



8707 W State Street Suite A • Boise ID 83714

Ph: 208-853-4247 • Fax: 208-853-1329

Email: directorkidskampus@gmail.com

PARENT HANDBOOK

STATEMENT OF PHILOSOPHY

Kid's Kampus Learning Center is dedicated to the belief that children grow toward self-reliance, healthy independence, and develop positive feelings of worth and inner strength. Children learn to interact with others while respecting their rights and feelings, grow toward physical, social, intellectual, emotional, and spiritual maturity in an atmosphere of activity, under the guidance of caring adults. Children learn to make decisions, accept responsibility for their actions, and find joy in learning about the world around them.

We are here to meet the needs of both parent and child. We promise to make you and your child's experience a pleasant one. Please let the director know if you have any questions or concerns.

We at Kid's Kampus would like to make this promise to you, a promise that we will ensure a clean, safe, wholesome environment for your child to learn and grow. We believe in spending time listening to children express themselves and encouraging them to become their own individual personality. Our staff will acknowledge specific behavior and any positive behavior noticed will be commented on and encouraged to repeat. Your child will receive lots of understanding, love, and warm smiles to reinforce good self-image. We believe in treating each child with dignity and respect to encourage a sense of pride.

COMMUNICATION

We encourage daily communication with your child about his/her feelings, needs, and wants. A child's self-expression is a great way for one to become his/her own individual. Both parents and staff are encouraged to discuss daily events that may affect the child.

If you need to talk to a teacher, please feel free to do so. If your discussion will take more than five minutes, it will be necessary to schedule a time when the teacher will not be taken from the care of the children. At any time please discuss concerns with the Director or Assistant Director. We appreciate feedback and are always open to suggestions or concerns.

CURRICULUM

Kid's Kampus provides instruction for the 3-5-year-old preschoolers on pencil grip, using scissors, and sounding out vowels both long and short along with the consonants. We incorporate literacy into each lesson giving the student's time to demonstrate their knowledge of the letters by hands-on activities, which reinforce the skills being presented.

These activities can range from moveable letters, finger painting, puzzles, games and music. When designing our lessons, we keep each child's ability in mind.

In math, we focus on shapes, patterning, numbers sense, place value, coin value, addition and subtraction. Manipulatives are given to build a stronger understanding of the concepts. For instance, we use tan grams, unifex cubes, dominos, counters, flash cards and games. It is important for students in math, to have exploration time with these manipulatives.

Kid's Kampus sets high expectations for their students in all of its areas. Expected behaviors are modeled and encouraged throughout the day. These are based on what will be expected of them when entering public education. It is important to build the foundation of being a responsible and respectful student. This is created by positive reinforcement and being consistent at all times.

LICENSING

We are licensed by the State of Idaho and receive annual inspections from the Health & Welfare and the Fire Department. These agencies ensure we are providing you with the best possible standard of excellence. At least one staff member on the premises is required to be CPR and First Aid certified. However, Kid's Kampus requires ALL of its staff to be certified and renewals to be kept current.

ENROLLMENT

We are here to provide care and education to all children without discrimination based on race, national origin, disability, creed, or religion. Any child up to the age of 12 and up-to-date on his/her immunizations is eligible for enrollment; or with an updated immunization opt-out form. **Requirements for enrollment consist of the completion of the enrollment forms, payment of the non-refundable registration fee and the first week of tuition paid on the first day of attendance.** Upon arrival, each parent must bring his/her child into the classroom where a teacher can greet them and evaluate them for any illnesses.

Kid's Kampus requires a 2-week minimum written notice if you remove your child from our program. This time will be from Monday through Friday. No splitting of the week.

Potty Training

We begin potty training between 18-24 months. We encourage parents to continue the potty training at home to help ensure the success of the child. Please note that there is a \$10 charge per week if your child is not completely potty trained by **3 years of age**. This charge will be applied in conjunction with your weekly tuition.

ARRIVALS & DEPARTURES

You are responsible to log your child in and out each day. No child shall be allowed to leave the center with anyone except those individuals authorized by you on the enrollment form. Authorized persons will be asked for photo identification before your child is able to leave. Please keep this information up-to-date to avoid any problems. If a situation does arise and someone else will need to pick your child up, please notify the center immediately. You will be asked the person's full name and time of expected arrival and they will be required to show I.D.

We do ask that no drop offs occur between the hours of 11:30pm to 2:00pm for Baby room and Toddlers and 2's room as this is our Lunch and Naptime.

CELEBRATIONS

Birthdays are a special event for everyone, especially children. We want your child to enjoy this day with his/her classmates. You may bring treats for the class. Please inform your child's teacher so they can prepare for the celebration.

