



Parent Handbook 2025-26

GOALS & PHILOSOPHY

The philosophy of Kid City is to provide a developmentally appropriate environment where children feel safe and are encouraged to explore the world around them, as well as their relationships with others. We believe that children learn best by doing and thrive emotionally, socially, physically, and cognitively when they are actively engaged with their environment. We welcome children of all abilities and believe that it is important that children feel seen, heard, accepted, and included. For that reason, we also focus on including children's interests, cultures, and primary language into our everyday activities and environment.

Goals for Kid City kids:

- Progress developmentally at his/her optimum rate using learning objectives created by the teacher
- Learn through incorporating their personal interests into the classroom community
- Develop positive attitudes toward school and learning
- Develop positive work habits and skills, such as: attention span, organization, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, an association of letter to sound, and rhyming, at his/her own development
- Develop a love for literature and to become familiar with literacy and language
- Develop cognitive skills such as: problem-solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurement and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and small motor abilities
- Develop and understand the importance of creativity

ENROLLMENT POLICY

Kid City is operated within the Maryland State Department of Education Office of Childcare. We welcome every opportunity to expand the child's view of the world as a place rich in many cultures, races, and customs. Kid City is open to all families, regardless of ethnicity, religion, and family structure. We will work with families to provide an inclusive preschool and school age environment for all children.

New families are encouraged to set up a tour of the program and meet the teachers prior to enrollment. Once enrolled, families are invited to an orientation meeting at the beginning of the school year to become familiar with program policies and procedures.

First Day Of Care

Please provide the following items on or before your child's first day at our program. All items must be labeled with your child's first and last name.

Enrollment Forms (All Programs)

All enrollment forms must be completed and turned in to the office on or before the first day of care in order for your child to attend our program. These forms include:

- ☐ Parent Contract
- ☐ Emergency Contact Form
- ☐ Health Inventory Form (Dr. Signature Required)
- ☐ Immunization Certificate (Dr. Signature Required)
- ☐ Blood Lead Testing Certificate (Dr. Signature Required)
- ☐ Topical Basic Care Product Application Authorization Form (if applicable for Sunscreen)
- ☐ Medication Administration Authorization Form (if applicable)
- ☐ Asthma Action Plan and Medication Administration Authorization Form (if applicable)
- ☐ Allergy and Anaphylaxis Medication Administration Authorization Form (if applicable)
- ☐ Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form (if applicable)

Preschool Checklist

- ☐ Extra clothes in a labeled gallon-sized Ziploc bag (seasonal wear)
- ☐ An oversized shirt to be left at Kid City as an art smock
- ☐ Refillable water bottle

- ☐ Daily morning snack in a lunch box
- ☐ Daily lunch (Full-time Preschool)
- ☐ Small blanket and pillow (Full-time Preschool)

Before/After School Care Checklist

- ☐ Daily morning and/or afternoon snack in a lunch box
- ☐ Refillable water bottle

Summer Checklist

- ☐ Daily morning and afternoon snack in a lunch box
- ☐ Daily lunch (Full-time Preschool)
- ☐ Sunscreen bottle with child's name on it (with completed Topical Form)
- ☐ Refillable water bottle
- ☐ Small blanket and pillow (Full-time Preschool)
- ☐ Extra clothes in a labeled gallon-sized Ziploc bag (seasonal wear)
- ☐ Bathingsuit, water shoes, towel, and change of clothes for Water Day

OPERATIONAL POLICIES

Hours and Closures

Kid City is open year-round. The hours of operation are:

Before School – 6:30 am – bus departure

After School – Bus arrival – 6:00 pm

Preschool Three – Tuesday and Thursday 9:00 am – 12:00 pm

Preschool Four – Monday, Wednesday, Friday 9:00 am – 12:00 pm

Full-time Preschool – Monday - Friday 9:00 am 3:30 pm

***Summer Hours** – Monday - Friday 6:30 am 6:00 pm [with camp activities between 9:00 am and 4:00 pm]

Kid City Closures:

- Independence Day [7/4/25]
- Labor Day [9/1/25]
- Thanksgiving Day [11/27/25]
- The Friday After Thanksgiving [11/28/25]
- December 22nd - 26th, 2025
- December 31, 2025

- January 1, 2026
- Good Friday [4/3/26]
- Memorial Day [5/25/26]

Part-Time PreK *Only* Closed:

- November 10, 2025 - Closed for Professional Development
- November 26, 2025 - Closed for Professional Development
- December 22-31, 2025 - Closed
- January 1-2, 2026 - Closed
- January 19, 2026 - Martin Luther King, Jr Day
- February 16, 2026 - Closed for Professional Development
- March 6, 2026 - Closed for Professional Development
- Monday, April 6, 2026 - Closed for Professional Development

Inclement Weather Policy

Kid City will follow Cecil County Public Schools for inclement weather in our preschool classrooms only. We will be open for Before and After School Care students on time. Check our website and social media sites for additional Kid City closures. You will also receive a message through Brightwheel no later than one hour prior to your scheduled arrival time.

Sign-In & Sign-out

It is mandatory that you sign your child in/out of the program each day through the Brightwheel app. Our staff assumes responsibility for your child once they are signed into the program and walked to the child's teachers. Parents must bring children all the way into their classrooms and acknowledge a staff member upon arrival and pick up.

Late Pick-Up

A late pick-up fee will be assessed for any child who has not left from Kid City five minutes after the scheduled pick-up time. For the first 15 minutes, \$1.00 per minute per child will be assessed. Beginning at 16 minutes, it will increase to \$1.50 per minute per child and will continue to accrue at that rate until the child is picked up.

Authorization to Release Child

Your child must be picked up by an adult who is at least 18 years old and listed on your emergency card. For reasons of safety and confidentiality, please do not give out your

door code to persons who will not be regularly picking up. In order for your child to be released to a person other than parent/legal guardian or authorized pick-up, permission must be given to the teacher in writing.

Legal Custody

Kid City cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties we strongly urge you to keep the Kid City director fully advised of circumstances that affect your child and their drop-off and pick-up routines. Divorced or legally separated parents are required to provide a copy of custody documentation. Parent records will be kept confidential, in the child's file.

Drop-In Care

Kid City offers drop-in care for families currently enrolled in our program, subject to availability. Parents must request the desired date(s) of care no more than two weeks in advance. Once requested, drop-in care will be confirmed based on space and staffing availability. Please note that drop-in care is billed at the standard daily rate.

Withdrawal

A two-week written notice is required if you are going to withdraw your child from the program. Payment is due for the two-week notice period, whether or not the child attends during that time.

Tuition and Fees

Kid City will require a deposit of \$50 to be paid upon enrollment to hold your child's spot in our program. This will be a one-time fee that is non-refundable. Families will then be required to pay a yearly renewal fee of \$15 that will be required at the beginning of each school year in order to secure your child's spot. Preschool students will also be charged a \$50 book fee at the beginning of each school year that will go toward classroom curriculum and supplies.

Our tuition rates for the 2025-26 School Year are as follows:

- Preschool 3 | \$180/month

- Preschool 4 | \$226/month
- Full-time Preschool | \$216/week
- Before or After School Care | \$72/week
- Before and After School Care | \$128/week
- Before **or** After School Care Drop-in | \$35/day
- Full Day Care Drop-in (school closures) | \$50/day

Full day care is included at no extra charge for children enrolled in both our Before and After School Care Programs during the school year. Children enrolled in only Before or After School Care will be charged the Full Day Care Drop-in Fee if attending Kid City during school closures.

Our tuition rates and fees are subject to increase by approximately 10-15% annually. When changes occur, parents will be notified via Brightwheel and able to sign a new contract for enrollment. Changes will be reflected on our website as well.

