

FAMILY HANDBOOK

KIDS' DEPOT OF IOWA CITY, LLC.

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MAGILLE GEVOCK – OWNER/DIRECTOR

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About this Handbook

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

PHILOSOPHY OF KIDS' DEPOT

We want your child/children to feel as comfortable at Kids' Depot as they do in their home. Our goals are to provide exceptional childcare in a warm and loving environment for children six weeks to six years of age. We aim to meet the high expectations of parents who desire the best for their child/children.

We will provide the BEST available childcare due to our dedication and commitment to meet the individual needs of each parent and child in our "Home Away from Home" environment. We welcome your input to improve our facility and program.

LEARNING GOALS

We believe children learn through direct experience in their own creative ways using real & natural objects. Children thrive on free choice and manipulation of concrete objects in a stimulating environment. Children need direct, concrete, and high interest experiences along with well-timed guidance, consistency, and instruction.

GOALS FOR CHILDREN

Competency—Develop children's ability around language, numbers, and interests in books.

Autonomy – Encourage children to initiate, ask questions, and make limited choices.

Creativity – Construct New Objects, think of new ideas, and find alternative solutions.

MOST OF ALL – HAVE FUN!

HOW CHILDREN WILL BENEFIT

Kids' Depot plays a very important role in the lives of children. The quality of care we provide will benefit your child now, and throughout his/her life. Good, early childhood programs can enhance a child's ability to learn, communicate ideas and feelings, and get along well with others. Studies (Caring for Pre-school Children Volume II) show that children who attend a high-quality pre-school program are more likely to excel in school and life.

OUR ENVIRONMENT

Predictable – Well defined activity centers, noisy and quiet areas, and labeled items.

Supportive – Child-sized equipment, play alone space, and self-selection activities.

Reflection – Children's artwork displayed.

Varied – Balanced active and quiet times, and indoor/outdoor play. Kids' Depot supports lots of outdoor play and learning. We go outside everyday rain or shine.

LICENSING AND ACCREDITATION

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. Kids' Depot is subject to state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the director or assistant director.

STAFFING

STAFF REQUIREMENTS

The quality of the program is due to the quality of the staff. It is vital to attract staff that are experienced and knowledgeable in the field of early childhood. Each classroom is staffed with two full-time teachers. Additional part-time staff float between rooms to offer additional support or coverage where needed.

Current Staff:

Owner/Co-Director: Magille Gevock, since 1994.
Co-Director: Kendra Strobel, since 2018.
Assistant Director: Melissa Murphy, since 1998.
On-Site Supervisors: Carrie Overturf, since 2007, Lydie Ramm, since 2025, and Hillary Anderson-Monge, since 2017.
Lead Yellow Caboose Teacher: Lydie Ramm, since 2014.
Lead Blue Boxcar Room Teacher: Carrie Overturf, since 2025.
Lead Red Boxcar Room Teacher: Kylie Norris, since 2021.
Lead Engineer Room Teacher: Hillary Anderson-Monge, since 2017.
Cook: Melissa Murphy since 2025.

Ratios required by the state of Iowa for each age:
6 weeks to 2 years old: 1 adult to 4 children
2 years old: 1 adult to 7 children
3 years old: 1 adult to 10 children
4 & 5 years old: 1 adult to 12 children.

Volunteers must complete the Employee/Substitute/Volunteer Statement, Criminal Records Check Form B (renewed every 2 years), Waiver Agreement and Statement for the Iowa DPS and DCI, Fingerprint Results from the FBI National Criminal Record Check (every 4 years), and a signed statement indicating individual has been informed of responsibilities as a mandatory reporter.

When hiring at Kids' Depot, we ask applicants to come in for two-hour subbing increments. We observe how potential employees interact and competence for children, also based on their resume and experience. We look for reliable, trustworthy, fun-loving, and caring individuals that have a true passion for helping children 6 weeks to 5 years develop.

All members of our staff are required to:

1. Maintain current child, infant and adult CPR every 1-2 years.
2. Maintain current first-aid for infant, child, and adult certification every 1-2 years.
3. Complete training for universal precautions and infectious disease yearly.
4. Complete Iowa's Mandatory Child Abuse Training every five years.
5. Complete a 12 Essentials Training Course for safety, medical, emergency care, and developmental milestones for
6. child ages 0-6.
7. Participate in 10 hours of child development training the first year, 6 hours each year after.
8. Pass criminal, child abuse and sexual abuse record checks every two-four year.
9. Be fingerprinted and pass the FBI National Criminal Record Check every two-four years.
10. Pass a physical examination every three years.

Our staff practice monthly safety drills, as well as have quarterly meetings to stay updated on new policies and practices mandated by the State of Iowa.

Educational Programming

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is like their own. In all groups of children, there will be varying ability levels. We will take all considerations into account and group together who may best complement one another.

CURRICULUM

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to learning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day.

Sample Daily Routine (pre-school groups)

Times May Vary for Each Classroom

6:30-8:45 Free Play *Breakfast is available until 7:30am
9:00 am Morning Snack
9:30 Calendar/Circle Time
9:45 Work Time/Centers
10:45 Outside Play
11:30 Lunch
12:15 Storytime
12:30 Rest Time
2:00 Small Group Activities for Early Risers
3:15 Afternoon Snack
3:45 Afternoon Activities/Outside Play
5:00 Clean UP

5:15 Storytime
5:30 Kids' Depot Closed

Infant Care – Six Weeks to 24 Months

Our program is based on tender, loving, individual care for each baby. We emphasize communication through touch, speech, and sign language with each infant many times throughout the day. Teachers at the center talk to each infant at every opportunity, sing songs, and repeat names of simple objects. All these help with physical and emotional development in infants.

Introductions to cups, spoon, and bowl are made at the appropriate time. Social interaction is introduced, supervised outdoor play is enjoyed at favorable moments, and basic skills are begun at walking age. Basic skills include washing hands, sitting at a table with table manners, and practicing sleeping on a cot.

Communication with Parents – We will make a daily written record of each child's activities during the day. This will include:

1. The amount of time the child has slept.
2. The amount of food and the time at which the child ate.
3. The time of the child's diaper changes including any irregularities in his/her bowel movement.
4. Achievement towards any developmental milestones.

What to bring for infants:

We want to make the transition from home to daycare as easy as possible with each parent and child. The more supplies that are kept on hand at Kids' Depot, the less you will have to pack each morning to be prepared. We request that you bring the following items to keep at Kids' Depot:

- 2-3 Bottles
- Container of Formula or breast milk (fresh or frozen)
- Diapers
- Wipes
- At least 2 changes of clothing
- Sleep Sack
- Diaper Cream
- Pacifier –if applicable
- *Please label all items with first and last names*

If your child is not eating table food, please bring your preference of supplement for your child.

