

Childcare and Learning Center Parent Handbook



**Office: 860-563-6205
kidslanect@gmail.com
kidslanect.com**

**38 New Britain Drive
Rocky Hill, CT**

**Hours:
Monday-Friday: 6:30 AM – 6:00 PM**

Dear Parent,

Welcome to Kid's Lane Learning Center. Our staff is committed to ensuring your child is taken care of in the most effective and safe environment. While at Kid's Lane, our staff will make sure the individual developmental needs of your child are always met.

This handbook has been prepared specifically for you, the parent / guardian. We have shared our philosophy, our program guidelines, and our policies. It is a very important tool to reference while enrolled with us.

We encourage you to read through this handbook and use it as a reference for any questions or concerns you may have. Feel free to discuss any of these topics with me at any time.

Kid's Lane is passionate about working as a team in your child's growth and development. You are always welcome here and we encourage you to share ideas, concerns, or offer suggestions. Thank you for choosing Kid's Lane!

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Baronich', with a stylized, cursive-like script.

Paul Baronich

Owner

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Our Mission

Kid's lane is an independent learning center dedicated to providing the most nurturing care for your child. Since 1997, our mission has and will always be to partner in the growth and development of your child and ensuring their individual needs are always met. We will always ensure adequate funding via budget reviews and grant applications. Our staff strives to build better futures for young children and provide quality early childhood education and services for families, early childcare professionals, and the community.

We will use our Annual Comprehensive Program Evaluation, Annual budget review and all other pertinent data to create a strategic plan for continual growth and improvement.

Kid's Lane believes that to achieve our mission, we need to work as a team. Our vision for this center is always growing and evolving and we want to ensure it is the best it can be for you and your child. We value each of you and consider you all a part of our family.

Enrollment Schedule

When you enroll your child, you will be asked to complete an "Enrollment Schedule Sheet". The information given is used to schedule staff and develop an "Enrollment Chart" to ensure our enrollment limit is never exceeded (both of which are State mandated). It is very important that the schedule you submit be adhered to. No deviations from the "Enrollment Schedule Sheet" are permitted unless our Director has given prior approval and the deviation requested does not compromise the conditions of our license. If approval is given, a fee may be incurred to cover staff adjustments etc.

Tuition

Payment is due at the beginning of each week. Because expenses continue regardless of attendance, we cannot offer a reduction in fees regardless of school closings or absences of any kind. If payment is not received, a \$25.00 (per week) late fee will be applied, and your child's space is no longer secure. If payment is not brought current within two weeks (including late fees) your child will be removed from enrollment. If you have any trouble meeting your payment obligation, please talk to the Director immediately. A \$37.00 charge will be added for a returned check. Quoted weekly charges are based on 9 hours per day enrolled. Any time after the 9th hour per day will be charged an additional \$10.00 per hour. Enrollment fees can change at any time with a 30-day notice.

Withdrawal Policy

A two-week notice (or payment of fees that would cover this period) must be given if a child is removed from Kid's Lane for any reason initiated by their parent(s)/guardian(s). Kid's Lane reserves the right to terminate a child's space if terms of this document have not been met, a child's actions or behavior could be deemed harmful or continually disruptive to the staff or children or any other reason deemed unacceptable.

Learning Centers

At Kid's Lane, our staff assists families in providing their children with the foundations for success in school and life. At this center the children are provided with a high-quality, comprehensive early childhood education program in a safe and caring environment. As we gradually grow and expand, we make sure our future needs for the center and the children will always be met. Throughout the day, children participate in a variety of activities individually and as a group. Our comprehensive curriculum ensures the children will reach their full potential and reflects the family values, beliefs, experiences, and cultures of all enrolled children. Based on principles of child development, our program fosters in children an understanding of self, others, and community.

Rest Time & Toys

All children are given a period to rest during the afternoon after lunch. **Please Note:** We do not require any children to sleep; we can only encourage each child to rest during this period. A small stuffed animal and/or favorite blanket from home are also welcome. Your child may bring a stuffed animal, blanket, doll, etc. to assist in adjusting to their new surroundings; for rest time we request no other toys to be brought in. Every Thursday is Show & Tell and your child is welcome to bring in a toy for them to share with the class during this time only. Violent toys i.e., toy guns and knives are not appropriate and are **prohibited** from being brought into the Center. We also request that candy or gum not be brought in; thank you in advance for adhering to this request.

