



Handbook

Welcome!

Parents, Guardians, Families

Welcome to Kai's Comfy Corner Child Care and Learning Center. Early childhood years are a very special time in your child's development. We are excited to become a part of this learning experience.

Kai's Comfy Corner has been in operation since 2002. We were founded to fulfill an increasing need for quality childcare in our area. We have a diverse group of children and staff. We provide a quality, age-appropriate curriculum that fosters a child's total self, teaching them self-confidence, self-awareness, self-control and self-respect, while embracing and celebrating the differences in us all.

Kai's Comfy Corner is a state licensed-facility and is Keystone Stars accredited. We believe each child is a unique individual and we are sensitive to their social, emotional, physical and cognitive development. Our program focuses on the process of learning and helping children enjoy successful experiences. We encourage not just learning, but "the love of learning".

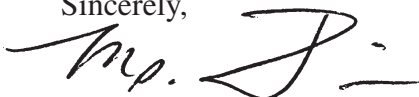
At Kai's Comfy Corner our philosophy is "Laugh. Play. Learn". Our center is a place where children are allowed to be children, to explore their world using their imagination, and to feel loved and cared for in a safe and healthy environment.

Our teachers are creative and caring individuals who are dedicated to the children in their care. They are supported with trainings, resources and the freedom to create unique learning experiences for our children. They strive to create a partnership with parents and guardians who we believe are the most significant adults in a child's life. Their goal is to make sure your child is equipped with the knowledge and social skills needed to have a successful start.

Please carefully read the following handbook. It contains important information about our center's policies and procedures. If you have any questions, please do not hesitate to ask for clarification or to offer any suggestions. Our handbook will be reviewed periodically and updated if needed.

We at Kai's Comfy Corner Child Care and Learning Center appreciate the opportunity in serving you and your child/children. Thank you for selecting our center. Have a great school year!

Sincerely,



Ms. Tawana Tonkins
Administrative Director

We are an Equal Opportunity Employer and Service Provider, Se Habla Espanol

Subject: Nondiscrimination in Service

To: Families/Parents/Guardians/Students

From: Tawana Tonkins

Admission, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made available to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client or student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Kai's Comfy Corner
Child Care and Learning Center
1601 South 9th Street
Philadelphia, PA 19148

Kai's Comfy Corner Too
Child Care and Learning Center
1514-1520 South 9th Street
Philadelphia, PA 19147

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Philadelphia Regional Office
Room 711, Philadelphia SOB
1400 Spring Garden Street
Philadelphia, PA 19130

U.S. Department of Health and Human Services
Officer for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Bureau of Equal Opportunity
Southeastern Regional Office
Room 1105-B, Philadelphia SOB
1400 Spring Garden Street
Philadelphia, PA 19130-4088

Revised 12/07

General Information

Kai's Comfy Corner Inc., Child Care and Learning Center, has been licensed and operating since April of 2002. We are located at 1601 South 9th Street, Philadelphia, PA and 1514-1520 South 9th Street. Kai's Comfy Corner Child Care and Learning Center was founded to fulfill an increasing need for quality childcare in our area. The Center will care for and educate infants, toddlers, preschoolers and school age children in a safe environment.

Kai's Comfy Corner is open 12 months a year from 6:30 A.M. to 6:30 P.M. Monday thru Friday, excluding all major holidays. You will be provided with the list of scheduled school closings at the time of enrollment. (Children are to attend for a maximum of 9½ hours daily.)

Facilities

Our Center is enhanced by the latest state-of-the-art security, which benefits the safety of our children, parents, staff and the Center. However, due to the Privacy Act, it is required that parents sign a Parent Release Form giving permission for their child/children to be videotaped on a daily basis. Entrances into the Center will be operated electronically. We also have a private, secure on-site playground area equipped with jungle gym, safety surfacing to cushion falls and a picnic area which will allow the staff and children to take advantage of outdoor learning. This feature also allows for the development of a child's large motor skills on a daily basis.

Another added bonus for parents is the parking lot. It will allow for convenient drop-offs and pick-ups.