(Example: Oatmeal, Applesauce, Meals in a jar or squeezable pouches)

Kids' Depot washes cribs, blankets, and sheets once a week, or more, if necessary.

Diaper Ointment – To apply diaper ointments and medicated lotions, we are required by the State of Iowa to have a Medication Release Form completed and signed monthly by the parents/guardians. All ointments must be in the original container and labeled with your child's first and last name.

TODDLER CARE (2-3 YEARS OF AGE)

The toddler program focuses on our belief that children are wonderful, small people who have limitless curiosity and a love for both new and old. They delight in fantasy and are intrigued by reality. Our program is geared to meet individual needs in a flexible, yet structured environment.

Our primary goal is the development of positive self-image. We encourage independence through learning self-care skills (toileting, washing, dressing, etc.) as well as, verbalization, problem solving, and social interaction.

Cognitive growth is stimulated by promoting awareness of colors, shapes, numbers, and parts of the body. Stories, songs, music, dance, coloring, painting, and outside play aid in the development of skills and increased attention span, ensures an enjoyable day!

Toddlers enjoy mastering gross motor skills with plenty of running, jumping, and climbing included in their day. They are also ready to sit at a low table to develop their fine-motor skills more fully. Social development is emerging, and friendships begin to grow because of increasing active play.

GRADUATING TO THE TODDLER PROGRAM

The following guidelines are used when considering a child's readiness to join the toddler program.

Is the child:

1. At least 18 months old?
2. Capable of walking without falling easily?
3. Increasingly interested in being social.
4. Capable of feeding himself/herself?
5. Able to protect himself/herself from peers?
6. Able to comprehend simple verbal communications?
7. Capable and willing to be independent?

TOILET TRAINING

Toileting is an important step in becoming independent; toddlers are nearing this important step. We encourage, but do not pressure, children who are ready. Signs of readiness are asking to be changed, mentioning soiled diapers, and staying dry overnight. Pressure before a child is ready can cause delays and/or prolong the training process. A child is truly toilet trained when the child indecently uses the toilet, wipes, pulls up pants, and washes hands. Our staff is available and eager to discuss parent concerns/questions about toilet training.

What to bring for Toddlers (***Please LABEL all items with FIRST and LAST name***)

- Blanket
- 2-3 Changes of Clothes (Pants & Underwear if necessary)
- Diaper Cream
- Diapers & Wipes
- Preschool Age Program

Preschool age children have a wide variety of choices. They can plan, make choices, discover problems, explore solutions, and recall experiences. The teachers in the preschool age classes create daily lesson plans that relate to a theme of the week. Children work on new songs, games, concepts, art, and drama every day. Children practice writing letters of the alphabet and their names, as well as many other skills to prepare them for kindergarten.

GRADUATING TO THE PRESCHOOL PROGRAM

When considering a child's readiness to join the preschool program, the following guidelines are used. Is the child:

1. at least 30 months of age?
2. able to listen to an adult speaking to a group?
3. able to stay on task for a short period of time?
4. able to verbalize needs?
5. able to understand and follow simple directions?
6. able to function in a large group of children?

What to bring for preschoolers: ***(Please LABEL all items with FIRST & LAST names)***

- Blanket
- 2-3 Changes of Clothing
- Extra pairs of Underwear
- Extra pair of shoes
- Naps

All children between the ages of birth and five are required to rest or nap for 30 minutes due to state law. It is the staff's responsibility to aid the children in transitions from activity time to quiet time. Children older than 12 months are required to have a blanket for rest time. Kids' Depot will wash your child's bedding and disinfect their cot once a week. If you choose to bring a pillow for your child's cot, please make sure that it has a removable pillowcase that can be laundered as well.

BEHAVIOR GUIDELINE POLICY

Our foundational goal at Kids' Depot is to help our students develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. Research indicates that children with strong social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties. (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our teachers:** We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use

social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.

- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Hyson, M. 2004. The Emotional Development of Young Children: Building an Emotion-Centered Curriculum, 2nd ed. New York: Teachers College Press

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. 2015. Guiding Children's Social Development and Learning: Theory and Skills, 8th ed. Stamford, CT: Cengage.

Teachers guide children by using positive guidance methods. Positive discipline places emphasis on preventing problems by attending to the room arrangement, having age-appropriate expectations, providing interactive activities, and active adult monitoring and supervision. Positive discipline instructs children as to what they should do. For example: "We walk inside the building" instead of "no running." Our disciple policy, ranges from open discipline (item one) to structured discipline (item five), is as follows:

1. Visual intervention: The teacher moves physically close and attempts to make eye contact with the child.
2. Non-directive statements: If visual contact does not help the behavior, a non-directive statement should be made. For example: "You seem to be feeling tired and worn out." or "You appear to be very angry".
3. Verbal question: The teacher should ask the child if help is needed in thinking of a solution to the problem.
4. Verbal directions: The teacher should now tell the child what to do, rather than what not to do.
5. Physical intervention: If misconduct continues, the teacher must physically guide the child to another area or rest-time must take place. Rest-time will consist of a 2-5-minute period during which the child is removed from an activity. The teacher should explain to the child why they are having a rest-time. Generally, rest-time will not exceed one minute per year the age of the child. Physical restraint will never be used unless it is necessary to ensure the safety of that child or others.

Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that is appropriate for the child's safety and the safety of others in the classroom. Our response will be calm, respectful, and give the child information on what is acceptable behavior and what is not. We will document challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports or behavior plans.

Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success. If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.

All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level.

Kids' Depot does not condone or tolerate the use of physical punishment of any kind on Kids' Depot property. This policy restricts parents and staff from using physical punishment on their children while on Kids' Depot property. Also, Kids' Depot will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Childcare Resource & Referral and refer to the agency responsible for early childhood special education services. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.

Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)

If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, Kids' Depot may recommend and/or require alternative placement.

BITING POLICY

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers, and sometimes preschoolers. Biting is a natural developmental stage. It can be scary and frustrating for children, parents, and teachers.

Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame children, parents, or teachers. When biting breaks out, Kids' Depot immediately acts not to blame the biters, but to change the environment and help children change their behavior.

It is important that our caregivers remain calm and in control of their emotions when biting occurs. Kids' Depot staff will not show anger or frustration towards the child. Our staff will calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver should talk to the child who bites (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short simple way.

When children bite, their parents are informed personally and privately the same day. All information is confidential, and the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and our office manager is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in the office.

