



Parent Handbook

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Building a foundation for your child's success!!!

Table of Contents

History
Philosophy
Hours of Operation
Parents
Pick Up Authorization
Programs
Communication
Attendance
Discipline
Biting
Accidents and Emergencies
Medications
Topical Application Policy
Illness and Communicable Diseases
Child Abuse/Neglect
Children' Daily Supplies
Children's Clothing
Diapering Policy
Nap and Rest Time
Snack and Lunch
Celebrations
Transportation
Field Trips
Cell Phone Policy
Smoke Free Policy
Weapons Free Policy
Holidays/School Closings
Vacation Credit Policy
Inclement Weather
Withdrawal Policy
Payment Policy/Fees
Parent Acknowledgement

History

Kids Town Learning Center is a Virginia Beach LLC established in January 2008. The purpose of Kids Town Learning Center is to provide a superior quality pre-school and early childhood development program serving children from infants through kindergarten and before and after school age children. Kids Town Learning Center looks forward to being recognized for its outstanding quality of childcare and exceptional service to the community.

Philosophy

Kids Town Learning Center philosophy is based on a child-centered environment. Children actively learn and are inspired by the teachers, curriculum, and a literature-rich environment. We feel that children develop as individuals through personal experiences. We at Kids Town Learning Center demonstrate caring and nurturing and establish a highly academic experience. We give children the tools they need to develop as individuals while they learn to respect themselves and others.

Hours of Operation

Monday through Friday 6:30am to 6:00pm

Parents

Kids Town Learning Center has an open door parent policy. We welcome parents to come and visit their child anytime during the day. Parents are urged to volunteer in their child's classroom as often as possible. We always encourage parents to ask questions and make suggestions. We welcome parents to participate by attending field trips, and special activities, reading stories to the class, and/or speaking to the class about special interests and hobbies.

Pick Up Authorization

Custodial parents may of course pick the child up from school. For parents who legally may not pick up a child must have all proper legal documents on file. At any time that another individual comes to pick up they must be approved by the parent or legal guardian. Parents or the legal guardian of the child will need to inform Kids Town Learning Center administration and their child's teacher that someone other than them will be picking up their child. Anyone other than the parent or legal guardian, but has been authorized to pick up the child, will need to present proper identification before we release the child.

Programs

Kids Town Learning Center offers a full range of early learning and child development programs. Our full-day preschool programs are available starting with infants and extending through kindergarten. The entire center is based on a proven, effective curriculum of early childhood education that helps children prepare for school, social environments, and beyond. While our focus is on learning, it is balanced with a huge helping of fun. Children stay excited and look forward to each new day. You can take comfort in our playground with the latest safety features, secure building access, and our easy drop-off and pick-up location which is convenient to I-264 in Virginia Beach. The center also has an on-site nurse and a full kitchen.

Infant Care

Kids Town Learning Center uses a 123 Read curriculum. This is a literature rich program. The infants are introduced to language and cognitive development using stories, songs, flannel boards, finger play, and floor time.

Preschool

Toddlers

Toddlers are taught by expanding on the 123 Read curriculum. The teachers plan activities such as dramatic play, story retelling, arts and crafts, songs, block play, and outside time.

Twos

Two-year olds at Kids Town Learning Center develop a strong socio-emotional foundation for learning. This is accomplished through early literacy which includes talking, signing, and pre-reading. The teachers in this class focus on letter and word recognition and phonetical awareness. These activities expand the child's pre-reading skills and interest in books. They also develop many social skills, most importantly potty training.

Threes

Kids Town three-year olds are using a core curriculum which focuses on the study of the alphabet and phonics, numbers, and social skills. They work on developmental milestones appropriate for their age. Children's progress reports are sent home and parent-teacher conferences take place at scheduled intervals.

Fours

The four-year old class is based upon a highly academic foundation which prepares students for kindergarten. The children learn reading skills along with phonics, math computations, science, social studies, music, Spanish, sign language, and computers. The students develop both academically and socially throughout the school year.