Philosophy

At Kai's Comfy Corner, our philosophy is to ensure that each child is loved and cared for in a healthy safe environment. Learning and play will be incorporated into a program designed to foster a child's total self (physical, emotional, social, creative and cognitive development).

Our guidelines for behavior reflect our philosophy of providing a caring atmosphere for our children. Children are encouraged in positive ways to be responsible for their own behavior.

Goals

Our goal is to provide a program that doesn't simply "babysit", a program that emphasizes the development of the following: cognitive skills, self-confidence, social skills, independence, self-control and direction, language skills, physical skills, reading skills, and creativity.

Our curriculum was developed in response to our philosophy and goals. The varied experiences provided are designed to help children develop the following skills: conceptualization, thinking/reasoning, reading, sensory/motor tasks, cooperative behavior and using language.

Kai's Comfy Corner philosophy and curriculum development will be accomplished by adhering to the guidelines of NAEYC (National Association for the Education of Young Children) in the care of infants/toddlers and the curriculum for 3 to 6-year-old children.

Parent Involvement

Involving parents in their child's/children's learning through group meetings, workshops and individual conferences play an important role in making the curriculum a quality program. Your support, opinions, culture and experiences are needed and appreciated. No one knows your child better than you and we need your help and input to ensure that your child's individual needs are met. This is why it is mandatory for parents to volunteer a minimum of one hour a year per child. Parents must participate in order for their child to remain enrolled in our center.

Staff

Each area will have the required student-to-teacher ratio to provide maximum attention and safety. Educational requirements of all staff members will meet or exceed Pennsylvania State Licensing requirements. Staff members are certified in first aid. All staff has had a criminal background check, child abuse clearance, and health assessments. When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply.

Similar Maximum Age Levels	Staff	Children	Group Size	Total Number of Staff Required for Group Size
Infant	1	4	8	2
Young Toddler	1	5	10	2
Older Toddler	1	6	12	2
Preschool	1	10	20	2
Young School-Age	1	12	24	2

Enrollment

Enrollment is open to any child 2 mos. to 5 years provided space is available. Enrollment shall be granted without discrimination in regards to sex, color, religion, ethnicity, sexual preference and or political belief. Parents and children are invited to tour the center, meet the staff, review and complete all of the necessary forms prior to enrollment. Upon receipt of the completed application forms, registration fee, first and last week tuition, placement will occur on a first-come, first-served basis. Registration will be due every September unless otherwise indicated. A conference with the parents and child/children is requested to acquaint each new family with the environment, staff and schedule for the child. Children will be placed according to age and developmental level.

Student Records

Each child enrolled at Kai's Comfy Corner must have records updated with all state and center required forms. These files will be kept **CONFIDENTIAL** and will be shared with other staff members only as required to meet the needs of the child. Parents will review emergency contact information at least every 6 months for accuracy. Medical records are required to be updated annually, or whenever the child's immunization status changed. Medical records should be turned in within two weeks of enrollment. If we do not receive your child's records, your child will be asked to leave and not be permitted to return until we have the necessary records. These records are required and checked by the state.

Attendance

All children must be in school no later than 10:00 A.M. or they may not be admitted. The only exception is if the child has a doctor's note for that day. A parent should notify Kai's Comfy Corner Center at (215) 271-9919 whenever a child will not be attending on a school day. Timely notification is appreciated so that activities can start after everyone has arrived. The Director should also be notified of a child's illness. This enables our staff to keep track of any illnesses that occur at the Center. Children are allowed to attend 9-1/2 hours a day. There is a late fee after the first five minutes over 9-1/2 hours.

Parent Access

A parent of a child enrolled at our Center shall be permitted free access, without prior notification throughout the Center.

Visitors are asked to schedule appointments and are allowed in the childcare areas only at the discretion of the Director. All visitors must be accompanied by a staff member at all times.