When biting occurs, here's what you can expect from us:

We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.

We will provide appropriate programming for children to help prevent biting.

We will make current information and resources on biting available to you.

We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.

We will take your concerns seriously and treat them with understanding and respect.

We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.

We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if a bite breaks the skin. (Both child and adult)

1.Wear gloves, clean your wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

*If a staff member is bitten, we will use our Kids' Depot Exposure Control Plan.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting, so it will end as quickly as possible.

Enrollment

ENROLLMENT & TUITION

Children are eligible for admission at six weeks of age, a first round of immunizations are required. The admissions process begins with a tour of our center. Children are enrolled on a first-come, first-served basis, depending on the availability in the most developmentally appropriate class. Children are placed on a waiting list if there is no availability in the most appropriate class.

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that Kids' Depot is not a good fit for the child, Kids' Depot will attempt to give resources and information about other programs that may benefit the child and family.

To hold your child's space at Kids' Depot, we ask for a non-refundable deposit of $100. There is an additional fee of $30 for registration and paperwork due with deposit. Once a date has been set for your expected start date, any changes of that start date up to 30 days past initial start, will open that spot for other families regardless of deposit. Your deposit will not be refunded even if you do not start at Kids' Depot. After enrollment, any additional child enrolled will also be subject to a $30 registration fee.

REGISTRATION & REQUIREMENTS FOR ENROLLMENT

After parents are notified of the admission date, you must complete the Kids' Depot Enrollment Packet, and pay the non-refundable registration fee. Parents will receive the enrollment agreement, family handbook, tuition payment setup forms, permission forms (Bright wheel, sunscreen, bug spray, infant safe sleep, etc.), nutrition forms (if applicable), and health and immunization forms.

On the first day your child attends Kids Depot, the office must have in each child's file:

- A completed Enrollment Application, including schedule & Tuition Agreement.
- A signed Enrollment Agreement
- A completed set of enrollment paperwork
- Completed Medical Action Plans (if applicable)
- Physical & Immunization Record (most recent) or Completed Exemption Forms
  PLEASE NOTE: We are required to have each of these forms in our files to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

CHILDREN NEEDING SPECIAL ACCOMODATIONS

If your child has Asthma, Kids' Depot requires you to provide an Asthma Action Plan to be completed by his/her physician. This includes a written doctor care plan, clearly stating symptoms and level of treatment. This must be received TWO WEEKS prior to your child's first day at Kids' Depot. All medication must be in the original container labeled with your child's first and last name. A medication release Form must be completed monthly. Asthma Action Plans must be updated annually from the doctor's office.

Kids' Depot is a nut and peanut free center. The reason for this policy is to keep children safe from digesting or handling peanuts that could potentially be fatal. This policy will help enforce the safety of children with this allergy.

If your child has a food allergy, Kids' Depot requires you to provide an Allergy Action Plan & Diet Modification Form to be completed by his/her physician. This includes a written doctor care plan, clearly stating the foods to be avoided, foods to be substituted, and treatment, if there was an exposure. This must be received two weeks prior to your child's first day at Kids' Depot, or immediately upon notification of an allergy. Allergy Action Plans must be updated annually and signed by a doctor/physician/nurse.

Any personal changes to our food menu, such as vegetarian diet or suspected by not confirmed food allergy, must be completed on our Diet Modification Form, and signed by your primary care physician. An accepted protein from the CACFP list must be substituted and brought from home.

WITHDRAWING FROM OUR CENTER

Parents who choose to withdraw from the program must give thirty-day written notice prior to departure. If less than thirty days' notice is given, parents will be charged an extra two week tuition following the last day of enrollment.

DISCHARGING PROCEDURES

Group childcare is not always a beneficial situation for all children. If for some reason your child does not fit with the Kids' Depot program or is a threat to the safety of our staff and children, Kids' Depot will set up a time to meet with the child's parent(s)/guardian(s) along with the appropriate teacher and discuss the problem. If a suitable solution cannot be reached, Kids' Depot will ask you to withdraw your child.

Failure to pay tuition is sufficient grounds for removal from our program. Each situation is different, and we understand that things can happen. If tuition is a struggle, please do privately contact our director, and we can try to resolve a solution to help.

Each teacher takes training courses throughout the year, every year, to be qualified for their position. As a team, we create several solutions with numerous different ideas to treat each child uniquely and individually. If there is any issue with any of our methods, please contact the director, assistant director, or office manager to set up a meeting. Any kind of aggressive behavior or language will not be tolerated and will be considered harassment towards our staff. Harassment is immediate grounds for removal from our childcare center.

THE SCHOOL YEAR

Kids' Depot is closed most federal holidays. Kids' Depot maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, holiday, inclement weather, and/or emergency closures.

In case of inclement weather, Kids' Depot will close as determined by decision by Directors. Kids' Depot does not follow the Iowa City Community School District for closures regarding weather.

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

Transitioning to a New Classroom

Kids Depot strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

THE SCHOOL DAY

YOUR CHILD'S FIRST DAY OF DAYCARE

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new students start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're always welcome to call any time to see how your child's adjusting or download the Bright wheel app for updates throughout the day.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt at the center too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- Diapers and wipes (if applicable). These items will stay at school.
- A small blanket for napping, a small pillow, or a comfort item is optional. We'll keep these items on your child's cot, and Kids' Depot will wash them on a regular weekly basis.

Water bottle for consumption. This will remain at school and Kids' Depot staff will wash and sanitize water bottles every evening.

KIDS DEPOT HOURS

Kids' Depot is open Monday through Friday, 6:30AM to 5:30PM. Kids' Depot is closed on the following respected holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the Day after, Christmas Eve, Christmas Day, New Years Day. If a holiday falls on the weekend, Kids' Depot will choose closing dates before or after the holiday to accommodate.

In the event of weather-related closings, please view KCRG.com. Kids' Depot reserves the right to close for any reason without tuition refunds.

Parking

To ensure our children's safety, it is utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others, drive slowly, and hold children's hands.

Kids' Depot has several families in the neighborhood that use the outdoors to come to school. Rain, sun, or cold, please always turn your vehicles off in the parking lot to avoid families inhaling unnecessary fumes from vehicles.

Parents should never leave siblings in vehicles, especially alone and with the keys/car on. Siblings are required to come in the building with you. We are mandatory reporters and are required to report children unattended in vehicles.

If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent.

ARRIVALS

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school.

- Sign your child in using the Bright wheel App and your check in code. There is a kiosk at the entrance, or you can use your smart device to check in. There are QR codes throughout the building to make check-in easier.
- Parents must accompany their child to and from their classroom each day.
- You must connect with your teacher upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.
- Help your child wash their hands before playing.