Kindergarten

Our kindergarten students learn handwriting, phonics, and reading. The extensive math program includes number sense, operations, time, measurements, money, graphing, algebra, and geometry. Child progress reports and assessments, including PAL's testing, is done throughout the school year looking for key developmental indicators. Upon graduation, the kindergarten class will be exceptionally prepared for any quality primary school getting chosen by parents. Students planning on joining our kindergarten must be five years old prior to September 30th. Children whose birthday does not meet the deadline will be considered for admission after taking an assessment which covers academics and other factors used to determine their readiness for kindergarten.

Before and After Care

Children in this program attend Kids Town Learning Center either before school and/or after school. We transport children to and from area schools. The children receive a snack and in the afternoon and receive homework help from qualified teachers. We also are available for teacher work days and various days the public schools are closed and we are open for care.

Summer Camp

Our summer program is a relaxed but fun filled opportunity for all ages. Infants through school age children are enrolled in this program for the summer. Children ages 4 and older will need to purchase a Kids Town Learning Center t-shirt. Their t-shirt should be worn everyday and when they go on field trips during our Summer Camp program. We do water play and sprinkler time for the younger children. Children four- years old and up go on field trips, including area museums, swimming, bowling, putt-putt, the beach, the zoo, and area parks. They even go to a Tides Baseball game. This group also does several community service projects during the summer.

Communication

Communication is key! If parents have a comment, complaint, or concern, we want to know. Parents are asked to call, email or visit the Director. If the Director is unavailable, you can leave a message with the Assistant Director.

Kids Town Learning Center feels that communication between the parent and the child's teacher is extraordinarily important for academic success.

Family/Teacher Conferences: Twice a year, teachers will share your child's portfolio of art projects, writing samples, and Progress Reports.

School's E Newsletter: Each month, all parents with a current email address on file will be sent our monthly newsletter regarding insights about what is new, classroom information, and the calendar of events.

Attendance

For the benefit of the children, we ask that a regular pattern of attendance be maintained. A daily attendance log is kept on file for each child. If children are going to be absent due to vacation or illness, parents are asked to inform their child's teacher. Parents are responsible for signing their child in and out daily by using the electronic keypad. All children must be picked up by an authorized person by the scheduled closing time. We will attempt to contact the child's parents and any emergency contacts. If all attempts to contact the parents or emergency contacts are unsuccessful then we are required by law to contact the local authorities within an hour's time and release the child to their custody.

Discipline

Discipline is much more than punishment, rules, and restrictions. Appropriate discipline helps children learn how to interact with their surroundings and develop self-control.

Teachers model and reward positive behavior. We believe that you must redirect children before a problem occurs. If unacceptable behavior occurs, the child will be placed in a “thinking spot” for an age appropriate time. The teacher then discusses the unacceptable behavior with the child as well as what the child can do the next time to make a better choice. If the unacceptable behavior continues, a parent/teacher conference may be requested.

If the problem continues, a suspension period may be necessary. If at any time the child’s behavior becomes disruptive and/or unsafe to others, Kids Town Learning Center reserves the right for automatic dismissal.

Biting

Biting is a common occurrence at the toddler stage. Children bite for different reasons. The important thing to keep in mind is that children out grow this period quickly even though it seems to last for too long if it is your child that is being bitten. Kids Town Learning Center policy is to work closely on identifying why a child is biting and what triggers the biting. The teachers and assistants will then shadow the biter to keep the biting to a minimum.

The child will be redirected from the behavior and given choices that do not encourage biting situations. As the child learns to develop the ability to cope with their surroundings and become more verbal in communicating, the biting will most likely lessen and then stop.

Parents will be notified of the biting incident and if the child breaks the skin of the bitten child, the parents shall be contacted immediately. There will be an incident report written each time a child bites. This report must be signed and returned to the child’s teacher.

If a child reaches the age of two and is still having biting incidents, the teacher, administration, and parents will meet to develop an action plan. This plan will need to state specific actions all three parties will take if the biting continues.

Accidents and Emergencies

Kids Town Learning Center frequently will request updated emergency contact information. Only the individual listed on the child’s emergency contact sheet will be allowed to pick up the child.

