506 South A Street
Grangeville, ID 83530
(208)983-2285
www.thekidsklub.org

Parent Handbook

30 YEARS AND GROWING

KINDER SPROUTS IS A PROGRAM OF THE KIDS KLUB, INC.

Phone Number:

The Kids Klub – (208)983-2285

Mail Checks to:

The Kids Klub, Inc.
506 South A Street
Grangeville, Idaho 83530

Or you may pay online at www.thekidsklub.org

Kinder Sprouts Personnel:

Lead Teacher – Shawntae Nuxoll
Assistant Teacher – Mindy Mortimer

The Kids Klub Board of Directors

Meranda Small – Interim Chairman
TBA – Vice Chairman
Dawn Turpin- Treasurer
TBA – Secretary
Liza Wilson – Member
Kristie Frei - Member
Nick Stanzak – Member
Dan Lustig - Member
Mark Craig - Member

The Kids Klub provides equal opportunity in education and employment, not on the basis of race, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran as required by state and federal laws.

PROGRAM MISSION

The Kids Klub, Inc. is a multi-service youth development center that provides safe and enriching opportunities for Grangeville's youth. The Kinder Sprouts goal is to provide an enriching environment which benefits social, emotional, physical and cognitive development.

Kinder Sprouts is a program of The Kids Klub, Inc.

Vision: The Kids Klub Inc. is an essential, non-profit community organization that is financially strong due to the generosity of donors and volunteers and the commitment of its board of directors. The program provides Grangeville's youth with cultural, social and educational opportunities that ensure a close tie between kids and the community. This involvement has proved to increase the educational success of its participants through expanded programs throughout the years.

OUR PHILOSOPHY

We believe that the family is the primary source for the growth, formation and education of its members. The Kinder Sprouts is designed to assist your family in fulfilling this role.

Kinder Sprouts will provide opportunities to enhance your child by:

- **Increasing the development of their self-worth and developing confidence in their ability to make choices and decisions.**
- **Exploring new and creative ideas to continue to develop their abilities & skills.**
- **Increasing curiosity about their environment and encouraging their desire to learn.**
- **Providing opportunities to grow in their ability to be sensitive and supportive of others.**
- **Encouraging the continued development of trustworthiness, respect, responsibility, fairness, caring and citizenship.**

ENROLLMENT

Kinder Sprouts is designed to serve students three and four years old.

Children with special needs will be accepted, within established placement priorities, if their needs can be reasonably met and they do not pose a threat to the safety or program needs of other children. We will do our best to serve children in the family's primary language.

Available space will be filled on a first-come first-serve basis with preference given to full-time participants. An enrollment packet must be completed before a child can

attend. Forms are available from the Kinder Sprouts. The Lead Teacher will be happy to meet with you one-on-one for an orientation of our program or to share goals, concerns, etc. Please call 983-2285 to schedule this.

Current immunizations records must be provided to The Kids Klub upon enrollment. If your child is not up-to-date on immunizations, a waiver must be completed each year and on file.

REGISTRATION FEE

A $30/per child yearly registration fee is required at time of registration.

ATTENDANCE INFORMATION

Release of Children
Upon enrollment, the names of the persons authorized to pick up children must be given. We will not release children to persons who are not listed on the registration forms as "*authorized to pick up child*." You must let us know in advance if someone else will be picking up your child. Please have photo identification available for verification upon pick-up.

Withdrawal From The Kinder Sprouts Program
Parents must give two weeks advance, written notice regarding withdrawal of a child from the program, or the parents will be assessed for the full fees for that two-week period. The person who signs the enrollment packet is solely responsible for all financial obligations incurred as a result of participation in Kinder Sprouts Program. If a refund is due, the program must receive a written request within two weeks of withdrawal.