Please plan to bring your child to school by 8:30AM. We want each of our students to gain the most they can from their experiences at Kids' Depot. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned.

SEPERATION ANXIETY

The first weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child “One more minute” prolongs the inevitable. As a parent, the best thing you can do is hug your child, say “I love you”, and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special “I Love you” ritual. This provides a special moment between you two that offers a sense of resassurance.
- Trust your child’s teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child’s temporary unhappiness as it is genuine and normal. Say things like “I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon.”

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can have you feeling like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

Absences, Sick Days & Vacations

For children to learn from our program, they need to be here on a regular basis. Please notify your child’s teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child’s teacher via messaging within the Bright wheel app.

- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

DEPARTURES & LATE PICK UP POLICY

It is important to sign your child in and out each day. You can sign your child out via the Bright wheel app at the front entrance kiosk or on your smartphone, like signing in upon arrival. It’s also critical that you check in with your child’s teachers before leaving.

At **Kids Depot**, we understand that occasional delays can happen. However, our closing times are set to ensure the safety, consistency, and well-being of both children and staff. We appreciate your cooperation in helping us maintain a smooth end to each day.

Pickup Time

Kids Depot closes promptly at **5:30 PM**. All children must be picked up and signed out by this time each day.

Late Fees

If your child is picked up after the grace period, a **late fee of $5.00 per minute per child** will be charged.

- Fees are calculated based on the time recorded by the classroom clock.
- Late fees must be paid upon pickup or will be added to your next tuition invoice.

Chronic Late Pickups

Frequent late may result in:

- A meeting with the director to discuss possible solutions.
- **Suspension or termination** of childcare services if the issue continues.

Emergency Procedures

If a child remains at Kids Depot **30 minutes past closing** and no contact has been made with parents or emergency contacts, **local authorities or child protective services** will be notified as required by state regulations.

Why This Policy Matters

Our teachers and staff dedicate their time and care to your children throughout the day. Staying past scheduled hours affects staffing, building security, and licensing compliance. Your cooperation helps us provide the best environment for everyone.

CLASSROOM SCHEDULE

Each classroom follows a slightly different schedule that is customized for their students. The primary school day is 8:30am – 4:30pm, with a rest time from 12:30pm-2:30pm. While all parts of the school day are important, if you need to make appointments during the school day, we generally recommend your child not miss the primary educational time of 8:30am-12:30pm. During this time, we heavily focus on working in large and small groups, completing centers, and circle time.

Staff is sensitive to the attention spans of young children and plan, accordingly, making activities extensive enough to be challenging and fun, but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

PLAY YARD AND OUTDOORS

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

AIR QUALITY

Kids' Depot staff monitor the conditions and make decisions using the Childcare Weather Watch Chart provided by Iowa HHS. On days that are labeled code yellow, outdoor time will be reduced. Children will not go outside on days labeled code red, and gross motor activities will occur indoors. Children will use the playground at least twice daily in most situations. In exceptional cases such as a child with asthma or an extreme allergy condition, a doctor's note is required outlining proper care for the child.

NUTRITION

Weekly Menus will be sent out via email through Office Newsletters and posted in the Hallway Message Board in the Office Section. Kids' Depot does not participate in CACFP program, but we do follow their guidelines on healthy eating.

Breakfast is available until 7:30AM daily.

SNACKS

Snacks are served twice daily. Kids' Depot provides a healthy morning snack around 9AM which includes two food groups. The snack menu is located on the bulletin board in your child's room. Parents are responsible for providing one healthy afternoon snack per month. Your child's teacher will assign your child a snack day. The calendar will be posted on your child's classroom bulletin board.

Please provide a healthy and nutritious snack to support lifelong healthy eating habits. It is required that we serve two food groups for snacks. If you bring a bag of apples, we will provide the milk. If you bring a box of crackers and cheese slices, the children may have water to drink. It is okay for you to bring cake or birthday treats for special occasions. Snack ideas: Fresh fruits, Veggies, Yogurts, wholegrain crackers & Cereals. *Please remember NO PEANUTS or POPCORN*

LUNCH

Hot, nutritious lunches are served to all children. We have a six-week rotating menu. We ask that all children eat the lunch that Kids' Depot provides unless your child has a food allergy or any other valid reason why they can't eat what is on our menu. If your child has an allergy to an item on the menu, we will supplement it with another food that has been approved on your child's Allergy Action Plan and Diet Modification Form logged in the Food Log Binder. Should parents request a specific menu for their child/children, it must contain protein, a fruit & a vegetable OR 2 fruits/ 2 vegetables and bread. The parents will be expected to fill out a Diet Modification Form and shall be expected to provide the menu changes.

All food must be labeled with your child's first and last name with the date the food was prepared.

There may be times that we ask you to pack your child a lunch. We may go on a field trip and not be at the center during lunch hour. We will monitor and supplement, if necessary, to ensure CACFP guidelines are maintained. Perishable items will be refrigerated to prevent spoilage or contamination.

REST TIME

All children will participate in a quiet rest time. Children are not required to sleep; however, we

have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides cots and cot sheets for nap time. These items are washed and disinfected once a week minimum.

There is always one teacher within the nap room during naptime observing by sight and sound (baby room always has two teachers present during naptime). We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

PERSONAL BELONGINGS

To prevent items from becoming misplaced or lost, please label ALL items brought from home with your child's name. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

CLOTHING & SHOES

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.

- Please provide two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! Kids Depot isn't responsible for lost, stained, soiled, or torn clothing.
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DIAPERS & WIPES

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered.

Kids' Depot does not accept cloth diapers for use at this time.

BELONGINGS FROM HOME

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at Kids Depot All personal electronics (except augmentative communication devices)

brought to school must be stored in the “off” position in the child’s cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

Change in Pickup Person

The safety of our students is our top priority. Please notify your child’s teacher if someone other than you is picking up your child. Kids Depot staff will only release your child to the parents and guardians or the other adults you authorized on the student’s Enrollment Application or within the Bright wheel App. If you need to authorize a new pickup person, please send the request via email to our Director. For your child’s safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to Kids Depot for your child’s file. This information is confidential and solely for the safety and well-being of your child. Families must update the director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, Kids Depot will need to receive a copy of the foster care paperwork. Kids Depot will release the child only to the foster parents or the child’s caseworker, who must sign the child in and out on the visitor’s list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

FIELD TRIPS & TRANSPORTATION

Another way of teaching is to expose children to different environments through field trips. This is a very special part of our program. Most trips are via public transportation, but from time-to-time staff vehicles will be used. Seat belts in conjunction with parents providing a child safety seat will always be used when transporting children in vehicles. At least one additional adult above the required staff/child ratios will accompany a group on a field trip. A field trip consent form must be completed (signed by parent/guardian) and on file in the center before a child can participate. If you do not want your child to participate in a field trip, he/she may join another group until his/her group returns from the trip. You will be given notice of all field trips in advance. Each group carries a first aid kit, and the emergency consent forms any time they are away from the center. We also provide matching Kids’ Depot t-shirts for all children and staff to wear as a group, outside of the center.

