

**1. FEVER:** Temperatures will be taken axillary (armpit). Infants under 3 months = Temp of 100.4, parent will immediately be notified to seek Physicians advice. Children older than 4 months = Temp of 101.1 parent will be notified and child will need to be picked up within one hour of call. If fever reaches 102.1, staff will administer Acetaminophen while waiting for parent to pick up child. A fever above 104.1 parent is called immediately. If there is no contact with parent, 911 will be called. Parent will be liable for costs incurred for any type of medical assistance. KKC staff will continue to observe for any other symptoms which may constitute EMS response. Each child must have a Consent For Authorization to Administer Medication For Fever form on file. If fever is due to recent immunizations, a parent must agree to come to KKC to administer pain/fever relief medication. Verification of immunizations from the doctor’s office must be brought into the KKC office in order for the child to be allowed to stay at the center.

When a parent is called to pick up a sick child from KKC, the child will be allowed to return on the second day after the parent is called as long as the child has not had a fever during this time. i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday, as long as there have been no other episodes of fever, diarrhea, or vomiting. A child must be fever-free for 1 full day before returning to the center. Even if the child is on antibiotics and still has a fever, the child needs to stay home until the fever is gone.

**2. Diarrhea** is defined as an uncontrolled bowel movement that is runny, watery, or bloody, and is unusual for the child. Diarrheal diseases may have additional symptoms including nausea, vomiting, stomachache, headache or fever.

Children will be excluded from the center when they have 2 episodes of diarrhea or any combination of diarrhea, vomiting, and/or fever. The parent will be given a courtesy call after the first episode to prepare a possible need to pick up their child. **A child must be diarrhea free for 1 full day before returning to the center.** i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday, and as long as there have been no other episodes of fever, diarrhea, or vomiting.

Upon return to KKC if any symptoms are present or if the child has 1 episode of diarrhea, vomiting, lethargy, fever, activity level not normal for the child, no appetite, and there have been other cases of intestinal illness in the classroom, the parent will be called and expected to pick up the child and not return until all symptoms are gone.

**3. Vomiting** - not spit up, 2 or more times.

**4. Undiagnosed body rash.**

**5. Sore throat and swollen glands.**
6. **Severe coughing** – child gets red or blue in the face or makes high-pitched whooping sound when or after coughing.

7. **Eye discharge** – thick mucus or pus draining from the eye, or pink eye.

8. **Yellowish skin or eyes.**

9. **Child is irritable,** continuously crying, or requires more attention than we can provide without jeopardizing the health and safety of other children in our care.

If a child exhibits any of the above symptoms, they may be separated from the other children, and the parents will be contacted to pick the child up. Parents will be expected to pick up their child as soon as possible. We will continue to monitor the child’s health until they are picked up. All children are involved in physical activities, both indoors and outdoors as an important part of their daily curriculum. We cannot keep a child inside if their class goes outside for play time. If you believe your child is too ill to participate in the regular indoor and outdoor activities, they will probably be more comfortable at home where they can get the rest they need.

Please plan for your child’s immunization shots to be given late in the day or on a Friday for you to observe your child for any reactions to the shots. The point of injection is usually sore for a day or two and children benefit from being home where they can rest.

If you are called to pick up your child, the child must be kept home the following day.

i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday. A child should not return until there have been no other episodes of fever, diarrhea, and/or vomiting and the child is able to participate in their regular preschool day.

Following an illness, a child may return under the following guidelines:

- Child has not had any diarrhea stools, vomiting, or fever for one full day (one full day after being called from the center).
  i.e.: Parent is called on a Tuesday to pick up a sick child. Child cannot return before Thursday, as long as there have been no other episodes of fever, diarrhea, or vomiting.
- A physician determines that symptoms of eye discharge, nasal discharge, body rash, or sore throat are not contagious.

However, a child will be excluded and will need to be picked up if upon returning, he/she has even one episode of vomiting or diarrhea.

KKC reserves the right to exclude any child who we feel poses a health risk to other children.
EMERGENCY INFORMATION AND PROCEDURES

KKC keeps accurate emergency information for each child. These records include your authorization of who should be called in case of your child’s illness if you cannot be reached. **IT IS THE PARENT’S RESPONSIBILITY TO KEEP THESE RECORDS CURRENT. WHEN ADDRESSES, TELEPHONE NUMBERS OR OTHER RELEVANT INFORMATION CHANGES, WE MUST BE NOTIFIED.**

If the child needs emergency medical treatment we will proceed as follows:
- Perform necessary first aid
- Contact parent or representative
- Call 911 for transport to the emergency department

In case of accidental injury, the parent’s insurance is the primary carrier. If there is a critical injury, and the child must be rushed to emergency room, the parent will be expected to meet the staff member accompanying the child to the Kaweah Delta Medical Center Emergency Room.