Hours of Operation
Kinder Sprouts Program is open from 7:30 a.m. to 5:30 p.m. on Tuesdays and Thursdays beginning in September. Doors open at 7:30 a.m. Kinder Sprouts will not operate on major holidays, weekends, spring break, or summers. You will be provided a yearly calendar upon beginning to anticipate closed holidays.

Signing In and Out
Daily, parents will sign their child s "in" when arriving at Kinder Sprouts. When you pick up your child from the program you MUST come into Kinder Sprouts and sign your child out. This procedure is necessary for the safety of your child.

Late Pick-Up

Parents are expected to pick up children by 5:30 p.m. on Tuesdays and Thursdays. If a parent will be picking up a child later than the contracted time, Kinder Sprouts staff must be notified. Failure to pick up children by the times listed above will result in a

$1.00 per minute fine. The only clock that counts is the one at Kinder Sprouts program site.

Repeated violations of the pick-up policy will result in withdrawal of services. We understand that conditions are sometimes beyond the control of the parent (inclement weather, accidents, etc.). If these conditions arise, it is imperative that the parents notify The Kids Klub Program Director or Kinder Sprouts Lead Teacher *as soon as possible*.

ARRIVAL

If you will be dropping your child off at the Kinder Sprouts, please enter using our South A Street entrance. You may use the two-lane drop-off area or our parking lot and bring your child inside. *Please note that the speed limit in our drop-off lanes is 5 mph to ensure child's safety. The two-lane area has a 5 minute time limit to avoid congestion. Please ring the doorbell located inside the foyer, and staff will click you in. Please ensure that your child is signed into their appropriate class upon arrival.

CHILD ABUSE AND NEGLECT

To prevent child abuse and neglect, this program:

1. ***Trains staff to avoid one-staff-one child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up.**
2. ***Design our classrooms to avoid hidden and secluded areas.**
3. ***Makes sure interactions between children and staff can be observed and interrupted.**
4. ***Uses proper names for body parts.**
5. ***Never forces children to give affection.**
6. ***Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it.**
7. ***Explains that secrets can be harmful.**
8. **Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.**
9. **Requires a background check for all staff.**
10. **Develops positive, non-judgmental relationships with parents**
11. **Is alert to signs of stress in parents and struggles in the parent-child interaction.**
12. **Communicates regularly with parents concerning a child's progress.**
13. **Provides education including offering tips for specific challenges.**
14. **Provides opportunities for parents to become involved in their child's care.**
15. **Provides information about community resources.**
16. **Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.**
17. **Provides an atmosphere for parents to share their experiences and develop support systems.**
18. **Reaches out to all family members that are involved in a child's development.**

***These strategies are part of our sexual abuse prevention plan.**

NOTICES TO PARENTS

When you sign your child out, please check every day for up-to-date information or notices. It is the parent's responsibility to check for pertinent information. The notices will be clearly posted and available for your pick up. It is not the staff's responsibility to inform each individual family of happenings, although we will make every effort to do so. A monthly calendar will be given to you periodically to give you updated information on upcoming events.

Each child will have a space in which to store personal belongings. Before leaving the site each day, please check your child's cubby and take all personal belongings with you. We attempt to monitor cubbies to ensure that your child's belongings are safe. Please do not send money or valuables with your child to Kinder Sprouts.

Safe sleep practices are implemented in our facility. Kinder Sprouts provides an opportunity for all children to rest. Children lie or sit on their rest mat for 30 minutes each day. Children are not required to sleep. They may look at books or have a stuffed animal during this time (quiet play). Rest mats are placed at least 3 feet apart and are sanitized daily after each use.

Kinder Sprouts is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Kinder Sprouts will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

KIDS KLUB SEX OFFENDER POLICY

The Kids Klub, Inc. is committed to the safety of students and other persons on school property. In order to maintain a safe environment, all Kids Klub personnel shall enforce the provisions of this policy at all times.

REGISTERED SEX OFFENDERS BANNED FROM KIDS KLUB PROPERTY AND EVENTS.