Kids' Depot does not offer routine transportation. In the case of an emergency, we will evaluate the situation, contact the parents, and shall the parents not be able to arrive on time, the Director or Assistant Director will transport the child to the nearest hospital.

NON-CENTER ACTIVITIES

Twice each year, our program participates in IC Fire, a local soccer-based learning program. Children ages 3 and up can participate in learning basic soccer skills, team building, and sportsmanship. Our program participates in the Spring and Fall semester for 10 weeks each time. IC

Fire takes place in Kids' Depot front yard or next to us at Green Park. Three, four, and five-year old are eligible to participate. We will notify parents when IC Fire starts, at what time, and how to sign up.

ACCESS POLICY

Kids' Depot is responsible for ensuring the safety of children at the center and preventing harm by being proactive in supervising not only the children, but other people present at the facility. Kids' Depot's policy is to release children only to parents and/or the Emergency Contact as shown on the enrollment application. The enrollment application must be consistent with legal custody orders. An authorized person will be asked to show a valid photo ID.

One of our primary goals is to provide a safe, loving, learning environment for all our children. Our center does not allow any person who is in the center that is not an owner, staff member, substitute, or volunteer, who has had a record check and approval to be involved with childcare, to have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include director, assistant director, teachers, teacher assistants, and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property.

"Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director, or authorized staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the childcare center. They will only be allowed to enter the building by direct supervision with the Director, Assistant Director, or Office Manager. They must call prior to entering and wait in their vehicle to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

Kids' Depot's doors always remain locked throughout the day. The main door (Red Front Door) has a security lock with a code. All parents and staff will be given this code for access. As this code changes, staff and parents will be notified immediately through email. If you are entering the building, please DO NOT hold the door open for others. The person behind you may not be a parent.

BRIGHTWHEEL APP

Upon enrollment, you will receive an invite via email or text to set up your Bright wheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Create a free Bright wheel account. When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Bright wheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Bright wheel offers secure, automated online payments that save time and give you advanced tools and reporting.

CHECK-IN CODES

You must use your check-in code to ensure proper record-keeping! To make this easier, Bright wheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code.
2. You will see a red-orange screen with your current code displayed.
3. Enter a new 4-digit code.
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended*
5. Once you enter a unique code, tap the Save button.

*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out.

CONFERENCES

Family participation is encouraged and welcomed. Kids' Depot uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule two formal conferences each school year, but we encourage you to reach out to your child's teacher at any time if you have questions, concerns, or want an update on your child's progress. While conferences are not mandatory, they are encouraged, even for our youngest students, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

DEVELOPMENTAL CONCERNS

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

FAMILY INVOLVEMENT

Kids' Depot believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Bright wheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail. Kids Depot offers many opportunities to be part of your child's early learning experience and connect with other families, including:

- Volunteering is always welcome. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.
- Kids' Depot Annual Kindergarten Going Away Party – this is a community event, and all families are welcome to say goodbye to our round of Kindergarten graduates.
- Kids' Depot Open House – this is a late fall event where the classrooms set up the rooms with children's decorations, and parents and families come tour through the center and socialize with staff and families.

BASIC RULES

1.When a child is playing or working with some material or equipment, no other child will be allowed to take that toy, material, or equipment away until the child is finished.
2. Children are encouraged to talk quietly and walk while inside.
3. No child will be allowed to hurt another child. Any verbal or physical aggression will be dealt with immediately.
4. Rocks and sand should be left on the ground.
5. Children are encouraged to help teachers and classmates put toys away after work time.
6. Your child will be encouraged to take care of classroom materials.
7. We ask that you do not send toy guns, knives or toys which invite aggressive play.

CONFIDENTIALITY

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with HHS, protective services, or other government agencies will not have access to your child's records.

As a parent/guardian, you can request access to your child's records; to do so, please email the Director at kidsdepotiowacity@gmail.com. If you withdraw your child from the center, we will maintain your child's records for at least 7 years. Lastly, out of respect for other children and families, please do not post photos or videos that contain images of children other than your own on the Internet.

TUITION

We know that your child's early education is important and doesn't come at a price. Paying tuition on time helps ensure that we can continue to retain our trained teachers and provide them with positive work experience. Information about current tuition rates is available upon request. Tuition increases occur annually each January, and typically reflect a cost-of-living increase. All tuition is due in advance of services provided and in accordance with your tuition agreement.

Kids' Depot tuition is paid through our Brightwheel app. Tuition receipts will generally be posted through the Brightwheel app four days before the 1st and the 15th payments. Kids' Depot does not offer credit card payments through Bright wheel at this time. Any exceptions must be made with the Director through the completion of a tuition payment plan. A late fee will be assessed on any account that has not been able to ACH process or is returned. Upon enrollment at Kids' Depot, all families will be expected to sign a statement that they have read, understood, and will abide by the tuition agreement.

There will be a service charge of $35 for any returned ACH payments.

Families with more than one child receive a 5% discount off the total tuition payment.

Vacation Policy/Summer Policy

We do not hold spots for periods of absence. (Example: Staying home for the summer) If a period of absence is scheduled, we require you to pay your monthly tuition until you return. Should you choose not to pay, you will be put back onto the waitlist, but there is no guarantee of a returning spot should you choose to return Kids' Depot. Tuition increases help keep our center competitive with other childcare centers, as well as accommodate staff raises, building maintenance, and increasing costs related for our center.

For children to benefit and learn from our program, they need to be here on a regular basis. As participants in Kids' Depot, we must record attendance. Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Bright wheel app.

If your child is absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

Kids' Depot does offer part time temporary benefits in June & July annually. Children are able to switch from full-time to part-time enrollment. These part-time options are first come, first serve basis only and are limited. Tuition will return to full-time enrollment August 1st, regardless of attendance.

In Response to Events such as the COVID-19 Pandemic, for future infectious disease or catastrophic disasters, Kid's Depot will offer a 50% tuition discount for families that are at home for up to three months to ensure a saved spot at our center. 50% of tuition will be required to save your child's spot. After three months, tuition rates will resume 100% as normal to ensure a spot, regardless of length of time absent. Without tuition payment, we are unable to hold your spot and will enter your family on to the waitlist for the next available spot.