EXPOSURE TO CONTAGIOUS DISEASES

We are licensed by the State of California as a well childcare center. We cannot keep sick children in our facility. If your child has been exposed to a contagious disease, such as chicken pox, hand foot and mouth, pink eye, or the flu, please notify the center. The staff will observe your child for any symptoms. Your child’s teachers are familiar with your child’s normal daily behaviors and are able to assess when your child is seemingly not feeling well or out of their normal character. If illness is observed, your child will be sent home.

Close communication can also help prevent contagion to other children. We will notify you if your child has been exposed to a contagious disease by written notices posted within the classrooms. We will make every effort to protect the health of all children.

MEDICATION

All medication must be prescribed to the child to whom it is being administered. Caregivers cannot share sibling medication unless the physician has given written permission to do so. Medication should be placed in a plastic zip-closed bag clearly labeled with the child’s name. Please bring the necessary equipment to administer medications. The prescription bottle/box should have the child’s name, specific dosage, times to be given, and the date. Make sure the medication is given directly to the child’s teacher and medication authorization signed.

**Infants only:** Your infant’s teacher may suggest a pain reliever for your **teething infant**. This includes teething tablets and/or Orajel teething/gum salve.

*Parents must sign a medication form before the staff can administer medication. The teacher will sign their initials each time the medication is given.*

A prescription on a bottle is acceptable as written instruction from a physician to the center staff. Once the medication is no longer to be given, please take the medication home. Medication left at the center will be discarded.

KKC staff does not administer medications by nebulizer. A parent can come and administer it to their child if they feel their child needs a treatment.

INSTRUCTIONAL PROGRAM

- **Infant Curriculum**: Our philosophy for our infant program is to nurture and care for our infants. We strive to meet the needs of our infants’ growth and development. Our teachers are trained in early childhood development and are aware of developmental milestones and will work daily instituting activities which will enhance your child’s development. Teachers will communicate...
with parents for the needs of each child.

- **Toddler/Preschool/Pre-Kindergarten Curriculum:**
  Daily curriculum schedules will be posted in each toddler/preschool classroom. The teachers provide age-appropriate activities, which encourage social, cognitive, physical, and emotional development. Our curriculum philosophy is the High Scope Perry Method.

  Activities include, but are not limited to:
  
  - Art (creative)activities
  - Music and movement experiences
  - Physical activities (indoor and outdoor)
  - Social-dramatic (pretend) play
  - Math and science activities (sensory)
  - Language arts and literature
  - Nutrition

  Curriculum activities are created according to children's developmental needs, attention span and physical ability. Each classroom designs its activities to enhance children's growth physically, emotionally, socially, and intellectually according to their developmental stage.

  **Nap time** is from 12-2:00 p.m. for all children enrolled in infant 2 through preschool 3. KKC supplies a cot and sheet. KKC will launder the sheets. Each child needs to bring a small thin blanket (just large enough to cover your child) that they can leave at the center. Each child is expected to sleep, but for those who may not sleep they must rest on their cot. If your child is disruptive to the napping class, parents will be asked to pick their child up before nap time. We ask that parents schedule to pick up after 2:00 p.m. so as not to disturb the children sleeping in the classrooms.

  **CLOTHING**
  All children should wear loose, comfortable clothing appropriate for active involvement in the daily activities. Each child plays indoors and outdoors and in or near potentially messy activities. We ask that children do not wear flip-flops to school but wear sandals with a strap in the back (for safety while running and climbing). Children will not be required to wear shoes while playing at preschool if they prefer to play barefoot. **PLEASE AVOID SENDING YOUR CHILD TO PRESCHOOL IN ANY ARTICLE OF CLOTHING THAT IS NOT WASHABLE.** Parents should label all clothing and shoes with the child’s name or initials. We recommend a laundry marking pen (Sharpie pen) or labels available at fabric shops. Each child should have at least one change of clothing, including socks and underwear, kept in their cubby. **Please do not admonish your child to stay clean.** This will put too much restriction on his or her choice of activities. We try not to use anything that will not come off in the washing machine or bathtub. **Occasionally your child may return home in borrowed clothing from our center with their own items in a plastic bag. Please launder the borrowed clothing promptly and return it to the preschool.**

  **NUTRITION**
  During our full-day programs we serve breakfast, lunch and an afternoon snack.

  - Breakfast is served 8-8:30 a.m.
  - Lunch is served 11-11:45 a.m.
  - Snack is served 3-3:30 p.m.