Any person currently registered or required to register under the sex offender registration act as set forth in Chapter 83, Title 18 of the Idaho Code, (hereinafter "sex offender") are expressly forbidden to be present on any property owned or operated by Kids Klub including both during and after regular Kids Klub hours of operation. In addition, such persons may not attend or be present at any Kids Klub function or field trip on or off Kids Klub property. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the Kids Klub program.

ENFORCEMENT.

Should Kids Klub personnel become aware that a sex offender is on Kids Klub property or at a Kids Klub event, the Kids Klub personnel shall direct the sex offender to leave the area immediately. All Kids Klub personnel shall immediately report the presence or suspected presence of a known registered sex offender on Kids Klub property to law enforcement.

POLICY DOES NOT CREATE A DUTY.

This policy shall not be construed to create a duty on the part of Kids Klub personnel to review any Sex Offender Registry or to screen individuals coming on or about Kids Klub property to ascertain whether they are on any sex offender registry.

EMPLOYMENT.

Notwithstanding any other policy, individuals currently registered or required to register under the pro-vision set forth in Chapter 83, Title 18 of the Idaho Code are ineligible for employment in any position with Kids Klub; provided however that the Kids Klub Board of Directors shall have discretion, to hire an individual whose name has been expunged from the Sex Offender Registry.

ASSESSMENTS

The Kinder Sprouts staff members will conduct a developmental assessment on each child at a minimum of every three months during the school year to identify any strengths or challenges that they may have. Staff will then work towards working with each child in those areas. If needs are identified that are outside of our staff's range of expertise, we will make a recommendation to the family for other support through the local school district and/or family physician. Staff will work with each family to schedule at least one conference per school year to discuss assessment results, referral follow-ups, etc. Staff will contact newly enrolled families within three weeks of enrollment to ensure that needs are being met.

Ages & Stages Questionnaire (ASQ-3) Policy

The Kids Klub preschool and pre-k staff in collaboration with each child's parent/guardian, performs a screening that looks at how children are doing in areas such as speech, physical, social, and problem-solving skills. The screening tool that The Kids Klub uses is the Ages and Stages Questionnaire (ASQ-3). It uses one-on-one activity-based assessment, direct observation, and parent/guardian input to provide a clear picture of each child. Staff follow up on results by gathering additional information to determine timely and appropriate follow-up on issues of concern. Completion of the ASQ-3 is encouraged within 90 days of the first day of attendance for all preschool and pre-k children and again 6 months following.

Parents may use a QR code to conduct the ASQ-3 questionnaire. Parents/guardians may choose who receives the results of this, whether it be KK preschool or pre-k lead teacher, physician, school district personnel, etc. This information will be used to identify areas of children's development, who may benefit from support in specific areas, and possible developmental delays. This information will be strictly confidential and used to set developmental goals for children.

KK Staff will also work to ensure a CDC Milestone form is completed for each child annually.

Little Britches Round-Up

In partnership with SD #246, we encourage all KS & KRK families to attend the Little Britches Round-Up held each fall. This is a developmental screening for 0–5-year-olds that provides very valuable information. If your current KS or KRK child attends, you will receive a $20 credit on your bill.

WEATHER & CLOTHING

Your child will be going outside for gross motor play up to three times/day if it is 18 degrees or above and the air quality is less than 150. Please make sure that your child should be dressed appropriately for the weather. All clothing should be labeled to avoid mix-ups and confusion. Kinder Sprouts is not responsible for any broken, torn or lost personal belongings.

HANDWASHING

All children and staff wash their hands for a minimum of 20 seconds with soap and water after being outside, before and after snack, after water play, preparing food or administering medication.

SNACKS

Nutritious snacks are provided each day. It is the responsibility of the parent to inform our staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

LUNCH

You will need to send a sack lunch with your child. Please ensure that your child has a well-balanced lunch with healthy food choices. Lunch will be eaten at Kinder Sprouts. Parents are welcome to eat lunch with their child.