HOLIDAYS

Kid's Kampus will be closed on the following holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day. We will close at noon on Christmas Eve and any day authorized as an observance day. ***You are still responsible for tuition for these days if they fall within your regular schedule.**

SCHEDULED DAYS

Scheduled days may not be changed without prior approval from the office. A minimum 24 hours' notice must be given to office before changes can be considered

PERSONAL BELONGINGS

We ask that you provide a small blanket and a change of clothes for each child. Please check your child's cubby daily for any soiled clothing and remember to take blankets and nap items home on Fridays to be washed. **Please do not bring additional toys or belongings that can cause problems with the other children.**

Infants will need to have their own supply of diapers, wipes, formula, and baby food, along with a written feeding & nap schedule for the baby.

All items are to be clearly labeled with your child's first and last name. We will try to remind you when items are low or need to be replenished, however it is your responsibility to check on your child's supplies prior to the beginning of each week.

Some minor accidents have been reported that involve children wearing cowboy boots, therefore, Kid's Kampus Learning Center will not allow cowboy boots with slick soles in our facility.

MEALS

Meals will include breakfast, lunch, and afternoon snack. These will be provided at specific times during the day. If your child misses a mealtime and you feel he/she needs to eat after arrival, please bring something for them to eat. We encourage each child to try new things, however we understand everyone has different likes and dislikes. If you know your child will not enjoy what is being served on a particular day, please bring a meal that day. A copy of the menu is available upon request. Please specify any allergies to food or medication your child may have on the enrollment form and also verbally tell the Director or Assistant Director.

INSURANCE

Your insurance will be the primary insurance with KKLC being secondary. We carry general liability and vehicle insurance required by the state.

VACATION POLICY

Vacation time will be given to you for one week after a period of 1 year per year with a two-week written notice to the center of the date of vacation. No split weeks are allowed. Your child may not attend school for this period of time and no credits will be given if you choose not to take a vacation.

ABSENTEEISM (short term)

Fees will not be reduced for a child's absences on a day-to-day basis. Sick days and other short term absences do NOT qualify for any type of credit.

CHILD PICK UP

As per Health and Welfare Regulations if a child remains in the center after normal closing time and attempts to reach parents and emergency contacts have failed, Child Protective Services will be called after 30 minutes. \$2 per minute rate applies starting at 6:01 pm.

BEHAVIOR PROCEDURES/DISCIPLINE

Our guidelines on behavior are made to the developmental level of each individual child. The staff at Kid's Kampus is required to model acceptable behavior at all times in an atmosphere of safety, and redirect children to use better alternatives to problem behaviors.

If negative behavior occurs the child will be spoken to by one of the staff or the classroom teacher. The child will be told that his/her behavior is not acceptable. We will then explain the unacceptable behavior to the child and redirect the child to a positive form of behavior. If the child's negative behavior persists, he/she will be removed from the group and placed in a "time-out" period. Please be assured that physical punishment, verbal abuse, intimidation, or humiliation is *unacceptable* of our staff. This center has a zero tolerance for these types of behavior. Additional information on our discipline policy is posted in the office.

BITING

It is in the safety of the children that we provide and maintain a safe and loving environment. Some children at various ages will come into contact with another child who is a biter or will become a biter. After 3 severe bites to another child (leaving deep marks and/or breaking the skin), your child will be asked to leave the center until further notice (actions/solutions at home, or sought outside help) and the child is deemed safe to other children. For this reason, Kids Kampus Learning Center management will distinguish the severity based on the following: age, severity of the wound, and frequency of biting within a given period of time.

Base guidelines:

Children bite for different reasons, depending on their age and circumstances. (WebMD & Parenting 2011)

- **Between 5 and 7 months of age**, children usually bite other people when they feel discomfort around their mouths or when they are in pain caused by teething. Children of this age learn not to bite as they see and hear the reaction of the person they have bitten.
- **Between 8 and 14 months of age**, children usually bite other people when they are excited. Most often they bite a caregiver or another child close to them. A firm "no" usually stops these children from biting again.
- **Between 15 and 36 months of age**, children may bite other people when they are frustrated or want power or control over another person. Usually, they bite other children. Less frequently they bite their caregivers. Children of this age usually stop biting as they learn that biting is not acceptable behavior.
- **After age 3**, children usually bite when they feel powerless or scared, such as when they are losing a fight or think that they are going to be hurt by another person. Children older than 3 who frequently bite other people need to see a doctor. Biting at this age may be a sign that a child has problems with expressing feelings or self-control.