Proper Dress

Water activities, sand play and occasional bathroom accidents necessitate that extra set(s) of clothes be kept at the school. All extra clothing should be marked with your child's name. If clothing is sent home, please return a clean set the next morning. In case of emergency, we have some extra clothes in the Center. If your child is sent home in clothes belonging to Kid's Lane, we ask that you wash them and return them the next day. Please remember that your child plays outside daily (weather permitting) and should be dressed accordingly.

Lunches & Snacks

Kid's Lane does not provide meals throughout the day. Parents/guardians of children under 2 are required to bring in lunches and snacks daily. Parents/guardians of children 2 and over are required to bring their child breakfast is necessary and lunch daily. The center provides morning and afternoon snacks that follow the USDA government child nutrition guidelines.

Nut Free Facility

Due to the ever-present health risks associated with nut allergies, we are strictly nut free. Please ensure your child's lunch does not contain any type of nut or nut byproducts.

Brightwheel App

Our staff use an app each day called Brightwheel. When you first enroll your child, you will be asked for your email so we can add you to the app. This app is downloadable on your phone or tablet and is a great way to know what your child is doing throughout the day. The staff will be able to write down everything that happens throughout such as diaper changes, how much they ate during lunch and snack, napping, the activities they did, behaviors, etc. We will be able to notify you about any supplies you may need to bring in. The teachers also upload pictures of your child throughout the day, so you know they are doing well! If you have any concerns or requests, you can message your child's teacher directly through the app and they will respond in a timely matter. The Brightwheel app is a great way to stay engaged in your child's day and makes it easier for our staff to stay connected with you and your child!

Health & Safety Files

Upon enrollment, Kid's Lane requires various health and safety paperwork i.e., physical forms and immunizations. All your child's paperwork will be put into a folder and securely placed in the office. These files are not to be shared or looked at but are immediately available upon request to administrators and teaching staff who have consent from a parent or legal guardian to access records, the child's parents or legal guardians or regulatory authorities.

Hours of Operation

Kid's Lane Learning Center is open 6:30 AM to 6:00 PM, Monday-Friday, except on holidays when the center will be closed. These days include:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving +Day after
- Christmas (To be determined)
- New Years

Arrival and Departure

To ensure your child(ren) get the most out of their time at Kid's Lane, we encourage they arrive to the center by 9:30 AM. This consistency provides children with the benefit of our educational curriculum. Each day your child's teacher will record their attendance on the Brightwheel app to keep an accurate record of hours in the center. However, we require you to walk your child to and from their classroom upon arrival and departure. This allows staff to have daily contact with you and ensures that your child is carefully supervised.

Because of State mandated ratios, classroom flow and other mitigating factors, no children will be allowed to be dropped off after 11:00am unless there has been a pre-approved arrangement, or the child has an appointment that keeps them from attending until after this time.

When dropping off your child at the center, please do not keep your car running in the parking lot. Cars are not allowed to be left idling during arrival or departure unless it is to maintain temperature for extreme heat or cold.

When you first enroll your child, you will be given a key fob and the option to choose a personal code to get in the building. These fobs and codes are not to be shared; they are for each individual parent/guardian. The key fob and code are the only way an

authorized adult can enter the building, ensuring the safety of your child and our staff. If you lose your fob, please let the director know immediately so we can replace it.

Children cannot be dropped off and allowed to enter Kid's Lane alone. We will also not release a child to anyone whom the parent/guardian has not given written permission for us to do so. Any guardian listed on your child's enrollment paperwork will be granted permission to pick up your child, unless you have given legal documentation to the Center Director stating otherwise. Any authorized person picking up a child is required to have a photo ID.

If the adult authorized to pick up a child seems disoriented or displays impaired judgement, our staff have the right to call an emergency contact to pick up the child for their safety. If attempts to keep the child safe from the disoriented authorized adult are unsuccessful, the police will be contacted.

Late Pick-up

If an authorized individual is late to pick up, the child will stay in the center under the supervision of the director or a caretaker. If an authorized individual does not show up, an emergency contact will be notified to pick up the child. If no one responds or arrives within 30 minutes the authorities will be contacted to locate a responsible party.

