Dear Parents:

Welcome to the Kinder Works Family!

You can access all forms (listed below) on our website at Kinderworks.net/Registration

Or you can use these secure links to the Parent Signature Forms:

Kinder Works in Montgomeryville: https://fs2.formsite.com/kinderworksm/ITSignaturePages18-19/index.html
Kinder Works in Limerick: https://fs2.formsite.com/kinderworkslmk/ITSignaturePages18-19/index.html

Here is the link for the Child Health Report; this form is due within 30 days of your child's initial enrollment and annually thereafter; and it must be updated according to the American Academy of Pediatrics' Recommendations (in this manual):


Check the Table of Contents to find the Calendar, and Forms W-10 (please select the one for your location). In order to claim the tax credit for childcare, you must provide the information given on the W-10 (Provider's ID #) to the IRS.

We have also included a Medication Dispensing Form and the Release of Child form, which you may need during the year. If your child has severe allergies or any other special medical need, you may also need to complete the forms for severe allergies (Authorization & Release). For Infants, we ask that you complete the Infant Information Sheet. If your child is potty-training, we ask that you complete The Potty Paper.

Kinder Regards,
All of us at Kinder Works

Please contact us anytime:

Kinder Works in Montgomeryville (215) 822-7510 Kinderworksm@kinderworks.net
Kinder Works in Doylestown (215) 348-8082 Kinderworksdl@kinderworks.net
Kinder Works in Limerick/Royersford (610) 489-1600 Kinderworkslmk@kinderworks.net
Kinder Works Central Office (215) 345-0370 Kinderworks@kinderworks.net

Thank you for your attention to these matters. See you at Kinder Works!
## Kindergarten Infant/Toddler Parent’s Handbook: Table of Contents

### I. Licensing & Structure; Mission Statement
- Kinder Works Licensing & Structure
- Kinder Works Mission Statement

### II. Welcome to the Infant Program
- Infant Program Highlights
- Sample Infant Schedule
- Infant Program: What to Bring
  - Supplies for Your Infant
  - “Fitting Out Your Child’s Crib…and SIDS”
- Transitioning Infants to the Toddler Program

### II.1 Welcome to the Infant Program
- Sample Infant Schedule
- Infant Program: What to Bring
  - Supplies for Your Infant
  - “Fitting Out Your Child’s Crib…and SIDS”
- Transitioning Infants to the Toddler Program

### II.2 Welcome to the Toddler Program
- Sample Toddler Schedule
- Toddler Program: Where to Go & What to Bring
  - Supplies for Your Toddler, including Lunch and Beverage
  - Packing Lunch/ Snacks/ Birthday Treats
  - Water
  - Peanut, Tree Nut Allergies (and any other food allergies)
  - Nap Time
  - Toys from Home, Digital Technology, Lost & Found
  - Sunscreen
- Transitioning from the Toddler Program to Preschool

### III. Policies and Procedures
- Registration & Enrollment
- Dropping Off/Picking Up Your Child
  - Key Pad Entry with Confidential Access Code
  - Releasing Your Child to Authorized Persons
- Parent-Teacher Communication
  - Our Philosophy for Parent & Family Participation
  - Daily and Periodic Communication
  - Infant and Toddler Development Profiles & Portfolios of Learning
  - Parent - Teacher Conferences
- Confidentiality Policy
- Privacy & Social Media
- Open Door Policy / Volunteering
- EQ Approach to Discipline (Social Emotional Learning, also called SEL)
  - Discipline Policy
  - Biting
- Medication / Special Needs
  - Administering Medication or Special Medical Procedures (prescription & over-the-counter, including creams & lotions)
  - Documenting Food Allergies/ Special Needs (medical, dietary, allergies, delays, services, etc.)
  - Severe Allergies: “Authorization & Action Plans” and “Release” Forms
  - Family’s Responsibility in Cases of Severe Allergy/life-threatening special needs
Child Illness & Public Health Policies  
- When Your Child is Ill  
- Symptoms That May Prevent Your Child from Attending  
- Head Lice: “No Nit Policy”  
- “About Children’s Health and Wellness”

Tuition Payments
- Tuition: 12 equal payments  
- Tuition Statements, Payment Methods, Receipts  
- Vacation Credit  
- Subsidy/CCIS  
- Early Withdrawal, Refund Policy

Your Child's Schedule
- Adding “Extra Hours”  
- “Notification of Late Pick-Up”  
- Requesting a Change of Schedule & Processing Fees

Your Child's Records
- Completing and Updating Records Each Year and as Needed (online or paper forms), including ‘Parent Signature Forms’  
- “Child Health Report” & Scheduled Updates  
- Confidentiality of Child's Records  
- Transferal of Records

Continued Enrollment Policy
- Zero Tolerance Policy

Notification of Safe Routes

Foul Weather & Emergency Procedures
- Foul Weather Procedures, including Delays and Closings  
- Text Messages  
- Emergency Procedures & Operations Plan  
- Fire/Emergency Drills  
- Kinder Works Contact Information (phone & email by location)

V. FORMS
Kinder Works Parent Communication Form (Sample)  Page 28  
American Academy of Pediatrics Recommendations  Page 29  
Limited English Proficiency Policy Statement  Page 30  
Nondiscrimination in Services  Page 31  
Form W-10: Dependent Care Provider's Identification & Certification  
   Montgomeryville  Page 32  
   Limerick/Royersford  Page 33  
Infant Information Sheet  Page 34  
The Potty Paper  Page 35  
Medication Dispensing Form  Page 36  
Severe Allergies: Release & Waiver of Liability for Administering Emergency Care to Children with Severe Allergies  Page 40-41  
Release of Child Upon Parent’s Oral Designation Form  Page 42  
Calendar  Page 43
I. LICENSING & STRUCTURE; MISSION STATEMENT

Kinder Works was founded in 1985, with the mission of providing the best in early childhood education... because children are the future of our world. Since then, the Executive Board, which consists of the founder, teaching professionals, and parents, has guided its evolution, putting research into practice and staying true to our mission.

Kinder Works is licensed by the Pennsylvania Department of Human Services, or DHS (formerly DPW) for our Infant & Toddler Program. This license requires compliance with regulations governing staffing, health & safety and program issues. Our Preschool & Kindergarten Program is licensed by the Dept. of Education as a Private Academic School. Obtaining this license requires compliance with rigorous regulations, which are quite different from day care licensing. For this reason, we do not participate in any voluntary certification system such as Stars and NAEYC.

Kinder Works Structure: Kinder Works is privately owned and operated. We are not a franchise or a chain. All decisions are made with your child's best interest in mind. Lines of communication through each level of our structure shall always remain open. Complete descriptions of the educational background, experience, and qualifications of each Director are given in the KINDER WORKS WHO’S WHO: THE EXECUTIVE BOARD, which is available from your Director and on our website at http://www.kinderworks.net (click the “Meet our Staff” tab to view). Also available is the KINDER WORKS WHO’S WHO for both Preschool/Kindergarten and Infant/Toddler staff.

Kinder Works does not discriminate with regard to race, sex, disability, color, ancestry, age, national origin, creed or limited English proficiency when conducting and/or implementing admissions, employment and educational policies. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

Kinder Works Mission Statement

TO PROVIDE THE BEST IN EARLY CHILDHOOD EDUCATION,
BECAUSE CHILDREN ARE THE FUTURE OF OUR WORLD.

A. We believe that each and every one of us is a champion of our mission. Each one of us creates an impact! This is our responsibility.

B. Everyone is involved in helping and facilitating the group effort, and in support of the individual.

C. Relationships are the foundation of Early Childhood Education; these relationships include children, parents, faculty, administrative staff, and even extend into the community. We freely and constructively communicate. We trust and expect people to do the right thing.

D. Our endeavors are informed by ongoing observation and assessment, which advises revision, deletion, or development. Implementation of these always brings us back to observation, so that there is continuous improvement and evolution.

E. Each of us is unique. We share a vision, and therefore we create a unique environment, which is exciting, creative, open, and supportive for the children and their families, and for ourselves.
II. WELCOME TO THE INFANT PROGRAM

II.1 Infant Program Highlights: Our Infant Program is detailed in our BROCHURE, given to you during your tour. Additional copies are available from your Director. These are highlights:

Kinder Works believes that it is of extraordinary value to provide infants with:

***Healthy, loving, and consistent relationships.

Infant learning is based on relationships. Infants respond best when their caregivers form caring and consistent relationships with them, and when interactions are safe and predictable in meeting their needs. At Kinder Works, the Infant Teachers are professionals who are steeped in early childhood development. They are also sensitive and committed to creating a positive emotional environment, and to providing nurturing attention to each baby.

***A well-prepared and appropriate physical environment.

Research demonstrates that the physical environment, including architectural, aesthetic, and natural elements, have tremendous impact on brain development and behavior. Kinder Works has carefully designed the infant areas with distinctive space, light, textures, views, and even specific colors to enhance development.

***A wide variety of meaningful activities and experiences.

Infant Teachers work with each infant using a series of activities in a variety of areas, in order to give a broad range of appropriate experiences. We observe each infant's behavior carefully, and patiently encourage mastery. Activity areas include:

- Physical Development
  *(Fine & Gross Motor Skills, Musical Expression & Appreciation)*

- Social/Emotional Development
  *("EQ" [Social Emotional Learning, or SEL]: Intra/Inter Personal Skills)*

- Communication and Creative Representation
  *(Early Literacy, Speaking & Listening Skills, beginning Sign Language)*

- Early Logic
  *(Mathematical & Scientific Exploration)*

(Detailed descriptions are given in our BROCHURE, and in our Standards, and Profiles.)
II.2 SAMPLE INFANT SCHEDULE

**Arrival:** This usually occurs between 7:00am (when we open) and 9:30am. Each parent can confer with the infant staff, refer to his or her Daily Diary, and drop off food and supplies, while transitioning his or her baby to the caregivers.

**Naps:** Rest and naps are on demand as needed, and as directed by the parents.

**Feeding & meals:** Bottles and food are given on demand as needed, and as directed by the parents. We hold young babies during feeding, and when they are old enough, we spoon-feed in supported seating, making mealtime a social event.

**Diaper changing:** Changes are on demand as needed, and at least every 2 hours. (Kinder Works provides diapers and wipes.)

**Loving, holding, comforting, attention:** are given all of the time!

**Activities:** Activities in all curriculum areas are offered to each child when he or she is awake, individually, according to his or her development. We also offer group activities to stimulate socialization. Please see our BROCHURE for descriptions of our activity areas. In addition, you can also find details about them in our Learning Standards/Curriculum Guides and our Profiles. Just ask your Director! (You can also find the descriptions by following this link to our website: http://www.kinderworks.net/programs-curriculum/infant/activities-for-infants/.)

**Departure times:** Infants are usually picked up between the hours of 4:00pm and 6:00pm (when we close). Each parent can again confer with staff, refer to each infant’s Daily Diary, pick up supplies, and transition his or her baby for the journey home.
II.3 Infant Program: What to Bring

At Kinder Works, we make every effort to create an environment that is nurturing and comfortable for your little one. We ask that you complete the “Infant Information Sheet” (found in the forms section of this Handbook, or from your Director or Infant Teaching Team) so that you can share your baby’s schedule (for feeding, napping, etc.) and any other info we’ll need to know to ensure a smooth transition into our Infant Program! We provide cribs with fitted crib sheets, which we ask you to wash at home at least weekly; we will wash as needed (see “Fitting Your Child’s Crib”). We also provide a variety of seats, swings, exercise saucers, and toys. Kinder Works provides Pampers brand diapers, size 1-6, and Pampers Sensitive Baby Wipes.

**SUPPLIES for your INFANT:** We request that you bring in the following supplies, labeled for your child. Any items, supplies, and/or belongings from home that you send in for your child will be stored in our special cubbies. Please remember to label everything! Your infant cannot tell us what belongs to him/her.

