



# KIDDIE COVE

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## **Policies and Guidelines**

At Kiddie Cove, we pride ourselves on providing the best possible environment for your child. Our policies and guidelines are in place to ensure that all children in the center are safe, secure and receive only the highest quality care all while participating in activities that are stimulating and fun!

## **Security**

We utilize a video surveillance camera which is viewable only by owners. This is for the safety and security of your children and our staff.

Our limited entry system means that the doors of the facility are locked at all times and only parents dropping off or picking up children are allowed in.

We adhere to strict pick-up procedures. Staff check photo I.D. if needed when a child is picked up. Children will only be released to those persons listed on the registration form. Please be sure to let the staff know if your child is to be picked up by someone other than the person dropping him/her off.

It is required that the authorized pickup person must be of sound mind and not under the influence of alcohol or drugs. Once a child has been released to the authorized pickup person, that person assumes responsibility of the child and the liability of Kiddie Cove Drop-In Childcare ends.

We do head counts every half hour to ensure that all children are present and accounted for.



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## Safety

We closely monitor and inspect all toys to be sure that they are safe and appropriate for the children in our center.

## Cleanliness

Kiddie Cove takes great pride in providing a clean environment for your child. We use hospital grade sanitizer on a daily basis to clean toys and surfaces in the center. We also ask that children use hand sanitizer upon entering and exiting the center. Our staff and children wash their hands on a regular basis, including before and after meals and after every diaper change. The changing table and potty are sanitized after each use.

## Registration

Upon your first visit to KIDDIE COVE, we ask that you complete the registration form and release form as well as thoroughly read our policies. It is very important for the health and safety of all children at KIDDIE COVE that you abide by our policies.

Because KIDDIE COVE is a drop-in only childcare center, parents must be easily accessible, able to return within 15 minutes and able to be reached by cell phone.

Please note that the last drop off time is 8pm Sunday-Thursday.

Please be aware that if a child is not picked up 1 hour after closing and we have not made contact with a parent, the police will be alerted. **Please be sure to contact us if you will be late.**



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**Payment is due at time of services. We accept cash, mastercard, visa and amex. If there is an outstanding balance, balance must be paid before next service.**

Services are billed based on the time your child visits the center. There is a one hour minimum for the first hour. After that, the billing is in 15 minute increments.

Reservations are not required to use Kiddie Cove but are encouraged.

**Kiddie Cove meal and snack times follow this general schedule, adjustments can be made accordingly:**

**10:00 AM snack**

**12:00-12:30 Lunch**

**2:00 PM to 3:00 PM- Check with each center for a specific time**

**6:00-6:30 Dinner**

If you would like us to provide a meal for your child, we must have your meal order by 11:15 AM for lunch and 5:15 PM for dinner. We do not prepare meals on site, and must place your child's order with our total lunch or dinner order for delivery.

Kiddie Cove provides healthy and nutritious snacks for all children. Lunch and dinner will be provided for a charge from local restaurants. Parents are welcome to bring a meal for your child. If your child is going to be with us during meal time, we request that you either bring a meal or purchase one because it is difficult to feed some children and not others.



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**As many young children are allergic to peanuts, we will never serve any type of peanut products and respectfully ask parents to please not bring any type of peanut products for your child.**

## **Healthy children**

In order to provide a safe and clean environment for all children at KIDDIE COVE, we ask that you please do not bring an ill child to our center. KIDDIE COVE reserves the right to refuse ill children, and if a staff member notices signs of an ill child, the parent will be called and asked to pick up the child. Children with lice are not permitted to stay and we do have a “no nit” policy”

**The following are guidelines of symptoms of children considered ill:**

- **a temperature of 100 degrees or higher**
- **Red, watery eyes (pink eye)**
- **Undiagnosed rash**
- **Excessive runny nose/ sneezing**
- **Excessive cough**
- **Sore throat**
- **Vomiting within the past 24 hours**
- **3 instances of Diarrhea**

We ask that all children are up to date on their immunizations. Children who have not been immunized will not be accepted into the center.

**\*\*\*\*\*We do not administer medication of any kind\*\*\*\*\***

(With the exception of an EpiPen in a life threatening emergency)

If your child is prescribed an EpiPen, please let us know and fill out an EpiPen Waiver.



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## **Personal Belongings**

Baskets are provided for children's personal belongings such as shoes, diapers or change of clothing. Please be sure to label sippy cups and snacks clearly with your child's name. We ask that you please not bring any personal toys as we provide plenty of activities for your child. We are not responsible for any toys or electronics that are brought into the center. If your child wants to bring a tablet, they are welcome to, but it is the child's responsibility to take care of the device.

## **Potty Training**

We will assist in potty training with any child but we need your help. Please bring the necessary supplies (diapers, pull ups, wipes, change of clothing) and let staff members know where your child is in this process. We will do our best to keep the routine and make sure that the child takes frequent potty breaks.

## **Emergency procedures**

All staff members are CPR and First Aid certified and trained to handle emergencies. We have all emergency numbers posted and a fully stocked first aid kit. Even with all of the safety precautions in place, accidents are possible. Parents will be notified in the event of an accident. If a child has a serious or life threatening injury, please be advised that emergency personnel will be notified first and the parent second.

In case of an emergency, where the facility cannot be occupied, children will be evacuated to Cinnaholic, across the parking lot. The children will remain there until their designated emergency contact person can pick them up.



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## **Discipline Policy**

At Kiddie Cove, we promote good behavior through praise, modeling and positive support. In the event that a child displays poor behavior, he or she will be corrected first through redirection, and if necessary, time out. We do reserve the right to refuse admittance to a child whose behavior compromises the safety and well being of other children.

## **Definition of Drop-in Childcare**

A childcare arrangement where care is provided while parents participate in activities that are not employment related, and where parents are easily accessible. Parents must be able to be reached by telephone or pager, and able to return to the facility within 15 minutes.

All of us here at Kiddie Cove understand that when you leave your child with us, you are trusting us with the one that means that most to you. We feel honored and privileged by this, and promise that we will treat your child as if he or she were our own. Please feel free to speak with us at any time about any questions or concerns that you may have.



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## PARENT/GUARDIAN PERMISSION FOR ADMINISTRATION OF EPINEPHRINE (EPI-PEN)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone(s): \_\_\_\_\_

If Parent/Guardian is unavailable in emergency, contact:

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

My son/daughter has the following allergy(s) which may require treatment with epinephrine (Epi-pen), according to my child's physician: \_\_\_\_\_

\*\*\*\*\*

CONSENT FOR TREATMENT I give permission to allow the administration of epinephrine by auto-injection (Epi-pen) by an unlicensed member of the school staff who has been trained to my son/daughter, in the event of an emergency

Name: \_\_\_\_\_

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