  The teachers introduce a variety of cultural food items through their classroom curriculum. The children are exposed to cooking, serving, and tasting a variety of foods. Interesting, fun, and tasty experiences with food preparation help set good nutritional habits. Involvement in nutrition prep also teaches principles of science and math.

  **For Breast Milk babies:** Breast milk can be brought frozen and will be kept frozen until needed. Please bring an extra bag of milk for one extra feeding just in case baby may be hungrier than normal or in an emergency if a parent cannot get to the center by the baby's scheduled feeding time.

  We have a lactation station area available in two of our infant classrooms for parents who wish to breastfeed or for the expressing of milk for their baby.
Holidays provide a teaching opportunity about cultures and traditions from the past and present. During the holidays the center will serve traditional American holiday meals.

*Please do not send any food from home. This includes gum, candy, cupcakes, donuts, cakes or snack foods of any kind. If you have stopped by a fast food restaurant or a donut shop before school, please allow your child to finish their food before entering the classroom.*

**FOOD ALLERGIES**

Special diets or food allergies should be discussed with your child’s teacher and the office staff. We are happy to help the child learn how to deal with health problems and to communicate feelings and needs effectively. The child’s physician must provide a written statement of all food allergies. The documentation must be kept on file with the center before any food substitutions can be made. *This is especially important concerning milk, peanut butter, and wheat products. Children with severe allergies may need to bring food substitutes from home upon approval of management.*

**NUTRITION POLICY**

Part of our role is to promote healthy eating choices. All meals and other foods served at the center are chosen to reflect a nutrition philosophy consistent with the U.S. Dietary Goals. Kaweah Kids Center provides all foods served daily for all children enrolled.

**These are KKC guidelines:**

- Menus are placed in each classroom and available upon request
- We serve a variety of nutritious foods.
- Generous use of whole fresh fruits and vegetables are served at breakfast, lunch, and afternoon snack time.
- We offer whole grain bread
- Beverages available include water, low fat and whole milk.
- Foods with high sugar content will be served sparingly

**Special diets:** All special diets must meet state guidelines for health and nutrition and be approved by the director/assistant director and KKC Food Coordinator. KKC provides fruit, vegetables, grains, and milk daily. Substitutions for allergies or religious beliefs will be made if needed but will need to meet all food component requirements. Substitutions must be within the guidelines of the USDA.

**BIRTHDAYS**

We will celebrate each child’s birthday in their classroom with their peers. On your child’s birthday, their teacher will have our ‘Birthday Box’ available for your child to choose a book to take home. Each child enrolled will have their birthday celebrated at the center. If you wish to do something special for your child’s birthday, we suggest a goodie bag with party favors or a book, to send home with each child in your child’s classroom (Please do not send food items to school for your child’s birthday). We do not share birthday foods in the classrooms due to children who may have food allergies, or parents who wish to not have their child eat outside foods.

**PHYSICAL ACTIVITIES**

We believe that physically-active children develop into energetic and strong individuals. Because children are developing their life habits during their early childhood, keeping them active and fit is our goal. Physical activities can enhance the child’s growth, learning ability, and eventually the child’s self-confidence. Large motor activities (running, jumping, climbing, etc.) are provided to develop your child’s physical coordination. Table games, manipulative, and other fine motor activities are encouraged to develop your child’s eye-hand coordination and critical-thinking skills. Pretend play and sensory skills are enhanced by allowing children times to be creative.

**FIELD TRIPS**

Field trips are an occasional part of the curriculum for our preschoolers. Parents will be notified prior to them and a signed permission slip will be required for all trips which include a motor vehicle as transportation.

**SPECIAL EVENTS**

Newsletters and/or flyers will publicize special events before they take place. Our goal is to provide special
events throughout the year that can include the whole family. These events may include holiday celebrations, Grandparents Day, Teacher Appreciation Week, Pre-kindergarten graduation, OctoberFest, and fundraising events.