Your child is expected to be dropped-off and picked-up accordingly. If you are running late, please call to let us know. A \$25.00 per 1/12 hour will be charged for any time past our closing time.

Also, our hours are 6:30am till 6:00pm this means that you shall be exiting the center no later than 6:00pm.

Facility Decorum

Verbal and physical abuse toward other adults or children are not tolerated on Kid's Lane premises. This includes profanity and derogatory remarks. Video surveillance systems are used throughout the Kid's Lane for the safety and security of children, staff, and families. The Director has access to view the recordings at any time. Kid's Lane staff will contact the police when necessary.

Transportation

Kid's Lane Learning Center does not offer our own transportation services. However, if the parent or guardian has set up a mode of transportation for their child for before and after school or any programs throughout the day, we are more than happy to accommodate for you. When the child departs from the center, they will be checked out via the Brightwheel app and checked back in when they arrive back at the center. This ensures all the children are accounted for and the center stays in ratio.

Ratios

As a licensed program, our ratios always meet the state requirements. Child/staff ratios vary with each classroom as attendance shifts.

Age Category Ratio	Teacher to Child	Maximum Class Size
Infant	1:4	8
Toddler to 24 months	1:4	8
Toddler 24-36 months	1:5	10
Preschool	1:10	20
School Age	1:10	20

Teachers

All children enrolled in the Center will be assigned to a classroom and teacher who is primarily responsible for their daily care. Each classroom is assigned the same teacher daily, ensuring your child spends most of their day with the same caretaker. Your child will stay with this teacher until their age and stage of development indicates that it is appropriate for a move to a new classroom. Infants and toddlers will stay with the same teachers for nine months or longer to ensure they're educational development is consistent, and they get a sense of routine and safety to carry through for the length of their full enrollment. As attendance shifts throughout the day, teachers and children may move to different classes to keep ratio, however our staff is dedicated to working as a team and stays relatively consistent each day.

Guidance and Discipline

Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do *to* their children; it is something they do *with* their children.

The goals of discipline are self-control and responsibility. Teachers and parents are most likely to achieve these goals when they respond to the causes of behavior, as well as to the behaviors themselves. The use of physical punishment and threats of any kind are prohibited for teachers, staff, and parents on Kid's Lane premises. Research shows that physical or emotional punishment demeans the child and does not support positive changes in the child's behavior over the long term.

Teachers may use a variety of discipline techniques to meet the needs of different situations:

- Let children make their own decisions and choices. One good way to teach responsibility is to give the child the opportunity to make choices.
- Allow children to attempt to resolve the issue before the teacher gets involved. If the issue continues or escalates the teacher will immediately get involved.
- Give reasons for rules. Understanding the reasons for rules makes it easier to remember and follow them.
- Recognize and encourage positive behavior.
Redirect the child's behavior. Often there is a way to let children do something in a better place or a safe way.
- Be consistent in language and behavioral response to children. Adults' consistent behavior helps the development of inner control through modeling.

When a challenging behavior is ongoing or potentially dangerous to the staff, the other children, or the child themselves and the techniques described above have all been exhausted, Kid's Lane will take the following steps to avoid exclusionary measures.

1. Parents are informed of problem behavior, including incident reports posted on the Brightwheel app.
2. Parents and staff work together to develop a behavioral plan.
3. Parents will be contacted to pick up their child if their challenging behavior continues or becomes dangerous.
4. If all intervention measures have been exhausted resulting in no positive changes, Kid's Lane may request that a child be removed from the program.

The goal of Kid's Lane Learning Center is to provide a positive environment in which children can succeed. Parents and all components within our program have a role in making this goal a reality. Every step should be taken to support the success of both the children and the families that make up this program. The parents/guardians must be involved in attempts to address concerns with their child. Without parental cooperation, there is very little we can do to help the child reach their full potential.

Annual Comprehensive Evaluation

At least annually, we will hold comprehensive evaluation. This will be given to the parents to complete. With the information gathered, we will improve upon areas that are not statistically positive. All results will be posted on our parent board for a transparent review of all results.

Grievance Procedures

Any parent/guardian who believes that they have a justifiable request or complaint should discuss the concerns with the teacher caring for their child. If the issue is not resolved, it should be discussed with the Center Director. Every effort will be made to reach a mutually satisfactory solution of the matter.