If a minor injury occurs (cuts, scrapes, bruises, etc.) within our facility, the child will be cared for by our onsite nurse. A report documenting the incident and treatment given to the child will be prepared. The report then will be provided to the parent to be signed and returned to the nurse.

If the child sustains a serious injury or is in need of emergency medical treatment, the proper authorities will be contacted as well as the parent.

Medication

Our onsite nurse will administer medication to your child according to the Standards of Social Service Licensing procedures. The school nurse only administers medication when a completed medication form is supplied to Kids Town Learning Center.

When a parent brings in medication, it is to be given directly to the school nurse or administration staff. Medication will not be shared between siblings or friends. If the medication form has expired or a new medication needs to be dispensed, a new medication form shall be completed by the parent. A doctor's note must be provided if a prescription medication or a medication is to be administered for more than 7 days.

If diaper ointment needs to be administered, you will need to fill out a diaper ointment form. Forms can be picked up in the classroom or the clinic. Permission forms are only good for 7 days. After 7 days a new form will need to be filled out.

No child under the age of two will be given Tylenol or any generic version unless a note from a doctor is given to the nurse.

Over the counter medications only will be administered with the parent's written permission, and then only in accordance with the directions on the medication label, or with a physician's instructions.

Topical Application Policy

Parents who wish for their child to wear sunscreen should apply the first application at home. A second application can be administered at Kids Town Learning Center before the child goes outside in the afternoon. A topical ointment form will need to be filled out. Forms can be obtained in your child's classroom or the clinic.

Kids Town Learning Center **does not** apply insect repellent.

Illness and Communicable Diseases

If your child is running a temperature of 100 degrees or above, has been vomiting, has had diarrhea, or has yellow or green nasal discharge, it is important for him or her to stay home until he or she is well. Children who have had a fever must stay home for 24 hours after the fever has broken (without any type of fever reducer medication). If a child arrives with or develops these symptoms after arriving at school, you will be notified to immediately pick up your child.

After one hour of being notified, your child may be admitted to the KTLC Clinic where an additional fee of \$10 an hour will be charged if your child is not picked up.

If your child has a communicable disease or serious illness, you must notify us within 24 hours of diagnosis so that proper notifications can be given. In this instance before your child may return to school, you must provide us with a written note from the doctor stating that your child can participate in normal daily activities.

Child Abuse and Neglect

Kids Town Learning Center is required by the law to report any case where there is reasonable cause to suspect that a child has been abused, neglected or exploited sexually, whether physically and or emotionally. The facility will cooperate with the authorities in the investigation of any reported case.

Supplies

A classroom supply list will be provided by the classroom teacher.

Children's Clothing

All clothing must be labeled with the child's full name. Every child is required to have an extra full change of clothing in their assigned cubby.

Kids Town Learning Center is not responsible for lost or damaged clothing or any personal items. Items found will be placed in the lost and found area. Please do not allow your child to wear jewelry as it may be lost or broken.

Diapering Policy

Classrooms that have children who need to be diapered will be diapered every 2 hours, but if needed more.

Nap and Rest Time

All children are required to take a nap/rest. Children are not forced to sleep. However, they must remain quiet during nap/rest time. If after 30 minutes the child is unable to fall asleep, they will be given a quiet activity. Nap time is from 12pm to 2pm.

Snacks and Lunch

Children who are 16 months and older will be provided with Kids Town Learning Center snacks and lunch daily. Children with a food allergy and/or religious preference will be required to supply their own food daily.

Celebrations

If a parent wants to celebrate a birthday or a special occasion with their child at Kids Town Learning Center, the parent must notify the child's teacher in advance of the time and event to ensure proper daily planning. Please check with your child's teacher regarding any restrictions in the classroom. Unfortunately, we are prohibited from allowing balloons of any kind or homemade foods.

Transportation

All children riding in the Kids Town Learning Center vehicle will be seated in an appropriate safety seat and restrained by a seat belt or other seat restraint system required by law based on the child's age and weight.

Field Trips

Parents will be provided with information concerning all field trips. Each child must have a signed permission slip from the parents to attend any Kids Town Learning Center field trips. Parents are responsible for all fees. Fees must be paid prior to the scheduled field trip.