MEDIA TIME
Our classroom computers can be used to view educational materials and music for our environment during transition times and/or instructional time. Preschool age children may have a specified movie day and can bring a movie to share which is rated G. PG movies may be allowed at the discretion of the teacher. Parents will be notified before a teacher shows a PG movie. Please do not send Ninja Turtles, Power Rangers, or other animated cartoons that involve aggressive behavior.

PARENT EDUCATION
One of KKC goals is to provide support to our families by having information available which may help parents with the tools necessary to give children a sense of security, independence, and self confidence. We feel that with this information a parent can then have peace of mind in leaving their child in our center. We have pamphlets regarding various childhood subjects for your reading on the office counter.

PARENT CONFERENCES
A parent teacher conference (PTC) can be requested with the child’s teacher, the director, and/or the assistant director. Parents are encouraged not to wait until a problem has escalated but to keep communication open and ongoing. Our role is to serve all parents as a resource for information and sharing problem-solving methods. Parents of a child who will be transitioning to kindergarten that school year will be expected to have a PTC in January and May to discuss the child’s readiness for kindergarten. Your child’s teacher will notify these parents of dates and times of these conferences as they happen.

SURVEYS
KKC will from time to time provide a survey parents who use our center. The survey helps us evaluate our policies and make improvements where needed. All suggestions and concerns will be addressed and taken seriously.

DISCIPLINE POLICY
In our efforts to meet children’s needs, we focus on several areas of development: social, emotional, physical, and cognitive. We nurture these areas of development by providing daily routines, a fun and age-appropriate curriculum, a safe and healthy environment, and positive interpersonal relationships between children and adults. Our staff interacts with children with the idea that a successful child is a capable child. Children are empowered through positive interaction. They grow as they are given opportunities to learn self-control, self-reliance, and responsibility.

Daily routines include a fun-filled day with reasonable limits, a few basic rules, and a lot of choices. Daily routines give children a strong sense of personal security. Our teachers are trained to redirect a child’s behavior before it gets out of hand. The teachers are expected to stop and redirect unacceptable behavior without humiliation or physical punishment. More important, they model, reinforce, and nurture the positive actions we hope to see in children. We also believe in providing children with the ingredients for healthy learning by promoting the use of positive discipline. Positive discipline is always respectful, kind, nurturing, teaching, and supporting. We do not expect perfection from any adult or child.

The use of time-out as a first form of discipline is discouraged at our center. Children need to learn what they can do as well as what they can’t. Therefore, our staff will redirect children to areas where they can work with others successfully. They may need to find a quiet spot where they can “cool off” by working alone. During the “cool off” time, children are encouraged to solve the problem and think about how to get back on track and enjoy being with their friends.
Our goal is to help children learn to use their words instead of their physical means to solve problems. They are taught how to express their concerns and their anger by saying: “I don’t like that,” “Stop,” “That hurts when you do that,” or by walking away from a situation. Children are encouraged to come up with their own problem-solving solutions, with assistance from teachers.

When a parent conference is necessary due to a child’s behavior, the child’s teachers and parents will meet to communicate our actions and our goals. Sometimes we need to inform the parents about feelings the child has expressed, or we need to meet to ask questions. Having information about the child’s behavior at home helps us to be realistic about his or her behavior at the center. All information is confidential and will be used to help us nurture and help your child grow.

It is our moral, ethical, and legal duty to protect all of the children. This includes harm they may cause to one another. If a situation occurs where a child’s behavior presents a health/safety hazard to other children, the teachers and director will meet with the family and make suggestions to correct the child’s behavior. This may include referral for help to Child Development Specialists or agencies. The director or assistant director reserves the right to dismiss a child from the program when safety concerns remain unsolved. Unsafe and inappropriate behavior includes, but is not limited to the following:

1. Excessive biting of other children or staff, or
2. Repeated aggressive acts toward other children or center staff.

When misbehavior continues, in spite of our efforts to stop it, we can and will request that the family seek child care elsewhere. Our goal and priority will be to improve the situation before asking the family to leave. However, out of control and hurtful behavior will not be tolerated. Support between school and home is often enough to correct any situation. Support means the school staff and families are working together using the same methods of correction.

Please note when success is not possible, the family will be asked to find alternate care.

