



# Parent Handbook

## **KIDazzle Child Care & Learning Center**

Dear Parent,

WELCOME to KIDazzle Child Care & Learning Center, where it is our goal to create a safe learning environment, supportive of every child's individual needs. Each class provides age appropriate developmental and educational materials designed to stimulate the natural curiosity in children.

KIDazzle Child Care & Learning Center is:

- o Privately owned and operated
- o Nationally accredited by the National Association for the Education of Young Children (NAEYC)
- o Licensed by the state of Georgia
- o State approved for the lottery funded Pre-K program
- o Authorized for the Head Start Program

Services include:

- o Low Staff: Child Ratios
- o State approved Educational Curriculum
- o Abundance of age appropriate educational supplies and materials
- o Video monitored classrooms
- o Before school (Pre-K only) and after school programs
- o Transportation from local elementary schools in the area

We have three locations in the city of Atlanta, all easily accessible by MARTA and a fourth location in the city of Hampton, Ga. KIDazzle provides childcare services to over 300 children with more than 60 employees.

We look forward to working with you to provide an exciting learning experience for your child. If you have any questions or concerns, please feel free to consult your child's lead teacher or center manager.

The Management Staff

## KIDazzle Child Care

### **KIDazzle Child Care & Learning Center**

#### **Mission Statement**

KIDazzle Child Care & Learning Center is an independent, dynamic childcare provider who is dedicated to pursuing excellence by promoting quality through developmental and age appropriate childcare programs. Recognized for its entrepreneurial spirit, innovation, professionalism and in-depth knowledge of children's needs, we strive to deliver the highest level of performance and quality in the following areas:

#### **Leadership**

We will achieve even greater visibility and a higher level of recognition as a leader in the childcare industry and the business community. We will strive to provide vision and direction in our industry and promote sound ethical business practices.

#### **Service**

We will listen actively to the needs and requests of our customers, our clients and the community. We will respond to requests quickly and efficiently, recognizing that our primary purpose is to provide top-notch service and a superior learning experience for the children that we service.

#### **Quality**

We will pursue quality in everything that we do and always strive to set new standards for the company. Only the highest quality products, programming, facilities and staff will take the company forward.

#### **Employees**

We will develop and train our employees at every level of the company to stimulate and deliver peak performances on the job. Our company will reach its goal only when our employees - working as a team - reach theirs.

#### **Community Involvement**

We will actively work with the community to understand their specific needs then develop programs that benefit the children that we service. We will continue to form alliances with community agencies that promote family values and have an interest in helping families and children.

## **HISTORY**

KIDazzle Child Care & Learning Center was founded in May of 1994 on the belief that all families deserve to have quality childcare readily available in their communities. KIDazzle has focused its resources on communities within the inner city of Atlanta. KIDazzle began operation with approximately 20 students and has grown to serve over 300 children with more than 60 employees.

In an effort to validate the quality of our program, KIDazzle began the NAEYC (National Association for the Education of Young Children) accreditation process in 2001. All KIDazzle facilities have successfully completed and received NAEYC accreditation.

KIDazzle believes that parents are a child's first and certainly the most important teacher, and we strive to develop a partnership with parents to help you bring out the very best in your child.

## **EDUCATIONAL CURRICULUM**

The official curriculum at KIDazzle Child Care is the Creative Curriculum. The Creative Curriculum stresses age and developmentally appropriate activities. The Creative Curriculum recognizes that children have different learning styles and interests. Our teachers are encouraged to develop activities in several learning centers to teach the specific topic. In addition to the Creative Curriculum, we also use pieces of many proven curriculums that support our basic belief of "Children learn through Play".



We believe that children learn best when they are having fun and are active participants in the learning process and the Creative Curriculum helps us achieve that goal. Please stop by and observe the activities for yourself. We are confident that you will be surprised at how much your child is learning through play.