HEALTH & SAFETY

There are four medical forms which Iowa law requires we have on file for your child. These forms are intended to protect your child; your cooperation is appreciated in keeping them current. The Physical Assessment must be signed and dated by your child's doctor. The date must be within the last 12 months to be considered current. The Emergency Medical Consent provides written consent for Kids' Depot to obtain emergency care, if needed. This form also provides emergency contacts and parent contact information. These two forms must be updated annually. Parents are required to provide a dental AND medical health doctor. The Iowa State Certificate of Immunization must also be completed, up-to-date and signed by your child's physician. The Allergy and/or Asthma Action Plan if applicable.

Kids' Depot requires ALL immunizations to participate in our program.

We take handwashing and cleanliness very seriously. Starting in the infant room, we teach and show all children how to properly wash hands after messes, mealtimes, bathroom breaks, and even after changing diapers. All staff are required to wash hands after each diaper change, mealtime, and contact with sunscreen, medications, or creams.

ILLNESS

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge.) If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's.ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections.
- Cold symptoms without a fever

It is always helpful if you can provide Kids' Depot with a doctor's note, when applicable.

Children attending a childcare center are exposed to illness. We ask that you call with any health irregularity to your child's teacher (any irritability, coughing, runny nose, unusual tiredness, etc.) A sick child will not be admitted to the center for his/her protection, as well as the protection of other children and staff. Please notify the center as soon as possible if your child is diagnosed with a communicable disease. This is so we may notify other parent(s) that their child has been exposed to an infectious disease. We will post a communicable disease notice on the front door. Kids' Depot strives to provide a healthy learning environment for the children. Due to new guidance from Johnson County Public Health, Kids' Depot follows these policies:

The American Academy of Pediatrics (AAP) recommends that a child be kept home under the following circumstances:
a. The child does not feel well enough to comfortably take part in usual activities (overtired, fussy, will not stop crying, obvious discomfort, etc.)
b. The child needs more care than the teachers and staff can give while caring for other children.
c. The illness has a risk of spreading harmful disease to others.

In addition, children and staff will be required to stay home if they have:
a. Fever over 101F (Children under 2 months of age should be seen by a medical provider for a fever over 100.4F)
b. Diarrhea in the last 24 hours not caused by a change in diet.
c. Abdominal pain that lasts more than 2 hours or is accompanied by other concerning symptoms.
d. Vomiting 2 or more times in the last 24 hours.
e. Mouth sores that cause uncontrollable drooling.
f. Rash with fever or behavioral changes that have not yet been checked by a medical provider.
g. Skin sores that are weeping fluid and cannot be covered.

A child is considered ill when he/she has one or more of the following symptoms and/or conditions:

Conjunctivitis, Upper Respiratory Infection, Ear Infections (not treated), RSV, Strep Throat, Gastrointestinal Diseases, Pinworms, Head Lice, Rashes and Skin Infections, Chicken Pox, Roseola, Fifth Disease, Impetigo, Mouth sores, Ringworm

In Response to the COVID-19 pandemic, all children and staff are not allowed to enter the center with Tylenol/ibuprofen in their system for any reason. Any Tylenol/Ibuprofen administered will need to be approved with a doctor's note.

Regarding the COVID-19 pandemic, you are willingly bringing your child to our center at the risk of being exposed to COVID-19. Kids' Depot is not responsible for your child being infected with COVID-19, regardless of our policies that we follow.

Illness Exclusion Criteria

Disease/Condition:	**If your child has been diagnosed with this disease, our program will:**	**When to allow your child to return:**
Chickenpox (or rash suggestive of chickenpox)	● Temporarily exclude the sick child from childcare	Approximately 5-7 days after the rash begins or when ALL blisters

	● Notify all parents regarding possible exposure and include a warning about aspirin use. ● Contact the Child Care Health Consultant if needed to find out other preventative measures to take ● Unimmunized children must be excluded until they are permitted to return by their health care provider ● Carefully follow handwashing and cleaning procedures	have scabbed over
Diarrheal illness	● Temporarily exclude a child that has had 2 or more diarrhea episodes in one day. ● Carefully follow handwashing and cleaning procedures	When the child is diarrhea free for at least 24 hours without the aid of medication.
Fifth Disease	● Temporarily exclude the sick child from childcare ● The program will notify all parents ● Carefully follow handwashing and cleaning procedures	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Fever	● Temporarily exclude the child from childcare if the child has a fever of 101 or greater.	When the child is fever-free for at least 24 hours without the aid of medication.
Hand Foot and Mouth Disease	● Exclude if the child has an open, draining lesion on hand or has lesions in the mouth and is drooling. Children are automatically excluded for seven days. ● Carefully follow handwashing and cleaning procedures.	Children may return to Depot after seven minimum days and when lesions heal and/or drooling ceases, and the child can participate in center activities (including meals)
Hepatitis A	● Temporarily exclude the sick child from childcare ● Contact the Communicable Disease Section of DHHS ● Contact the Child Care Health Consultant if needed to find out other preventative measures to	At least one week after onset of illness or jaundice. Permission to return should be sought from the local health authorities first.

	take ● Carefully follow handwashing and cleaning procedures	
Impetigo	● Temporarily exclude the child from childcare ● Carefully follow handwashing and cleaning procedures.	After treatment has been started
Influenza	● Temporarily exclude the child from childcare ● The program will notify all parents ● Carefully follow handwashing and cleaning procedures.	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate n center activities.
Lice	● Temporarily exclude the child from childcare	24 hours after treatment and no signs of nits or lice
Pink Eye	● Temporarily exclude the child with yellow eye drainage and itching ● Carefully follow handwashing and cleaning procedures.	The child must have three doses of medication before returning, assuming the symptoms are mild and there is no fever.
Pneumonia	● Temporarily exclude the child from childcare if they present with fever or difficulty breathing. ● Carefully follow handwashing and cleaning procedures.	When the child is fever-free for at least 24 hours without the aid of medication and has the energy to participate in center activities.
Ringworm	● Temporarily exclude the child if lesions cannot be covered ● Carefully follow handwashing and cleaning procedures.	If unable to cover the lesion(s), after treatment begins and the lesion starts to shrink.
RSV (Respiratory Syncytial Virus)	● Temporarily exclude the child from childcare if they present with fever or difficulty breathing. ● Carefully follow handwashing	When the child is fever-free for at least 24 hours without the aid of medication and has the