CLASSROOM PHONE NUMBERS AND EMAIL ADDRESSES

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant 1</td>
<td>624-6778</td>
<td><a href="mailto:kkcinfant1@kdhcd.org">kkcinfant1@kdhcd.org</a></td>
</tr>
<tr>
<td>Infant 2</td>
<td>624-6779</td>
<td><a href="mailto:kkcinfant2@kdhcd.org">kkcinfant2@kdhcd.org</a></td>
</tr>
<tr>
<td>Infant 3</td>
<td>624-6780</td>
<td><a href="mailto:kkcinfant3@kdhcd.org">kkcinfant3@kdhcd.org</a></td>
</tr>
<tr>
<td>Infant 4</td>
<td>624-6781</td>
<td><a href="mailto:kkcinfant4@kdhcd.org">kkcinfant4@kdhcd.org</a></td>
</tr>
<tr>
<td>Toddler 1</td>
<td>624-6782</td>
<td><a href="mailto:kkctoddler1@kdhcd.org">kkctoddler1@kdhcd.org</a></td>
</tr>
<tr>
<td>Toddler 2</td>
<td>624-6783</td>
<td><a href="mailto:kkctoddler2@kdhcd.org">kkctoddler2@kdhcd.org</a></td>
</tr>
<tr>
<td>Preschool 1</td>
<td>624-6784</td>
<td><a href="mailto:kkcpreschool1@kdhcd.org">kkcpreschool1@kdhcd.org</a></td>
</tr>
<tr>
<td>Preschool 2</td>
<td>624-6785</td>
<td><a href="mailto:kkcpreschool2@kdhcd.org">kkcpreschool2@kdhcd.org</a></td>
</tr>
<tr>
<td>Preschool 3</td>
<td>624-6786</td>
<td><a href="mailto:kkcpreschool3@kdhcd.org">kkcpreschool3@kdhcd.org</a></td>
</tr>
<tr>
<td>Office</td>
<td>624-2170</td>
<td><a href="mailto:kkcmainoffice@kdhcd.org">kkcmainoffice@kdhcd.org</a></td>
</tr>
</tbody>
</table>
**BEHAVIOR MANAGEMENT POLICY**

*Updated July 2015*

**PURPOSE:**
To insure the safety of the children and staff.

**POLICY:**
The Kaweah Kids Center staff will use the interventions listed below to provide appropriate behavior management in the classroom. If a child continues to display unsafe/inappropriate behavior that puts other children and staff at risk, the administrative team in conjunction with the child’s teacher will evaluate the appropriateness of the child’s placement in the program. Kaweah Kids Preschool Center reserves the right to expel a child from the program when safety concerns remain unresolved.

**PROCEDURE:**
The teachers are trained to provide the following interventions to manage behavior in the classroom. The KKC staff will inform the director or assistant director of any behavior that becomes unsafe and/or is a threat to other children or staff.

1. Collaborate with parents to meet each child’s individual needs. Inform the parents of problems in a child’s behavior as they arise.
2. Give the child choices and praise positive behavior.
3. Use distraction and redirection with the child.
4. Model cooperative and appropriate behavior.
5. Use “when-then” statements.
6. Hold a brief and quiet conversation with the child to address the behavior using a calm tone of voice.
7. Separate children.
8. Remove the child from the situation.

Unsafe/inappropriate behavior includes, but is not limited to the following:

1. Excessive biting.
2. Repeated acts of aggressive behavior toward other children or KKC staff.
3. Threatening and/or taunting or bullying of other children or KKC staff.

I have read the **Behavior Management Policy** and Biting Policy and agree to the terms as set forth in the statements above. I understand that my child may be expelled from child care if he/she exhibits inappropriate or unsafe behavior.
**BITING POLICY**

*Effective: February 14, 2005*

*Updated May 2015*

The policy of Kaweah Kids Center is to maintain and protect the health and safety of all children. KKC understands that teething or intermittent biting, in young children is typical in normal early childhood development; however, we also believe this is in the best interest of both the children placed in its care and its employees to set limits for aggressive behaviors, including biting, that have the potential to harm others. Therefore the following policy will apply to all children enrolled at KKC:

**Procedure:**

1. Teachers make it part of the curriculum to talk to the children about appropriate ways to deal with frustration and anger. Emphasis should be placed on using words and language rather than aggressive behaviors. Any incident of aggressive behavior, including biting, presents yet another opportunity to reinforce appropriate behavior and discourage inappropriate behavior.

2. Upon observing a biting incident, the teacher will first attend to the bitten child, comforting the child and cleaning the area of the bite gently with soap and water. Ice or a wet washcloth will be applied. The teacher will remove the child who did the biting from the setting and help the child understand that the behavior is not acceptable.

3. A teacher who observes aggressive behavior, such as biting will document the behavior on an incident/accident report form and report the incident to the parents of both children involved.