Parking and Speed Limits

Parking is provided for pick-ups, drop-offs and meetings only. It is located in the front of the building. Parents **SHOULD NOT** block entrances or traffic in neighboring streets. If this is done you **WILL NOT** be permitted into the building. The **SPEED LIMIT through the parking lot is 5 mph.** For the safety of all, parents will accompany young children into the building through the front doors and please be conscious of others' cars going in and out of the lot. **PLEASE HOLD YOUR CHILD'S HAND WHILE IN THE PARKING LOT.**

Arrival and Departure

Upon arrival, children must be signed in on the appropriate sheet(s) in each child's designated area. Parents will then escort their child/children to their designated room or area of the building and drop them off with their supervising staff member. Parents are to remove coats and belongings and place them into the child's/children's locker(s). By law, children are required at all times to be under adult supervision. Parental involvement in helping a child get settled with their staff member will help your child adjust quickly into the morning routine. Parents should not hesitate to ask if there is anything the staff can do to assist with the morning transition. Children should be settled and ready for their program no later than 10:00 A.M. (Breakfast is served at 8:00 A.M. to 8:30 A.M.) **Late arrivals may make a child feel left out since the other classmates will already be involved in the day's activities. Late arrivals also disturb the class activities, so please have your child here in a timely fashion.**

When picking up children at the end of the day, parents should sign out their child/children. Sign in/out sheets are reviewed by the state licensing personnel and also help to determine our staffing and food requirements. **Once a child is removed from a supervising staff member, it becomes the responsibility of the person picking up the child to supervise him or her.**

Release of Children

Our utmost concern here at Kai's Comfy Corner is the safety of the children. The Center maintains a strict policy regarding the individuals to whom we release a child. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis.

Advanced written notice is required for an individual to be authorized to pickup a child. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number and brief physical description of the person who will be picking up the child along with a password. The Director will then call the parent back to confirm this authorization.

Once this individual arrives at the Center, a staff member will need to verify the individual's identity by reviewing photo identification (A driver's license, a non-drivers

or an official photo ID). Our staff reserves the right to question any ID that appears suspect. The party must also provide us with the password provided by the parent.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pickup the child, please inform the Director. A copy of the appropriate documentation must be included in the child's center records. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child. **Should an unauthorized individual arrive to pickup a child, a parent or emergency contact person will be immediately notified via phone call. If the Director is unable to reach a parent or emergency contact person the child will not be released. Should an unauthorized person become uncooperative with the Center's policies regarding the release of a child, the local police will be notified.**

Kai's Comfy Corner Child Care and Learning Center will not release a child to any parent, relative or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person and/or the authorities.
We will not release a child to any person less than 18 years of age, unless they are the child's parent or legal guardian.

Any time your child is riding in a vehicle he or she must be in a car seat. If your child is witnessed in a car without a car seat, The Department of Child Welfare will be notified.
IT IS THE LAW.

Kai's Comfy Corner has the right to dismiss any child at any time for any reason without any notice. Refunds will not be given for any reason.

Registration Fee

An annual non-refundable registration fee of \$85.00 is payable upon enrollment and each September when the child is re-enrolled. This fee also ensures placement for your child.

Tuition Payments and Fees

Tuition is paid on a yearly, monthly or weekly basis. This will be determined at the point of enrollment. If tuition is paid on a yearly or monthly basis it is to be paid in advance without exception. Yearly tuition is due at enrollment and on the anniversary of the enrollment date. Monthly tuition is due on or before the first of each month. Weekly tuition is due on or before Monday of each week. Weekly tuition must be paid in cash. Tuition is collected between 6:30A.M. to 10:00A.M. on Monday and Tuesday only. It is the responsibility of the payer to ask for a receipt. Please allow yourself enough time to wait for your receipt. If your tuition is not received during the designated time this will result in a \$15.00 late fee. Checks should be made payable to "Kai's Comfy Corner". There is a \$35.00 fee for returned checks. This fee is due at the time of notification.

If your tuition is subsidized by another agency it is still the responsibility of the parent to make sure your child's full tuition is paid. You are fully responsible for any difference in the amount paid by your subsidy agency and our published tuition rates. If you are given a co-pay amount and are late in making the required payments Kai's Comfy Corner may report it to your subsidy agency. This may result in you losing your subsidy benefits. If this occurs you are responsible to make full tuition payments until your agency informs Kai's Comfy Corner in writing that your benefits will be reinstated. If there is any overlap in payments there will not be any refunds or credits given.