DIAPERING

Kinder Sprouts is unable to serve children who need diapering assistance as our center does not have diapering facilities at this location.

LOST & FOUND

There is a lost & found basket located inside the foyer for your convenience.

COMMUNICATION

We communicate with parents through the Remind app. You will receive an email invitation upon start of the program. If you are unable to communicate with staff in-person, we ask that you use Remind to do so between the hours of 7:30-5:30 p.m. We also have a private Facebook page. Please let us know if you would like to be added to that page.

BREASTFEEDING/EXPRESSING

We at The Kids Klub, Inc. recognize the importance of breastfeeding for both Mother and Infant and we support, protect and promote breastfeeding.
1. A breastfeeding woman may breastfeed her baby in any location within the workplace dedicated to breastfeeding. 2. An appropriate room will be provided where breastfeeding women can breastfeed their infant brought in during agreed breaks or express breast milk to be stored for later use. 3. The breastfeeding area/room will contain a chair for nursing mothers that is comfortable and has arms for support and a small low table. 4. The room will be made available as a private area for breastfeeding or expressing and will be located where a baby's crying will not disturb the other employees. It will have accessible electrical outlets for electric breast pumps. There will also be a sink nearby for hand washing and rinsing storage containers. 5. The spare refrigerator in the mechanical room will be available for safe storage of breast milk. Breastfeeding women will provide their own containers and all milk stored will be clearly labelled with name and date. Those who use the refrigerator are to be responsible for keeping it clean. 6. The breastfeeding woman shall be allowed a flexible schedule for breastfeeding or expressing milk. If possible, the breastfeeding time is to run concurrently with any break time already provided.

FIELD TRIPS

Educational field trips will occasionally be part of the curriculum. Parents will be given advance notice of the date, time, and type of transportation, destination, and the activities involved for each field trip. A sign announcing the field trip will be posted. A form granting permission for a child's attendance on field trips must be on file. This form will be signed at the time of enrollment. Some outings we will use a bus through the local school district. Bus protocol will be reviewed with children and must be adhered to in order for child to participate.

FRAGRANCE SENSITIVITY

We have a staff member that is asthmatic and strong perfumes, colognes, lotions, smoking, and vaping may set off an asthma attack. Please consider these triggers before entering the premises.

DISCIPLINE

It is important to the well-being and development of young children that they have clear, consistent, and appropriate limits set on their behavior. Our discipline policy is based on the worth and dignity of each child. Any form of discipline that impairs the student's self-respect will be avoided. It is our teacher's role to be a strong leader, helping each child grow toward self-discipline and self-direction.

Teachers should administer such discipline within the program as would be exercised by a kind, firm, judicious parent at home. Corporal punishment is prohibited in all circumstances. At no time will a child be struck, roughly handled, or verbally abused as a disciplinary measure.

When inappropriate or unacceptable behavior is exhibited, the staff will deal with the individual or individuals involved. If necessary, "time-outs" will be used to help the child gain self-control. Time-out is not a punishment and is not intended to humiliate the child. It merely helps the child gain self-control, reassess the situation, and re-establish some inner control. Time-out also gives the child an opportunity to discuss his/her feelings.

If a child creates a physical mess, he/she will be responsible for cleaning it up. If a child purposefully breaks or damages property or equipment being used in the program, the parents will be responsible for replacement.

All reoccurring or serious behavior problems will be discussed with parents in order to establish a joint plan for changing the undesirable behavior. An Incident Report will be completed for each undesirable behavior incident. The Program Director or Lead Teacher will discuss these problems, as they occur, with the parent and have the parent sign the Incident Report.

If a child's behavior continues to be such that it has a negative effect on the other children or staff, the parent will receive written notice that the child has been placed on probation, and the parent may be required to withdraw the child from the program. Depending on the behavior problem, suspension may be imposed.