HEALTH & MEDICAL GUIDELINES

MAINTAINING A CLEAN AND HEALTHY ENVIRONMENT

It is our commitment to our families to provide a clean and healthy environment and to take precautionary steps to prevent the outbreak of illness. With that in mind all areas of the center are cleaned on a daily, weekly, or monthly basis. For the well-being of our families, teachers, and children, we will use have chosen to use a green 100% biodegradable plant-based products. These products will not release volatile compounds. We promote cleanliness and good hygiene with families by requesting frequent handwashing, including before entering our classrooms.

MEDICATION DISPENSING

We are more than happy to provide your child with medication while in accordance with our policies, as well as state regulations. Medication parental permission forms are to be filled out completely and on a weekly basis if needed. Any medication brought by you for your child must be:

- In the original container
- Labeled with the child's first and last name.
- Labeled with the date and dosage.
- Include directions to administer the medication.
- Include name of physician prescribing the medication
- Include expiration date.
- Possible side effects
- A medicine spoon must be provided for any oral medication.

Teachers will record the following information:

- Name of the child to whom medication was given.
- Name of medication
- Date, time, and amount given.
- Name of teacher administering medication

Medication is stored in a locked area inaccessible to children. We will refrigerate medications if instructed on the prescription label. No injections will be administered, except for Epi-Pens and Insulin. Kid's Lane cannot follow instructions from parents that contradict the instructions of the physician or the instructions on the medicine's packaging.

ILLNESS & EXCLUSION POLICY

Kid's Lane has devoted much time and research into developing illness policies that are in the best interest of the children and teachers. We cannot guarantee that we are fully able to contain or prevent the spread of all illnesses.

When we establish guidelines, we understand that sick childcare exclusion guidelines that are too stringent can be an enormous burden for working parents. On the other hand, lax standards can cause increased illnesses among children, staff, and families. Because caring for sick children is ultimately the responsibility of the parent/guardians, please be prepared to make alternative care arrangements.

During certain outbreaks, it may be necessary for Kid's Lane to put into effect additional or more stringent policies and procedures for the well-being of all children and families. Parents will be notified if their child has any of the following conditions:

- Fever of 101.0 degrees or more
- Rash (undiagnosed)

- Diarrhea; increased number and water content of stools
- Vomiting one time

Children with solely these conditions except for fever will be permitted to stay at Kid's Lane. If the child worsens, becomes lethargic or other symptoms appear, the parents will be notified to pick up their child.

Exclusion criteria must meet the needs and limitations of Kid's Lane. As adapted from the Academy of Pediatrician's report of the Committee on Infectious Diseases, children with any of the conditions below must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours or have been on medication for 24 hours.

- Herpes, gingivostomatitis, thrush, mouth sores, or ulcers
- Conjunctivitis
- Children with specific infections such as but not limited to: Pertussis, Strep Throat, Head Lice and Scabies, Cocksackie Disease, Hand, Foot and Mouth Disease, Chicken Pox, Impetigo, Mumps, Measles, Rubella, Hepatitis A
- Influenza
- Discolored eye, ear, or nose discharge
- Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, and labored, difficult, or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite.

A child may be excluded from Kid's Lane when illness and/or symptoms prevent the child from participating in activities, when the illness/symptoms result in greater care than the childcare staff can provide without compromising the health and safety of other children, or when staff is not trained in specific methods of care. Parents will be called to make arrangements to pick up a child too ill to remain in care. We ask that children be picked up within one hour. Children absent due to a contagious (or suspected contagious) disease may not return to Kid's Lane without a written clearance from a physician. Once a child returns to Kid's Lane after being absent from an illness, they must be well enough to be able to participate in all activities. Unfortunately, due to staffing purposes, children cannot be left inside during outdoor play. In the case of a medical emergency, Kid's Lane has permission to administer first aid or obtain emergency medical treatment in child/ren's best interest. If the center become aware that a staff member or child in care has contracted a communicable disease, we will notify the

parents the name of the communicable disease and symptoms of the disease. Parents will be notified via email and a disease bulletin will be posted in the classroom.