I acknowledge that I have read and understand the Kids Kampus Learning Center Parent Handbook. By signing below, I agree to adhere to all items discussed within this handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

8707 W State Street Suite A · Boise ID 83714

Ph: 208-853-4247 · Fax: 208-853-1329

Email: directorkidskampus@gmail.com

Website: www.boisekidskampus.com



FINANCIAL AGREEMENT

Beginning _____, **Childcare services will be provided for** _____

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Rate Terms: _____ **Billing Cycle:** **WEEKLY** **MONTHLY**

Weekly Accounts are billed each Thursday for the upcoming week

Monthly Accounts are billed on the Fourth Thursday for the upcoming month

Billing Terms and Conditions: All accounts are to be paid for the upcoming billing cycle and tuition is paid no later than the Friday before of the current billing cycle. A late fee of \$35 will be applied on Tuesday morning.

New Enrollments: Tuition for the first week and the enrollment fee is due on the first day of the child’s attendance along with all required paperwork such as the enrollment form and immunization records. Payments can be made in advance on a monthly basis or can also be deducted from your checking or savings account using our Tuition Express form

If my account shall become delinquent, by accepting this agreement, by indication of my signature above, I authorize Kids Kampus Learning Center 3 LLC and/or its 3rd party agents to obtain a copy of my credit history and report from any or all 3 credit reporting agencies. Kids Kampus Learning Center 3 LLC and/or its agents reserves the right to exercise this option or not.

Additional fees will be added to your account and are required to be paid for the following reasons:

1. **Late pick up fee:** A fee of \$2.00 per minute per child will be added to your account if your child is still in our care after scheduled closing. After 15 minutes, \$5.00 per minute will be charged and staff will then call your emergency contacts. At 6:30 we are required by law to call Health and Welfare Services.
2. **Late Tuition:** Tuition is due in advance on Thursday and must be posted by Friday at closing for the upcoming week. A late fee of \$35.00 will be charged if tuition is not paid by Monday at closing. This allows our Director to complete their weekly tuition posting in a timely manner. We will apply all payments to any outstanding balance due first. Any outstanding balance over 30 days past due will be accessed an 20% monthly interest charge until balance is paid in full.

3. **Un-enrollment:** Kid's Kampus Learning Center 3 (KKLC) **requires a 2-week minimum** written notice prior to un-enrollment if you remove your child from our program. If no written notice is given the tuition will be due for 2 weeks from the last day of attendance. No split week is allowed.
4. **Potty-Training:** A fee of \$15/week will be applied to your account if your child is 3 years old and not potty trained.
4. **Child's Inventory:** A minimum fee of \$1.00 will be assessed per item i.e.; diapers, wipes, formula, or baby food used by your child and provided by KKLC. Please confirm and restock your child's inventory of supplies prior to each week. Payment is due at the end of each day for supplies provided by KKLC.
5. **Hold Fee:** If your child will be absent for an extended period of time but will return, you may pay a \$75 hold fee to reserve their spot until they return. You must give 2-weeks written notice prior to the departure or the regular tuition fee will apply. This time is a **minimum** of 2 weeks and a **maximum** of 30 days, with a fee of \$75 per week fee paid in advance. The hold fee is non-refundable and forfeits any vacation time you may have accrued. This feature may be used only one time during the year.
6. **Returned Check:** A charge of \$25.00 will be assessed on returned checks and your account will be placed on a cash basis thereafter.
7. **Maximum Hours -** A fee of \$12.00 per hour will be charged to your account if your child is here for more than 10 hours a day.
8. **Enrollment fee:** All families pay a non-refundable enrollment fee of \$100.00 or \$25.00 ea additional child.
9. **Re-enrollment:** If you leave the center for a period of time to exceed 3 months and wish to re-enroll the fee \$45
10. **Discount:** Kid's Kampus Learning Center offers a 10% family discount on the oldest child for full time enrollment.
11. **Vacation Policy:** One week's vacation is earned *after* one year of attendance. You may take your vacation week any time after one year *and upon 2 weeks written notice*. Your child may not attend during the vacation time. This time must be taken Monday – Friday. No split week is allowed
12. **Absenteeism (short term):** Fees will not be reduced for a child's absences on a day-to-day basis. Sick days and other short term absences do NOT qualify for any type of credit.
13. **ICCP (Idaho Child Care Program) Participants:** State and local agencies that provide subsidy to families with child care costs will be accepted as a reimbursement. Families receiving such assistance will be responsible for paying 100% of their tuition costs until co-pays are determined. If co-pays are not determined within the first 28 days full tuition will be expected from the family.
14. If you end your enrollment with Kids Kampus Learning Center 3, LLC with an outstanding balance on your account, you will be given 30 days to pay your balance in full or make acceptable payment arrangements. Failure to pay outstanding balances will result in further collection efforts, such as third-party collection agencies or legal action. Should an outside source become necessary to collect debts you will be responsible for any fees incurred.
15. Kids Kampus Learning Center 3, LLC reserves the right to terminate services at any time if your account becomes delinquent 2 or more weeks owed, and/or exceeds a balance a balance of \$500 or greater.
16. **Disciplinary Actions:** If your child has exhibited safety concerns either to other children, the teacher or Kids Kampus Learning Center 3, LLC services will be terminated as deemed necessary by management of Kids Kampus Learning Center 3, LLC. Extension of service will be granted on an approval basis only.