- **Breast Milk or Formula**
  - Infants entering our program should be adjusted to bottle-feeding. We warm food with the microwave and the crockpot for infants. (Bottles are always warmed in the crockpot.) If sending in formula, please send in the original container, or bring in the original container so that we can make a copy of the label, which includes brand-specific directions and instructions.

- **Bottles**
  - You may choose glass or plastic bottles (they do make BPA-free ones.) Bottles can be sanitized in our dishwasher, but you must take them home with you at the end of each day. We only use the crock-pot to heat bottles; we never heat them in the microwave.

- **Training/ Sippy Cup (as needed)**
  - Cups can be sanitized in our dishwasher, but you must take them home with you at the end of each day.

- **Meals/*Snacks/Juice, etc.**
  - *Kinder Works has snacks available for older infants, such as Cheerios and Puffs. These foods are often used to practice fine motor dexterity and hand-eye coordination, as well as self-feeding. Please note that we will check to be sure all snacks are introduced at home before offering them to an infant. Meals should be packed in an insulated lunchbox with a cold pack to keep food fresh. Refrigeration is available; please let us know if you need it by labeling the outside of the lunchbox.

- **Pacifier** (if used)
  - Pacifiers can be sanitized in our dishwasher.

- **Teething Toys**
  - Teethers can be sanitized in our dishwasher.

- **2 Changes of Clothing** (at least)
  - We recommend extra onesies and layettes for infants. Please check your infant’s extra clothing supply regularly to ensure it is appropriate for the weather and the proper size.

- **2 Sleepsacks**
- The American Academy of Pediatrics recommends sleepsacks for napping (which are wearable blanket sleepers, and are safe alternatives to blankets); these should be labeled with your child's name.

- *Kinder Works supplies Diapers and Wipes*
  - We provide Pampers brand diapers, size 1-7, and Pampers Sensitive Baby Wipes. *(If you'd like your infant to use a different brand of diapers and/or wipes, please send in your preferred brand, and check the supply in your child's cubby daily. Please write your child's initials on each diaper, and/or on the wipes container.)*

Infants are fed “on demand” or according to the schedule you provide. We ask you to provide the food you wish for your infant to be fed. We will substitute food only in the case of spoiled food, and please note that we will never introduce a new food to your baby. Information about feedings will be recorded in your Kinder Works Daily Diary. For more information on your Daily Diary, please refer to the “Parent-Teacher Communication” portion of this Handbook.

---

**FITTING OUT YOUR CHILD’S CRIB... AND SIDS**

Research shows that "comfy and cozy" does not always equal "safe and sound"!

At Kinder Works, we work hard to maintain a healthy breathing environment for your infant. We outfit your crib with crib sheets that fit tightly and won't bunch. *(We ask you to launder them and keep them as your own so you are in control of the detergent, etc.)* We have designed the building with care, so that the special ventilation system provides healthy airflow in every room.

We ask you to provide sleepwear for your baby that eliminates the need for blankets, because blankets can easily create “dams” of air around a sleeping infant. *(Blankets and bumpers in cribs can jeopardize your child’s breathing space.)* We recommend layettes or sleepsacks made of various fabric weights to suit the season.

An increasing amount of research evidence links Sudden Infant Death Syndrome (SIDS) to carbon dioxide poisoning *(Parent Alert: this can happen in any crib!)*. For years SIDS was a mystery, but recently the American Academy of Pediatrics, the National SIDS Resource Center, the Consumer Product Safety Commission, and many other interested groups have agreed that healthy babies – any baby, not just those “predisposed” – can die from a lack of oxygen caused by breathing in a confined space which traps their breath.

A baby who breathes in the same trapped airspace over and over again can eventually take in enough CO2 to cause death. *(This is much like breathing in a paper bag, or in the back of an airplane; it causes drowsiness and eventually sleep, but too much CO2 can be lethal.)* The best way to prevent a “pool” of CO2 is to provide air currents and eliminate possible “pooling” conditions.

We ask you to understand that we are protecting your precious little one when we keep those cute stuffed toys, decorative bumpers, and cuddly pillows outside of the crib. Mobiles and some crib-attached toys are safe.

We hope you will take similar precautions at home, to protect that child which you so dearly love. We will help you stay informed as well.
11.4 Transitioning Infants to the Toddler Program

Your infant has grown into a toddler and strives to be more independent. We have a special area for our older babies in one of the toddler rooms where they can spend time taking in the sights and sounds of their new rooms. They have already established relationships with some of the Toddler Teachers who visit with and care for our infants on a rotating basis just for this purpose. Lastly, we begin getting our little ones used to eating around 11:30 and napping around 12:15 so that the new routine will be easy to handle.

Here are some things you can do to prepare for the move to toddler-hood:

- Introduce your child to shoes.
- Introduce your child to finger foods.
- Introduce your child to a sippy cup with the special ‘stopper top.’

When your child is eligible for the Toddler Program, the Director will contact you. You will be asked to sign a "Request for Change of Schedule" form that completes the transition to the Toddler Program. This form will be completed by the Director and hand-delivered to you. At this time, the Director will offer to schedule a tour of the Toddler Program for you; you will also receive a tuition schedule and a "Welcome to the Toddler Program" packet, which describes the Toddler Schedule and Program. Please let us know as far in advance as possible if you wish to change your child’s schedule at this transition time. Please note that your tuition will change - it will be less money! You need not pay the change of schedule processing fee, of course.
### III. WELCOME TO THE TODDLER PROGRAM

#### III.1 Sample Toddler Schedule

Please see our Tour Packet for descriptions of our curriculum areas. You can also find details about them in our Learning Standards/Curriculum Guides and our Profiles. Just ask your Director!

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-9:00 am &amp; 5:00-6:00 pm</td>
<td>Extended Hours (structured play)</td>
</tr>
</tbody>
</table>

Diapers/Potty/Hand-washing are on demand and at least every 2 hours

Snack & Water are on demand, and offered at 10:00, 3:30, and 5/5:15

Lunch & Naptime for full-day schedules: 12:00-2:00

**Creative Expression: 9:00-9:30 and 2:00-2:30**

- Visual art project
- Dramatic play/pretending
- Building materials

**Early Logic & Exploration: 9:30-10:00 and 2:30-3:00**

- Science experiences and nature explorations
- Number concepts
- Sorting, classifying, measuring, observing and predicting

**Gym & Music & Snack: 10:00-11:00 and 3:00-4:00**

- Gross motor activity in the Gym &/or playground
- Musical experience, including rhythm, dance, instruments, singing

**“EQ” (Social Emotional Learning, or SEL) Activity: 11:00-11:30 and 4:00-4:30**

- Social/emotional relations, including role-playing, cooperative games
- Self-concept and identifying feelings: games and reinforcement for expressing feelings; reinforcement involving self-help skills, choice & sense of self

**Language Arts: 11:30-12:00 and 4:30-5:00**

- Story time
- Listening & responding activities, finger plays
- Identifying symbols, pictures and references, environmental writing, figure/ground, spatial relations; beginning Sign Language
- Pre-writing activities

*AM lesson plans and activities are different from PM lesson plans and activities.*
III.2 Toddler Program: Where to Go & What to Bring

On your child’s first day in our Toddler Program the teachers will show you your new cubby in your Toddler’s “homeroom” (which is where you can store nap items, and extra clothes, etc.), as well as the lunch bin, refrigerator (for cups), and where to put coats. Your child’s belongings from the Infant Program will be moved to your child’s new cubby in the Toddler Room, and you’ll be given a new “Kinder Works Daily Diary” for the Toddler Program. Your child will also have a folder in the toddler’s mail file in the Atrium, which the teachers will show you; we’ll also show you the “Daily Activity Board” which is nearby and details the lessons and activities your child enjoyed in each curriculum area. (See more details in the “Parent-Teacher Communication” portion of this Handbook.)

We encourage toddler development in a caring environment and maintain a connection with home by asking you to provide the following items for your child. Any items, supplies, and/or belongings from home that you send in for your toddler will be stored in our special cubbies. Please remember to label everything!

SUPPLIES for HALF DAY and FULL DAY Toddlers:

- **2 Changes of Clothing** (at least)
  - Please label clearly; extra clothing (including socks, pants, shirts, and underpants, if appropriate) will be kept in your child’s cubby. Please check your toddler’s extra clothing supply regularly to ensure it is appropriate for the weather and the proper size.

- **Sippy Cup with Beverage**
  - Your toddler should use a sippy cup with a ‘stopper top,’ and labeled with his/her name, which will be stored in the classroom refrigerator. We do not allow children to walk around with sippy cups since it is dangerous (tripping can hurt teeth), and constant sipping is bad for teeth. We encourage good manners: “We sit and sip.” Please avoid sending your child to Kinder Works carrying a cup.

- **Snacks**
  - Kinder Works will supply snacks for your toddler. If you wish to send in snack as a treat for your toddler’s class, please let your child’s Group Teacher know and add your name to the class Snack Calendar.

- **Shoes**
  - Your child should wear shoes to Kinder Works.

- **Outerwear**
  - We go outside to play whenever the weather permits, even in the winter! We stay healthy by getting natural sunlight through our eyes and a little on our faces, not to mention the benefits of breathing fresh air. Please be sure your little one is dressed for the weather, wearing hats and gloves if needed. We place cold weather accessories in pockets or sleeves for safe-keeping and easy accessibility. Please label all outerwear! (Also, please send your child to Kinder Works wearing sunscreen, if the weather/season requires; more info about sunscreen to follow.)

- **KINDER WORKS SUPPLIES Diapers and Wipes**
  - We provide Pampers brand diapers, size 1-7, and Pampers Sensitive Baby Wipes. ((If you’d like your little one to use a different brand of diapers and/or wipes, please send in your preferred brand, and check the supply in your child’s cubby daily. Please write your child’s initials on each diaper, and/or on the wipes container. A note will be given to you when you need to replenish your supply, if you choose to send in your own diapers and/or wipes.))
- Pull-Ups
  - If your toddler is potty-training and you’d like him or her to wear pull-ups at Kinder Works, please send a supply, which we will store in a special cubby. Please write your child’s initials on each pull-up; a note will be given to you when you need to replenish your supply. Also, please complete “The Potty Paper” (found in the “Forms” portion of this Handbook) to let us know how it's going, and how we can best support you and your child!

Additional SUPPLIES for FULL DAY Toddlers:

- Lunch and Beverage
  - Beverage should be in a ‘stopper-topped’ sippy cup. Lunch should be packed in an insulated lunchbox with a cold pack to keep food fresh. Refrigeration is available; please let us know if you need it by labeling the outside of the lunchbox. We recommend using a “thermos” (either stainless steel or plastic) to keep lunch foods warm or cold. Please note that lunchboxes will be sent home empty of perishable foods; food not eaten and perishables must be discarded for health and safety reasons. Please pack finger foods easily eaten by your child, and/or utensils easily held by your child. (Utensils will be rinsed and returned to you in the lunchbox.) We serve children healthy foods first, for instance their sandwiches first and dessert last, and we prevent trading foods. We encourage good table manners and self-help skills, and lunch is served in a social setting. We will serve your food in a way that reinforces manners and independence. Please label all lunch items. (See below for more details on lunches.)

- 2 Sheets and Blankets (for naptime)
  - A fitted crib sheet and a light blanket fit our cots nicely, or a ‘nap mat.’ Please wash your child’s napping items at home at least weekly; we can wash them as needed. We will give you a special tote bag for carrying items between home and school!

PACKING YOUR CHILD’S LUNCH: Please know that this is the best way to control his/her diet. This is especially important if he or she has a food allergy (more information about food allergies to follow, including our peanut- and tree nut-free policies), or if your family follows particular cultural or dietary guidelines. In addition, your children tend to eat well when they are given familiar foods. You know what your child likes, and you can serve him or her items and brands that he or she prefers. Lastly, children love their lunchboxes because they deliver a little bit of home; lunchboxes can be very comforting! Children get a message from you when they open it: “Here is the food Mommy and I shopped for... Here is what I asked for... This is what I saw Daddy pack for me last night...”