ALLERGIES AND EPI PENS

Often families enroll with Kid's Lane whose children have an allergy in which an epi-pen may need to be administered. In this situation, a parent and the child's doctor should complete an Allergy Emergency Plan to keep on file at the center. Parents should supply Kid's Lane with their child's epi pen that is to be kept at the center. All epi pens should be stored with original prescription box and must contain two epi pens per the instructions. Parents are required to replace the epi pen upon expiration as Kid's Lane cannot administer or keep on site expired medication.

ACCIDENTS AND INCIDENTS

Your child may be involved in a minor injury, accident, or incident while in our care. When an injury or accident occurs, our teachers will perform basic first aid to treat an injury. Parents may receive a phone call to inform them of the situation and an Accident Report will be completed detailing the circumstances surrounding the injury. Parents will be asked to sign the Accident Report at pick up time. Children are often involved in incidents which do not require First Aid. These are often related to behavioral changes and may include sudden mood swings, difficulty getting along with other children or a teacher, trouble sleeping or eating at school or choosing to not follow classroom or center guidelines. We believe that communication between school and home is pertinent to correct these incidents. If your child is involved in an incident that you need to be made aware of an Incident Form will be completed and presented to you at pick up time and briefly discussed with you. However, should you feel it necessary to discuss the incident further, we will be more than happy to set up a conference. Parents will be asked to sign the incident Report.

EMERGENCY MEDICAL PROCEDURES

If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport home or to a medical care facility for treatment. In the event of a severe medical emergency, we may act under the authority of the signed Authorization for Medical treatment of a minor form in your Enrollment Packet and take the emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. If we cannot contact you, we will make continuous efforts to contact you, or someone listed by you as an emergency contact. If your child is transported by EMS, an Administrator or teacher will accompany your child and remain

with them until a parent/guardian arrives. At all times teachers certified in First Aid and CPR are on site at the center.

Safe Sleep

Providing your infant with a safe environment in which to grow and learn is extremely important to us. To that end, our childcare facilities have implemented policies and procedures to create a safe sleep environment for your infant. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). Our written policy is as follows:

- All infants will be placed on their backs in a safety-approved crib unless an alternate sleep position is needed for a medical reason documented by a written note from the infant's health professional. This note needs to include the medical reason and to what degree the mattress needs to be inclined in centimeters/inches.
- Infants will not sleep on water beds, sofas, soft mattresses, or other soft surfaces.
- Soft materials, such as pillows, blankets, quilts, comforters, sheepskins, stuffed toys, and loose bedding, will not be placed in infants' sleep environments.
- Infants will not share a safety-approved crib with other children.
- Supervised "tummy time" will be observed while the infant is awake.

Emergency Response Plans

Emergency Evacuation Plan

In the event Kid's Lane Learning Center must be evacuated, we will relocate to the Fire House located next door. Staff have been given the signs and signals of a variety of emergencies (E.g., tornado, hurricane, flood) and what action to take in these situations. Quarterly drills, including instruction on relocation and evacuation have been put into place. Staff and children have been informed during drills where they must go in case of evacuation. All parents are notified of our plans and procedures upon enrollment.

Infants will need assistance when relocating. Each infant room teacher will place up to 4 infants into a crib to wheel them out. If the center is forced to evacuate, all parents will be notified using the contact information located in the evacuation notebook (once all children are safely relocated). An emergency kit is maintained in the back room and should be taken along in case of evacuation.

We have an emergency kit for evacuation or shelter in place. In our emergency kit there is a diagram of the facility, a checklist of what needs to be brought along and an emergency attendance list used specifically for an emergency.

If children need to be transported further than the Fire House, parents have been asked to provide transportation for their child.

Emergency Weather Plan

In the event of a severe weather warning, parents/guardians will be contacted to pick up their child. In the event of severe weather that is not forewarned, not to be limited to tornadoes or hurricanes, the staff is to remain calm and move children to the center of the building, away from windows and objects that may pose a hazard and protect and comfort them until the severe weather passes.

Emergency Fire Plan

In the event of a fire, children shall be escorted by their teachers out of the building following the escape plans posted within their classrooms. The designated meeting place shall be at the Fire House next door. The teachers and Director will walk the children next door and parents will be notified from that location. Fire drills are performed twice during the year. Fall and Spring we practice routine fire drills to prepare children in case of any real emergency.