	and cleaning procedures.	energy to participate in center activities.
Scabies	● Temporarily exclude the child until treatment is complete. ● Carefully follow handwashing and cleaning procedures. ● The program will notify all parents ● All clothing and blankets will be sent home to be laundered in hot water and dried in a hot dryer.	Until treatment is completed.
Strep Throat/Scarlet Fever	● Temporarily exclude the child from childcare ● Carefully follow handwashing and cleaning procedures.	24 hours after antibiotics are started when the child is fever-free for at least 24 hours without fever-reducing medication and has the energy to participate in center activities.
Tuberculosis	● Temporarily exclude the child from childcare ● Contact local health department and Childcare Health Consultant ● Carefully follow handwashing and cleaning procedures.	Exclude until a health care professional provides a written statement that the child is not infectious.
Vomiting	● Temporarily exclude the child from childcare ● Carefully follow handwashing and cleaning procedures.	When the child is vomit-free for at least 24 hours without the aid of medication.
Whooping Cough/Pertussis	● Temporarily exclude the child from childcare ● Contact local health department and Childcare Health Consultant ● Unimmunized children must be excluded until they are permitted to return by their health care provider. ● Carefully follow handwashing and cleaning procedures.	Exclude until five days after treatment has started. Exclude untreated cases for 21 days from the date cough began.

* This chart is not an exhaustive list of the communicable diseases and policies for exclusion from childcare. For more information, please contact a member of the Kids Depot Administration team.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex: seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be found in all classrooms or the office. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions.

ILLNESS REPORTS

If your child becomes ill or contagious while at Kids' Depot, you will be notified and will need to pick up your child within the hour. Please have a backup care giver on call to keep your child in case you are unable to miss work. If we are unable to reach the Parent/Guardian, we will contact the first Emergency Contact on your child's form. Upon arrival of the parents or authorized pick-up person they will be given an Illness Report, stating your child's symptoms, treatment administered, and when your healthy child may return to the center.

FEVER POLICY

Body temperature that is elevated beyond normal range is called a fever. Fever is not a disease, but a symptom, usually of an infectious disease. Children shall be excluded from the center with a temperature of 101F° or above. If a child develops a fever at the center, the parents will be notified and will need to pick up their child within the hour. A child should be fever free and free of fever reducer medicine like Tylenol or ibuprofen for 24 hours before returning to Kids' Depot.

If your child has had a procedure with anesthesia, she/he must be kept home 24 hours for parental observation.

Generally, a child shall be excluded from the center for 24 hours or longer if he/she is prescribed antibiotics by a physician. Other factors, such as appearance, temperament, and ability to take part in planned programming should be considered.

INFECTIOUS DISEASE CONTROL

All teachers are required to take Universal Precautions annually and practice proper PPE (Personal Protective Equipment). If a staff or child becomes injured causing blood or other discharges, Kids' Depot staff will practice proper clean up using gloves and approved cleaning solutions. Soiled diapers will be thrown in separate trash bins from other waste. Soiled clothing will be put into small plastic bags and sent home with parents to wash. Soiled cot sheets will be sent home for parents to wash at home and return, to help prevent the spread of infectious disease through the daycare.

Kids Depot staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

MEDICATION

We prefer medications to be given at home. If a child needs medication administered throughout their day at Kids' Depot, either prescription or non-prescription (non-prescription medication includes but is not limited to sunscreens, diaper ointments, medicated lip balm, and medicated lotions), a Medication Release Form must be completed by the parents. All medication must be in the original container and labeled with the child's first and last name. The lead teacher will be responsible for administering the medication and documenting this on the Medication Release Form. In the event of the child's absence or perhaps the parents forgetting to bring the medication in, the lead teacher will be responsible to noting this on the Medication Release form with a brief explanation as to why the medication was not given. Ongoing, long term medication authorizations must not exceed the duration of the prescription expiration date. Ongoing medications require a monthly Medication Release Form.

All medication will be held in a labeled container, out of reach of the children. Each room has their own medication container. If the medication requires refrigeration, it will be placed in the Medicine Container in the refrigerator located in the main kitchen.

GENERAL MEDICATION POLICIES:

- No prescription or over-the-counter medication, and no topical, non-medical ointment, repellant, lotion, cream, or powder shall be administered to any child:
  a)without written authorization from a child's parent
  b) without written instructions from the child's parent, physician, or another healthcare professional
  c) in any manner not authorized by the child's parent, physician, or another healthcare professional
  d) after its expiration date
  e) or non-medical reasons, such as to induce sleep
  f) with a known allergy to the medication
- All medications will be given following the doctor's written instructions.
- Medication will be stored separately for each child.
- Medications will be stored in a locked cabinet in the classroom or locked box in the classroom refrigerator, depending on the medication. Medications for external use will be stored separately from medications for internal use.

- Do not store medication in diaper bags, lunch bags, backpacks, or any other personal belongings.
- We do not mix medication with food, formula, or juice, nor will we dispense any medication in a bottle or cup.
- Medications will be administered by regular classroom staff who have been trained in medication administration in the presence of another staff person. All staff follow the Six Rights of Safe Medication Administration: right child, right medicine, right date/time, right dose, right route & right documentation. Staff will document each dosage on the medication form, listing time, amount given, and initial. If any side effects are noticed, they will be noted on the form, and the child's parent will be notified.
- Medication forms will be added to the child's file after the medication request is completed. Forms for long-term medication will be considered confidential and treated as such.
- It is the responsibility of the parent to remove or dispose of any medication after the duration of the request has ended. The classroom staff will dispose of any medicine at the Center after the medication form has expired or after a child has left Kids' Depot.
- Alternative medications, such as herbal or homeopathic medications that are not tested by the US Food and Drug Administration for safety or effectiveness, lack safety information and cannot be administered at Kids' Depot.
- Kids' Depot reserves the right to refuse the administration of medications if we feel that it is in the best interest of the staff.

PRESCRIPTION MEDICATION

- For a staff member to administer any medication to your child, you must complete the Medication Administration Permission Form in its entirety.
- The medication must be brought to school and stored in the original, temper-resistant container in which they were dispensed with the pharmacy labels. The pharmacy label must specify:
    - The child's name.
    - The names of the medication
    - The amount and frequency of dosage
    - The date the prescription was filled and the expiration date.
- If the medication is provided via pharmaceutical samples; they must be stored in the manufacturer's original packaging, shall be labeled with the child's name, and shall be accompanied by written instructions specifying:
    a) The child's name.
    b) The names of the medication
    c) The amount and frequency of dosage
    d) The signature of the prescribing physician or other health professional the date the instructions were signed by the physician or other health professional.
    e) Medication expiration date

- The medication shall be administered only to the child for whom they were prescribed. It shall be administered according to the prescription, using the amount and frequency of dosage specified on the label.
- A parent's written authorization for administering a prescription medication shall be valid for the length of time the medication is prescribed to be taken or up to 6 months when needed for a chronic medical condition, whichever is less.