SNACKS: Snacks are provided each morning and afternoon by Kinder Works. However, if you would like to supply a snack for your child’s class for a birthday, holiday, or at any other time, please add your child’s name to the class Snack Sign-up Calendar to let your child’s Class Teacher know. (Snack Calendars are posted in or near each Class’ Mail File Box.) The children really enjoy being thanked by the group for bringing in the snack. Please bring enough to serve 18 (and it always helps to have extra). Thank you! Please see below for information regarding peanut and tree nut allergies; parents of children with severe allergies should provide a supply of safe snacks for their children.

If your child is having a BIRTHDAY, you are welcome to provide cupcakes, cookies, brownies, or other treats for his/her class (no candles please). Please try to make it as nutritious as possible, and include a list of ingredients.
WATER: We always have water available. If a sippy cup becomes empty, we rinse it thoroughly and refill with water. We teach and encourage healthy hydration with water because recent research shows that many children go all day with too little water and too much juice and soda. Water is essential for good health; it's as important as any vitamin or mineral. Drinking enough water every day is necessary to help keep your child's body working at its best.

WE PROMOTE A PEANUT- & TREE NUT- FREE SCHOOL. Some of our children have severe peanut and/or tree nut allergies; and some of these children can have severe reactions, including life-threatening reactions, to peanut and/or tree nut oils, residue, and airborne particles. Therefore we rely on all of you to help keep our children safe. You are responsible to pack peanut- and tree nut-free lunches and snacks. Please check ingredient labels for peanut and nut fragments and/or traces. Please check for and avoid: “may contain nuts or peanuts,” “produced on shared equipment,” and “produced in a facility that also processes nuts or peanuts.” People who are allergic to peanuts and nuts also have to avoid foods with these statements on the label, due to the possibility of cross-contamination. Please send your child’s lunches and snacks with original wrappers. We surely want to keep all of our children safe, and we thank you for your cooperation in helping us minimize the risk for allergic children!

We promote a peanut- and tree nut-aware environment. All of our children are educated about not sharing food, and washing their hands frequently. Kinder Works as a whole supports children who do have allergies, as well as their families. All staff with a ‘need to know’ are apprised of “Action Plans” for severely allergic children (more information to follow).

If your child has peanut or tree nut products in his or her lunch, we will safeguard others by having him or her eat in another room where there are no allergic children, washing hands and face after the meal, and washing the table used with soap. (Soap washes peanut and nut oils away, whereas hand sanitizers & anti-bacterial products do not). We will also send a note home to let you know, so you can avoid sending this food into Kinder Works.

Children with severe allergies will eat at special ‘peanut-free’ or ‘tree nut-free’ tables as deemed necessary. These tables will be wiped down before and after meals with soap, as a precaution.

ANY FOOD ALLERGIES YOUR CHILD HAS SHOULD BE DOCUMENTED ON YOUR EMERGENCY CONTACT AND PERIODIC REVIEW FORM. For those parents of children with severe allergies, please understand that although our policy is that “Kinder Works is a Peanut- & Tree Nut-Free School”, we cannot guarantee a peanut- & tree nut-free school, but we make every effort to ensure your child's safety. (Please also see the section on “Medication & Special Needs” in this Handbook.)

NAP TIME occurs daily in the Toddler Rooms from approximately 12:15 PM to 2:00 PM. Cots are set up throughout the rooms and covered with sheets and/or blankets sent in from home. Children who do not nap will begin on cots for “quiet time” with a book or stuffed toy. If they do not fall asleep after 30 minutes, they will be invited to join a supervised activity apart from napping children. Children who wake up early will also be invited to get up and join the supervised activity. It is our goal that by 2:00 PM all toddlers are awake and engaged in constructive program activities. As the year progresses, older toddlers may begin to “grow out” of napping, and will join in supervised activities accordingly.

FOR THE VERY YOUNG, a special toy or blanket can be a great comfort, and an important stepping-stone to independence. It is fine to bring those “comfort items” to school. We will protect it, and make sure that other children respect its importance. When not in use, special toys/blankets will be stored in your child’s cubby. To help with your child’s possessions, please label all items and clothing with permanent marker or nametags. We will label items that come in unlabeled.
DIGITAL TECHNOLOGY: We reserve the right to supervise the use of any and all digital devices brought in to Kinder Works. We also prohibit the use of Wifi, thus preventing the children from making unauthorized purchases or accessing unauthorized websites.

LOST & FOUND is located in the Atrium; please check it out for lost items, including mittens and such!

SUNSCREEN: During the spring and summer months, please send your child to Kinder Works wearing sunscreen. Our teachers will reapply sunscreen to full day toddlers, using Waterbabies Pure & Simple, SPF 50 (ter-free) by Coppertone; we request that you send a bottle of this type of sunscreen to school with your child. If your child CANNOT use this particular brand of sunscreen due to medical reasons or otherwise, please notify the Director in writing and supply alternative sunscreen. (You can use the “Medication Dispensing Form,” which can be found in this Handbook, or obtained from your Director.) For Infants, parents must give written permission before we apply any sunscreen (again, use the “Medication Dispensing Form”); we will only use sunscreen sent from home, unless parents give written permission to use Waterbabies Pure & Simple.

III.3 Transitioning from the Toddler Program to Preschool

Preschool Registration: If your little one is age-eligible to enter our Preschool Program, your Director will let you know, and invite you to take a Preschool tour. You will be emailed the link to complete your “Preschool Enrollment” form online (or you may request paper forms from your Director).

Your child’s teachers and Director will also arrange and facilitate time for your child to visit his or her next program so that he or she is comfortable with the new routines, and they will communicate with you throughout the visiting and transitioning process.

There is an annual $85 Family Registration/Renewal Fee for our Preschool Program, due within one week of confirmation of enrollment. If transitioning into our Preschool Program mid-year, you need not pay the Family Registration/Renewal fee (until registering/renewing for the following school year).

If your little one is age-eligible to enter our Summer Camp program in June through August, our Summer Camp registration packet will be emailed to you, and the Director will invite you to take a Summer Camp tour. There is a $35 registration fee and weekly tuition rates for our Summer Camp program.

Please talk to your Director if you have any questions about transitioning your little one! Transitions are an exciting time, and we endeavor to make the move between programs smooth and comfortable for you and your child.
IV. POLICIES AND PROCEDURES

IV.1 Registration & Enrollment

Initial enrollment is contingent upon receipt of the completed “Enrollment Form Application/Agreement,” and all signed “Parent Signature Forms.” (The aforementioned forms can all be completed online, or you may request paper forms from your Director.) Also required is the Child Health Report (within 30 days of enrollment).

Enrollment in the Infant/Toddler Program will continue year-round until your child is age eligible to enter the Preschool Program for the school year (late August/September-June) or Summer Camp Program (June-August).

If you wish to change your child’s schedule at any time, please ask your Director for a “Request for Change of Schedule” form.

IV.2 Dropping Off/ Picking Up Your Child

At Kinder Works, safety is a priority. Our school is equipped with a security system that includes a keypad-entry. You will be given a confidential access code when you enroll; please share your confidential code only with those adults you authorize to pick up your child. When you enter the building, if you hold the door open for someone else to enter, please be sure that you know that person is involved with Kinder Works.

WHEN DROPPING OFF your child, please escort him/her into the center. Please be sure that you bring your child into his/her classroom so that the teachers know that your child has arrived. Your child will be supervised at all times. Please note that Kinder Works opens at 7:00AM.

PICKING UP: Parents (and/or guardians) must pick up children from inside the center or playground. You must sign your child out on the class clipboard (your child’s teacher has it). Make sure you watch your children after you have picked them up and signed them out. Once a parent “signs out” his or her child, the parent is then responsible for supervising the child while on the premises. Parents are required to handle all business issues prior to signing out their children. (For Late Pick-ups, please see the section titled “Your Child’s Schedule.”) Please note that Kinder Works closes at 6:00PM.

RELEASE OF CHILDREN: We will release your child to the parent(s) and/or guardian(s) who signs the “Application/Agreement” and to those adults for whom you have given written authorization on the “Emergency Contact and Periodic Review Form.” If someone else is to pick up the child, we will not release the child unless you have filled out a RELEASE OF CHILD UPON PARENT’S ORAL DESIGNATION FORM (which you can find in this manual or obtained from the Director) and proper ID is presented. This form should be completed in person, not over the phone. Only in an emergency, this form may be completed upon the oral designation of the parent over the phone, if the identity of the parent can be verified by a staff person. All changes and/or additions to the Emergency Contact Form and Application/Agreement must be made in writing and be dated and signed; please talk to your Director if you need to update these forms. Only custodial parents have the right to make changes or additions to these forms. All adults acting “in loco parentis” (in place of a parent) must abide by this Parent’s Handbook.

In cases where an enrolled child is the subject of a court order (ex: Custody Order, Restraining Order, or Protection from Abuse Order), Kinder Works must be provided with a Certified
Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kinder Works administration, both parents shall be afforded equal access to their child as stipulated by law. Kinder Works cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Kinder Works is obligated to follow the order for the entire period it is in effect. Employees of Kinder Works cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Kinder Works will report any violations of these orders to the court.

_______________________________________

Persons appearing to be impaired by drugs/alcohol at pick-up: The staff of Kinder Works will contact local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not prevent Kinder Works from denying a custodial parent access to his or her child if the parent is or appears to be impaired. Any other authorized person who attempts to pick-up a child, and appears to the staff of Kinder Works to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Kinder Works will contact the child’s parents, local police, and Child Protective Services to notify them of the situation.

IV.3 Parent - Teacher Communication

CONTINUAL COMMUNICATION between parents and teachers is ensured through a variety of modes listed below; our Directors are also available to meet with you to answer your questions, show you around, and tend to all the details that make our center the friendly and comfortable place it is. Please feel free to stop by the desk, call, or email us anytime!

MAIL FILES for each toddler are located in the in the Atrium. Parents should empty these files daily. Mail files for infants are located beside each child’s cubby, in the Infant Room.

EMAIL is our fastest and most efficient mode of communication, and it's also environmentally friendly, so we use it whenever possible. In our efforts to “go green,” we will email most correspondence. Please let us know if you would like “hard copies” of anything that is emailed. Also, inform your Director if you update your email address or would like to provide an alternative or additional email address. (Please add us to your list of contacts so our emails don’t land in your “spam” file!)

TEXT MESSAGING is the other fast and efficient way for us to communicate with you. It is important for us to have ONE phone number for texting, since we use this for mass-messages in case of emergency or for foul weather notifications. To be added to our mass texting list, please select “yes” and fill out the necessary information on the “Kinder Works Parents’ Handbook Signature Form” portion of the “Parent Signature Forms”. Please note that Kinder Works’ mass texts will arrive from sender “313-131.” You cannot respond to one of our text messages; please call or email us if you need to respond

KINDER WORKS DAILY DIARIES are completed on a daily basis for infants and toddlers. We ask that you read your child’s Diary daily, which details all of your little one’s snacks, meals, diaper changes (or toileting), naps, and any other important daily notes. You will receive this book on your first day and it will be yours to keep when your child graduates from the Infant and/or Toddler Program(s).
**ACTIVITY BOARDS for toddlers** are located outside the classrooms, in the Atrium. They inform parents of daily activities in each curriculum area, including morning and afternoon lessons and learning experiences. For **Infants** we use the Daily Diary to inform you of your child's daily activities. Also, please look at all of the information, projects, and photographs presented on our **bulletin boards and displays** for both infants and toddlers!

**KINDER WORKS PARENT COMMUNICATION FORMS** are used to communicate with parents as needed. These forms are used to describe minor incidents/accidents that require minor first aid (ex: a scraped knee that is washed and a band-aid applied), or behavioral concerns that must be addressed by staff and/or Director. See the “Forms” section of this manual for a sample copy of this form.

**OUR BLOG has our NEWSLETTERS and INFO and CALENDARS.** Choose the link to your school's blog below. Make sure you “follow” our blog to stay up to date. The upcoming themes and special activities are described here, as are any reminders or items “for your information.” This blog is kept confidential, so only Kinder Works parents can see it (or those you invite to see it).