All fees are due regardless of attendance. There will be no reimbursement for unused childcare due to illness, vacation or other absenteeism. The expenses of providing a developmentally appropriate program continues daily, whether a particular child is in attendance or not.

Each family will receive one week of vacation where tuition will not be charged. Please submit this request in writing two weeks prior to your time away.

Tuition will be charged in full for any COVID-19 related closures. We realize that this is a difficult time for everyone, but we want to ensure that we're able to provide quality care for your children by employing staff members who are dedicated to Kid City and your families. If you feel you have an extenuating circumstance, please contact the director.

Monthly payments are due by the 1st Monday of the month. Weekly payments are due each Friday. A late fee of \$10 will be imposed for payments not received within 5 days of being due plus a \$5 fee per day thereafter until balances are paid in full. If a tuition payment is more than 10 business days overdue, your child/children will not be allowed to attend until fees are current. If there continues to be an outstanding balance at the end of the month, balances will be turned over to a collections agency. Accounts that remain delinquent and are placed for collections, may be charged a reasonable attorney fee, collection fee up to 50% of overdue charge or court cost.

Tuition may be paid through the Brightwheel app, with cash, or a check made out to Kid City. Brightwheel charges a 2.6% processing fee for payments with a credit or debit card or a flat \$0.60 for an ACH payment.

Positive Guidance Policy

Children crave consistency and structure. They thrive in an atmosphere where they are given plenty of choices and very clear rules to follow that they have a hand in creating. We believe that children need space and opportunity for play in order to interact with their friends. Our goal in guiding children is for them to move towards controlling their own behavior. We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest, and active play. At the beginning of each school year, we partner with our students to determine classroom rules. We ask them how they want to be treated in our classrooms and work together to create rules that reflect this. All rules are implemented consistently through the entire school year until we recreate them together. Children are also encouraged to make choices throughout the day by selecting which free play center they would like to explore, which art supplies they would prefer to use during craft time, and which books interest them for story time. By allowing children to make their own choices, we are helping to develop their confidence and independence.

Because a very young child does not have the cognitive maturity and is very egocentric, it can be very difficult for them if they do not get their way. Conflicts will arise. When they do, we will guide the child in a constructive manner. When children disrupt group activities, they can choose to participate without interrupting or choose another activity, which would not interrupt the group time. If your child has had a difficult time, the staff will give you a verbal or written note, which summarizes your child's day. We will then work together with the family to assure consistency at home and at school in working with the child, and all will be discussed in a confidential manner that is respectful to your family.

Our Methods of Positive Guidance Include:

- Encouraging children to solve problems through the use of words
- Learning to acknowledge feelings and associate feelings with actions
- Redirecting them to focus on a different activity by offering choices such as playing with toys or manipulatives, visiting the "Calm Down Corner" to look

through books or play with age appropriate fidget toys, or spending time with a teacher one on one when they are angry or upset and unable to resolve conflict with guidance

- Tell children what they can do, rather than what they can't do
- Continual focus on building self-help skills in order to strengthen self-esteem and positive self-image
- Positive reinforcement and acknowledging appropriate behavior that should be continued in the future
- Assisting children in planning actions and language for similar situations in the future
- If a child does not respond to redirection, they may be removed from the area for a developmentally appropriate time period
- Modeling kind, patient, and gentle actions, words and behavior

PHYSICAL HARM

If a student physically harms themselves, another student, or a staff member intentionally, our staff member will alert the parent/guardian through Brightwheel and that student must be picked up within one hour. The student may return to our care the next day.

If this behavior happens a second time, the student must be picked up within an hour and a conference will be scheduled with the director within 7 days. The student *may not* return the next day. The third time, the student will be removed from the School Age Program at Kid City. Parents/guardians will be given two weeks to find alternative care.

VERBAL HARM

If a student uses discriminatory or harsh language towards another student or staff member, a parent/guardian will receive a message on Brightwheel. If this behavior happens a second time, the student must be picked up within an hour and a conference will be scheduled with the director within 7 days where an action plan will be created with a specific timeline to assess progress and determine whether Kid City is a good fit for the student.