Emergency Medical Plan

In the event of serious illness or injury, the teacher(s) with certified first-aid training will perform first-aid and/or CPR on the child. If the child needs further attention, one teacher will comfort and supervise the child while another teacher calls 911. Parents will be contacted immediately.

Active Shooter / Armed Intruder

Our Center has taken all steps in preparing for the event of an active shooter. Each classroom is equipped with backpacks carrying first aid kits, evacuation routes, etc. In the event of an active shooter, our staff will take immediate steps as the event is assessed. If possible, staff will evacuate the building immediately following the evacuation routes inside their backpacks and meet at the Fire House next-door to the center. If evacuation is not possible, all staff will hide the children away from all windows and barricade all areas. Lights will be shut off, doors will be locked, and 9-1-1 will be called immediately by the Director.

Shelter in Place

If staff and children are forced to shelter in place, all parents will be notified immediately following the ensured safety of the staff and children using the emergency contact information kept in our emergency notebook. Parents will be asked not to pick up their children until the incident is over.

Children will be gathered inside. All doors and windows will be locked, and children will be kept away from the windows and doors. All heating and cooling systems will be turned off. Nobody will be allowed to enter or leave the building until emergency personnel determine that the area is clear.

A three-day supply of water, food, first-aid, clothing/bedding, tools and emergency supplies, and special items will be maintained on site. Staff is aware that these supplies are kept in the back room.

Kid's Lane Learning Center

Parent Handbook Agreement

I have reviewed the provided parent handbook and have had the opportunity to discuss anything that I need to with management. I agree with all aspects of said policies.

Printed Name: _____

Signature: _____

Date: _____

38 New Britain Avenue
Rocky Hill, Connecticut 06067
(860)-563-6205

Kid's Lane Learning Center

CHILD ENROLLMENT INFORMATION FORM

General Information

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

Street Address: _____ City: _____ State: _____ Zip: _____

Child lives with (Check one): Parent #1 _____ Parent #2 _____ Both _____

Parent #1 Name: _____ Phone Number: _____

Email Address: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Parent #1 Employer: _____ Phone Number: _____

Employer's Address: _____ City: _____ State: _____ Zip: _____

Parent #2 Name: _____ Phone Number: _____

Email Address: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Parent #2 Employer: _____ Phone Number: _____

Employer's Address: _____ City: _____ State: _____ Zip: _____

Kid's Lane Learning Center

CHILD ENROLLMENT INFORMATION FORM

Medical/Health

Surgery_____ Serious Illness_____ Seizures_____ Allergies_____ Other_____

If you marked any of the above, please explain: _____

Name of Child's Physician: _____ Phone Number: _____

Physician's Address: _____ City: _____ State: _____ Zip: _____

Emergency Contacts

Person(s) To Be Notified in Case Of Emergency When Parent/Guardian cannot be reached.

1) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

2) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

3) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

Kid's Lane Learning Center

CHILD ENROLLMENT INFORMATION FORM

Transportation Information

Child will be dropped off/picked-up by: _____

Persons permitted to remove your child from Kid's Lane:

Mother/Father: Yes _____ No _____ Mother/Father: Yes _____ No _____

Other Persons permitted to remove your child from Kid's Lane

1) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

2) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

3) Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Relationship: _____

Signature: _____ Date: _____

Kid's Lane Learning Center

CHILD ENROLLMENT INFORMATION FORM

Enrollment Information

Child Is to be enrolled (Check one): Full Time: _____ Part Time: _____

Please write the times that your child will be attending each day:

	Time of Drop Off:	Time of Pick Up:
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Above times need to be strictly adhered to. If time listed is more than 9 hours per day, an additional \$10.00 will be billed for each additional hour. This information is used for scheduling purposes. If any changes are needed, advance notice is needed so we maintain State mandated child/teacher ratios. If no changes are requested, drop off times will be strictly enforced.

Signature: _____

Start Date: _____

Kid's Lane Learning Center

EMERGENCY MEDICAL FORM

I hereby give my consent to Kid's Lane Learning Center to implement their emergency plan (including First Aid/CPR) in case of a medical emergency.

In the event of an emergency at which time I cannot be reached, I give consent to transport by ambulance if the situation warrants to.

