Operational Policies and Procedures



PARENT HANDBOOK

Owners:

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Kinder, La 70648

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# Hours of Operation

**Kid X-plosion, LLC** offers extended hours. Our normal schedule is as follows:

Mon-Fri: 7am – 10pm; Sat & Sun: (By appointment only)

* Each child will have a contracted time slot they will be signed up for during enrollment unless drop-in. Parents will be allowed to revise the time slot to fit rotating work or school schedules, must give a written notice 2 weeks in advance. A early/late fee of $1.00 will be assessed per minute per child. This is payable at the time the child is picked up for the day. Late drop-off does not constitute late pick up.

# Procedures for Release of Children

* **Kid X-plosion, LLC** will use childcare software to sign the children in and out. Children must be accompanied into the center and signed in and out at all times. Parents should wait until acknowledged by the provider.
* During departure, children will only be released to persons designated on enrollment forms unless the center is notified in writing in advance of a change. A valid government issued photo identification must be shown before the child will be released.
* If your child has contracted hours, then your child must arrive no later than 20 mins after the scheduled time slot; any child not dropped off on time will be unable to stay for the day. Please bring them on time as late arrivals disrupt our daily routine schedules. Exceptions are only approved by Owners/Directors.

If at any time **Kid X-plosion, LLC** staff feels uncomfortable releasing a child to an individual, the Kinder Police Department will be called.

# Health Check

The health and well-being of each child at **Kid X-plosion, LLC** is of the utmost importance to us, therefore we will conduct a daily health check before the parent’s leave. The results of the health check will be determined by the center’s staff, not the parent, on whether or not the child remains in care for that day.

The exclusion of an ill child from care is determined by:

* Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
* Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center
* Whether keeping the child in care will pose an increased risk to other children and adults at the center

# Illness and Exclusion

* Also, due to the health and well-being of each child at **Kid X-plosion, LLC,** we will strictly adhere to the following illness and exclusion criteria:
	+ Fever as measured by a temperature of 100 degrees Fahrenheit or higher
	+ Vomiting (two or more episodes in 24 hours)
	+ Swelling/Redness of the Throat
	+ Constant Cough
	+ Extreme Fatigue/Lethargy
	+ Head Lice
	+ Reddened/Draining Eyes
	+ Skin Rash
	+ Bumps on Hands, Feet and/or Throat
	+ Uncontrollable Diarrhea
	+ Mouth Sores
	+ Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious
* If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called.
* Illness reports will be generated and must be signed and dated by both an **Kid X-plosion, LLC** staff member and a parent.
* A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.
* If a child is diagnosed as having a contagious condition, parents should notify **Kid X-plosion, LLC** as soon as possible so we can alert other families. Confidentiality will be upheld.

# Dispensing and Handling Medication

## At no time will a staff member at **Kid X-plosion, LLC** administer any medications or be responsible for any medications. Please leave all prescribed or over the counter medications at home.

## If a child requires medications, it is the parents’ responsibility to administer to the child.

# Parental Notifications

From time to time, **Kid X-plosion, LLC** may choose to update the Operational Policies and Procedures. The changes will be conveyed to each parent in writing and a new signed and dated copy will be kept on hand in each child’s file. The most recent version will be available at www.kidxplosion.weebly.com to view or download, as well as available upon request.

# Discipline and Guidance

**Kid X-plosion, LLC** uses positive methods of discipline and guidance.

* Discipline will be individualized and consistent for each child, appropriate to the child**’**s level of understanding, and directed toward teaching the child acceptable behavior and self-control.
* A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
	+ Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
	+ Reminding a child of behavior expectations daily by using clear, positive statements;
	+ Redirecting behavior using positive statements
	+ Using brief supervised separation or time out from the group, when appropriate for the child**’**s age and development, which is limited to no more than one minute per year of the child**’**s age.
* **Kid X-plosion, LLC** will not use harsh, cruel, or unusual treatment of any child.
* If disciplinary problems persist, it could result in the need for the parent to pick up the child for the remainder of the day or your child may ultimately be dismissed from coming back to the center.

# Trial Period:

**Kid X-plosion, LLC** has a trial period in place which is 4 weeks from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a 1 (one) day notice. Any monies already paid are non-refundable.