4. The parent of the biter shall be notified that aggressive behavior of a nature that could harm another child cannot be tolerated by the center and that the center’s director and the parent(s) must work together to modify the behavior. Biting by children older than three years should be viewed as more serious than infant/toddler biting and may result in suspension and/or permanent removal from enrollment of the center.

5. For reasons of confidentiality, KKC staff will not identify the child who did the biting.

6. Kaweah Kids Center staff is aware that biting is a typical childhood development behavior in infants. We understand that biting can be harmful to other children, both physically and emotionally. Biting in infancy has a few identifying reasons: teething, exploration, overstimulation, tired, aggression, or feeling their space is threatened. We are a little more tolerant and take into consideration the reason an infant has bitten. Our teachers will work to redirect the child, provide an environment with age-appropriate toys and avoid stimulation for a child who becomes easily frustrated or agitated. Teachers will work with the parents on ways to support the parent of the biter also.

7. **Infants-2 years old:** Infants who bite will be suspended from care if the biting is excessive. Excessive is defined by us as a third bite within a month. On the second bite, the situation will be evaluated and a conference with the teacher and/or parent(s) to determine if the child should be removed from the program temporarily or to find alternate child care. On the third bite in one month the child will be dismissed from the infant program.

8. **Toddlers ages 2 & 3 years old:** A child who bites 2 times in 1 day will be immediately sent home for the remainder of the day. If the toddler bites one more time in that same week, they will be suspended for the rest of that week. Upon return, if the biting continues, the parent will be asked to find alternate child care.

9. **Preschool children ages 4 & 5 years old:** If a child in the 4-5-year-old class bites another child or staff member the parent will be asked to meet with the child’s teacher to discuss the child’s behavior and the situation leading up to the incident. If the child bites a second time the parent will be expected to have a meeting with the teacher and management. The child will be suspended for one week from attending KKC. If upon returning to the center, the child bites one more time the parent will be notified to find alternate child care.
10. The two-week notice for withdrawing a child from the center will not be given at the time of expulsion. If a child is sent home for the day or suspended, the parents are required to pay for the days they are contracted for enrollment.

11. In no event shall a child be permitted to remain at KKC, if in the judgement of management, the child poses a real threat of harm to other children enrolled at the center.

CENTER RIGHTS
It is our goal to meet the needs of all the children enrolled at Kaweah Kids Center in a way that is respectful to them and their families. We realize however that not all situations are appropriate for all families. Effective administration of the center must include a balance between meeting the needs of the families we serve, being in compliance with our licensing regulations, and preserving the morale of the staff. Most children thrive in a group childcare setting, however not all children are alike. If your child is having difficulty adjusting to the center, the teachers will try to develop a plan to help your child adjust or discuss alternatives with you in the hope of finding the right care situation for your child.

Sometimes, parents may not be comfortable with the group care environment, in which case we would hope they would talk to the director or assistant director regarding their concerns. Hopefully we can work together to resolve parental concerns. The center reserves the right to recommend that a family seek other child care if the best needs of the child cannot be met or reconciliation of parental concerns cannot be met. Please refer to the admission and financial agreement signed when enrolling.
TOILET TRAINING POLICY

The Toilet Training policy of KKPC is to insure the quality of care, health and safety, and maintain the educational integrity of the center by having children toilet trained prior to entry to preschool. It is the philosophy of Kaweah Kids Preschool Center that toilet training should be a positive experience.

Toilet-training is a complex skill. Let’s consider what’s involved in learning toileting skills. First, your child has to be aware of the pressure sensations of his/her bowel and bladder. Then they must make the connection between these sensations and what’s happening inside their body. Next they learn to respond to these urges by running to the potty, where they must know how to push down their clothing, how to situate themselves comfortably on this tall seat and how to hold the urges until all systems are go. With all these steps, it’s no wonder why accidents occur if not properly trained with ALL of the necessary tools to complete the job.

Potty training is an integral part of the toddler classroom routine; however, we do not ‘push’ this process with children. You have not failed parenting 101 if your child is the last in the class to be dry. As with eating and sleeping, you can’t and shouldn’t force a child to be dry or clean, but you can set the conditions that help them train themselves. As an infant your child was expected to use the diaper as a toilet, so the ‘now’ toddler has to unlearn what he/she has previously been taught. When a child is ready, they will begin using the toilet completely alone when they are ready.