Parent's/Guardian's signature

Home Address

Work Number

Home Number

Name of Physician

Physician's phone number

List any allergies child has: _____

Date of last D.P.T. and/or Tetanus: _____

Insurance Company child is covered under: _____

Policy Number: _____ Date of expiration: _____

Kid's Lane Learning Center

Discipline Policy

Receipt of Discipline Policy

I have received and discussed with management the disciplinary policy of Kid's Lane Learning Center and agree with all aspects of said policies.

Child's Name: _____

Signature: _____ Date: _____

38 New Britain Avenue
Rocky Hill, Connecticut 06067
(860)-563-6205

Kid's Lane Learning Center

Permission to Photograph

I _____ give permission for Kid's Lane Learning Center to photograph my child, _____
For the following purposes.

- Display photographs in scrapbooks, on bulletin boards and any potential art projects and/or other activities.

Grant permission _____ Decline permission _____

- Display photos on our website.

Grant permission _____ Decline permission _____

- Display on our Facebook page and other social media.

Grant permission _____ Decline permission _____

Your child's name will never be posted or printed.

I understand that it is my responsibility to update this form if I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed: _____ Dated: _____

Kid's Lane Learning Center Behavior Policy

Dear Parent/Guardian,

Student Name: _____

It is important to maintain a safe, respectful and nurturing environment at Kid's Lane Learning Center. While many behaviors that we see are developmentally appropriate, at times there may be displays of inappropriate behaviors for children in group care. Examples of behaviors that are considered inappropriate for toddlers, preschoolers and the school-age group may include but are not limited to :

Disrespect toward teachers or staff : persistent opposition or disrespect toward Kid's Lane teachers or staff, including verbal and nonverbal aggression, defiance or noncompliance.

Blatant disregard of program or classroom rules : including, but not limited to, a flagrant lack of adherence to rules, disrespecting peers & materials, leaving assigned areas without permission, refusal to participate in program activities.

Aggression : hitting, kicking, scratching and physically harming other children and/or caregivers.

Bullying : intentionally targeting other children verbally or physically.

Inappropriate behavior : using profanity, offensive language or derogatory remarks, undressing inappropriately or spitting.

Stealing : taking belongings that don't belong to them without permission.

Destruction of property : deliberately damaging toys, furniture or other property.

Unsafe behaviors : engaging in activities that could harm the child or others, such as running out of the classrooms, climbing on or throwing furniture or using classroom objects in a dangerous manner.

Discriminatory behavior : displaying prejudice or bias against other children based on factors such as race, gender or ability.

Biting : using the teeth or mouth to intentionally harm another child or caregiver instead of using other forms of communication. Biting can be seen as developmentally appropriate for infants and toddlers under the age of three.

Kid's Lane Learning Center caregivers, teachers and directors will address challenging behaviors in a constructive and developmentally appropriate manner. This will involve the use of positive reinforcement, setting clear boundaries, providing alternatives and teaching social and emotional skills, taking breaks, taking space or going for a walk in the building. We will also communicate with families to ensure consistency in behavior management between home and center. Incident Reports are the main way of documenting these behaviors. Behaviors may also be documented using the Child Observation Report. *Please note that not all of the techniques used at home can be used at a licensed childcare facility.*

The following course of action will be implemented once a pattern or escalation of challenging behaviors are noted and documented :

Step One : The child must be picked up from Kid's Lane Learning Center for the remainder of the day. Please note that refunds shall not be issued for days in which the child is sent home for severe behavioral challenges. If a family refuses to pick up the child or does not do so in a timely manner, it will be up to the Director as to if services will be continued.

Step Two : If a child has been sent home for challenging behavior at least three times (or less depending on severity and discretion of the director), a parent conference will be required. The child will be placed on a Behavior plan. Documentation will be provided to the parent and goals will be discussed.

Step Three : If the challenging behavior does not improve with the implemented Behavior Plan, the child will be placed on a two (2) day break in service, served on business days (not including weekends). A second parent conference will be held to discuss additional goals and resources if the first plan does not help the child improve.

Step Four : If all attempts are unsuccessful, the child will be disenrolled from the Kid's Lane Learning Center. All steps outlined above are up to the discretion of the Kid's Lane Learning Center administrative team. A child may be disenrolled based on the severity of the behaviors at any time in this process without warning.

Parent's Name

Parent's Signature/Date

Parent's Name