Cell Phone Policy

Kids Town Learning Center asks that parents refrain from using their cell phones while in the building.

Smoke Free Policy

Kids Town Learning Center is a smoke free facility. Smoking is not permitted. The smoke free policy extends to all of the Kids Town Learning Center grounds and to all Kids Town vehicles. Smoking is also prohibited in private vehicles located on the Kids Town Learning Center grounds.

Weapons Free Policy

Weapons of any kind are not permitted on Kids Town Learning Center grounds or in any vehicles located on the Kids Town Learning Center grounds. As a safety precaution, children are not to bring any toy which resembles a weapon of any kind into the facility.

Holidays/ School Closings/ Teacher Work Days

Kids Town Learning Center will be closed to observe the following holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday thru Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Thanksgiving Friday, Christmas Eve through New Year's Day

In addition, Kids Town Learning Center will have an 11am early dismissal the day before Thanksgiving and December 23rd.

Teacher Work Days:

We also will be closed the Friday before Kids Town Learning Center begins their Summer Camp program and the Friday before Labor Day.

Vacation Credit Policy

Parents who have had their child/children enrolled for nine months or more with Kids Town Learning Center will be allowed one school week (5 consecutive days) of vacation credit from tuition. You must give a two week, written notice prior to taking the credit. The vacation credit can be used anytime that Kids Town Learning Center is open and operating (this excludes Christmas week).

Emergency Closings/ Inclement Weather/ Delays

Parents will be notified immediately if it becomes necessary for Kids Town to close while children are in attendance. In case of an emergency, which requires evacuation of Kids Town Learning Center, the children will be relocated to a safe destination and parents will be notified as soon as possible so that they may come and pick up their child.

During times of inclement weather, Kids Town Learning Center will make every attempt to notify the parents of our plan. If possible, we will leave a message on our answering machine and or post the information on our website concerning closings or late openings.

Withdrawal Policy

Two weeks written notice is required from the parent if they choose to withdraw their child for any reason. The two week withdrawal policy is not effective until the written notice is received. If a written notice of withdrawal is not received, a fee equal to two weeks tuition will be charged to the parent's account.

Payment Policy/ Fees

Tuition fees are due prior to attendance. If payments are not paid by the 5th day from your due date, your account will incur a \$50.00 late fee. Payments can be made by cash, check, money order, debit card, and credit card. After two returned checks, parents will be put on a cash only basis and will be charged a returned check fee. Checks shall be made payable to Kids Town Learning Center or KTLC. All tuition and fees are the responsibility of the primary account holder.

Annual Enrollment Fee Due in February and/or time of enrollment (non refundable)	\$100.00
Child Waiting List Applicable to the enrollment fee (non refundable)	\$50.00
Late Payment Fee	\$50.00
Return Check Fee	\$50.00
Late Pick-Up Fee If not picked up by 6:00 p.m.	\$1.00 per minute/per child
Any child left at KTLC over 10hours	\$10.00 per day
Any child not picked up within 1 hour after being notified due to sickness	\$10.00 an hour

Parent Commitment Letter

I _____, parent of _____, have read and fully understand the parent handbook.

Hours of Operation

6:30 am-6:00 pm

Personal Items

Please put your child's name on all clothing and personal items. If any clothing or personal items cannot be identified by their teacher, the item will be placed in the lost and found. Packed lunches need to be sealed, clearly dated and labeled with your child's first and last name.

Withdrawal Policy

I am responsible for providing a two week written notice if I decide to withdrawal my child from Kids Town Learning Center.

All parents please remember to use your access code to enter The Kids Town Learning Center main lobby.

The Undersigned Agree to:

Abide by all KTLC policies.

Cooperate with the KTLC Director and staff and be supportive of the program.

Check student(s) in and/or out daily using your access ID.

Be responsible for all fees and turning in all necessary paperwork to the administration desk in a timely manner.

This form must be signed and returned to the administration desk at KTLC before your child (ren) can attend the program.

Child's Name

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date