If you are on a payment arrangement and you are late or fail to pay all monies owed to Kai's Comfy Corner Child Care and Learning Center, the full balance will become due immediately. If you are unable to pay the full balance at that time your child's enrollment will be terminated immediately without any further notice. However, you will still be responsible for paying all monies owed and any fees acquired to obtain payment in full of all monies owed. If you are receiving public assistance or subsidy these agencies will be notified and you may lose your eligibility for assistance.

Note: Once more than two checks have been returned by a bank during enrollment Kai's Comfy Corner will no longer accept payments other than cash or money orders.

Credit is not given for scheduled school holidays, child's illness, center closings, family vacations or closing due to inclement weather.

Tuition fees will increase on July 1st of each year.

There will be late fees charged for children not picked up before the school's regular closing time. The charge will be \$1.00 per child for each 1 minute period after your 9-1/2 hours of care. **If we can't get in contact with a parent/guardian or emergency contact and your child has not been picked up by 7:30 P.M., we are obligated to inform the State Division for Youth and Family Services and/or the appropriate local authorities.** Consistent lateness after 6:30 P.M. will be cause for the child's dismissal from Kai's Comfy Corner and Learning Center.

Withdrawal

Two weeks written notice is required for withdrawal for any reason. If the required notice is not given, parents will be charged one week tuition and the last week held at your initial registration will be applied to that period. If two weeks notice is given, your last week is paid for with your initial deposit paid at your initial enrollment unless there are any outstanding charges for late fees, field trip costs, etc. If this is the case the charges will be deducted and your balance will be due. All charges must be paid in full prior to withdrawal. **If a child is dismissed for any reason your last week's tuition deposit is nonrefundable. All fees and tuition are nonrefundable no matter the reason.**

When is your child too sick to attend Kai's Comfy Corner?

As your child is exposed to other children at the Center, there will be times when he/she will be too sick to attend. Please prepare now, for this will eventually occur. Please prepare by arranging to have a responsible person on call.

1. Severe pain and discomfort, particularly in joints, abdomen or ears.
2. Acute diarrhea (loose stool twice the normal frequency in a 24-hour period) and/or vomiting.
3. Oral temperature over 102 degrees or auxiliary temperature over 100.5 degrees accompanied by other behavior changes/symptoms.
4. Sore throat or severe coughing.
5. Jaundiced (yellow) eyes or skin.
6. Red eyes with discharge.
7. Infected, untreated skin/patches/lesions or severe itching of body/scalp.
8. Difficult and/or rapid breathing.
9. Skin rashes (excluding diaper rash) lasting more than 1 day.
10. Skin lesions that are weeping or bleeding.
11. Swollen joint, visibly enlarged lymph nodes and/or stiff neck.
12. Blood/pus from ears, skin, urine or stool.
13. Unusual behavior characterized by listlessness, loss of normal appetite or confusion.
14. Any communicable disease without a doctor's note indicating it has been treated and is no longer contagious.

If a child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest or have diversional activities in a separate area until a designated release person can pick the child up. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be permitted back to school until all signs of illness have been over for 24 hours or a licensed physician has indicated in writing, including his/her license number and telephone number, that the child doesn't present a health threat to others and is able to participate in all school activities.

In case of certain communicable diseases, Kai's Comfy Corner is required to file a report with the Department of Health within 24 hours so that control measures can be used. Parents and staff are reminded to notify the Center within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition or religious reasons), he/she will be excluded from school during the outbreak of a vaccine-preventable illness as directed by the state health department. Examples of "Reportable Diseases" (include but not limited to):

Lyme Disease	Chicken Pox	Measles	Strep Throat
Mumps	Salmonellosis	Shigellosis	Impetigo
Lice	Giardiasis	Scabies	Hepatitis A
Tuberculosis	Influenza	Hemophilus	Whooping Cough
Spinal Meningitis			

All parents will be informed in writing if a communicable disease is reported. Kai's Comfy Corner Child Care and Learning Center follows the reporting guidelines as established by the PA Chapter of the American Academy of Pediatrics. A copy of these guidelines is on file in the Director's office and is available for your review. If your child is diagnosed as having a communicable disease, she/he must have a doctor's note to return to the Center.