# Vacation/Holiday Policy

In the event your family may need to take a vacation, tuition will still be required at the full time rate enrolled. This is to ensure a spot upon return. Please notify the office in advance of vacation weeks to be taken so that you may fill out a vacation notification form. Once the form is turned in, attendance at the center is not permitted during the vacation week. Two weeks tuition is due at time of notice.

**Kid X-plosion** will be closed for the following holiday with pay:

New Year’s Eve & New Year’s Day Martin Luther King Day President’s Day Good Friday Memorial Day 4th of July Labor Day Day Before/After Thanksgiving & Thanksgiving Day Christmas Eve & Christmas Day

\*Should any of these holidays fall on a Saturday or Sunday, **Kid X-plosion** will be closed the Friday prior to or the Monday following said holiday.

**Kid X-plosion** will be closed for 2 weeks of vacation a year, you will not be required to pay tuition during those 2 weeks. The dates of vacation will be posted at least one month in advance.

\*Parents will be responsible for finding back-up care for their children during provider vacations & holidays resulting in the center closing.

# Bereavement Leave

**Kid X-plosion** will be closed 1 week for paid bereavement leave when necessary. This leave is to use in the occurrence of a death in the family, if a family member is involved in a major accident of some kind, or a family member becomes suddenly ill and needs assistance. We reserve the right to take any vacation days available in addition to the 1 week of bereavement.

# Meals and Food Service Practices

## Meals

**Kid X-plosion, LLC** will provide children’s food. Snacks are scheduled to be serviced two times a day and will be included in the price of service. Drop-ins will incur an additional $4 for breakfast & $5 for lunch &/or dinner per child. If a child is in care for 4 hours or longer, we are required to feed them and your account will be charged. We will offer food in the following food groups at least one time throughout the day:

* Milk
* Meat/Meat-Substitute
* Vegetables and Fruit
* Whole Grains

Parents of children with food allergies are required to provide written documentation of the food allergy and must provide the child’s meals and snacks while in care. If the child is severely allergic to peanuts or any other nuts, it is recommended that parents inform staff not to provide any food as some products served at **Kid X-plosion, LLC** are produced in facilities that may also produce nut products. **Kid X-plosion, LLC** will not provide any nut products and ask parents to also not provide nut products for their children’s meals and snacks.

## Food Service and Preparation

All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions.

# Immunization Requirements

* **Kid X-plosion, LLC** is required to obtain a copy of the child’s immunization record. The immunization shot record must be current and must be provided to the center ON OR BEFORE the date of enrollment.
	+ Provided immunization records must include the following:
		- The child’s name and birth date;
		- The number of doses and vaccine type;
		- The month, day, and year the child received each vaccination; and
		- The signature or stamp of the physician or other health care professional who administered the vaccine.
	+ For a child attending a pre-kindergarten program or school away from the childcare center
		- Parents can provide a copy of the immunization records
		- Parents can provide a signed statement from the child’s parent that the child’s immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the pre- kindergarten program or school listed in the statement.
	+ For parents that cannot provide an immunization record and/or are exempt, management will be notified to assist with the parent according to Louisiana Department of State Health Services rules in RS 17:170.
* More information on immunization requirements can be found at www.ldh.la.gov

# Tuberculin testing requirements

Tuberculin tests are not required by **Kid X-plosion, LLC** but we recommend that parents discuss this test with their doctors.

# Hearing and vision screening requirements

* Vision and hearing screening tests are required for children 4 years old by September 1st. Parents are required to provide one of the following as documentation:
	+ The individual visual acuity and sweep check results
	+ A signed statement that the child’s screening records are current and on file at the pre-kindergarten program or school the child attends away from the center.
	+ An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

# Enrollment procedures

To enroll children into **Kid X-plosion, LLC**, parents can either complete the registration form online at www.kidxplosion.weebly.com or at the center. Upon enrollment, a non-refundable annual registration fee of $50.00 per child is required for insurance and supplies. After initial enrollment, annual registration will be due on or around the date of enrollment for the following year, until withdrawal from the center, and must be paid no later than Monday. A two-week non-refundable deposit is also required to hold your child’s spot, which will be credited towards the last two weeks of your child’s enrollment. Pre-payment will be required to hold any spot for your family for more than one week. If after holding a spot to ensure a space for your child you choose not to use our services for any reason before service has begun, your prepayment will NOT be refunded. Upon the first visit, parents will need to complete a registration form with the following information:

* Immunization Records
* Statement of Child's Health from a health-care professional
* Emergency contact information
* Contact information for persons other than a parent to whom the child may be released
* Contact information for the child's physician or an emergency-care facility
* Special care needs and allergy information
* Contact information of school for school-aged children

In addition, parents will be required to sign the registration form, which states they have received and agree to the Operational Policies and Procedures as well as authorization to obtain emergency medical care. Each child will need to bring an extra set of clothes that is marked and placed in a labeled Ziploc bag to be kept at the center at all times, a blanket, small pillow, and a kindermat for napping, as well as sunscreen protection for outdoors. Your child’s name must be clearly written on the items. Items will be sent home each Friday to be washed and returned the following Monday. All children shall be dressed accordingly for the season and weather. If child does not have the proper attire to go outside to play, the parent will have to pick up child for the day.

# Tuition

Tuition is due and payable on Friday, before 6 pm prior to starting the new week. A $25.00 late fee will be charged if tuition is not paid. If tuition and late fees are not paid by Monday, at drop off, child will not be permitted to return to childcare until both the tuition and late fee are paid in full. If the center is closed on Friday then payment is due on the last day of childcare of that week.There is no reduction in tuition fees for days missed. Upon signing the Conditions Contract, the tuition is due and payable weekly for the entire term of the contract. If a child is not in attendance for two consecutive weeks, and the school was not previously notified of the absence, the child will be dropped from the registry at the school. Payment obligation is based on the hours agreed to use childcare, not on actual attendance. If your child is absent or the center is closed, you are responsible to make payment as agreed.

Personal checks will be accepted for payment, however if a check is returned for any reason you will be charged a $35 NSF fee and any late fees due to returned check. After one returned check, all further payments must be made in cash, money order, CashApp, Zelle, Paypal, or Venmo. Non-payment or consistent late payments are case for termination immediately without 2 weeks’ notice.

# Withdrawing Your Child/Children

**Kid X-plosion, LLC** requires a two week written notice prior to withdrawing your child from our center. Your last two weeks’ of care will be deducted from the initial deposit you paid at enrollment. If two weeks’ notice is not given, parent is still financially obligated for the two weeks of child care fees and late payments. If payment is not made by Monday morning and no contact has been made your contract may be terminated and we reserve the right to fill your position immediately, in addition you forfeit all monies paid.

# Transportation

No child will be transported on a school van without the signed consent that is included in the enrollment packet. Parents will be notified in advance and in writing of any field trips. **Kid X-plosion, LLC** does not use parent volunteers in our operation or activities.

# Discussing Policies and Procedures

Parents are welcome to contact **Kid X-plosion, LLC’s** Director with any questions that they have regarding their children’s care at our center or about center’s policies, procedures or in general about how the center operates. **Kid X-plosion, LLC’s** Director is normally available during daytime business hours. The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner.

# Parental Visitation

* In general, for the safety of the children and our caregivers, parents are not allowed past the front desk, with the following exceptions:
	+ If desired on their first visit, parents can be led on a tour through the facility with their child by a staff member
	+ If deemed necessary by management for the safety or well-being of a child

# Custody Agreements

 At no time will **Kid X-plosion, LLC** be involved in any custody disagreements and parents shall discuss matters amongst themselves. Involving us in family matters is grounds for immediate termination.

# Personal Property

# When children play, equipment and toys may be accidentally broken. That is expected with children. However, if your child purposely damages any childcare property or personal property of the center or it’s staff, you will be expected to replace the item or pay for the replacement or repair. Children are not allowed to bring in any outside toys or electronic devices. We will not be responsible for any lost or damaged items that are brought in our center.

# Incidents & Accidents

At **Kid X-plosion, LLC**, precautions will be made to minimize accidents and ensure the safety of the children. We cannot be responsible for injuries that are out of our control which includes, but is not limited to:

* Incidents by one child due to the actions of another child like biting, hitting, pushing, and thrown objects
* Incidents by contact with furniture or objects
* Incidents to fingers from doors and containers
* Accidents while playing indoors and/or in the outdoor play scape

If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury. Parents will need to sign the incident report for all injuries, no matter the severity, when the child is picked up. If an incident occurs by one child due to the actions of another child, we cannot give parents information about whom injured whom for confidentiality purposes, but a report will need to be signed.

# Potty Training

In order to avoid soiling of carpets and floors, children not fully potty trained must be dressed in a pull up or plastic pants. There is a $5 fee if **Kid X-plosion, LLC** provides changing supplies.

