



Kiddie Kingdom, LLC

**Quality Country Child Care
Since 1974**

**1075 Jasper Rd. Xenia, OH 45385
(937) 372-4986**

Administrator:

Alan D. King, MST

Hours

**6:00 AM to 11:30 PM
Monday through Friday**

Owners:

Alan & Karen King



Online: www.KKChildcare.com

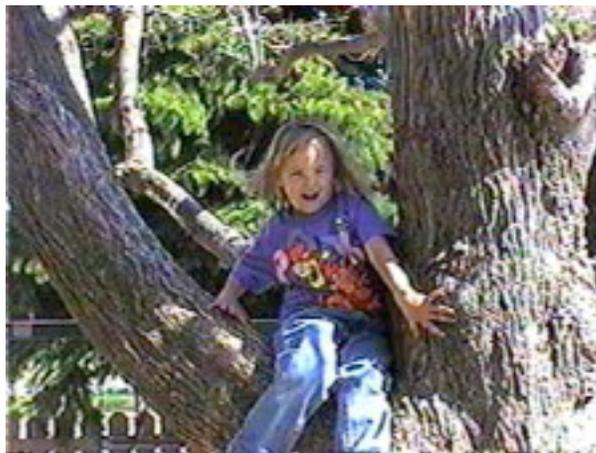
e-mail: king1075@sbcglobal.net

Updated: April 2011



Voted "**Best Child Care**" by Xenia Gazette poll.

- Ages 6 wks. to 11 yrs.
- Full and part time care.
- Evening care available.
- Reasonable rates.
- Small group size.
- Experienced teachers.
- Family discounts
- Country home atmosphere.
- Large fenced play areas.
- Daily Preschool classes.
- Before and after school care
- Transportation to Xenia Schools.
- Complete Summer Program



Inspected and licensed by the Ohio Dept. of Job and Family Services.

Currently Licensed to care for:

7 Infants, 5 Toddlers,

12 Preschoolers,

and 18 School Age Children.

Our license is posted in the greeting area. Our licensing record is available for review from the Ohio Department of Job and Family Services 1(800) 635-3748. A copy of Day Care regulations is available at the center for your review.

Try us out! We will gladly invite your child for a FREE 2 hour visit before you decide.

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Our Purposes and Goals

We provide quality homelike care in a casual, supportive environment. We encourage children to play, have fun, grow, and learn. Our goal is to give the same level of care and guidance that children would have experienced staying at home or with their grandparents, with the addition of a modern educational program.



Daily Classes

Your child will have two age appropriate classes or activities each day. Field trips are planned frequently. All children over 3 are introduced to computers.

Staffing

We maintain an overall ratio of 1 staff member for every 7 children. Within groups, we operate according to ODJFS guidelines:

	staff ratios	max. class sizes
Infants & Toddlers:	1:5	12
Preschoolers:	1:8	15
School Age:	1:14	26

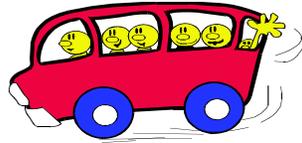
Fees and Charges

- A current fee schedule is available at the center.
- Registration at the time of enrollment is \$25.
- Weekly payments are due on Friday.
- There is an additional charge for days when your child stays for more than 10 hours.
- Payment is due by Tuesday in order to receive the advance payment discount (see rate chart).
- There is a three day minimum charge for any week, excluding vacations.
- The higher daily rate will apply for 3 or 4 day weeks.
- There is a \$25 returned check fee.
- The center staff leaves at 11:30 PM. If you will be unable to arrive by closing time, please phone us by 8:30 PM to arrange for late pickup.
- **A late pickup charge of 50¢ per minute after 11:30 PM must be paid to the delayed staff member before your child can return to the center.**
- We reserve the right to dismiss any child whenever any outstanding balance reaches \$200.