- For DOYLESTOWN:  [kinderworksdtn.blog](http://kinderworksdtn.blog)
- For MONTGOMERYVILLE:  [kinderworksmtg.blog](http://kinderworksmtg.blog)
- For LIMERICK/ROYERSFORD:  [kinderworkslmk.blog](http://kinderworkslmk.blog)

**INFANT/TODDLER DEVELOPMENT PROFILES** are completed for each Infant and Toddler by the entire teaching team, including the Toddler Class Teachers, Curriculum Specialists, and Director. Profiles are records of staff observations of your child's development. They are updated every four months and we ask that you review and sign the original Profile; we will send a copy home for you. The Profile forms the basis for Parent-Teacher conferences. Our Profiles are portfolio-based, and are designed to document the continuum of behavior/skill development that typically occurs between 0 and 36 months of age. Please remember that all children are unique and meet milestones at their own pace. Developmental guidelines listed on the profiles simply show what your child has the potential to accomplish – if not right now, then soon. Some children need more time to meet their milestones, especially if a child is born prematurely. If you have any questions at all about your child’s development, please ask your Director for a conference.

**PORTFOLIOS OF LEARNING** demonstrate new skills and growth, and may include EQ (or SEL) moments and photographs. Your child's “Portfolio of Learning” contains samples of his or her work over time, collected from September to May/June. For families of toddlers, the Portfolio will be yours to keep at the end of the school year. For infants, the Portfolio will be given to you when your little one “graduates” from the Infant Program.

**PARENT-TEACHER CONFERENCES** are scheduled in the Fall and Spring, and other times as needed. Please remember that we can talk to you anytime if you call ahead! If you request a conference, your Director will schedule one as soon as possible. If you have any questions at all about your child’s skills and/or development, please ask your Director for a Parent-Teacher Conference.

Please keep **chats with teachers** very short when dropping off or picking up your child since teachers must tend to the children. **Leave notes** in your child’s diary or schedule a conference time with your teacher (through the Director), or drop in to the Office with your questions or concerns, or you can call or email anytime. Please keep **chats with other parents** outside of the classrooms since the noise level and distraction disrupts class time. Thank you.

In the event that any Kinder Works employee **suspects child abuse**, or receives a complaint of suspected child abuse, he or she is considered to be a mandated reporter under the Child Protective Services Act. A member of our Executive Board will make mandated reporting to the appropriate
authorities promptly. Investigation and reporting shall be done in a manner that protects the rights and confidentiality of all Kinder Works children, parents, and employees.

Kinder Works hereby exercises its right to restrict Kinder Works employees from employment with any family with which a relationship has been established due to association with Kinder Works. Employment refers to any relationship outside of the agency’s services that involves an employee of Kinder Works to interact with a current or former client of Kinder Works. Such relationships include but are not limited to babysitting, or working as a nanny, or driving children regardless of whether or not those services are voluntary or paid.

**IV.4 Confidentiality Policy**

Within Kinder Works, *confidential and sensitive information* will only be shared with employees of Kinder Works who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents, and/or other children will not be shared with anyone who doesn’t have a “need to know” or legal right to know.

Outside of Kinder Works, confidential and sensitive information about a child will only be shared when the parent (or guardian) of the child has given express written consent, except where otherwise provided by law.

Kinder Works takes very seriously the responsibility of maintaining the *confidentiality of all persons associated with the agency*. Parents and guardians must understand the implications of this responsibility. Parents and guardians need to recognize that the Confidentiality Policy not only applies to their child and family, but to all children, families, and employees associated with Kinder Works. Any parent or guardian who shares any information considered to be confidential, or pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information. (We ask for your release before issuing a Student Directory, which is distributed only to the families in your child’s class, and includes only those children whose parents/guardians have signed and agreed to the “Student Directory Release” found on the “Kinder Works Parent’s Handbook Signature Form” which may be completed online through the secure link provided at the end of this Handbook [or it may be emailed to you, or you may request a paper copy from your Director].) Our *Confidentiality Policy* protects everyone’s privacy. Employees of Kinder Works are strictly prohibited from discussing anything about another child or parent with you.

**CONFIDENTIALITY of the child’s records** is strictly enforced. Parents have full access to their child’s records with the exception of material protected under the provisions of confidentiality statutes. Records are kept in a locking file cabinet in the office. Access is given to the Administrator/Director and to our licensing agencies. All other persons requiring access (except the parents) shall obtain written permission from the child’s parents.

**IV.5 Privacy & Social Media**

Please note that *employees* of Kinder Works are strictly prohibited from including any information and/or photographs related to Kinder Works, its employees and/or the children/families served by Kinder Works on any image sharing application, including but not limited to websites and apps like Facebook, Twitter, and Instagram, etc. Any violation of this policy will result in disciplinary action up to and including termination. Further, Kinder Works will pursue
all legal remedies available for actions in violation of this policy.

Please note that Kinder Works maintains a Facebook “business page” (facebook.com/Kinderworks) and a private blog.

Kinder Works obtains appropriate releases before posting any pictures to the business page or blog. This page is strictly informational, and is not used for personal interactive exchanges.

In the age of camera phones and digital technology, Facebook and other forms of social media, it is important to remember that texting/posting/sharing pictures, blogging, tweeting, and writing “wall posts,” etc. of or about activities at Kinder Works easily breaches the rights to privacy and confidentiality of employees, children and parents, as such postings can quickly spread through the internet. To protect our children, families, and teachers, Kinder Works advises that parents do not post any pictures or comments of or about Kinder Works, its students, teachers, or property, as this could infringe on privacy rights, reputation, and confidentiality.

**IV.6 Open Door Policy / Volunteering**

At Kinder Works, we have an **OPEN DOOR POLICY**, which means that parents and grandparents are welcome to drop in and visit anytime to share in their child’s day. Please check in the office when you arrive. If we don’t recognize you, please excuse us for stopping you, and checking your ID! (We will get to know all of you eventually!)

**VOLUNTEERING:** If you are interested in occasionally volunteering your talents or reading a story to the children, we would be delighted to have you visit. You can make arrangements with the Director.

**IV.7 “EQ” Approach to Discipline**

Please read our “EQ” (and/or “SEL”) sections of the Curriculum Guide and Brochure. All areas of our school focus on **non-violent, pro-social behavioral skills**. We intend to create a safe, non-violent atmosphere that will enhance your child’s “**social and emotional intelligence**”, what we call **EQ or SEL**, by offering and promoting alternative creative activities and by disapproving of violent expression.

Causes of violent expression will be gently explored and released. Constructive alternatives to violent play are readily available and rewarded. Gross motor release and symbolic or verbal release are emphasized and carefully supervised, appropriate to the age and development of the child(ren) involved. A time and place is deliberately set aside for this when necessary, over and above regularly scheduled activities of this type. Our school will continue the effort to promote pro-social behavior by providing you with more information about handling (and preventing) aggressive/violent behavior and its causes throughout the year. See the Atrium tables for current articles and/or information.

**DISCIPLINE POLICY:** The use of corporal punishment is against the law. At Kinder Works, non-violent methods of discipline are used. **We use redirection and positive reinforcement consistently.** We incorporate EQ (or SEL) lessons during specific lesson times and whenever there is an opportunity. We teach children to recognize and label their emotions, to use words to express themselves, and to make wise choices by thinking through to consequences, appropriate to the age and development of the child(ren). If there is continued and intended misbehavior that does not respond to other approaches, we may briefly remove a child from the social area to another location in the same classroom. This is done in a gentle, nonjudgmental fashion so the child does not feel blamed or invalidated. He or she should understand that it is his behavior (not himself or herself) that is an issue and that this is a natural consequence of socially unacceptable behavior. He or she should
understand why the “rule” that was broken exists. The time spent in this is brief and gauged on the receptivity of the child, and is always followed up with a conversation about acceptable alternatives.

BITING: Biting is a behavior which occasionally appears among older infants and toddlers. It is often the result of frustration or anger because the child cannot express himself with words. Sometimes the behavior manifests for other reasons such as over-stimulation, teething, getting attention, or seeking reactions. This behavior must be quickly extinguished because it is dangerous to others.

Our staff uses various techniques to stop biting behavior. We pay attention to the injured child first; and we tell the biter, “We only bite food (or teethers),” and then we briefly remove the biter to a quiet area. We observe for times and situations which may lead to biting to prevent its occurrence and we sit close to the biter to help calm him or her down. We give the child who is biting easy access to his or her own teethers. We teach other forms of communication such as Sign Language, which is easier for infants and toddlers who have not yet mastered oral language. We show attention and give praise to the child when he or she shows appropriate behavior and maintains an acceptable approach to problem solving.

Sometimes biting behavior is unpredictable and/or does not respond to our techniques. In a situation where biting is persistent, we must put parents on notice and develop more comprehensive strategies with staff and parents. This may include behavior modification techniques and/or changing groups. If biting continues we may dis-enroll the child. Such a child can return to us once the biting behavior has been out-grown or extinguished.

If your child bites (or is bitten), or demonstrates behavior that is harmful to himself or herself or others, you will receive a Parent Communication Form, which details the behavior, the teachers’ (and Director’s) interventions, and the plans to modify behaviors and/or prevent the behavior(s) from recurring. We will consistently use various intervention techniques to help your child use pro-social behavior. If your child presents a biting problem, or presents a pattern of such problematic behaviors, we will document this and call you to enlist your help at home. If the behavior persists despite all efforts, we will call you and document warnings of impending dis-enrollment. We have a Zero Tolerance policy for violence and threats of violence. (Please also see our “Continued Enrollment Policy” section regarding Zero Tolerance.)

IV.8 Medication / Special Needs

Children who are to receive PRESCRIPTION MEDICATION or SPECIAL MEDICAL PROCEDURES administered by our staff must first have written parental permission and doctor’s instructions on file in the office (instructions for administration on the prescription label are acceptable as doctor’s instructions). Please complete the “Medication Dispensing Form” found in this Handbook, or request this form from the Director. Over-the-counter medication (including Tylenol, Motrin, Benadryl, etc.) also requires parental consent for administration. (Again, please complete the “Medication Dispensing Form.”) All medication must be in the original container and labeled with your child’s name. PARENTS ARE RESPONSIBLE FOR PROVIDING KINDER WORKS WITH MEDICINES (INCLUDING EPI-PENS) THAT ARE WITHIN THEIR EFFECTIVE DATES; MEDICINES MUST BE REPLACED BEFORE THEIR EXPIRATION DATES.

If you supply any over-the-counter topical cream, lotion, or ointment (such as Desitin, Aquaphor, Orajel, etc.), you must complete the “Medication Dispensing Form.” All such creams, lotions, ointments, etc. must be in the original container and labeled with your child’s name.

NEVER put medication in your child’s cubby, knapsack, diaper bag, or lunchbox! Medications/drugs must be handed to the teachers or brought directly into the Office by the adult bringing the child to Kinder Works; it will be safely stored in the Office/Kitchen.
In cases where the “Medication Dispensing Form” is not available and administration of the medicine is necessary, the Director may obtain verbal orders from the parent and/or attending physician by phone. Such verbal orders must be documented on the “Medication Dispensing Form” by the Director. In order for the medication to be administered again the following day, a signed “Medication Dispensing Form” must be made available by the parent.

**ANY FOOD ALLERGIES/SPECIAL NEEDS (Medical, Dietary, or Other) THAT YOUR CHILD HAS SHOULD BE DOCUMENTED ON YOUR EMERGENCY CONTACT AND PERIODIC REVIEW FORM,** and you must verbally notify the Director upon enrollment.

**FOR SEVERE ALLERGIES,** in addition to the aforementioned “Medication Dispensing Form,” parents must complete the “Authorization & Action Plan for Children with Severe Allergies,” or its equivalent, signed by the physician and the “Release” form. These forms are attached to this Handbook, and available from your Director. (If applicable, these forms must be completed and submitted by August 15th of each new school year, or upon enrollment, and reviewed and signed by a parent/guardian in December and April.)