# Firearms and Other Weapons

* Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
* For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

# Louisiana Penal Code

**Kid X-plosion, LLC** will inform parents verbally that under the Louisiana Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

# Emergency Preparedness Plan

Evacuation routes and relocation plans are posted in every room. The designated relocation area if we need to relocate inside the operation is the Cinema room, as this space has no windows, is an interior room and is easily accessible. If we need to relocate outside the operation, we will follow our emergency evacuation plans and relocate to the empty lot south of the facility towards Main Event. Routine drills will be conducted according to licensing requirements.

# Minimum standards and Licensing Inspection Report

A copy of the Minimum Standards for Child-care Centers is available for review online at:https://www.dcfs.louisiana.gov

# Local Licensing Office, PRS Child Abuse Hotline and the PRS Website Information

Licensing Office

<http://www.dcfs.louisiana.gov>

P.O. Box 260036

Baton Rouge, LA 70826

## Reporting Suspected Child Abuse

For information from the Louisiana Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: <http://www.dcfs.louisiana.gov/page/109>

## Abuse Hotline and Website

* Call the Louisiana Child Protection Hotline toll-free at 1-855-4LA-KIDS (1-855-452-5437), 24 hours a day, 7 days a week, nationwide

# Preventing and responding to abuse and neglect of children

**Kid X-plosion, LLC** will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children.

## Recognizing the Signs of Child Abuse Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

* Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
* Frequent complaints of pain without obvious injury
* Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
* Lack of reaction to pain
* Aggressive, disruptive, and destructive behavior
* Passive, withdrawn, and emotionless behavior
* Fear of going home or seeing parents
* Injuries that appear after a child has not been seen for several days
* Unreasonable clothing that may hide injuries to arms or legs

## Neglect

Neglect is failure to provide for a child’s basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

* Obvious malnourishment
* Lack of personal cleanliness
* Torn or dirty clothing
* Stealing or begging for food
* Child unattended for long periods of time
* Need for glasses, dental care, or other medical attention
* Frequent tardiness or absence from school

## Sexual Abuse

Sexual Abuse includes fondling a child’s genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

* Physical signs of sexually transmitted diseases
* Evidence of injury to the genital area
* Pregnancy in a young girl
* Difficulty in sitting or walking
* Extreme fear of being alone with adults of a certain sex
* Sexual comments, behaviors or play
* Knowledge of sexual relations beyond what is expected for a child’s age
* Sexual victimization of other children

## Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child’s growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

* Over compliance
* Low self-esteem
* Severe depression, anxiety, or aggression
* Difficulty making friends or doing things with other children
* Lagging in physical, emotional, and intellectual development
* Caregiver who belittles the child, withholds love, and seems unconcerned about the child’s problems

## Infection Control and Disease Prevention Policy

##  In this policy you will notice the process in which the center will handle the practices and procedures regarding infection control and disease prevention.

## Hand Washing

## Situations in which staff and children are to wash hands:

## Upon entering the center

## Before preparing food or serving meals

## After using the restroom

## After changing diapers or pull-ups

## Before and after eating meals/snacks

## Anytime hands are soiled/cleaning (vomit, urine, stool, saliva, blood, nasal discharge, and/or bodily fluids)

## Anytime noses are blown or wiped

## Anytime handling a cut or oozing sore

## After vomiting

## After disposal of any soiled items

## Staff are to monitor and teach children the use of running water, soap, and single-use disposable towels. Hands shall be washed by staff and children for at least 10 seconds with soap and running water. (All sinks shall be equipped with warm water)

## The Director shall ensure that hand washing procedures are followed as specified in the center’s policy.

## Blowing/Wiping Noses

## Noses shall be wiped and blown with disposable, single-use tissues

## Noses shall be wiped or blown out of the vicinity of other children and staff to ensure the continued health of others.

## Sore and Cuts

## Draining or oozing sores shall be covered with proper covering

## Draining or oozing cuts shall be covered with proper covering

## Blood/Blood Containing Fluids

## Situations in which staff may have to clean blood or blood containing fluids:

## Spills of blood or blood containing fluids due to bodily injury or tissue discharge

## Skin sores/cuts containing blood

## Vomit containing blood

## Urine containing blood

## Feces containing blood

## Saliva containing blood

## Nasal discharge containing blood

## Any other bodily fluid containing blood

## All areas that are exposed to blood or blood containing fluids shall be cleaned and disinfected. Staff shall use gloves in any situation where blood is a factor. Unless the amount of blood or blood containing fluid is so small that it can easily be contained by the cleaning material. Staff involved in cleaning contaminated area shall avoid exposure of open skin sores or mucous membranes to blood or blood containing fluids and injury or tissue discharge by using gloves.