Our hope is that we are able to empower the students in our care to be confident and compassionate friends! We want to invite you to partner with us as we work to improve our program and provide quality child care for the Rising Sun community.

INCLUSION POLICY

Kid City will provide care to all children based on their individual needs including those with special needs and/or special healthcare needs. We will work with families to make any needed reasonable modifications to our program to ensure the success and well-being of each student using the guidance on the student's IEP or IFSP. A copy of the IEP or IFSP will be requested with all additional state-required paperwork before the student's first day of care to be kept in the child's file. At the request of the parent, Kid City will welcome any outside resources into our building including but not limited to occupational therapists, speech therapists, and physical therapists.

NON-DISCRIMINATION POLICY

It is unlawful for any Kid City staff member to discriminate in the enrollment of children and families at Kid City on the basis of race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status.

CONFIDENTIALITY AGREEMENT

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the center. We encourage you to bring up child and center issues with the center director during business hours. All information about families and staff, including life circumstances, are kept confidential. No personally-identifying information will be released or discussed outside the program.

PROGRAM CURRICULUM, LESSON PLANS, MATERIAL SELECTION, & OBSERVATIONS

All of our programs utilize the Creative Curriculum approach to learning, which is a comprehensive, rigorously researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child.

Learning materials are chosen to be age and developmentally appropriate as determined by the CDC developmental milestones and IEP/IFSPs when applicable. They are also reflective of the children's interests, primary language, and culture, as determined by observations and interactions with the children and families. We support

children of all abilities with materials of various sizes, shapes, and uses. For example, we have puzzles with knobs for children who struggle with fine motor skills, 5 piece wooden puzzles, 25 piece wooden and cardboard puzzles for those with advanced fine motor skills. Materials are accessible and stored in low shelves and containers that children can reach and open independently and also promote multiple modes of exploration (for example dolls, cars, blocks, etc).

Observations are done daily by each classroom teacher during class time and anecdotal records are noted in each child's individual file. Preschool teachers formally assess developmental progress twice per year using the CDC's developmental milestones and results are stored in the child's file to monitor growth and development.

Finally, our lessons are domain based as evidenced by our learning centers:

- **Creative Art** - The Creative Art Area is a place filled with materials that children can enjoy on a purely sensory level. Here children can create and represent their ideas in a visual form. On a table or the floor, at an easel or a workbench, children draw, paint, knead, cut, glue, and put together unique products of their own choosing. Sometimes they simply explore the materials and enjoy the process. At other times they create designs or make something that represents a real object, place, or living thing. Creative art is another language children use to express what they know and what they feel.
- **Library/Writing Center** - In the Library Area children develop the motivation and skills necessary to read and write. As they hear stories read aloud every day, look through books on their own, listen to stories on CD, recite familiar stories, and make up their own stories, they also have many opportunities to grow in all areas of development.
- **Dramatic Play** - In the Dramatic Play Area, children pretend to be someone or something different from themselves and make up situations and actions that go along with the role they choose. When children engage in dramatic play they deepen their understanding of the world and develop skills that will serve them throughout their lives.
- **Blocks** - Blocks naturally appeal to young children because they feel good to the touch, are symmetrical, and invite open- ended explorations. When children construct, create, and represent their experiences with blocks, they grow in each area of development.
- **Science/Discovery and Math** - The Science Area is a place to find answers to questions. It is a place to spark curiosity and wonder using new and interesting materials. In the Science Area, children can use their senses to touch, feel, taste,

smell, and see. They can act on objects and observe what happens next. Teachers help nurture children's curiosity by joining children in the Science Area and posing questions. Children respond by using their thinking skills to investigate and explore. In the Science Area, all areas of development can be enhanced.