Health Policies

Children's health is very important to the staff at Kai's Comfy Corner. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a childcare setting. A child who is unable to participate in the Center's activities due to illness should not be in attendance. The staff at Kai's Comfy Corner understands that it may be difficult to make arrangements in the workplace to cover periods when a child may be too ill to attend the program. However, cooperation in keeping a child home when she/he is showing symptoms of illness will be greatly appreciated by the staff and all the children who would normally be in contact with that child. By establishing and maintaining a healthy environment, and reasonable health policies, all of our children will benefit.

If a child does arrive in the morning showing symptoms of ill health, the Center will be unable to accept him/her.

Medication Procedures

1. Request for Medication to be Dispensed: When medication, prescription or over the counter, is to be administered to a student during the school day, the parent must bring the following:

1. Written orders from a physician giving the name of the drug, dosage, when medication is to be taken, diagnosis and/or the reason that medication is being given, outlining known possible side effects.
2. Written permission from the parent or guardian for the school to comply with the physician's orders.
3. Medication in its original container which is appropriately labeled by the pharmacy or physician. All over-the-counter medication must be in its original container.

Note: Only procedures and administering guidelines from labels or doctor's orders will be followed.

The state that requires the medication log must be completed and signed on a daily basis. Whenever possible, the first dose of medication should be given at home to see if the child has any type of adverse reaction. The Center considers all powders, creams and ointment and vitamins prescription medication. A parent must indicate a specific time and dosage of medication to be dispensed. For example, “give Tylenol if fever is not acceptable.” If there is a routine request for specific symptoms (sunscreen, diaper cream etc.) you may sign the medication log monthly. Medication logs are located near the sign-in sheet. This log will be checked daily and the medication requested will be dispensed only if proper procedures are followed as outlined previously. The medication log will be signed and dated when the medication is given.

** Medication which is not prescribed by a physician may not be administered by school personnel

** The center has the right to not be responsible in administering certain types of medication and will discuss this with parent prior to the time to administer medication.

2. Storage of Medication: Medication is to be stored in the refrigerator in the designated bin, or kitchen cabinet labeled for medicine. Medication stored improperly may be difficult for the staff to locate and present a possible hazard to children. Please do not leave medication in your child’s cubbies, diaper bag, lunch box or school bag. Also, please do not mix medication in your child’s food or drink.

3. Proper Labeling of Medication: The medication requested on the log must be labeled with only one child’s first and last name. Siblings require separate medications. Medications must arrive in the original container. Prescription medication must be properly labeled including the physician’s name, pharmacy name and phone number, medication name and instructions for dispensing. Changes in prescription or over-the-counter dosage level require a new label on the container or a signed note from the child’s healthcare provider. Medication is to be taken home every day and expired medication will be discarded.

The dispensation of medication is undertaken as a professional courtesy and is not required by law. The Center reserves the right to refuse to dispense medication to any child if the necessary procedures are not followed.

Accidents and Injury

Should a child become injured at the Center, the parent will be notified via an accident report form. The parent will be asked to sign this form indicating that he/she has been notified, and a copy of the form will be included in the child’s center records. If the injury is of a serious nature, a parent will receive a phone call from the Center at the time the accident occurs. When a child comes in with a injury, a parent should tell the Director or the child’s teacher what happened. If the Director suspects abuse, the Abuse Center will be notified. We are mandated reporters.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at the facility. It is extremely important that your emergency contact information is kept up to date for this reason. A child cannot be transported for care by the school, or receive any emergency care at school, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

Toys from Home

It is recommended that all toys remain at home. It is very difficult for young children to share favorite possessions and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. These types of toys are inappropriate for our setting and many cause harm to smaller children.