**FAMILY’S RESPONSIBILITY in cases of severe allergy:**
1. Notify Kinder Works in writing on the “Emergency Contact & Periodic Review Form,” (which can be completed online, or you may request a paper copy from your Director) and also notify and the Director in person.
2. Provide written medical documentation, instructions and medications as directed by your physician. Use the “Authorization & Action Plan” form, or its equivalent, signed by your physician, AND complete and sign the “Release” form. (And, as stated above, provide and maintain the corresponding medications within their effective dates.)
3. Educate your child in self-management (as age-appropriate) by teaching him or her what foods are safe or unsafe and strategies to use in avoiding unsafe exposure.
4. Provide updated emergency contact information on the “Emergency Contact & Periodic Review Form.” (Talk to your Director if you have updates, additions, or changes after your original form is submitted; all changes and/or additions to the Emergency Contact form must be made in writing, dated, and signed.)
5. Supply ‘safe snacks’ to have on hand in the classroom (in the case of severe food allergies).

**FOR SPECIAL MEDICATION ADMINISTRATION OR MEDICAL PROCEDURES OR SPECIAL NEEDS REQUIRING SPECIFIC MEDICAL SERVICES:** in addition to the aforementioned prescription form, parents must complete an “Authorization & Action Plan” and “Release” form CREATED SPECIFICALLY FOR YOUR CHILD’S NEEDS. Your Director can give this to you. (If applicable, these forms must be completed and submitted by August 15th of each new school year, or upon enrollment, and reviewed and signed by a parent/guardian in December and April.)

Any **SPECIAL NEEDS** your child might have (ex: diet, allergies, asthma, delays, services, etc.) should be documented on your “Emergency Contact and Periodic Review Form.” If your child receives services (from the Intermediate Unit, Early Intervention, or Private Therapy, etc.) for any special need, developmental delay, or otherwise, it is advantageous to provide Kinder Works with a copy of the Individualized Service Plan (or similar plan) so that our Teachers may help serve your child and increase his/her success. Also, please inform the Director of any meetings, observations, or evaluations so that Kinder Works can help represent your child for maximum success. Any information provided will be handled with discretion, maintaining confidentiality, and shared only with those with a “need to know.” Please hand any such information directly to the Director and she will direct the information so as to respect all rights to privacy; you will be asked to complete and sign an “Authorization to Release Student Records” before any records, observations, or information can be shared, transferred, released, or discussed.
IV.9 Child Illness & Public Health Policies

Kinder Works follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. (Information is available on their website).

Please **DO NOT SEND A SICK CHILD** to Kinder Works! We clean everything regularly, and wash hands frequently, but if your child comes in sick, please consider the other children! Children will be excluded from the program if they exhibit symptoms of any communicable disease.

**Parents are required to pick up an ill child within 45 minutes** of notification by phone. If a parent is reached, but cannot pick up his or her child within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's “Emergency Contact and Periodic Review Form.” The Director will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the Director will begin to call the people listed on the aforementioned form until arrangements can be made for the child to be picked up.

**Children will not be permitted to return to the program until they are no longer contagious.** Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Kinder Works reserves the right to refuse to allow a child to return if the Director or her designee believes the child to be too ill to participate in the program.

If your child will be **absent due to a communicable illness, we request that you notify the Director.** This enables our faculty to keep track of any illness that might occur at our school, so that the parents of the children in the school may be notified that a communicable disease is present. This information will only be shared with faculty on a “need to know” basis. Only communicable disease information will be shared. Kinder Works will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not share) the reason for your child’s absence from school. Certain communicable illnesses, which we must post when they appear in our school population, shall be posted and a flyer shall be placed in your child’s mail file.

**Please be alert to any of the following symptoms that may prevent your child from attending** the center. Kinder Works recommends that you consult your Doctor and remain at home for any of these symptoms.

**FEVER:** Children excluded from the program due to fever may not return to the program until they are fever free, without any fever reducing medication, for **24 hours.** If your child is sent home due to a fever, s/he is not permitted to return to the program the following day at a minimum. **A fever is defined** as a temperature reading on a thermometer of at least 101 degrees or more as taken under the arm.

**DIARRHEA:** Diarrhea can spread very quickly. Therefore, parents will be called immediately with a “liquid” bowel movement, and after the third incident the parent will be required to pick up the child. Children are **required to be excluded from the program for loose bowels or diarrhea** that occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume; it is necessary for the child to be without any reoccurrence for 24 hours before returning to the Center.

**SEVERE COUGHING:** Severe coughing is present if a child gets red or blue in the face, makes a high-pitched croup or whooping sound, or has a constant cough.
DIFFICULT/RAPID BREATHING: This is especially important with a child under 1 year.

PINK EYE: Parents will be called when tears, redness of the eye lining, irritation followed by swelling and/or discharge of pus is observed. After “pink eye” is diagnosed by a Doctor, the child can return to Kinder Works if the discharge is cleared and medication is being administered. A child must be on medication for 24 hours before he or she is no longer contagious.

VOMITING: Parents will be called immediately if their child vomits, and required to pick up their child if any other symptoms occur with vomiting or if a second incident is reported. It is necessary for the child to be without any occurrences for 24 hours before returning to the center.

BRONCHIAL SYMPTOMS: Sore throats, ear infections, or any illness requiring antibiotic medications require a 24-hour period at home before returning to the Center.

ADDITIONALLY: It is recommended that a child with any of the following symptoms see a Doctor and remain home so that they can be more comfortable and to prevent further illness:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Infected skin patches
- Heavy nasal discharge indicative of infection
- Unusual dark, tea-colored urine
- Grey or white stool
- Headache and stiff neck
- Unusual crankiness or lethargy
- Excessive crying
- General discomfort or seemingly unwell
- Loss of appetite
- Severe itching of body or scalp

At the discretion of the Director, a conference or Doctor’s statement of good health may be requested upon your child’s returning to the Center. For further information on suggested health care for infants and toddlers, please see the American Academy of Pediatrics’ Recommendations for Preventive Pediatric Health Care on their website, or in the forms section of this Handbook.

Head lice: “NO NIT POLICY:” A child who has head lice or nits will be excluded from the program. Parents must pick up a child with head lice or nits within 45 minutes of notification by phone. The child can return only after s/he has been inspected by the Director or her designee, and has been found free of head lice and nits. Please understand that head lice pose a public health problem. Follow your doctor's instructions or take action recommended by www.headlice.org if you have an infestation. Our standard is the “NO NIT POLICY” at Kinder Works.

To guard against stings, please don’t attract bees with fragrant perfumes and shampoos. Staff will show your children how to move away slowly and quietly if a stinging insect buzzes nearby.

Ticks: Teachers and Specialists will check the children for ticks after playing outdoors; ticks may be no bigger than a grain of sand. If a tick is found, we will use tweezers to gently pull ticks straight out; this will be done by the Director only. You will be notified in writing if this occurs. Call your pediatrician if your child develops rash or flu-like symptoms after a tick bite.
Children when first entering a daycare or school setting, regardless of age, usually get sick frequently. We know that the child who first enters daycare or school will get an average of 12 -14 infections (either colds or gastroenteritis) per year. This is because a child who attends daycare or school for the first time is exposed to many new germs in these settings.

Young children are more vulnerable to illness because their immune system, the body’s natural defenses against disease, is not yet “built up.” Infants and toddlers tend to get sick more often than older children because their immune systems have not yet experienced many pathogens. **Exposure is actually necessary to build up the body’s immune system for a lifetime.**

As the years go by, the child who has been introduced to a group setting develops immunity or protection against these infections and is sick less often. By the time the child becomes preschool age the average number of infections drops to 3 - 5 per year. The best way to combat these infections when they occur is to make sure your child eats well, gets plenty of water and rest, and washes his/her hands frequently.

**IV.10 Tuition Payments**

**INFANT AND TODDLER TUITION** is enumerated in your “Tuition Schedule,” expressed as **12 Tuition Payments**, which is based on the **full year of 52 weeks** (starting at the end of August/beginning of September thru the following August). This amount is quoted in your **ENROLLMENT FORM APPLICATION/AGREEMENT** (which will be emailed to you upon confirmation). Therefore, you pay the same amount on the 15th of each month. (To compare to weekly rates, multiply your tuition rate by 12 payments, then divide by 52 weeks.) **If you need to pay by the week rather than following our schedule, you must pay by auto-bank debit. See below.**

Parents registering their infant or toddler at any time must make one full tuition payment, plus pay the **non-refundable $85.00 Family Registration Fee**, one week after your enrollment is confirmed. Tuition will be prorated for the weeks of attendance (which will be calculated using the weekly rate noted on the “Tuition Schedule”), and parents will then be responsible for the remaining monthly payments per the “Enrollment Form Application/Agreement.”

Tuition schedules are updated and usually change for the Infant/Toddler program every September, and the change is automatically regarded as an addendum to your Application/Agreement. Please note that when your child graduates to our Preschool or Summer Camp Program, the tuition is based on a school year of 42 weeks (starting at the end of August/beginning of September and ending in mid or late June); and summer camp sessions (10 weeks between June and August) are separate, each for a weekly fee.

----------------------------------------

**TUITION STATEMENTS:** We will send out ‘Tuition Statements’ to notify you of payments due, before the 15th of each month; these Statements will be emailed as an automated message sent directly from our fiscal software through our Kinder Works email. (So please be sure to provide us with your preferred up-to-date email address!)

**PAYMENT METHODS:** Tuition payments for the Infant/Toddler Program are **due by the 15th** of each month. If you wish to pay by **auto-bank debit**, just click on the link provided in your enrollment confirmation email and complete the secure online form. (Or you can email our Fiscal Office anytime at kinderworks@kinderworks.net and we will email you the link.)

If you wish to pay by **check** (or if you use on-line banking), please mail payments to the address below. If you are paying by **money order** or **cash**, please hand-deliver to your Kinder Works location. Make checks/money orders payable to "Kinder Works" and include your child’s full name.
on the ‘memo’ line. (We do not accept credit cards because they charge approximately 2.25% on total transactions, and we do not want to pass that cost on to you.) Our Fiscal Office mailing address is:

Kinder Works Fiscal Office
1090 Pebble Hill Road
Doylestown, PA 18901

If you would like a receipt for your tuition payment(s) for dependent care, taxes, or for any other purpose, please email our Fiscal Office at kinderworks@kinderworks.net (be sure to include your child's name, and with which Kinder Works you are affiliated: Montgomeryville, Doylestown, or Limerick). We are happy to email payment receipts upon request.

Our Fiscal Office can also fill out dependent care forms, and talk with your dependent care administrators directly, as needed, to meet their various requests for proof of tuition payments. If you request this, please supply the forms and/or contact information. (Please note: Kindergarten tuition is not eligible for FSA Account reimbursement, as regulated by the U.S. Government.)

A one-week VACATION CREDIT is given for Infants and Toddlers in your first year, with your 10th tuition payment, and then annually with that payment. Your tuition will automatically be calculated to reflect this one-week credit (according to your current schedule); you do not need to request it. Whether or not you take a vacation, or whenever you take your vacation, you receive your credit every year. This policy pertains to the Infant/Toddler Program only.

Parents/guardians of a subsidized child must complete all required CCIS and Kinder Works paperwork, sign the CCIS attendance sheet on time, pay their Family Registration/Renewal Fee and weekly CO-PAY on time (which is determined by CCIS and by Kinder Works), and abide by the CCIS agreement as well as Kinder Works policies to continue enrollment at Kinder Works. We are mandated to report to CCIS when a child attends and is absent and when a client does not pay the co-pay. CCIS will communicate with each client about how many days of absenteeism are allowable and they will terminate any client who does not pay their co-pay.

Unfortunately, we cannot reserve a place for your child if you have an unsettled account. We will send you, via email, a late fee notification (a statement of your account), which serves as a warning of service termination. Payment must be made immediately after a late statement is received, or termination will ensue. If your payment is delinquent, your child will not be able to attend until your tuition account is current.