## **THE LEARNING ENVIRONMENT**

Each classroom has an abundance of material for your child to interact with during the day. The classrooms are set up into Learning Centers. Each Learning Center has materials and supplies that will peak the children's interest. Children have the opportunity to choose which centers they want to work in for the day. Learning Centers may vary by age group but most classes will include the following centers:

- Art
- Music
- Math
- Science
- Manipulatives
- Sand & Water
- Blocks
- Literacy
- Writing
- Dramatic Play

A variety of activities are planned each day for each leaning center.

## **The KIDazzle Difference – Our Great Staff**

We believe that our program's greatest asset is the teachers and other administrative staff that interact with the children and families that we serve. Although many childcare programs experience high turnover of employees, 70% of our staff has been with us four years or longer. In addition to being dedicated employees, the overwhelming majority of them have education, experience and credentials in early childhood education.

Our employees are required to complete 40 hours of approved training each year and must maintain certificates in CPR and First Aid.

## **SERVICES**

KIDazzle provides childcare for childcare between the ages of 6 weeks to 12 years old. The Atlanta centers are open Monday through Friday from 6:30 AM until 6:00 PM except for holidays and during inclement weather. The Hampton location is open seven days a week from 5:45 am – midnight. (\*\* after hours and week-end care require advance notice.)

In addition to providing traditional childcare, KIDazzle also offers the GA Lottery funded Pre-K program with before and after Pre-K care, Headstart Services and an after school program for school age children. During the summer, KIDazzle offers summer camp for school age children.

## **HOLIDAYS**

The holidays that are observed are listed below:

New Year's Day	Labor Day
M.L. King Birthday	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

## **INCLEMENT WEATHER**

Centers may need to close for inclement weather. A notice will be sent to the local television stations (ABC, NBC, CBS). These stations will post the relevant information. If you have any concern on the opening or closing of the center please check the local television postings or call the center manager. If inclement weather begins during the day, you will be contacted to pick your child up early.

There may also be times that the center may close for situations not under management's control. Every effort will be made to notify parents well in advance.

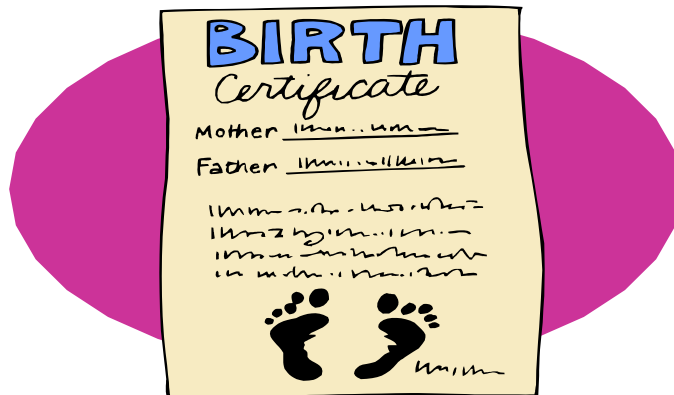


## **ACCEPTANCE & ENROLLMENT**

KIDazzle accepts children for enrollment without regard to race, creed, color, religious preference, or disabilities. GA lottery funded Pre-K children are enrolled on a “first come - first serve” basis.

All parents must complete an enrollment package that includes the following:

- o Enrollment Application
- o Parental Agreement
- o Illness Agreement
- o Emergency Authorization
- o Child & Adult Care Food Application
- o Questionnaire



In addition parents must provide:

- Immunization Records
- Eye, Ear, Dental Screenings
- Birth Certificate
- Annual Physical Examination
- Social Security Card

Failure to complete this package may delay you child’s enrollment into the program. These forms must be updated each year and failure to comply with necessary update may result in suspension or termination from the program.

## **FEES & PAYMENTS**

### **Traditional Child Care**

An annual non-refundable enrollment fee must be paid prior to your child's first day of attendance in the center. The enrollment fee covers equipment, supplies, insurance and administrative processing. The enrollment fee is due every year on September 1<sup>st</sup>.