Your child has and will go through a lot of changes in the toddler classroom. They have recently turned two years of age, have entered a classroom of more children, many more toys, choices and therefore we do not make toilet training an immediately urgent issue.

Approach toilet-training as an exciting interaction rather than a dreaded task. Help your child achieve a healthy toilet-training attitude. Our daily routine starts our day with potty time and we then have bathroom time each 1.5 hours thereafter and all children are involved with this routine. We do not ‘ask’ if the child wants to go potty, it is an expectation, therefore we say to them, “It’s time to go potty” and they come into the bathroom and try to go. This part of our routine is not a choice so they will not be given the option if they have to go...it’s time. Here are a few simple guidelines which we have found work during this transitional time in a child’s life. Not all will work for each child, but throughout the years, we have found some work well with some children, others work well for others. “If at first you don’t succeed, try, try again.” Do not allow yourself or others assisting you in potty training to become angry or stressed with your child. This could cause them to regress back into a completely uncooperative mode with all of us. Let it go........all changes take time!!!

Potty training actually begins while your child is still in diapers. Each time you diaper your child, talk them through what you are doing. “Let’s push your pants down, take your diaper off and put it in the diaper pail.” Talking through this process begins the child’s understanding of the diapering routine and a lot of verbalizing with new words for the child. Begin with having your child push their own pants down. This is the time when you should be putting only loose elastic waistband shorts/pants on them and/or dresses for the girls. Children this age cannot un-button or un-snap their own outfits even if you think they are loose and it becomes very frustrating for them and they probably will not cooperate well. Put your finger on the back side of their pants and show them how to push the waist band at each side down to the ground. Over the next 6 months they should be able to learn to do this completely by themselves. Show them how to pull the ‘tabs’ on the Velcro edges to break away and then ‘they’ put their diaper into the trash can or diaper pail. You are teaching self reliance skills here. After they use the toilet, put their diaper/pull-up back on them and let the child pull their own pants up, again helping them with your finger on the back side to help their pants over the diaper over their bum. Children need to be shown how to pull their waist band up with two hands, one on each side. Remember, this is all new to them and in order to be successful in potty training we as the adults must help them through this change as much as we can using a lot of words and encouragement.
When your child is closer to 2.5-years-old, you may be ready to toilet train your child. Keep these ideas (below) in mind. These ideas ensure your child the routine and you will better understand your child’s body language when they are about to release themselves.

- Your child should use the toilet immediately upon awakening. PRAISE a dry diaper/pull-up by telling them, “Good Job” your diaper is dry!!! In the beginning of training, do not reprimand a child if their diaper is wet. Always remember......this is a training process. New habits take time to process.
- You may want to put underwear or ‘go bare’ so that they can feel when they release themselves at this point. The spring/summer is the best time for potty training as they child can go without a lot of clothing to keep warm.
- Set your kitchen timer for 30 minutes. Each time this goes off the child needs to go to the bathroom and sit down to ‘try’ to release. They may tell you, “but I just went;” you may say something like, “Yes, now we’re going to go again.” We tell them that everybody goes potty a lot of times each day. As you notice the diaper staying dry, you could increase the timer 10 extra minutes each time it stays dry. Once the child is either going to the potty on their own or telling you when they have to go, you don’t need to use the timer any longer unless it’s to remind you to help with their bowel movement.
- Children learn to use the toilet the same way they learn to walk and talk: by imitating their caregivers - and when the appropriate nerves and muscles are mature enough to be coordinated. For these reasons, the time of training will vary from home to home and child to child.

Learn when your child has a bowel movement (BM). In the a.m.; in the p.m.? After a meal? After bath time? Ask your child’s teacher when they normally have them at day care. Take note of this and have them sit down on the toilet before their ‘time’ to hopefully catch that feeling before it actually happens. If you notice them squatting, scrunching, or pushing while not on the toilet, let them know, “Hey, are you going poo-poo? Let’s go to the toilet, HURRY!” and take them by the hand and hurry them into the toilet. Catching them before it happens is a plus. Sometimes they may get a little apprehensive of hurrying and the pressure may not be there when you sit them down, be patient. We use words like: squeeze your tummy, or push your belly button to encourage them to relax those muscles and allow them to pass the BM. If you were successful and they do release in the toilet, make a BIG deal over it! “Yaah!!! You did it! You went poo-poo in the toilet, what a good job!!!” Lots of hand clapping, high fiving, etc. “Mama, daddy, teachers, etc. are going to be so proud when you tell them!!!” If they have gone in their pull up, don’t ever berate them for it, but remind them that you want them to go poo-poo in the toilet. We don’t ever tell them it’s OK to go in their pull up, we just remind them to try to go in the toilet next time. We help them with their feelings such as saying, “If you’re tummy hurts, go in the bathroom and try to poop. Maybe that’s why your tummy is hurting.” This helps them recognize this feeling. The pressure is off of parents to toilet train early. Don’t equate toilet-training with good parenting. Good parenting means that you respect the child enough to allow them to ‘grow’ into their bodies at their own pace, and not push the child to do something that they are not physically ready for. I do not mean to imply that you lazily leave baby alone until they are old enough to order their own potty-chair. Some training is necessary on the adult’s part, and some learning is needed by the child. Children need guidance to learn/get control of their bodies. We as the adults need to understand these guidelines and be able to assist the child in this growth.