Show and tell items may occasionally be requested by a child's teacher. Suggested show and tell items include books, photographs and special treasures such as seashells or theme related items. These should be discussed with the teacher and items will be shown at the teacher's discretion. Anything pertaining to violence (guns, war toys, etc.) cannot be used at the Center. Materials deemed inappropriate for a preschool audience will not be used.

Items to Bring to School

1. Infants:

- Seasonal Blankets
- 2-3 complete changes of clothing for the appropriate season
- Diapers and wipes
- Several bibs with plastic backing
- Bottles or special cups used to serve drinks

All items must be individually labeled

Parents are responsible for washing blankets once a week. Diaper creams and powders are considered medication and the medication request procedure must be followed (see page 6). All food, bottles and clothing should be labeled with the child's full name. Bottles and caps will need to be relabeled frequently. Bottles must be filled at home if you are not participating in the Center's lunch program. Refrigeration is provided for storing bottles and food.

2. Toddlers and Preschoolers:

- Two full changes of clothing including socks and shoes
- A smock or oversized shirt is requested for messy activities
- Meals must be labeled
- Diapers and wipes and/or extra set of underwear if "in training"
- A child-size sleeping bag or a favorite blanket is requested for naptime

Rest Time

Children in the Toddler and Preschool classes are required to lie quietly on sleeping bags for approximately 2 hours. This allows those children who do wish to sleep a quiet length of time in which they may do so. Quiet music is played, the lights are dimmed and it is a period of down time for non-nappers as well. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities to occupy themselves while their classmates rest.

Although every effort is made to meet each child's individual rest needs, it is difficult to guarantee a specific length of naptime or wake-up time for each child. Each child's rest needs may vary with activity levels, sleep patterns the night before, etc. It is equally difficult to keep a child awake if he/she wants to rest.

Meals and Snacks

Kai's Comfy Corner will provide breakfast, lunch, A.M. and P.M. snacks along with all beverages. Breakfast is served from 8:00A.M. to 8:30A.M. only. If your child is coming in late for whatever reason, please make sure you provide him/her with breakfast before coming to school. If you bring breakfast to school after the breakfast time it can be served to your child during A.M. snack which is served at approx. 10:00A.M. Lunch is served at approx. 12:00 P.M. and P.M. snack follows approx. 3:00 P.M.

All parents must complete the necessary food application forms to participate in the school's meal program (free, reduced and paid lunch).

Kai's Comfy Corner reserves the right to discontinue the meal program with 1 week's notice for any reason, at which time parents will be required to provide all meals and beverages.

If a child has an allergy to a specific food, a parent/guardian is required to inform the teacher and Director as well as complete an Allergy Chart that will be maintained in the classroom and kitchen.

A child will be encouraged to eat a balance meal. However, if a child refuses certain foods she/he will not be forced to finish the meal. Please review our menu and your child's daily report that includes a section on appetite and food consumption. A parent may substitute a meal only after making arrangements with the center. If you must substitute a meal we encourage you to send a healthy well-balanced meal. For example, sandwiches, yogurt, crackers, cheese, fruit and vegetables. Please stay away from foods that may contain an excessive amount of sugar, preservatives, artificial flavorings and artificial color as well as caffeine.

******* Candy and Gum are not permitted in school *******

Emergency Closing

Kai's Comfy Corner will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or state of emergency, it may be necessary for the Center to cancel classes or delay its opening time. Should parents be prevented by weather conditions from reaching the Center to pickup their children, closing staff members will care for the children and maintain proper staff ratios until such time as the parent can safely pickup their child. We follow the same closing as the Philadelphia and Parochial school closing so please listen to your local news and news radio stations. If you aren't sure please call the center and a message will also be left on the Center's answering service.

Field Trips

As part of our educational curriculum, periodically (approximately 1 every 2 months) field trips will be planned to expose the children to learning experiences in our local community. Prior to each trip, information will be sent home outlining the trip and associated fees. Kai's Comfy Corner reserves the right to cancel scheduled trips without notice and will return any monies paid. However if you do not attend a field trip we will not be able to refund payment if tickets or deposit have already been paid.