Tuition charges are based on the age and development of your child. Included in the tuition payment is childcare during standard operating hours, breakfast, lunch and an afternoon snack. Pampers, Pull-Ups, wipes, standard infant formulas and baby foods are provided at no additional charge. During the calendar school year, KIDazzle provides dinner for afterschool children at no cost to parents.

### **Lottery Funded Pre-K Program**

The lottery funded Pre-K program is free to children that will be four years old on or before September 1<sup>st</sup> of that school year. The Pre-K program operates from 8:00 AM until 2:30 PM and is funded for 180 days. Program participants receive breakfast, lunch and an afternoon snack. All children enrolled in the Pre-K program must arrive no earlier than 8:00 AM and must be picked up by 2:30 PM or be enrolled in the Pre-K before/afterschool program. There are times during the year when the center is open but the Pre-K program is closed (Example: Christmas Break, Spring Break). Children are not allowed to attend the program during these times unless prior arrangement has been made.

There are no enrollment fees or tuition charges for children in the GA Pre-K program.

### ***Before/Afterschool Pre-K program***

This program is designed to assist parents of children enrolled in the GA Pre-K program that need for their children to arrive before and/or stay after Pre-K hours. An enrollment fee is charged to children enrolled in the Before/Afterschool Pre-K program. Children enrolled in the Before/Afterschool may come to the center during all standard operating hours.

### ***School Age Care Programs***

**Afterschool** - KIDazzle will pick up your child from their local school and transport him/her to the center for afterschool care. An enrollment fee is charged for afterschool care. Tuition includes transportation and dinner. Children enrolled in the afterschool program may attend the center on days that the public schools are closed.

**Summer Camp** - provides full-day care for school age children during the summer. An enrollment fee is charged to children that have not been enrolled in the afterschool program. The tuition charges include care during standard operating hours, breakfast, lunch and an afternoon snack.

## **PAYMENT POLICY**

Parent/guardians are responsible for payment of weekly fees unless otherwise arranged. The following policy applies:

1. ALL childcare fees for the week are to be paid by 6:00 PM Monday. A late charge of \$7.00 will be assessed after 6:00 PM on Monday. If payment, including the late fee, is not received on Tuesday your child will not be allowed to attend the center on Wednesday.
2. A \$28.00 service charge will be assessed to any returned checks. Any checks returned to the center, for any reason, will require all other fees to be paid in cash.
3. Parents are responsible for tuition for the entire week regardless of the number of days your child attends.

After your child has attended the center for six (6) consecutive months, you will earn a one-week vacation credit. You may use this week at any time during the year. This vacation credit allows you to take vacation and not be responsible for childcare payments. During this week, the child may not attend the center. Two weeks of vacation credit will be earned each year.



### **LATE FEES**

KIDazzle closes at 6:00 PM. A fifteen (15) minute grace period will be given to parents. Any child/children remaining at the center after 6:15 PM will be assessed a fee of \$15.00 per **every** fifteen (15) minutes - which equates to a charge of \$1.00 per minute. This fee is payable before your child can return to the center. KIDazzle will make every attempt to contact an authorized person to pick up your child. If we are unable to make any contacts and you have not contacted us, KIDazzle will call DFACS at 7:00 PM.

The Pre-K program ends at 2:30 PM. Children not enrolled in the Pre-K afterschool program will be charged \$15.00 per every fifteen (15) minutes – which equates to a charge of \$1.00 per minute after 2:30 PM.

Excessive tardiness may result in termination from the program.



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## **DISCIPLINE -Positive Guidance**

KIDazzle Child Care & Learning Center does not believe that there are “bad” children. Most children that exhibit inappropriate behavior are simply distracted, bored or are unaware of the rules. All classrooms will have simple, basic rules to follow that will ensure the safety of everyone. In the event that your child has a problem adjusting to these rules, every attempt will be made to redirect your child’s inappropriate behavior by speaking with them or sparking their interest in other activities. If this approach does not work, children may be asked to sit in a quiet area until they are ready to return to the group. Usually these positive guidance approaches are successful and no other intervention is required.