- **Music and Movement** - Music naturally delights and interests children. By including time for music and movement, we provide an outlet for children's high spirits and creative energy. Music and movement experiences help develop both sides of the brain (an important finding in recent brain research) and contribute to children's social/emotional, physical, cognitive, and language development.
- **Sand and Water** - Play with sand and water involves sensory experiences that appeal to young children. They need little introduction to playing with these materials. While sand and water play can delight the senses, it also can challenge children's minds and promote all areas of development.

Lesson plans are created to include activities based on the following learning domains - personal and social development, language and literacy, mathematical thinking, scientific thinking, social studies, the arts, and physical development and health.

Teachers use classroom observations to create plans and facilitate learning activities that align with children's abilities and interests. Developmental needs are assessed and accommodations are made to meet each child's individual needs. Information from an Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) are used to inform our lesson plans when provided by the family. We also partner with families to gain insight into each child to better understand how to create and facilitate learning activities that are engaging and fun for all children.

*This information was taken from the Creative Curriculum for Preschool, a curriculum program used by ECEC. *Dodge, Diane Trister, Colker, L., and Heroman, C. (2002). The Creative Curriculum for Preschool. Washington, DC: Teaching Strategies, Inc.*

COMMUNICATION

Program and Center Communication

Communication is a critical component of our program. Please watch for announcements through:

- Brightwheel - this is our main form of communication
- Our website at www.kidcity.co
- E-mail

- Signs posted on the classroom door
- Monthly Newsletter
- Social Media – Follow us on Facebook and Instagram

In addition, Kid City has a parent news board located in the lobby of the building. This board contains community resources and events. Resources include the contact information for programs such as OCC, Infants & Toddlers, Child Find, WIC, SNAP, the Health Dept, ect. In addition, upcoming community events will be announced here as well. Resources are received through MSDE, the office of child care, Maryland EXCELS, our local library and resource and referral agencies and updated monthly or as new information becomes available. The center also utilizes each of these resources in its daily operation.

Parent/Teacher Conferences

Parents are encouraged to speak to a staff member about any concerns at any time. We offer Parent/Teacher conferences once per year in March. A handout with available dates and times will be sent home with your student in their folder one month before the conference date. Please select your desired conference time and return in your child's folder. A reminder of your scheduled time will be sent through Brightwheel one week before your child's conference.

CLASSROOM POLICIES AND PROCEDURES

Toileting

All students in our program must be fully toilet trained.

Hand Washing

All staff and children are required to wash their hands upon entering our classrooms. We require the children to wash their hands often at Kid City. This enables us to decrease exposure to communicable diseases.

Children and staff wash their hands:

- Upon arrival for the day
- Before and after meals and snacks
- Before and after administering medication
- After using the bathroom or assisting with toileting
- After outdoor play
- After playing with or handling animals

- After cleaning or taking out garbage
- After coming into contact with bodily fluids
- Before and after using sensory tables
- Any time hands are visibly soiled

Volunteer Policy

Families are always welcome and encouraged to volunteer and spend time in the classrooms. We ask that families assist the teaching staff in promoting our program policies and mission. Discipline of any child, including that family's child, must be left up to the teaching staff in order to ensure consistency in our classrooms.

Ways for families to help out include:

- Volunteering in the classroom – coordinate with your child(ren)'s teacher to ensure that you have something to do while in the classroom (reading to the children, working on a project, etc.)
- Making supplies like play dough, handouts, etc. for your child(ren)'s classroom
- Donating items (recyclables, art supplies, etc.)
- Scholastic Book Orders
- Organizing Parties or Special Events

Outdoor Play

Outdoor play is part of every early childhood curriculum. During the winter your child needs a coat, hat, and gloves. During the summer your child will need to come with sunscreen already applied and the teachers will reapply once while in our care. We will go outside every day except in the following cases:

- Orange or Red Air days (Yellow days we will limit outside time to 15 minutes)
- Temperatures above 99° (Temperatures between 90-99° we will limit outside time to 15 minutes)
- Temperatures under 30° (Temperatures between 30-32° we will limit outside time to 15 minutes)
- During active precipitation