Smoking

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, Kai's Comfy Corner Child Care and Learning Center is a smoke-free facility. Parents, staff and visitors are asked to comply with the request. (Also, no smoking on the premises, i.e. parking lot).

Discipline Policy

It is policy of Kai's Comfy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff at the Center present and model age-appropriate behavior guidelines and use reflective communication to encourage children to express their emotions. The staff will encourage self-control, self-direction, responsibility and cooperation. Practical safe, logical and natural consequences will be presented to the child.

The staff at Kai's Comfy Corner Child Care and Learning Center is trained in the process of positive discipline. Positive discipline instructs children as to what they should do instead of focusing on what they shouldn't. For example: "We walk inside the building" vs. "No running". This philosophy of discipline is in accordance with the Center's belief that children learn best in an environment where love, guidance and encouragement promote the development of self-esteem. "Time out" may be used selectively for children over 18 months of age who are at risk of harming themselves or others. The period of "time out" will be just long enough to enable the child to regain control of him or herself and will never be longer than 1-2 minutes per each year of age. During a

period of “time out”, a child will be observed by a staff member. Aggressive physical behavior (fighting, hitting, kicking, etc.), disrespectful language, intimidation or inappropriate behavior physical, verbal or sexual in nature toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect the other child and to encourage more acceptable behavior. Children will be shown positive alternatives rather than just told what to do. Parents will be informed if such an incident occurs, and a conference may be requested and required at any time to discuss and acceptable behavior plan. If a child’s behavior is uncontrollable, extremely disruptive, extremely inappropriate or harmful to himself/herself or others then a parent may be asked to remove the child from the school for a period of time or indefinitely. Open communication between home and school is considered the key to effective discipline. If a child is still showing aggressive physical behavior toward the staff or other children, they will be dismissed from the center.

At no time at Kai’s Comfy Corner Child Care and Learning Center will a child be subject to physical, corporal punishment (shaking, biting, pinching, etc.), humiliated, frightened, intimidated or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption or lack of participation in scheduled activities. At all times, a child’s age, emotional state and past experiences will be considered in discipline matters. Any violation of the school’s discipline policy should be brought to the Director’s attention immediately.

Transitioning Children

The criteria in transitioning your child:

- 1. Availability of space**
- 2. To go into the 3-year-old area your child must be “potty trained” or there may be an additional charge.**

Parents Communications

Kai’s Comfy Corner provides many opportunities for parents to receive information on the progress of their children as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

Weekly Reports: A weekly written report is prepared on each child at the Center. This provides a parent with an overview of the activities in which the child participated as well as information on meals, sleep and toileting. The staff will also provide comments on the child’s progress. Parents should check their cubbies daily for these and other reports/messages.

Parents Conferences: At least twice a year, or more often by request, a formal parent/staff conference time is scheduled. This is to summarize each child’s program in detail. A written developmental report summarizes the teacher’s evaluation. These conferences are generally scheduled in November and May.

Information Boards: These are located in each class area. Information is provided about upcoming Center and Community events. Individual classroom boards have lesson plans and class schedules. It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms.

E-mail: www.ComfyCorner.org

Newsletter: Periodic newsletters are sent home to keep parents posted on school activities. These will be placed in each child's cubbie.

Daily Feedback: These are daily communications between staff and parents in the morning and evening to provide updates on the children's health, dispositions, etc. A responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged. Nap time is usually the most convenient time for this type of conference.

Other Communications:

Informal notes

Memos

Parent Letters

Community newsletters

Quality Assurance Parents Surveys

**ANY VIOLATION OF THIS HANDBOOK MEANS IMMEDIATE
TERMINATION FROM THE CENTER**

If after reviewing the Parent/Guardian/Family Handbook you have any questions or concerns regarding Kai's Comfy Corner Child Care and Learning Center and its policies and procedures, please feel free to speak with the Director. If you elect to enroll or continue enrollment at Kai's Comfy Corner Child Care and Learning Center 1601 S. 9th Street or 1514-1520 South 9th Street you are agreeing to the policies and procedures outlined in this book.

Welcome!