If a child has the intent to cause harm or intent to threaten other children, himself/herself, or staff, the child will be removed from the program immediately. The Program Director will determine the length of suspension. Readmission to Kinder Sprouts will be dependent upon a parent meeting with staff.

If a child needs to be removed from the program, the Program Director will make the decision. The Program Director will notify the parents of the dismissal.

Things may happen at home that affect your children's behavior. Please, feel free to discuss these matters with the Staff, if you think we might be able to help.

The Kids Klub, Inc. reserves the right to deny, cancel, sever, or suspend a child's enrollment at any time The Kids Klub, Inc., in its sole discretion, deems such action to be in the best interest of the child or The Kids Klub, Inc. The Kids Klub, Inc. reserves the right to immediately expel any child for nonpayment, or if a child, their parent, or designated pick-up person uses offensive language, is abusive or threatening, or poses a direct threat to any child, parent, volunteer, or employee. This policy applies to, but is not limited to all verbal, written, or electronic means of communication. In such event, any unused tuition will be refunded minus any outstanding charges for late fees, costs, etc.

In order for us to instill self-discipline, we need cooperation and support from every parent.

EMERGENCIES

In the event of an emergency or natural disaster, the following procedures will be initiated:

1. **All children in the program will be kept at the site until they are picked up by parent or authorized person. Staff is to remain with children until all children are checked out.**

2. **Should it be necessary to evacuate the children from the site, staff will walk your child to the Grangeville Elementary Middle School field.**

CLOSURES

In the event of a closure, please visit our Facebook page or listen to KORT Radio at 92.7.

ILLNESSES & ACCIDENTS

It is the parent's responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in school and in Kinder Sprouts.

When a child shows signs of illness the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or other authorized person can pick up the child.

Children are considered ill when exhibiting any of the following symptoms:

Fever or Chills	**Undiagnosed Rash**	**Vomiting**
Mattery Eyes/Nose	**Severe Cold**	**Diarrhea**
Inflamed or Sore Throat		

Please do not send your child to the program if they have displayed these symptoms within the last 24 hours.

At the Lead Teacher's request, a child who does not appear to be fully recovered from an illness shall not be readmitted to Kinder Sprouts unless there is a statement by an attending physician indicating that the child is able to return and participate in the activities.

If a child has a contagious disease, for example, lice, pinkeye, chicken pox, the child must be removed from the program until proper treatment has been completed and/or a doctor releases the child. Appropriate verification of treatment may be requested of the parent. If a child has been exposed to a communicable disease, The Kinder Sprouts Staff must be notified. Parents of enrolled children will then be notified. The exposed child's name will remain confidential.

If Pink Eye (Conjunctivitis) has been diagnosed, your child must have received optical antibiotic ointment or eye drops for 24 hours or more and not have tears or discharge in order to be readmitted.

MEDICATION POLICY

If a child is on medication, which must be taken during his/her stay at The Kids Klub, it will be necessary to have, on file, a medication authorization form (either prescription or non-prescription) from the parent. All medication must be in the original container with the doctor's and/or pharmacist's instruction label. Only over-the counter medication approved by the parent on the Medication Form will be administered. If your child uses an inhaler or an epipen please provide one for staff to keep on site.

SUPERVISION/ACCIDENTS

Safety is of the utmost importance. Staff will supervise children while always keeping safety in mind. State-mandated adult/child ratios will be maintained at all times. If a child has an accident that is serious enough to require any special attention, the staff person attending the child will send home an accident report. If an accident occurs which might need medical attention, the staff will contact the parent (or if they can't be reached the emergency contact person) immediately so he/she can take the child to the doctor or dentist.

In an emergency, when immediate attention is needed, the Staff will call 911, and then contact the parent/emergency contact person. After 911 have been called, it is up to

the paramedics to decide what to do. If they and/or the parent(s) decide the child needs emergency treatment, they will take him or her to the hospital, and the parent or other individual who signed The Kinder Sprouts agreement will be responsible for the medical charges. THERE MUST BE A CURRENT, SIGNED PERMISSION FORM FOR EMERGENCY MEDICAL TREATMENT ON FILE AT ALL TIMES.