There will be a $15.00 fee for a bounced check that clears when our bank redeposits. (Sorry! Banks charge us for your bounced check too!) There will be a $30.00 charge for a bounced check that does not clear when redeposited. In the latter case, we will email-notify you that we must receive payment plus the $30.00 within 3 days or your child will be dis-enrolled and you will still be responsible for the payment. If there is a second occurrence, you must make all remaining payments by cash, money order, or certified check.

There will be a $35.00 fee for a returned auto-pay and our bank does not attempt a redeposit. In this case, you will be email-notified that we must receive payment plus the $35.00 within 3 days or your child will be dis-enrolled and you will still be responsible for the payment. If you tell us to attempt auto-pay again, we will charge the additional $35.00 to your auto-pay. If there is a second occurrence, you must make all remaining payments by cash, money order, or certified check.
If you require an EARLY WITHDRAWAL, we ask you to please give us at least two weeks notice. Please notify the Director as soon as possible. This allows us time to complete our paperwork, have a closing conference if necessary, and enroll another child. There will be a processing fee of $50, $75, or $100 for early withdrawal; please see “Your Child’s Schedule” portion of this Handbook.

REFUND POLICY: We do not charge for services past your documented last day of enrollment. This means that if you require “early withdrawal” for any reason, we will refund you for any pre-paid unused weeks of service past the documented last day.

When your child misses school due to reasons such as illness or vacations, the staff must be paid and necessities need to be maintained. Therefore, tuition is charged for your registered schedule, whether your child is present or not. (A VACATION CREDIT is given yearly; please see specifications above.) We regret we cannot make additional refunds based on absenteeism.

IV.11 Your Child’s Schedule

Your child is enrolled for specific days and times and we rely on you to keep that schedule so that our daily attendance and staff to child ratio remains consistent. In addition, we cannot accommodate switching days to make up lost time. The only exception to this is when all children are invited to a special event outside of their registered schedule (such as a holiday party). Special events to which all children are invited are indicated as such in our newsletter, which is emailed at the beginning of each month, and special event invitations are emailed as well.

If you would like your toddler to stay for the lunch hour and s/he is enrolled for only the morning or afternoon session, the charge will be $15.00 for the lunch hour. You should ask your Director about this in advance and she will give you the appropriate “Request for Extra Hours” form if your request can be accommodated. Please understand that we have limited availability for this.

If you would like to have your toddler attend for program time for which you are not registered, the charge will be $15.00 per hour. You should request this from your Director in advance, and she will give you the “Request For Extra Hours” form if your request can be accommodated. We have very limited availability for this.

TO AVOID BEING BILLED FOR EXTRA HOURS, please be sure to pick your child up at your scheduled time. The Toddler AM program ends at 12:00 noon, and the Infant/Toddler PM program ends at 6:00 PM.

“Notification of Late Pick-Up”: We offer hours of care to 6:00 PM. Please be advised that we charge a $15.00 late fee for every 5 minutes past 6:00 PM. Lateness causes problems with staffing and insurance and continual late pick-up is therefore grounds for termination of services. (If students who are scheduled to be picked up at 12:00 Noon are picked up late, they will be charged for the lunch hour.)

If you would like to request a schedule change, a “Request for Change of Schedule” form must be obtained from the Director and completed. All changes involving a drop or a reduction of hours carry a processing charge: $50.00 for the first change, $75.00 for a second change, and $100.00 for all additional changes in a school year (between September 1\textsuperscript{st} and August 31\textsuperscript{st} of the same school year).

Please note that if paying by auto-debit, schedule changes require 5 working days, so they must be processed before the 10\textsuperscript{th} of the month to be in effect by the tuition payment due on the 15\textsuperscript{th}. A signature from the authorized Parent or Guardian must be included on the “Request for Change of Schedule” form for changes to be made to an auto-debit account.
IV.12 Your Child’s Records

While your child is enrolled, accurate and up-to-date records must be maintained. The scheduled intervals to update your child’s records are explained below. Parents are required to notify Kinder Works immediately should any information collected at the time of enrollment, or any time thereafter, change. Up-to-date records are required so that we can contact you in the event of an emergency; they are also required to keep Kinder Works in compliance with licensing agencies.

Your “ENROLLMENT FORM APPLICATION/AGREEMENT,” which can be completed online, or you may request paper forms from your Director, is due at the time of enrollment.

The “PARENT SIGNATURE FORMS” can be completed online. You can click the link found at the end of this Handbook for these forms (or request paper copies from your Director).

“CHILD HEALTH REPORT” forms are due within thirty days after the first day of enrollment and must be updated according to the American Academy of Pediatrics’ Recommendations (provided for you in the Forms section of this manual) pursuant to childcare licensing regulations. Parents of INFANTS are required to submit updated Child Health Reports at 2 months, 4, 6, 9, and 12 months. Parents of TODDLERS are required to submit updated Child Health Reports at 12 months, 15, 18, 24, and 36 months, and are required to submit updated Child Health Report forms once each year after the child’s yearly well-child check up through Preschool as well.

If you move, change phone number and/or email, change jobs, change doctors, or change insurance companies, please notify us as soon as possible. Also inform us immediately of new emergency contact numbers and/or addresses.

Parents have the right to request additional information, comments, data, or any other relevant materials be added to the child’s record and shall have the right to request deletion or amendment of information contained in the child’s record.

TRANSFERAL OF RECORDS may be requested by another facility or evaluating agency. A parent or guardian must sign an “Authorization to Release Student Records and/or Transfer of Records” form before we can send, release, or discuss any records; therefore we may ask you to complete this form so we can transfer or share your child’s records. Similar releases provided by the other facility or evaluating agency will be accepted for records transfer as long as they are completed and signed by the parent/guardian.

When we receive observation forms, checklists, or admission recommendation forms from other institutions along with a parent-release form, we carefully review them. Often, we cannot accurately fill them out because many of the questions request subjective opinions or do not specify criteria, frequencies, parameters, a rubric or standards by which we can measure our responses. We can always provide your child’s completed Kinder Works Infant or Toddler Development Profile. These profiles are observation tools that are completed every four months and usually answer all of their questions. Please note that the above-mentioned “Authorization to Release Student Records and/or Transfer of Records,” or an equivalent form, must be completed before we can address such requests, and/or share any observations or records.

IV.13 Continued Enrollment Policy

(Please note: Early withdrawal and our refund policy are discussed under “Tuition Payments.”)
Continued enrollment at Kinder Works is contingent upon the parent’s (and/or guardian’s), emergency contact persons’, and child’s adherence to the policies and procedures of Kinder Works as outlined in this Handbook.

Parents/Guardians are required to notify Kinder Works immediately should any information collected at the time of enrollment, or any time thereafter, change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit; this includes “subsidy” status.

**ZERO TOLERANCE POLICY:** Kinder Works has adopted a “Zero Tolerance” policy regarding violent behavior and threats of violence. This means that a child displaying violent or threatening violent behavior must be controlled because he or she is dangerous to himself and/or others. If the behavior or threats cannot be remediated and they are deemed to be dangerous to self and/or others, the parents will be asked to remove the child from Kinder Works. If the child’s behavior continues to be a problem unresponsive to remediation, his or her enrollment will be terminated.

In addition, behavior that is dangerous to others, such as BITING, may also be cause for dis-enrollment. (Please see the “SEL Approach to Discipline” section for details on how we handle biting.)

One of the goals of Kinder Works is to provide the most appropriate and safe environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Kinder Works, but is also the responsibility of each and every parent or adult who enters the center.

Parents/guardians are required to behave in a manner that fosters this ideal environment. **Inappropriate behaviors** include but are not limited to those listed below and may be grounds for termination in order to safeguard the children:

- Swearing and cursing
- Threatening of employees, children, other parents or adults associated with Kinder Works
- Physical/verbal punishment of your child or other children at Kinder Works
- Smoking on Kinder Works property
- Violent verbal or physical confrontational interactions with employees, other parents, or associates of Kinder Works
- Violations of the confidentiality policy
- Violations of the privacy & social media policies
- Violations of the digital technology policies
- Discrimination based on race, sex, disability, color, age, origin, creed or limited English

Adults causing dismissal will not be permitted on Kinder Works property. Kinder Works will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Kinder Works cannot have a child at the agency when the child’s parent is prohibited access. Kinder Works will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Kinder Works reserves the right to dismiss any parent/guardian or child at any time with or without cause.

**IV.14 Notification of Safe Routes**
Vehicular safe routes for Kinder Works in Montgomeryville are accessed by entrance and exit one way from Route 309 to Heritage Executive Campus and two-way entrance and egress are available from Richardson Road. Pedestrian access is accommodated through the parking lot using sidewalks to the front door. Parents/ Guardians must bring children into their classrooms (or playground) to drop off.

Vehicular safe routes for Kinder Works in Limerick/Royersford are accessed by entrance and exit from West Ridge Pike or Township Line Road. Pedestrian access is accommodated through the parking lot using sidewalks to the front door. Parents/ Guardians must bring children into their classrooms (or playground) to drop off.

IV.15 Foul Weather & Emergency Procedures

Kinder Works will notify you of foul weather closings and emergency procedures through TEXT and EMAIL. We will also leave a recorded message on our phones.

FOUL WEATHER PROCEDURES: In the event of foul weather, Kinder Works usually follows procedures decided by the nearest school district (which are announced on major radio stations and local news television channels). However, at times Kinder Works varies from the school district. Decisions regarding delayed opening and/or closing are based on local weather and road conditions, using the information provided to us by our local townships and police and fire departments, as well as the local branch of the National Weather Service. Our highest priority is always the safety of our children, families, and staff.

*** For Kinder Works in Montgomeryville:***
For a 1-hour delay, Kinder Works will open at 8:00 AM.
For a 2-hour delay, Kinder Works will open at 9:00 AM.

*** For Kinder Works in Limerick/Royersford:***
For a 1-hour delay, Kinder Works will open at 8:00 AM.
For a 2-hour delay, Kinder Works will open at 9:00 AM.

Should the school need to close in the middle of the day, Kinder Works will send an email and mass text message to our families. If there is an emergency that requires us to move the children from the school, we will include the alternate pick-up location.

We do have 4 snow/emergency closing days built into our tuition schedule. Any days over these built-in days will either be made up during the school year, and/or during camp, and/or be reimbursed pursuant to your child’s enrollment, at the discretion of the Executive Board. You will be notified of the arrangements for snow make-up days, if needed.

EMERGENCY PROCEDURES: Kinder Works wishes to assure you of our concern for the safety and welfare of our children. Our Emergency Operations Plan (which is posted in every classroom) provides for response to all types of emergencies. We will contact you by text and email. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation** - Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. (Montgomeryville: Our evacuation location is on the path beyond the playground fence. Limerick/Royersford: Our evacuation location is outside of the playground fence in the buffer area adjacent to the rear housing
development. **Doylestown:** Our evacuation location is on the grass beyond the pool fence or on the playground along the front fence.)

- **In-place sheltering** - Sudden occurrences, related to weather, hazardous materials, or terrorist threat, may dictate that taking cover inside the building is the best immediate response. We are prepared to take the necessary precautions for in-place sheltering and have supplies on hand at all times for this action.

- **Evacuation** - Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken on foot to our relocation facility and notice of relocation will be posted on the front door. (**Montgomeryville:** OPTION 1: Building 100, which is the building located closest to Route 309 in our building complex; OPTION 2: Building 200, which is in our building complex, beside the mailboxes. **Limerick/Royersford:** OPTION 1: Walgreens, which is in our building complex; OPTION 2: McDonalds, which is in our building complex. In the case of nuclear power plant emergency, the Township has a plan to transport us by bus from Walgreens to outside of the danger perimeter. **Doylestown:** OPTION 1: across the street at 1093 Pebble Hill Road; OPTION 2: 1262 Pebble Hill Road, down the hill and over the bridge to the right.)