When further measures are required, parents may be called to speak with their child on the phone. In severe cases of “out of control” behavior, it may be necessary for the center director to request that parents take the child home for that day or for several days.

Conferences may be scheduled with parents to discuss concerns about a child’s behavior in order to gain their understanding and support in better ways to work with the child. It is our goal to work in partnership with parents.

Please be advised that KIDazzle uses no form of corporal punishment, abusive language, ridicule, threats of harsh treatment. Any such behavior by a staff person should be reported to the center director. KIDazzle also does not allow parents or their family members to engage in any of these forms of punishment on KIDazzle property.

## ATTENDANCE



The Atlanta centers are open from 6:30 AM to 6:00 PM, Monday thru Friday. Children attending the program should arrive no later than 9:30 AM. If on occasion your child will arrive after 9:30 AM, the center must be notified in order that meals can be prepared and attendance records properly documented.

The families at the Hampton location have varied schedules. Parents are asked to complete a monthly schedule of your child care requirements and to provide as much notice as possible to changes to the schedule.

**Georgia Lottery Funded Pre-K** – Children enrolled in Pre-K **MUST** arrive at 8:00 AM. for the beginning of the Pre-K day. Children arriving after that time will be marked tardy. The Office of School Readiness requires that we disenroll children with excessive absenteeism and tardiness.

Daily attendance is expected and the center must be notified in case of and absence for any reason. Please observe the following attendance regulations:

- o Absences due to illness of a child should be reported to the center staff on the first day.
- o After three consecutive days of illness parents are expected to call the center to discuss the seriousness of the illness and when the child is expected to return to the center.
- o A doctor's or medical statements is required if the illness is contagious and listed on the CDC chart posted on the Parent Information Board. The statement should include the type of illness and note when the child is able to return to the center.
- o A slot cannot be held for more than two weeks due to the illness of a child.
- o Excessive absences may result in termination from the program.

## **WITHDRAWAL/TERMINATION**

Parents are required to notify the center two (2) weeks prior to withdrawing their child. Failure to provide a two-week notice will result in a tuition charge for those two weeks. The center reserves the right to terminate your child from the center for the following reasons:

- o Child reaches the age of 13 years old
- o Non-payment for services rendered
- o Child or parent is unable to adapt to the program or policies
- o Inadequate immunizations
- o Violation of Pick-up policy

## **SIGN IN/OUT POLICY**



KIDazzle has an automated sign-in/out system. Each person that is authorized to pick up your child will be assigned a four-digit code. It is extremely important that you not share your code with another person, even persons that you have authorized to pick up your child. A code may be provided for each person on your pick-up list.

Each facility has locked entry doors. Your assigned code also allows you entry into the building.

When you and your child arrive, you will enter your four-digit code into the system and sign your child in. You should then walk your child to their assigned area and present him/her to a teacher. Please do not send children into the building unescorted.

When you arrive to take your child home, you will again enter your four-digit code to sign them out.

No child will be released without parental authorization. You are required to inform the director in writing if there is any intent to have someone other than yourself and persons listed on your application pick-up your child. Please advise the person that will be picking up your child that they will be required to show identification. All persons on your authorization list must be at least 16 years old.

## DOMESTIC DISPUTES

KIDazzle will not be a participant in domestic disputes or squabbles. If one parent has sole custody and the other parent is legally not allowed to pick-up the child, please note this on the enrollment application. If both parents have legal custody KIDazzle will legally be unable to enforce specific requests of parents wishing to deny access by the other parent.

## ILLNESS POLICY



Children with communicable diseases will not be allowed in the center. If the center staff suspects that your child has a communicable disease that will notify you to pick your child up from the center. A doctor's note is required before your child can return to the center.