## If a mop is used to clean blood/blood containing fluids the mop shall be thoroughly cleaned, rinsed, sanitized, wrung out, and hung to dry before any further use.

## All blood contaminated materials such as single-use items and diaper/pull-ups shall be disposed of in a plastic bag with a secure tie.

## Children shall not be allowed to touch blood or blood containing fluids at any time.

## Children should never be allowed to touch or stand near the contaminated area until completely disinfected.

## Disposal of Single-Use Material

## Situations in which single-use material needs disposing of:

## After washing hands

## After blowing or wiping nose

## After using the restroom

## After cleaning infected areas of any kind

## After cleaning cuts or sores

## All disposal and single-use material shall be disregarded in a plastic-lined and covered garbage container.

## Illness or Symptoms of Contagious Disease

## It is the center director’s responsibility to exclude care from children with any contagious illness or symptoms based on contagious diseases.

## Illness or symptoms that would call for exclusion

|  |  |
| --- | --- |
| Illness/Symptom | Exclude Until |
| Meningococcal Disease (Neisseria meningitis) | Well and medical proof of non-carriage |
| Hib disease (Haemophillus influenza) | Well and medical proof of non-carriag |
| Diarrhea (two or more loose stool, or over and above what is normal for that child) | Diarrhea resolved or cleared by child’s physician/health department |
| Fever of unknown origin (100F oral/axillary or 101F rectal or higher) and some behavior signs of illness | Fever resolved or cleared by child’s physician/health department |
| Chicken pox | Skin lesions (blisters) all scabbed over |
| Hepatitis A | One week after illness started and fever resolved |
| AIDS (or HIV infection) | Until child’s health, neurologic development, behavior, and immune status is deemed appropriate (on case-by-case basis) by qualified persons, including the child’s physician chosen by the child’s parents, guardian and the center director |
| Undiagnosed generalized rash | Well or cleared by child’s physician as non-contagious |
| Any child with sudden onset of vomiting, irritability or excessive sleepiness | Evaluated and cleared by child’s physician |

## Parents/guardians shall be notified as soon as possible if a child develops symptoms of these illnesses.

## Other illness or symptoms that would call for exclusion but not limited to:

## Strep throat

## Staph infection

## Conjunctivitis

## Impetigo

## Ringworms

## Parasites

## Head lice

## Scabies

## Children with these illnesses will be excluded until the waiting period after onset of treatment. This period will vary with the disease.

## **All exclusions are to ensure the health and safety of the other children and staff in the center.**

## Biting Behavior Guidelines

## Kid X-plosion, LLC shall maintain a strict biting policy.

## If a child bites more than 3 times in one week he/she will be suspended from the center for 2 days. The staff will also, to the best of their ability, try to correct and prevent the behavior as it happens. However, if a bite draws blood or breaks the skin, the parents of the biter are to be called and notified immediately that they must pick their child up as soon as possible. If the biting continues upon child’s return, a conference will be held with the parents or guardians regarding the behavior. If the behavior is still not corrected, the child will be expelled from the center.

## **A report is to be filled out by the staff every time this behavior occurs. Upon pick up the report is to be signed and dated by the parents.**

## This policy is to ensure the safety of the other children and the staff of the center.

## Treatment of Bites

## If the bite does not draw blood or break the skin, the area is to be cleaned and sanitized accordingly. The parents are to be informed of the bite upon picking their child up. A report should be filled out by the staff. Upon pick up, the report is to be signed and dated by the parents.

## If the bite does draw blood or breaks the skin, the appropriate first aid attention should be given to the child. The parents are to be called and notified immediately about the incident. A report should be filled out by the staff. Upon pick up, the report is to be signed and dated by the parents.

## Training

## Each child care employee shall receive a total of 3 hours of training per year on infectious disease, health and safety, and/or food service preparation. Whenever possible, the training should be provided during regular working hours.

Acknowledgement



The Operational Policies are to be signed and returned to Kid X-plosion, LLC on or before the first day of your child’s attendance. I have read all of the Operational Policies and agree to abide by them.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_