General Policies

- Children will be supervised at all times. School age children in fourth grade or higher may use the computer room with periodic staff supervision.
- Children entering or leaving the Center must be accompanied by a parent who must sign them in or out. Children are not to be left at the Center or leave without the acknowledgment of this action by one of our staff.
- Children will only be released to a parent unless other arrangements are made.
- In the event of any child custody issues, we will follow all court orders. A copy of any such order must be attached to the child's enrollment materials. We will contact the custodial parent if any non-designated person attempts to pick up a child.
- Parents or guardians may visit the center at any time.
- A roster of parents is available to any parent. You may decline to be listed on this roster.
- Your child's enrollment materials and health information are due by the first day of attendance.
- Medical forms are due within 30 day of enrollment, and yearly thereafter.
- Outdoor play is an integral part of our program and children should dress accordingly. Any child 18 months old or older in attendance for more than 4 hours will play outdoors, weather permitting. In the event of rain, snow, cold or hot temperatures or any conditions we deem unsafe, alternate large muscle play will be provided.
- Afternoon naps are optional for children over 3.
- We are required by law to report any suspicions of child abuse or neglect.
- It is possible for a child to be placed in the next older age group for transitioning purposes with your written agreement.
- The center will close for New Year's, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas.

Transportation



We will transport school age children to all Xenia schools before and after school and for half day kindergarten. We will transport to Head Start centers and Four Oaks only if this can be done during our regularly scheduled trips. Children attending Tecumseh Elementary may request bus pickup at the center through Xenia City Schools Transportation Office (372-5461).

At the time of enrollment, you must give us permission to have your child transported by EMT's to a hospital, dentist, or emergency room in the event that you cannot be reached in a severe emergency. You must also give us permission to transport your child each time we have a field trip or other outings.

All children will wear seat belts or use appropriate child restraints while riding in a Center vehicle. In the event of a field trip which would require the use of more child restraints than are available at the center, you may be asked to provide your own child restraint device.

In the event of Xenia City School delays or cancellations, the center will continue with our normal schedule, modified to allow for the additional school age children.

If a child is scheduled to arrive from another school or program but does not appear, we will contact the parent to verify the child's whereabouts.

Field Trips

Children will only be allowed to leave the center for field trips and special events with written parental permission. Child staff ratios will be maintained during such events and the children will be supervised in small groups with a designated staff member in charge of each group at all times. A roll call will be conducted before, during, and at the conclusion of each field trip.

No swimming activities will occur at the center. If a field trip involves swimming, the above policy will be in effect, and such activity will occur at the Greene County Pool under the additional supervision of certified life guards.

Meals and Snacks

Children who arrive before 8:30 AM will be served breakfast. Children in attendance from 11 AM to 1:30 PM will be served lunch. Dinner will be served to all attending children from 6 PM to 7 PM. A snack is served at 10:30 AM, 3:30 PM and 8:30 PM. Every parent must complete a qualification form for our subsidized meal program.

As a sponsor of the USDA funded Child and Adult Care Food Program, we will serve meals at no separate charge to all enrolled children. In accordance with Federal law and USDA policy, we are prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Ave., SW, Washington, DC 20250 or call (202) 720-5964. Kiddie Kingdom and USDA are equal opportunity providers and employers.

Parent Participation



You are encouraged to schedule a few minutes every day to talk to your child's teachers and caregivers. We feel that close ties to the family create a better environment for learning and growth. We will send home papers nearly every day so that you can monitor your child's classroom progress.

A conference will be arranged any time that you have any concerns. We will make an effort to speak to each of you several times a week and will schedule a more formal conference when the need arises or at least once a year. Parents, guardians, or employees who need assistance with problems at the center may contact the director, Alan King, by email at king1075@sbcglobal.net or by phone at home at 372-4986 at any time.

You are encouraged to participate in the program in whatever way you feel is appropriate. Birthday parties, holidays, and field trips are all good opportunities to share some time with your child and his or her friends at the center. If you have an idea for an interesting outing or activity, please pass it along to us.

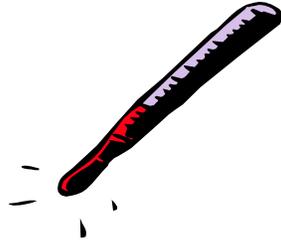
Show and tell day is Friday. Toys should be left at home on other days.

Medications



Medications prescribed by a doctor including inhalers and most over the counter medications, ointments, food supplements, and modified diets can be administered by the center only if a Request for the Administration of Medications form is completed, signed, and dated by the parent or physician. Prescriptions must be delivered in the original container. The center will not be able to administer medications "as needed"; all requests must be specific as to times and dosage. School age children will not be allowed to self administer any medications or inhalers while at the center unless specifically requested to do so by the parent in writing.

Illness or Injury



If your child should become ill or receive any significant injury while at the center, you will be notified immediately. Depending on the nature of the illness or injury, your child will be isolated from the other children, but kept within sight and hearing distance of a staff member. Also you may be asked to come to the center to take your child home or to seek medical attention. In the event that you are unable to be contacted, emergency medical personnel may transport your child to a designated hospital or emergency room according to your written instructions. A child care staff member will accompany your child at all times. You will be given a written report of any such injury at the time that you pick up your child.