- **Modified Operation** - This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of severe weather or building problems that make it unsafe for students (such as utility disruptions), but may be necessary in a variety of situations. We will email and text you to alert you so you can pick up your child.

In the event of a local or regional emergency, which is beyond our control and not isolated to the Kinder Works site and results in closing the center, we will not reimburse for loss of service.

The “**Emergency Contact & Periodic Review Form**” portion of the “Parent Signature Forms” designates persons who can pick up your child. The link for this form will be emailed to you as part of your “final enrollment packet”. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child in the event of an emergency.

We specifically urge you **not** to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact your School Director.

**FIRE/EMERGENCY DRILLS:** Kinder Works conducts monthly fire/emergency evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not drop off children or sign children out of the building. Parents must wait until the drill is complete and children have returned to the building.

In the event of a real fire/emergency situation, the Director or designate will inform each staff person that the center will be closing. At this time, any parents who are dropping off children will have to leave the premises with their children. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone
call. Staff account for all children (each staff is assigned to a particular group), and will stay with the children in a safe place (please see emergency procedures, above) until all are picked up.

KINDER WORKS
PARENT COMMUNICATION®
for BEHAVIOR/ACCIDENT/ILLNESS

Date: ____________________

Kinder Works: ___ Doylestown 215-348-8082 ___ Montgomeryville 215-822-7510 ___ Limerick 610-489-1600

Child’s Name: ___________________________________________ Class: ______________________________

Location of Incident: _____________________________________ Time of Incident: ______________

Teachers Present: __________________________________________________________________________

Describe what happened before/leading up to the incident: _______________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Describe Incident: _________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Immediate action taken: ___________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

For behaviors, our expectations are: __________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

For behaviors, our plans to help the child achieve success are: _________________________________

________________________________________________________________________________________
Parents notified: DATE: ___________ TIME: __________ NOTIFIED BY (circle one): telephone this report verbally (in person)

________________________________________       ________________________________________
Staff Signature         Director's Signature

Report Disposition: File original in child's file, a copy goes to the parent, and a copy filed in Incident/Accident/Illness file.

Parent Communication Form 8-13-13
### Recommendations for Preventive Pediatric Health Care

**Bright Futures/Academy of Pediatrics**

These guidelines are representative of the American Academy of Pediatrics (AAP) and Bright Futures. The AAP continues to emphasize the great importance of continuity of care in comprehensive health supervision and the need to avoid fragmentation of care.

Refer to the specific guidance by age as listed in Bright Futures guidelines (Wiggin JF, Shaw JS; Duscan PM, eds. *Bright Futures Guidelines for Health Supervision of Infants, Children and Adolescents 3* edn. BJW (Village, IL; American Academy of Pediatrics, 2006).

The recommendations in this statement do not indicate an exclusive course of treatment or standard of medical care. Variations, taking into account individual circumstances, may be appropriate.


No part of this statement may be reproduced in any form or by any means without written permission from the American Academy of Pediatrics except for your copy for personal use.

### Physical Examination

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Infant</th>
<th>Early Childhood</th>
<th>Middle Childhood</th>
<th>Adolescence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newborn Blood Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Critical Congenital Heart Defect Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Audiometry</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Hemoglobin or Hematocrit</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Lead Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Tuberculin Testing</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Diabetic Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ST/THV Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Cervical/Dyssynchronous Screening</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>ORAL HEALTH</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Flu/Meningococcal Vaccine</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

### Anticipatory Guidance

1. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
2. A reminder is recommended for all parents of the importance of child care, physical examination, or face-to-face. The reminder is an important guideline for parents to consider the important factors of the child’s care and the importance of child care, physical examination, or face-to-face.
3. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
4. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
5. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
6. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
7. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
8. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
9. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.
10. For child care, under general care, careful history-taking, physical examination, or face-to-face are not recommended at any age, and the individual should be taught to the best of the care provider’s ability.

### Key

- **1.** To be performed
- **2.** Not-to-be-assessed
- **3.** To be performed with appropriate action to follow, if positive
- **4.** Range during which a service may be provided
- **5.** To be performed
- **6.** To be performed
- **7.** To be performed
- **8.** To be performed
- **9.** To be performed
- **10.** To be performed
- **11.** To be performed
- **12.** To be performed
- **13.** To be performed
- **14.** To be performed
- **15.** To be performed
- **16.** To be performed
- **17.** To be performed
- **18.** To be performed
- **19.** To be performed
- **20.** To be performed
- **21.** To be performed

Date:  **effective August 1, 2018 - July 31, 2019**

From:  April Bass, Executive Director, Kinder Works

**LIMITED ENGLISH PROFICIENCY POLICY STATEMENT**

It is our responsibility to ensure that all clients have meaningful and equal access to services. This responsibility encompasses the most basic of human needs the need for communication and understanding.

In order to ensure effective communication, Kinder Works staff will make every effort to ensure communication and understanding for those clients or their immediate families who are identified as having Limited English Proficiency (LEP).

In addition, the public offices have been equipped with universal symbols for bathrooms, exits and water fountains.

Once a client or their family has been identified as needing translation or interpretive services, Kinder Works staff will contact the corresponding appropriate agency.

April Bass, Kinder Works Executive Director
This form shall be posted in each Kinder Works Center

SUBJECT: Nondiscrimination in Services
TO: All Parents
FROM: April Bass, Executive Director
Kinder Works in Doylestown: 1090 Pebble Hill Road, Doylestown, PA 18901
Kinder Works in Montgomeryville: 595 Bethlehem Pike, Bldg. 500, Montgomeryville, PA 18936
Kinder Works in Limerick: 36 W. Ridge Pike, Limerick, PA 19468

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

Any individual student/parent (and/or their guardian) who believes he or she has been discriminated against may file a complaint of discrimination with:

<table>
<thead>
<tr>
<th>Kinder Works</th>
<th>PA Human Relations Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please use address above)</td>
<td>Philadelphia Regional Office</td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>110 N. 8th Street, Suite 501</td>
</tr>
<tr>
<td>Bureau of Equal Opportunity</td>
<td>Philadelphia, PA 19107</td>
</tr>
<tr>
<td>Room 223, Health &amp; Welfare Building</td>
<td></td>
</tr>
<tr>
<td>625 Forster Street</td>
<td></td>
</tr>
<tr>
<td>Harrisburg PA 17120</td>
<td></td>
</tr>
<tr>
<td>U.S. Dept. of Health and Human Services</td>
<td>Commonwealth of PA</td>
</tr>
<tr>
<td>Office for Civil Rights</td>
<td>DHS Bureau of Equal Opportunity</td>
</tr>
<tr>
<td>150 South Independence Mall West</td>
<td>SE Regional Office</td>
</tr>
<tr>
<td>Suite 372, Public Ledger Bldg</td>
<td>801 Market Street, Suite 5034</td>
</tr>
<tr>
<td>Philadelphia, PA 19106-9111</td>
<td>Philadelphia, PA 19107</td>
</tr>
</tbody>
</table>

April Bass, Kinder Works Executive Director
Dependent Care Provider’s Identification and Certification

Do NOT file Form W-10 with your tax return. Instead, keep it for your records.

Part I  Dependent Care Provider’s Identification (See instructions.)
Please print or type
Name of dependent care provider
Kinder Works III, Inc.
Address (number, street, and apt. no.)
595 Bethlehem Pike, Building 500
City, state, and ZIP code
Montgomeryville, PA 18936

Provider’s taxpayer identification number
04-3664126
If the above number is a social security number, check here □

Certification and Signature of Dependent Care Provider. Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please Sign Here

Date
1/1/16

Part II  Name and Address of Person Requesting Part I Information (See instructions.)
Name, street address, apt. no., city, state, and ZIP code of person requesting information

General Instructions
Section references are to the Internal Revenue Code.

Purpose of form. You must get the information shown in Part I from each person or organization that provides care for your child or other dependent if:
1. You plan to claim a credit for child and dependent care expenses on Form 1040 or 1040A, or
2. You receive benefits under your employer’s dependent care plan.

If either 1 or 2 above applies, you must show the correct name, address, and taxpayer identification number (TIN) of each care provider on Form 2441, Child and Dependent Care Expenses. You may use Form W-10 or any of the other sources listed under Due diligence below to get this information from each provider.

Penalty for failure to furnish TIN. TINs are needed to carry out the Internal Revenue laws of the United States. Section 6109(a) requires a provider of dependent care services to give to you a valid TIN, even if the provider isn’t required to file a return. The IRS uses the TIN to identify the provider and verify the accuracy of the provider’s return as well as yours.

A care provider who doesn’t give you his or her correct TIN is subject to a penalty for each failure unless the failure is due to reasonable cause and not willful neglect. This penalty doesn’t apply to an organization described in section 501(c)(3). See Tax-exempt dependent care provider, later.

If incorrect information is reported. You won’t be allowed the tax credit or the exclusion for employer-provided dependent care benefits if:
• You report an incorrect name, address, or TIN of the provider on your Form 2441, and
• You can’t establish, to the IRS upon its request, that you used due diligence in trying to get the required information.

Due diligence. You can show due diligence by getting and keeping in your records any one of the following:
• A Form W-10 properly completed by the provider,
• A copy of the provider’s social security card or driver’s license that includes his or her social security number,
• A recently printed letterhead or printed invoice that shows the provider’s name, address, and TIN,
• If the provider is your employer’s dependent care plan, a copy of the statement provided by your employer under the plan.

• If the provider is your household employee and he or she gave you a properly completed Form W-4, Employee’s Withholding Allowance Certificate, to have income tax withheld, a copy of that Form W-4.

If your care provider doesn’t comply with your request for one of these items, you must still report certain information on your Form 2441. For details, see the Form 2441 instructions.

Specific Instructions
Part I
The individual or organization providing the care completes this part.

Enter the provider’s name, address, and TIN. For individuals and sole proprietors, the TIN is a social security number (SSN). But if the provider is a nonresident or resident alien who doesn’t have and isn’t eligible to get an SSN, the TIN is an IRS individual taxpayer identification number (ITIN). For other entities, it is the employer identification number. If the provider is exempt from federal income tax as an organization described in section 501(c)(3), see Tax-exempt dependent care provider below.

How to get a TIN. Providers who don’t have a TIN should apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. To apply for an ITIN, get Form W-7, Application for IRS Individual Taxpayer Identification Number, from the IRS. To apply for an EIN, get Form SS-4, Application for Employer Identification Number, from the IRS.

Note: An ITIN is for tax use only. It doesn’t entitle the individual to social security benefits or change his or her employment or immigration status under U.S. law.

Tax-exempt dependent care provider. A provider who is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) isn’t required to supply its TIN. Instead, the provider must complete the name and address lines and write “tax-exempt” in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

Part II
Complete this part only if you are leaving the form with the dependent care provider to return to you later.
Dependent Care Provider’s Identification and Certification

Do NOT file Form W-10 with your tax return. Instead, keep it for your records.


Part I  Dependent Care Provider’s Identification (See instructions.)

<table>
<thead>
<tr>
<th>Name of dependent care provider</th>
<th>Provider’s taxpayer identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinder Works 46, Inc</td>
<td>26-4153058</td>
</tr>
</tbody>
</table>

Address (number, street, and apt. no.)

36 West Ridge Pile

City, state, and ZIP code

Limerick, PA 19468

If the above number is a social security number, check here □

Certification and Signature of Dependent Care Provider. Under penalties of perjury, I, as the dependent care provider, certify that my name, address, and taxpayer identification number shown above are correct.

Please sign here

Date

1/1/2016

Part II  Name and Address of Person Requesting Part I Information (See instructions.)

<table>
<thead>
<tr>
<th>Name, street address, apt. no., city, state, and ZIP code of person requesting information</th>
</tr>
</thead>
</table>

General Instructions

Section references are to the Internal Revenue Code.

Purpose of form. You must get the information shown in Part I from each person or organization that provides care for your child or other dependent if:

1. You plan to claim a credit for child and dependent care expenses on Form 1040 or 1040A, or

2. You receive benefits under your employer’s dependent care plan.

If either 1 or 2 above applies, you must show the correct name, address, and taxpayer identification number (TIN) of each care provider on Form 2441, Child and Dependent Care Expenses.