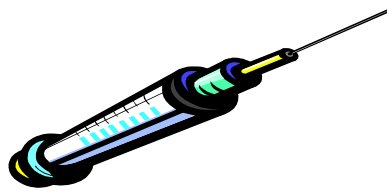
A list of communicable diseases, complete with signs and symptoms, is posted on the Parent Information Board. This list is provided by the CDC (Center for Disease Control).

***DO NOT bring your child to the center if he/she has any of the following:***

- o Diarrhea
- o Fever of 101° degrees or higher
- o Severe coughing
- o Pinkeye
- o Skin rashes/lesions or ringworms

In general, if your child is not well enough to participate in the regular indoor and outdoor activities they should remain at home.

## **MEDICATIONS**



Except for first aid, KIDazzle will not dispense any medications to a child. If your child has a chronic illness please discuss their care with the center manager.

KIDazzle also requires written authorization to apply the following:

- o Baby Powder
- o Diaper Rash Creams
- o Vaseline
- o Insect Repellent
- o Sun Screen

## **ALLERGIES**

Your child's allergies are to be listed in the enrollment application. If your child develops any allergies, please notify the center director.

Please notify the center director of any other special needs or dietary restrictions that your child may have.

## **ACCIDENTS/EMERGENCY MEDICAL ATTENTION**

An accident report is completed on all accidents that may occur in the center. A copy is given to the parent at the end of the day.

You will be contacted if your child has a serious accident. In an emergency situation, if a parent or designated emergency contact cannot be reached, your child will be taken by ambulance to:

Atlanta - Grady Memorial Hospital

Hampton -

## **EMERGENCY EVACUATIONS & CLOSURES**

Any problems such as power failure, loss of heating or air conditioning, loss of water or structural damage may necessitate the closing of the building. If it becomes necessary to close the facility, you will be notified to pick up your child.

## **CLOTHING**

Dress your child in comfortable, durable clothing so that they can actively participate in both indoor and outdoor activities. Your child should be dressed for the current weather. Keep in mind that in accordance with Child Care Licensing requirements, children are to go outside each day, weather permitting. Clothing should be washable and resistant to food or paint spills. Teachers will only be allowed to change children's clothing when accidents occur. **Shoes should be rubber soled with a closed toe.**

Children are required to wear clothing that is easy to remove without the assistance of the teacher. It is not advisable for your child to wear jumpsuits or clothing with suspenders or straps attached. If a child is having trouble removing their clothing to use the toilet, they will most likely have an accident.

Children should not wear or bring the following:

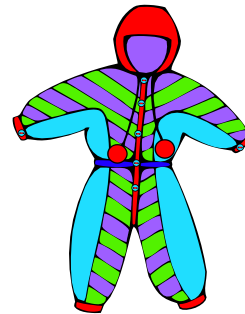
- o Earrings that hang below the earlobe
- o Hair Beads
- o Sandals or Dress Shoes
- o Gold or other expensive jewelry
- o Bookbags

## **CHANGE OF CLOTHES**

All children will need one complete change of clothes. They need to have pants, shirt, underwear and socks. When the weather changes please check your child's cubby to see if the clothes are seasonally appropriate.

Additional changes of clothes may be necessary if your child is not yet potty trained or is in the process of being trained. Since KIDazzle provides both Pampers and Pull-Ups, it is not necessary to bring either of these items to the center.

**Please put your child's name on all clothing that you bring into the center!!!**

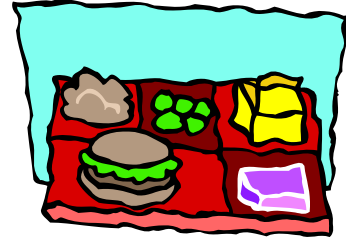


## **PERSONAL BELONGINGS**

KIDazzle is not responsible for lost or stolen items. Children should not bring items such as gum, candy, money, balloons, toys, videos, or play guns into the center. Children are allowed to bring particular toys or items to class to discuss during assigned Show and Tell time. Your child's teacher will advise you of these special days. The child's name should be on any items brought into the center.