The Ohio Dept. of Job & Family Services Office of Daycare Licensing will be notified by phone within 24 hours of any death, serious injury or illness, or other serious event occurring at the center. Any such notification will be verified in writing within 48 hours.

If your child has been exposed to a communicable disease or infestation, a notice will be posted inside and outside the entrance to the center.

Children who are “mildly ill” with a common cold or malaise will be admitted

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:

1. Temperature of at least 100° when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations .
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness or any other infection, infestation, or communicable disease.



Discipline Policy



We use a “point” system and praise to reward good behavior because we believe that it is better to encourage correct behavior than to punish bad behavior. However, when this occasionally doesn’t work:

1. Any child behaving in a way which could harm himself, others, or the property of others will be instructed in a polite way to stop the behavior.
2. A second misbehavior will result in a seat in the “time out” chair for a few minutes.
3. Continued misbehavior will result in a health check and a nap or rest period of 5 to 15 minutes. You may be called to come to the center and remove your child if this is not effective. The disciplining staff member may recommend temporary suspension at this time.
4. 2 suspensions in 30 days may result in permanent dismissal.
5. No child shall be disciplined for failure to eat, sleep, or for toileting accidents. No child shall be struck, shaken, verbally abused, placed in restraints, confined to an enclosed area, humiliated, shamed, frightened, or subjected to profane language, threats, or derogatory remarks about himself or his family. Discipline shall not include withholding food, rest, or toilet use nor shall it be delegated to any other child.

When we experience a recurring discipline problem, you may expect to receive a **PRE-SUSPENSION REQUEST FOR PARENTAL HELP**. We will explain the problem and ask for your help in dealing with it. We are always available to give you the benefits of our long experience with all kinds of behavior problems. Just let us know and we will schedule a private conference.

Evening Policies

1. All staff members will remain awake
2. Adequate lighting will be provided in all rooms including the sleeping room so that the staff may see all of the children
3. Only persons authorized by the owner and parents and guardians shall be permitted on the premises
4. All park ways and walk ways as well as the building entrance will be properly lit for safety

Brushing Teeth

A pea sized amount of tooth paste shall be dispensed onto a sheet of paper before being added to the brush. The tooth paste tube should never come in direct contact with the brush.

A tooth brush will be discarded:

1. Every 3 months
2. When it comes in contact with another brush
3. When it is used by more than one child
4. When the child has a communicable illness requiring medical attention
5. If the tooth brush comes into contact with the toilet or toileting area
6. Racks used to hold the tooth brushes shall be labeled, washed and sanitized or replaced monthly or when visibly soiled or contaminated.

All staff members are required to comply with Section 5101:2-12-22 of the Ohio Revised Code regarding **Child Guidance and Management**. A copy of this regulation is available at the center.

Thank you for considering Kiddie Kingdom for your childcare needs. We will work hard every day to earn your trust. Phone or e-mail us with any questions or concerns at any time. - Alan & Karen King

KIDDIE KINGDOM

Daily Schedule

TIME	INFANTS	TODDLERS	PRESCHOOL	SCHOOL AGE
6:15 AM	-----	ARRIVAL - SIGN IN - HEALTH CHECK		
6:30 AM	-----	FREE PLAY & INTEREST AREAS		-----
7:00 AM	-----	BREAKFAST SERVED UNTIL 8:30 AM		
7:30 AM	-----	FREE PLAY & INTEREST AREAS		-----
7:45 AM	DIAPERING	TOILETING	"	"
8:00 AM	-----	FREE PLAY & INTEREST AREAS		-----
8:30 AM	"	"	"	BUS DEPARTURE
8:45 AM	DIAPERING	TOILETING	"	
9:00 AM	-----	FREE PLAY & INTEREST AREAS		-----
9:30 AM		"	"	"
9:45 AM	DIAPERING	TOILETING	HAND WASHING	-----
10:00 AM	-----	STORY TIME	PRESCHOOL CLASS	-----
10:30 AM	-----	AM SNACK	-----	-----
10:45 AM	DIAPERING	TOILETING	CLEANUP	
11:00 AM		-----	OUTDOOR PLAY	-----
11:30 AM		"	"	"
11:45 AM	DIAPERING	TOILETING	HAND WASHING	-----
12:00 PM	-----	LUNCH SERVED	-----	-----
12:30 PM		-----	OUTDOOR PLAY	-----
12:45 PM	DIAPERING	TOILETING	"	"
1:00 PM	STORY/NAP TIME		CLEANUP	
1:15 PM	"	STORY/NAP TIME	-----	PRE-K CLASS
1:30 PM	"	"	"	"
2:00 PM	"	"	OUTDOOR PLAY & INTEREST AREAS	
2:30 PM	"	"	"	"
2:45 PM	DIAPERING	TOILETING	WAKE-UP	
3:00 PM				
3:15 PM		-----	HAND WASHING	
3:30 PM	-----	PM SNACK	-----	HAND WASHING
3:45 PM	DIAPERING	TOILETING	CLEANUP	PM SNACK
4:00 PM	-----	FREE PLAY & INTEREST AREAS		-----
4:15 PM	"	"	"	"
4:30 PM	"	"	"	"
4:45 PM	DIAPERING	TOILETING	"	"
5:00 PM				HOMEWORK
5:30 PM				
6:00 PM				

**MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN
For Type A Homes and Child Care Centers**

Center Name Kddie Kingdom, LLC	Center Address 1075 Jasper Rd.
Center Telephone Number (937) 372-4986	
EMERGENCY TELEPHONE NUMBERS Including 7-digit back up number as well as area code if area code must be dialed to complete the call.	
Emergency Squad 911 Xenia Twp. 372-5336	Hospital 911 Greene Memorial 352-2000
Police Department 911.00	Fire Department 911 Xenia Twp. 372-5336
Poison Control 1 (800) 222-1222	Public Childrens' Service Agency 562-6600
LOCATION OF:	
First Aid Kit(s) Center: On top of the refrigerator in the kitchen Vans: In the front passenger area	
Fire Extinguishers 1) At the main entrance 2) At the entrance to the Infant/Toddler area 3) In the kitchen	
Fire Alarm System/Main Panel In the Infant/Toddler area near the connecting door on the west wall. Reset key on top of panel.	
Fire Alarm Pull Stations At both exits of the Infant/Toddler area	
Electrical Circuit Box In the main entrance room above the records desk.	
Children's Records Top left drawer of the filing cabinet in the main entrance room under the records desk.	
Child Safety Seat (Or a statement that the center will use the emergency squad for emergency transportation of children.) The center will utilize the 911 Emergency Medical Squad to transport children for emergencies.	
In case of a Dental Emergency, stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use vinyl or non latex gloves and sanitize afterwards following standard precautions.	
Names of staff with current training in First Aid/Communicable Disease: Alan King, Kelly Miller, Connie Tanner, Sue Ward, Karen King, Ryan Yohpe	
Names of staff with current training in CPR: Alan King, Kelly Miller, Connie Tanner, Sue Ward	
In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place". (Your local fire department or Emergency Management service should be able to help you determine this "safe" location ahead of time.) Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place-which is <u>the fenced playground</u> , account for all children, notify administrator or staff in charge whether all children are present or if any are missing. Do not return to classroom until the all clear is sounded. The administrator or designee should be responsible for contacting the fire department or 911 if system is not automatic. Weather Alert: Take attendance roster, secure the classroom, lead children to the designated "safe place"-which is <u>the cellar located on the east side of the building</u> , account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.	

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the fenced playground. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your center in case the area around your facility also must be evacuated). The secondary location is the fenced playground area near the sand play area. Always follow instructions of the emergency personnel on site. Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for parents.

Loss of Power, Water, Heat: Contact utilities company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt contact your licensing specialist or your local health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of a Serious Injury or Illness: Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: Appearance, Breathing, Circulation. Summon a staff member trained in First Aid/Communicable Disease if you are not trained, determine whether EMS needs to be contacted. Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents. If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for child's parent, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precautions for cleanup.

If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.

This plan should be posted in every room used by children and by every telephone. Every room should also have posted: written instructions for fire and weather alert, diagrams showing evacuation route and "safe place", and a Dental First Aid Chart.

Additional instructions for this facility:

In the event of a interruption in electrical power for more than a few hours, the center will be forced to close temporarily until power can be restored since we will be unable to provide running water, heat, or sanitary facilities. We will make our best effort to contact you so that you can make alternate arrangements for childcare. If you are aware of a widespread loss of power to our area, please phone to check if we will be open.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/CDC/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code. JFS 01237 (Rev.9/2006)