You may use Form W-10 or any of the other sources listed under Due diligence below to get this information from each provider.

Penalty for failure to furnish TIN. TINs are needed to carry out the Internal Revenue laws of the United States. Section 6109(a) requires a provider of dependent care services to give you a valid TIN, even if the provider isn’t required to file a return. The IRS uses the TIN to identify the provider and verify the accuracy of the provider’s return as well as yours.

A care provider who doesn’t give you his or her correct TIN is subject to a penalty for each failure unless the failure is due to reasonable cause and not willful neglect. This penalty doesn’t apply to an organization described in section 501(c)(3). See Tax-exempt dependent care provider, later.

If incorrect information is reported. You won’t be allowed the tax credit or the exclusion for employer-provided dependent care benefits if:

• You report an incorrect name, address, or TIN of the provider on your Form 2441, and

• You can’t establish, to the IRS upon its request, that you used due diligence in trying to get the required information.

Due diligence. You can show due diligence by getting and keeping in your records any one of the following:

• A Form W-10 properly completed by the provider.

• A copy of the provider’s social security card or driver’s license that includes his or her social security number.

• A recently printed letterhead or printed invoice that shows the provider’s name, address, and TIN.

• If the provider is your employer’s dependent care plan, a copy of the statement provided by your employer under the plan.

• If the provider is your household employee and he or she gave you a properly completed Form W-4, Employee’s Withholding Allowance Certificate, to have income tax withheld, a copy of that Form W-4.

If your care provider doesn’t comply with your request for one of these items, you must still report certain information on your Form 2441. For details, see the Form 2441 instructions.

Specific Instructions

Part I

The individual or organization providing the care completes this part.

Enter the provider’s name, address, and TIN. For individuals and sole proprietors, the TIN is a social security number (SSN). But if the provider is a nonresident or resident alien who doesn’t have and isn’t eligible to get an SSN, the TIN is an IRS individual taxpayer identification number (ITIN). For other entities, it is the employer identification number. If the provider is exempt from federal income tax as an organization described in section 501(c)(3), see Tax-exempt dependent care provider below.

How to get a TIN. Providers who don’t have a TIN should apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. To apply for an ITIN, get Form W-7, Application for IRS Individual Taxpayer Identification Number, from the IRS. To apply for an EIN, get Form SS-4, Application for Employer Identification Number, from the IRS.

Note: An ITIN is for tax use only. It doesn’t entitle the individual to social security benefits or change his or her employment or immigration status under U.S. law.

Tax-exempt dependent care provider. A provider who is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) isn’t required to supply its TIN. Instead, the provider must complete the name and address lines and write “tax-exempt” in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

Part II

Complete this part only if you are leaving the form with the dependent care provider to return to you later.
**Infant Information Sheet:**
*Please tell us about your precious little one!*

**Infant Name:** ________________________________________________________________

**Birthdate:** ___________________ **Enrollment date at Kinder Works:** ________________

**Parent(s) Name(s):** ___________________________________________________________

**BOTTLES:** How often does s/he get a bottle? How many ounces? (Ex: 6 oz. every 3-4 hours, when fussy, etc.)

________________________________________

Does s/he drink **breast milk or formula?** (For **breast milk,** please make sure all supplies are well labeled, with your baby’s name and the date. If **formula,** please specify what brand/type; please provide the original container, or the label from the container [we can make a copy]).

________________________________________

At what temperature does your infant prefer his/her bottle? (Ex: Wrist temp, room temp, etc.)

________________________________________

How often do you “burp” your little one? (Ex: Every 2 ounces, halfway thru bottle, etc.)

________________________________________

**FOOD:** Does s/he eat “solid” foods, such as cereal, or fruit? If so, how much, and how often?

________________________________________

**NAPPING:** How often does your baby nap, and at what time(s)? For how long does s/he typically nap?

________________________________________

**COMFORTING:** Does s/he take a pacifier? If so, when? (Ex: anytime, naptime only, etc.)

________________________________________

How do you typically comfort him/her when fussy?

________________________________________

**DIAPERS:** What size diaper does s/he wear? (Kinder Works supplies Pampers brand diapers & Pampers Sensitive baby wipes.)

________________________________________

**ADDITIONAL NOTES/NEEDS/COMMENTS:**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
“The Potty Paper”

For those of you who are just beginning, in the midst of, or finishing potty-teaching your little cherub, we’d like to know how it’s going!

1. Does your child use the potty? ________________________________
   If yes, does s/he use it independently or does s/he need assistance?
   ____________________________________________________________

2. Does your child wear DIAPERS, PULL-UPS, or UNDERWEAR?
   ____________________________________________________________
   *(If pull-ups, please keep a supply in your child’s cubby. If diapers, Kinder Works supplies Pampers, size 1-6 and Pampers Sensitive Wipes.)*

3. How often does your child use the potty?
   ____________________________________________________________

4. Do you use any special words during potty teaching?
   ____________________________________________________________

5. Is there any other important information that you would like to share with us about your child’s needs and interests?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
**Please Note: Parents are responsible for providing Kinder Works with medicines, including EpiPens, that are within their effective dates; medicines must be replaced before their expiration dates.**

Student's Name __________________________ Age ________ Group __________________________

Name of Medication ___________________________________________________________________

Dosage _________________________________ Frequency __________________________________

Treatment or Procedure _______________________________________________________________

Reason for Medication ________________________________________________________________

Effective Date: From _____________________ 20________ to _____________________ 20________

It is my understanding that the employee of Kinder Works charged with the administration of medication may rely upon my directions as contained in this document. I further certify that I am the physician who prescribed the medication and that the student named above is under my supervision as a patient for diagnosis and treatment.

Signature:  ____________________________

Physician

____________________________

Address

____________________________

Telephone

____________________________

Date

As parent/guardian of the above named child, I hereby request the administration of the medication described above to my child and release the Kinder Works staff from liability for damages my child may suffer as a result of this request.

Signature:  ____________________________

Parent/Guardian

____________________________

Home Telephone

____________________________

Cell Phone

____________________________

Work Telephone

NOTE: Medication brought to school must be in the original container.
AUTHORIZATION & ACTION PLAN FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES

Date: __________

Dear Health Care Provider,

Your patient, ________________________________, is enrolled in Kinder Works and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record, OR ATTACH YOUR ACTION PLAN, and in either case, sign this form below. This record will remain in the child’s file at Kinder Works so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so, on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child’s file at Kinder Works.

PART I (to be completed by a Licensed Health Care Provider)

Child’s Name: ____________________________ Child’s Date of Birth: ________________

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction [i.e. Anaphylactic shock] in the child.)

_____ Bee Sting
_____ Other Insect Bite(s): (identify): ________________________________
_____ Animal(s): (identify): ________________________________
_____ Food Allergy: (identify all foods or groups of foods that must be avoided): __________
                                        ________________________________
                                        ________________________________
                                        ________________________________
_____ Other: (identify): ________________________________
                                        ________________________________
                                        ________________________________

Symptoms: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____ Shortness of Breath
_____ Swelling of the Face or Lips
_____ Hives
_____ Vomiting
_____ Diarrhea
_____ Other: (explain): ________________________________
PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

Administer the following Medication: (provide name, dosage, and method of administration):

Administer EPI-PEN: (provide instructions for administration)

Call Emergency Medical Services (911)

Call the child’s parent or guardian

Other (explain):

DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions
   (Explain recreational activity restrictions):

HEALTH CARE PROVIDER INFORMATION:

Office: ________________________________

Name: ________________________________

Address: ________________________________

Phone #: ________________________________ Fax #: ________________________________

Signature: ________________________________ Date: ________________________________
PART II: Signature Page (to be completed by the child’s Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize Kinder Works to follow the instructions contained in this Authorization & Action Plan for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months or sooner if my/our child’s needs change. Please also refer to the “Family Responsibility” section under “Medication/Special Needs” in the Parent Handbook, which stipulates that you must provide properly labeled medications and replace them upon expiration according to package directions &/or physician’s instructions.

MOTHER/LEGAL GUARDIAN:

Name: ____________________________________________________________

Signature: __________________________________ Date: _________________

FATHER/LEGAL GUARDIAN:

Name: ____________________________________________________________

Signature: __________________________________ Date: _________________

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Kinder Works on (date) ____________________________________

Kinder Works signature _____________________________________________

-------------------------------------------------------------------------------------------------------------------------

This Form must be updated as follows, and if there are any changes to the Action Plan, the parent must provide Kinder Works with those changes in writing:

December 1st, Parent Signature _________________________________________

Kinder Works initials: ______________

April 1st, Parent Signature ____________________________________________

Kinder Works initials: ______________
This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”) Made this ________ day of ____________________, 200__, by and between Kinder Works and _______ _____________________________ who are the Parent(s) and/or Legal Guardian(s) of ______________________________ (child’s name).

WHEREAS, Kinder Works provides child care services and the Parent(s)/Legal Guardian(s) have engaged Kinder Works to provide child care services for __________________________ (child’s name); \n
WHEREAS, Kinder Works has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to Kinder Works’ policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Kinder Works and its employees or agents from any liability arising in law or equity as a result of Kinder Works’ employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” (hereinafter referred to as the “Authorization”), provided that Kinder Works has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Pennsylvania which is the location of the Kinder Works facility in which the child is enrolled, excluding its choice of law Provisions.

3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider’s instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Kinder Works shall include Kinder Works its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or
unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or
impair any other provision of the Release. This Release shall be construed as if such invalid,
illegal, or unenforceable provisions had not been contained herein.

Kinder Works: ________________________________

Agency Address: ________________________________

____________________________________________

Name: (print) ________________________________

Signature: ________________________________

Title: ________________________________

Date: ________________________________

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) ________________________________

Signature: ________________________________

Relationship: ________________________________

Date: ________________________________

Name: (print) ________________________________

Signature: ________________________________

Relationship: ________________________________

Date: ________________________________
RELEASE OF CHILD UPON PARENT’S ORAL DESIGNATION

1. Name of Child: ____________________________________________________________
   Child’s Class: ___________________________________________________________

2. Name of Parent requesting release: __________________________________________
   Date and time of request: _________________________________________________

3. Date and time Child is to be released: _______________________________________

4. Name of Person to whom Child is to be released (not already authorized on
   agreement; Person must bring photo ID): _____________________________________

5. Name of Staff Person taking request: _______________________________________

6. Name of Staff Person releasing Child: _______________________________________

Distribution: Give this form to the Director as soon as possible.

_____ Director’s Initials  _____ Copy to Staff who will release Child  _____ Original in Child’s File
Kinder Works®
CALENDAR 2018-19

August 27 (Monday) An Evening Class Orientation/ Open House for Preschool/Kindergarten ~ 4:00-6:30PM
Watch for your special invitation! Drop in anytime!
(Please note: Kinder Works is closed during the day for Preschool & Kindergarten, but OPEN for CURRENTLY ENROLLED INFANTS & TODDLERS)

August 28 (Tuesday) First Day of School for Preschool/Kindergarten and newly enrolled Infants & Toddlers

September 3 (Monday) Labor Day Holiday

November 21 (Wednesday) Parent-Teacher Conferences
(Kinder Works is closed)

November 22 & 23 (Thurs & Fri) Thanksgiving Holiday

December 24 thru Jan 1 Winter Holiday

January 21 (Monday) MLK Day

February 18 (Monday) President’s Day

April 17 & 18 (Wed & Thurs) Parent/Teacher Conferences/Staff In-Service Day
(Kinder Works is closed)

April 19 & 22 (Fri & Mon) Spring Holiday

May 27 (Monday) Memorial Day Holiday

June 14 (Friday) Last Day of School for Preschool & Kindergarten

June 17 - August 23 Summertime for Infants & Toddlers
Summer Camp 2019 for 3-12 year olds
The fun goes on for 10 weeks! Watch for registration information!