EMERGENCY MEDICATION

If your child requires the use of emergency medications (i.e., inhalers, Epi-pen, Dia stat, etc.), you will need to complete the corresponding medical action plan. Blank medical action plans may be found in the office and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency. All staff members have trained in emergency medication administration annually. We work with a county nurse to ensure our staff is appropriately trained for your child's specific medical needs.

OVER-THE-COUNTER MEDICATION

In general, Kids Depot staff will not administer over-the-counter medication except when a

health professional prescribes over-the-counter medicines, and a doctor's note must be provided. This situation is most common for chronic health conditions (ex: Benadryl for students with allergy action plans or fever-reducing medication for students with febrile seizure action plans). Kids Depot will not administer over-the-counter medicines such as cough syrup, Tylenol, ibuprofen, antibiotic cream for abrasions, or medication for upset stomach in the cases of acute illness or pain. Children that have these symptoms may need to remain at home until they are symptom-free.

The over-the-counter medication must be brought to school and stored in the manufacturer's original packaging with the child's name written or labeled on it. It shall be accompanied by a Medication Administration Permission Form that specifies:

a) The child's name
b) The medical conditions or allergic reactions
c) The names of the authorized over-the-counter medication
d) The amount and frequency of the dosages, which shall not exceed the amount and frequency of the dosages on the manufacturer's label
e) In cases where the prescription says, "as needed" (i.e., allergy exposure, etc.), the instructions need to specify criteria for the administration of the medication (be specific with what symptoms or situations are criteria for administration)
f) The route in which the medication shall be administered
g) Possible reactions or side effects
h) The signature of the parent AND physician, or another health professional
i) The date the instructions were signed by the parent and physician or other health professional.

TOPICAL CREAMS AND SUNSCREEN

Parents and guardians may give a Kids Depot standing authorization for up to 12 months to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen diapering creams, baby lotion, and baby powder, to their child, when needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can find the necessary form from your classroom teacher.

SUPERVISION POLICY

Kids Depot staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member onto the Kids' Depot property. Teaching staff always supervise infants/toddlers by sight and sound. Children 3-5 years of age are supervised primarily by sight, but supervision for short intervals by sound is permissible, as long as teachers frequently check on children who are out of sight.

All classrooms monitor attendance by updating their attendance records through the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day, particularly when moving about the center at every threshold.

SUNSCREEN POLICY

Kids' Depot is aware of how damaging UV rays from the sun can be to your child's skin. During the months of March through October and between the daily times of 10 am and 4pm or when necessary, Kids' Depot staff will apply sunscreen approximately thirty minutes before going outside.

Kids Depot provides Rocky Mountain 30SPF to all students. Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. Kids Depot staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date Sunscreen Permission Form on file. If you prefer your child, use a different sunscreen in the afternoon, please complete the over-the-counter topical medications form.

MEDICAL REPORT AND IMMUNIZATION CARD

A record of immunizations and a children's medical report must be completed and on file at school on the first day of each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If an immunization and medical report are not on file before the first days of the child's first day of attendance, Iowa HHS laws prohibits your child from attending Kids' Depot until these are completed and provided to the Director.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the Johnson County Public Health Department. A schedule of immunizations can be acquired through the Center office. See http://www.cdc.gov/vaccines/ for the current national immunization schedule.

MANDATORY REPORTING

Child abuse is defined as injury, sexual abuse, neglect, or maltreatment of a child. The people who care for your children have a special status under the law, they are mandatory reporters. What they must report is their suspicion that someone may have purposely hurt a child. They have no choice under the law. Trained investigators decide whether abuse took place. All children get bumps, bruises, and scrapes as part of growing up. It is important, however, that you tell your child's teacher/caregiver about any unusual injuries or conditions.

Kids' Depot does follow state guidelines for drop-offs & pickups. If you have children that do not participate in our program and accompany you to our center, they must exit the vehicle at the same time as you and your family. We are required to report parents leaving children unaccompanied in a vehicle to the State of Iowa DHS.

REPORTING INCIDENTS

If your child has in incident including minor injuries or behavioral concerns at Kids' Depot, an Incident Report will be completed by the staff who observed the incident. Accidents resulting in injury to a child shall be reported in writing on the day of the incident to the parents/guardian or authorized pickup person. This form must be completed and signed by both the staff member and pickup person. The original copy is filed at the center, a copy may be provided to the pickup person upon request.

In the event of a serious injury which requires emergency medical attention, the center will contact 911 and have the child transported directly to the emergency room. We will then contact the child's parent/guardian. In a less serious situation, we will call the parent or guardian to transport the child.

Please see Kids' Depot Emergency Procedures for more information.

These health and safety guidelines are not meant to be all inclusive.

DENTAL EMERGENCY

In the event of a dental emergency, the child will be taken to the dental office or hospital via Kids' Depot vehicle or ambulance, depending on the circumstances of the emergency. Parents will be notified immediately.

In the event of a non-emergency dental situation (toothache, broken tooth, etc.) we will contact the parent to inform them of the situation. The parent will then decide whether this situation needs dental care.

Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at Kids Depot. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure.

Hand Washing

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Upon arrival at school/center
- Before and after setting up snacks/food for student consumption

- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- Upon arrival in the morning
- After using the bathroom
- Before and after eating food
- Before and after sensory play
- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

The required method for handwashing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Universal Precautions

Kids Depot follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all health care workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. Kids Depot staff follow the following universal precautions when encountering blood or bodily fluids:

- Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Only approved latex or vinyl gloves are worn. Gloves are never to be washed and reused.
- Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
- Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
- Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

Toilet Training

High collaboration between you, your child, and your child’s teachers makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and your child's teachers will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

SCHOOL POLICIES

Smoke-Free and Weapon-Free Environment

Kids Depot and both (Reno Street Park) playgrounds are smoke-free and tobacco-free environments. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including Kids Depot unless carried by a law enforcement officer.

Transportation

Kids Depot does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children.

Babysitting

We recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a Kids Depot employee for employment or services outside the program and services of Kids Depot is an individual endeavor and private matter, not connected or sanctioned by Kids Depot.

Program Oversight

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by the Iowa HHS. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to our Directors to enable them to monitor the quality of our services.

Legal Information

Nondiscrimination

Kids Depot does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. Kids Depot is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation,

termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Americans with Disabilities Act

Our policy is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to providing services to individuals with disabilities.