Toys From Home

We encourage toys to stay home unless needed for the following:

- Comfort item to assist children with transitions

- Show and Tell in your child's classroom

Screen Time Policy

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics' Recommendations on Screen Time:

Children in our care who range from the age of 3 to 11, will have less than 30 minutes of interactive screen time per week at Kid City. We will use televisions for interactive videos to allow children to immerse themselves in stories and new environments. This tool promotes curiosity and helps with cognitive development. Teachers will ask questions and interact with children throughout the videos and at the conclusion to facilitate reflection. Televisions are the only electronic screen that children will be exposed to at this time.

TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development.

Daily Schedule

Your child's classroom schedule is placed on the wall for all to view. We do our best to maintain flexibility within the schedule to make sure we are accommodating the needs of our students. A copy of the classroom schedule will be sent home with your student. Please note when your child will be doing certain activities. This will enable you to talk with your child regarding what they did at school.

Transitions

At Kid City, we understand that transitions and changes can be challenging for children of all ages. To support positive transitions into our program, Kid City provides tours for parents and children to see our facility, observe class time, and play with students at our learning centers within our facility. During the first month of the school year, additional time will be provided in the morning schedule to allow for transitions to take place. To promote positive transitions from program to program, classes have similar schedules, teaching staff, and classrooms.

It can be difficult for both parents and children to start in a new child care program or classroom. Here are some tips on how to help.

- **Allow time for hellos and goodbyes.** At the beginning of the year, you can expect some children to have difficulty with separation. Allow time for transitions

from home to school by staying for a few minutes to help your child ease getting comfortable with the teacher.

- **Reminders of home can be helpful as well.** Bringing in a family picture to display in your child's classroom is another way to ease the transition.
- **The teachers are there to help make it easier on you.** You can be assured that your child's teachers will be there to comfort your child and provide activities to ease their transition.

To promote positive transitions to school, teachers will read stories about kindergarten, talk about the bus and other new experiences children will have at school, and provide illustrations, such as a puppet show, that talk about going to a new school. We acknowledge that each child has different needs so we are willing to provide other, more individual transitional support when needed such as keeping pictures of family members in the classroom, allowing children to visit other classrooms, etc.

EMERGENCY PROCEDURES

Emergency Drills

We are required by the Maryland State Department of Education to do fire drills monthly as well as other disaster drills once every 6 months. Fire drills are held on random days and times. We practice evacuating the classroom, meeting on the playground, and accounting for all staff and children. We discuss the importance of the drills with the children and talk about any fears they may have.

Evacuation Procedure

In the event that we must evacuate our facility, Kid City will transport all students to the Rising Sun Public Library. We will post informational signs on our doors. After safely arriving at the library, we will attempt to contact parents or emergency contacts for all children to notify you of where to retrieve your student.

ALLERGY POLICY

Although Kid City strives to be a nut free/allergy free environment, we cannot guarantee our classrooms to be a food allergen-free zone. A list of all allergies will be posted in our classroom. We ask that parents exclude all nut products in snacks. If nut products are found in your child's lunch we will not serve that food to your child and do our best to provide alternative snack items.

HEALTH-RELATED ISSUES

In order for your child to attend Kid City, he/she must be well enough to eat the snacks you provide. They must also be able to go outdoors. If your child exhibits symptoms of illness (fever, vomiting, diarrhea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, or conjunctivitis) during the 24-hour period prior to scheduled attendance at Kid City, your child must be kept home until the symptoms have disappeared or a physician's note is provided stating that your child may return to our care. Children must wait 24 hours after the last fever, vomiting and diarrhea episode. Please note with conjunctivitis your child cannot attend the center until he/she has been on medication for 48 hours.

Sick Child Pick-up

Children must be able to participate in activities (which includes outside time, as well as gross movement activities.) If children develop any symptoms while at Kid City, the child will be separated from the other children and parents will be contacted. Arrangements should be made to pick-up children as soon as possible. If you cannot be reached within 15 minutes, an authorized person from the Emergency Contact Form will be called to pick up your child.