**Bookbags** are not allowed in the center. Children are provided with all necessary materials and supplies. Cubbie boxes are available to hold a child's personal items at the center.

## FOOD/MEALS



KIDazzle provides breakfast, lunch and an afternoon snack each day. During the calendar school year, dinner is provided for afterschool children. All meals are prepared to meet the USDA guidelines. There is no additional cost for meals. Standard formula, cereal and baby food is also provided for infants and toddlers at no addition cost.

Please check each center for meal services times and menus. Please plan your arrival so that your child will not miss their scheduled meals.

**No outside food is allowed in the center.** For example - You arrive at the center at 9:30 AM with a donut and orange juice for your child. You will be asked to have the child eat this food before they come into the center.

## FIELD TRIPS



Children that are 3 years or older will have the opportunity to participate in various field trips throughout the year. Parents are encouraged to attend these special days with your child.

Field trips are planned by class for specific age groups. Other siblings, either younger or older, will not be allowed to participate.

Children that are not enrolled in KIDazzle will not be allowed to participate in any center sponsored field trip.

Parents will be notified in advance and a permission slip **MUST** be signed for the child to participate. If there is a cost associated with the trip, payment must be made by the specified deadline.

## **BIRTHDAY PARTIES**

The staff realizes that birthdays are a special time for your child. You are welcome to have a birthday party while your child is in the center. We do ask that you:

- o Notify the teacher one week in advance to ensure that the date does not conflict with any planned classroom activity.
- o Schedule parties after 2:00 PM (After Nap)
- o Keep all parties simple
- o Assist in the set-up and clean-up
- o Limit chocolate
- o NO BALLOONS



## **OPEN DOOR POLICY**

Whenever your child is in the center you have the right to all childcare areas within the center. We encourage parents to stop by for a visit anytime. All visitors must sign in at the front desk and then can proceed to your child's room.

You have the right to review the latest copy of the center's licensure evaluation report. Please contact the center manager if you would like to see a copy.

If you have any questions, concerns, or suggestions, please let us know. We appreciate the opportunity to serve you and your family.

**Let's Have a GREAT School Year!!**



**IMPORTANT THINGS TO REMEMBER**

**My child(ren) are assigned to the following class:**

*Child's Name*

*Teacher's Name*

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**My CODE is:** \_\_\_\_\_

**Other CODES to remember:**

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**I need to bring the following things:**

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## **HELPFUL NUMBERS**

KIDazzle Child Care & Learning Center	
401 West Peachtree Street	(404) 331-1600
884 York Avenue	(404) 753-8884
831 York Avenue	(404) 753-7537
49 Woolsey Rd, Hampton	(770) 210-7290
1701 Columbia Ave	(404) 305-6950
Michele Hill	(404) 522-7223 (home)
	(404) 213-4426 (cell)
Ben Hill	(404) 259-6630 (cell)
Robert Hill	(404) 312-2918
Department of Family & Children Services	
General Information	(404) 756-4900
Child Protective Services	(404) 756-4200
Eligibility	(404) 651-8306
Social Services	(404) 651-8306
PEACH – TANF Unit	(404) 651-5700
PEACH – Food Stamp Unit	(404) 651-5700
Child Support Receiver	(404) 730-4582
Fulton County Library (Main Branch)	(404) 730-1700
Fulton County Health Department	(404) 730-1211
Mental Health Services	(404) 730-1600
Energy Assistance Information	(404) 894-6416
American Red Cross – Metro Atlanta	(404) 851-9800
Salvation Army	(404) 577-1592
Task Force for the Homeless	(404) 589-9495
Legal Aid	(404) 524-5811
Hugh Spalding – Grady Hospital	(404) 616-6191
Scottish Rite Hospital	(404) 256-5252
Rite Call – 24-hour hotline	(404) 250-KIDS
Egleston Hospital	(404) 325-6000