8707 W State Street Suite A Boise ID 83714
Ph: 208-853-4247 · Fax: 208-853-1329
Email: directorkidskampus@gmail.com
www.boisekidskampus.com



Child Registration Form

Child's Full Name: _____ Birth Date: _____ Age of child _____
Child's Full Name: _____ Birth Date: _____ Age of child _____
Child's Full Name: _____ Birth Date: _____ Age of child _____
Child's Full Name: _____ Birth Date: _____ Age of child _____
Pediatrician or Family Doctor: _____ Phone Number: _____
Perferred Hospital: _____
Start Date: _____ Please Circle: Days Attending: M T W TH F
Parent/Guardian Name: _____ Cell Phone: ____ - ____ - ____
Social Security #: ____ - ____ - ____ Driver's License #: _____ Date of Birth: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Name of Employer: _____ Occupation: _____
Work Phone: ____ - ____ - ____ ext. _____ Work Hours: _____
E-Mail Address: _____
Parent/Guardian Name: _____ Cell Phone: ____ - ____ - ____
Social Security #: ____ - ____ - ____ Driver's License #: _____ Date of Birth: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Name of Employer: _____ Occupation: _____
Work Phone: ____ - ____ - ____ ext. _____ Work Hours: _____
E-Mail Address: _____

Consent to Emergency First Aid & Transportation: I give permission for Kids Kampus Learning Center to make any appropriate decisions regarding medical emergencies, evacuations, first aid, etc. for the safety and well-being of my child while in their care.

Parent's Signature _____ **Date:** _____

Financial Policy:

I agree to take full responsibility for all financial fee including tuition, registration, field trips costs, etc. I understand that it is my responsibility to familiarize myself with the center's policies, and to follow the information listed within these guidelines.

Parent's Signature _____ **Date:** _____

8707 W State Street Suite A · Boise ID 83714

Ph: 208-853-4247 · Fax: 208-853-1329

Email: directorkidskampus@gmail.com

Website: www.boisekidskampus.com



Emergency Contact Information

Child(ren) Name: _____ **Date of Birth:** _____

The persons listed below have the authorized consent to pick-up the above listed child(ren), should the enrollee's parent or guardian be unable. *Persons not on this form or without written consent will not have the enrolled student released to their care. All persons picking up must be prepared with photo identification.

Name	Relationship to Child	Contact Number

*Should someone on the above list be unable to pick up the above enrolled child, are we allowed to accept verbal consent for a person not listed to pick-up? Please circle YES or NO.

Parent Signature: _____ Date: _____



Health and Medical Information

Child's Name: _____ **Date of Birth:** _____

Parent Signature: _____ **Date:** _____

Allergies: _____

Steps to Be Taken in Case of an Emergency:

Preferred Hospital in Case of an Emergency:

Additional Health of Medical Concerns; List Any Current Medications (Long Term Yes or No):

8707 W State Street Suite A · Boise ID 83714

Ph: 208-853-4247 · Fax: 208-853-1329

Website: www.boisekidskampus.com



Parental Consent Form for Sunscreen Application

Date: _____

Name of Child(ren) _____

As the parent or guardian of the above child(ren), I recognize that over exposure to the sun may increase my child(ren)'s risk of skin cancer.

Therefore, I give my permission for the staff of Kids Kampus Learning Center 3 to apply sunscreen to my child(ren) as needed.

I further understand that sunscreen will be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs.

I have consulted with my child(ren)'s pediatrician, and do not know of any allergies or allergic reactions my child(ren) may have to sunscreen.

The staff at Kids Kampus Learning Center 3 may apply sunscreen to my child as described above.

Parent or Guardian Signature _____

Exempt: I take full responsibility as a parent/guardian and abstain from use of sunscreen.

Parent or Guardian Signature _____