Injuries

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches. An "Accident/Incident Report" will be created and posted to your child's Brightwheel Account. A copy of the report will be placed in your child's file. If the injury is serious you will be notified by phone. If, in the opinion of our staff on duty, the injury warrants emergency treatment, an ambulance will be called and your child will be taken to the nearest medical facility. You will then be notified immediately. In case of serious injuries requiring medical attention, the center will notify the Office of Childcare within 24 hours.

Medication

No over-the-counter medicine will be given to a child except for sunscreen with a sunscreen permission form completed by the parent. Many antibiotics and other medications can be administered 1 or 2 times per day. When visiting the doctor for your child's illness, please request a medication that can be administered in the morning coming to Kid City and the evening after leaving our care. In the event your child is

placed on prescription medication that needs to be administered during the day the following will be applied:

- All medication must be given to a staff member upon arrival at the center and will be stored out of reach from children. No medications should be left in cubbies.
- Prescription medication must be in the original containers, with the child's full name, have the original pharmacy label and date clearly marked on the prescription. Must have a child safety cap.
- Medications must be accompanied with a medication permission form. No medication will be administered if there is not a current form signed with date and submitted.
- Medication will only be given by the director or a qualified staff member.

Immunizations

Your child must be up-to-date on immunizations as required by the Maryland Department of Education upon enrollment at Kid City. After admission to our program, you are responsible for regularly updating your child's health files to reflect current immunizations.

If you opt-out of having your child immunized the center must have a current Personal Exemption Form on file. Those who choose personal exemption will be informed about health issues at the center and must assume all risks that result from communicable diseases that are passed in a group environment.

PHOTOGRAPHS & MEDIA

Kid City staff may use cameras to document children's activities. These photos are primarily used to document your child's progress and may be hung up for view at Kid City or used on social media sites. You will receive a release form during the registration process, granting or declining permission to Kid City staff to use still, motion, video or audio recording of your child.

CHILD ABUSE REPORTING REQUIREMENTS

As teachers at Kid City, our staff is considered to be "mandated reporters" by the Maryland Department of Human Resources. This means that they are required to report if they have cause to believe that a child may be neglected or abused. They do not have to prove that abuse is occurring.

FAMILY GRIEVANCE AND DISMISSAL POLICY

Kid City administration and staff are committed to maintaining an open door, open-forum approach to problem-solving and conflict resolution. If a family has a concern regarding the behavior of a teacher, the concern should be discussed with the director. If a family has a concern regarding the behavior of the director, they should speak directly to the director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Office of Childcare.

Kid City reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs. A two-week written notice will be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family. In extreme situations, the immediate removal of a child or family from Kid City may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees.

Reasons for Dismissal:

- Child or parents' needs cannot be met by the center.
- Child appears to be a danger to himself, other children or staff, and behavioral issues cannot be resolved through a support process: documented concerns, meeting with child's parents/guardians to develop a behavioral plan, follow through with action plan, which may include bringing in an outside specialist, a follow-up meeting to discuss child's progress and subsequent actions, continued enrollment, or dismissal.
- Nonpayment or habitual late payment of fees.
- A family owing tuition at the end of the school year may not re-enroll their child until the balance due has been paid. A tuition hold may be placed on student-parent records.
- Not completing and returning required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc.
- Physical or verbal abuse or intimidation of staff or children.
- Habitual late pick-ups.

TOBACCO, ALCOHOL, ILLEGAL SUBSTANCES, & SEXUALLY EXPLICIT MATERIALS

The use of tobacco or alcohol on the premises is prohibited. The use or possession of illegal substances or sexually explicit materials on the premises is prohibited.

FIREARMS, EXPLOSIVES & WEAPONS

Except as expressly permitted by law, firearms, explosives (including firecrackers, fireworks, and pyrotechnics) and other weapons are not permitted on the premises.