Stay Positive and Enjoy Your Terrific Two Year Old!!!!!

A Few Suggestions During the Toilet Training Process: Training must be CONSISTENTLY carried out.
- Discuss the signs of readiness observed at home and at the center. Due to the different environments between home and school, readiness signs may not be noticed by both parties.
- Children learn through imitation, so take advantage of peer relations at day care. At home, parents can casually leave the bathroom door open so children can see how grown-ups handle toilet routines.
- Dress your child in loose-fitting clothing that can be easily removed. Pants with elastic waists are best. Clothing with zippers, buttons, straps or belts are not allowed at the center during the training process.
- Celebrate success.
- Use routines to establish potty times. This helps make
toileting a habit.
- Bring plenty of extra clothes to leave at day care. Staff is not allowed to wash soiled clothing, so be prepared to accept un-rinsed soiled clothing or let the teacher know to throw them away if you wish.
- Remember, accidents are bound to happen!

**POLICY AND PROCEDURES:**

1. As children prepare to transition from Infant 4 to the Toddler class, the parents will receive a classroom welcome letter with information on signs of readiness, dress for success, and helpful tips and resource information. During the training process, parents will receive continuous staff support.

2. When a child enters the Toddler program, the teachers will begin toilet training as part of the daily curriculum. To be successful, we must have the full support of the parent(s). What is taught in the classroom must be carried out in the home. The teachers will continuously update parents to their child's progress. We ask parents to communicate frequently to the teachers during the training process. As the children are being toilet trained, we want to work closely with parents to achieve success. When a child enters the Toddler classroom, they will be **required to wear only pull-ups (no diapers).** This will teach the child the motion of pushing down/pulling up their underpants. Pull-ups must have the Velcro (easy open) sides for easy removal.

3. All parents with children who are showing difficulty in toilet training two months prior to moving to preschool should discuss their child's progress with their teacher. If a child shows no sign of readiness one month prior to moving to preschool, the parent will meet again with the teacher and administrative team. Any child who is not toilet trained by three years old, may be retained up to age 38 months old in the Toddler program (based on space availability.) If the child continues to not be toilet trained by the time they are 38 months old, the child will be excluded from the program. Children with special needs are excluded from this policy.
4. Any child enrolling in preschool will be required to be completely toilet trained (going potty completely on their own) before being accepted into the program. If a child is enrolled with the understanding that they are toilet trained and we find that they are not completely trained, the child will be excluded from the program until the child is completely trained. The enrollment space will be held for only 10 working days from the day of expulsion.

**RELEASE OF LIABILITY**

In consideration of the benefits provided by child-related activities at Kaweah Kids Center, I acknowledge that my child’s activities may be physically stressful, may aggravate any pre-existing medical conditions, or could lead to injury while at Kaweah Kids Center. I am assuming all risks or injury to my child, damage to or loss of my child’s property arising out of or in any way connected with their use of the services, equipment, or facilities of the Kaweah Kids Center during their participation in child-related activities at the Kaweah Kids Center.

I hereby release Kaweah Kids Center, Kaweah Delta Health Care District and its staff members, officers, directors, agents, and assigns from any and all liability for any damages, losses, or injury which my child may suffer while enrolled at Kaweah Kids Center facilities as a participant in child care program.

This release does not apply to intentional and/or willful acts of misconduct by the Kaweah Kids Center, Kaweah Delta Health Care District or any of its officers, agents, employees, or volunteers.

I have carefully read this agreement and fully understand its contents. I acknowledge that this is a release of liability and a legally binding contract between me and the Kaweah Kids Center, a division of Kaweah Delta Health Care District.