General Fees Information:

In order for The Kids Klub (Kinder Sprouts) to operate, it is imperative that fees be paid on time. All fees are payable by the first day of the month that services are provided. A secured payment box can be located in the foyer. If you are paying with cash, please give it to a staff member and they will write a receipt. You may also pay these fees at www.thekidsklub.org.

The monthly rate for full-time attendance is $220 per month per child. Refunds are not available if your child does not attend on any given day, for any reason. A registration fee of $30 will be collected on all participants annually.

In the event an account becomes ten days or more past due, services for the involved student (s) will be terminated and their space will be filled with the next child on the waiting list.

There will be a $30 service charge on each check returned by the bank due to insufficient funds or related deficiencies. If an insufficient funds payment is received, the only payment options accepted will then be cash or online.

If financial assistance is desired, you must first complete an application for Idaho Child Care Program (ICCP). Upon verification of eligibility/ineligibility through ICCP, a financial scholarship may then be applied for. In order to receive a scholarship, we must receive verification in your ICCP eligibility. Your child must attend Kinder Sprouts on a full-time basis and qualify for free or reduced lunch. Please see staff for an ICCP application.
Checks must be made payable to The Kids Klub, Inc.

Checks may be dropped off at Kinder Sprouts during operating hours, or may be mailed to:

The Kids Klub, Inc.
506 South A Street
Grangeville, ID 83530

***You may also pay online at www.thekidsklub.org.**

Any questions regarding financial payment should be directed to the Program Director at the above address, or at 983-2285.

The Kids Klub Program Director, in conjunction with The Kids Klub Inc. Board shall have final authority to resolve any matters concerning fees, which are not addressed in these policies and procedures.

A registration/insurance fee of $30 will be collected on all participants, regardless of full-time or part-time attendance.

Parent Participation

It is important to the well-being of all children, parents, and staff that a safe, secure, and harmonious environment be maintained. Good communication is essential to our being an extension of your home and family.

We encourage you to visit the site at any time. However, please make an appointment prior to arriving at Kinder Sprouts if a conference is desired. Estimated daily schedule for the program is as follows:

Kinder Sprouts Schedule	
7:30-8:05	Welcome
8:10-8:45	Center Free Play
8:50-9:00	Bathroom Break
9:00-9:20	Snack
9:20-9:45	Morning Circle
9:45-10:30	Curriculum
10:30-11:15	Outside/Gross Motor
11:20-12:00	Art/Bathroom
12:00-12:30	Lunch
12:30-12:45	Bathroom Break
1:00-1:30	Rest/Recovery Time
1:30-2:30	Quiet activities, water play/science
2:30-3:00	Outside/Gross Motor
3:00-3:15	Circle Time
3:20-3:40	Snack
3:40-4:00	Free Play
4:00-4:30	Afternoon Groups
4:30-5:30	Playdough/STEM bins
5:30	Center Closes

Please communicate openly about your child. Let us know how we can make Kinder Sprouts better for you, your child, your family and…our community! Some suggestions for your involvement:

- **Visit often…for birthdays, enrichment activities, whenever your busy schedule allows…**

- **Schedule a conference…in addition to the regular ones…discuss your observations, your child…set up a ten-minute visit when you come to pick up your child….**

- **Talk…with us…with your child…with each other…**

- **Ask questions…share ideas…give input…share concerns…tell us what's working…what's needed….**

- **Let us know of health problems…It's a good preventative…We'll do the same…**

By signing this, I agree with the policies contained in this parent handbook.

_____

Child's Printed Name

_____ _____

Parent/Guardian Signature **Date**

PLEASE RETURN THIS FINAL SHEET TO KIDS KLUB STAFF MEMBER ONCE SIGNED.