

# Parent Handbook



\*Ages 6 weeks through 5 years

\*Hours of Operation: 6:00 AM to 6:00 PM

## Creative Curriculum



Interstate 59/20--Exit 104  
5990 McAshan Drive, McCalla, Alabama 35111  
[www.kidzonediscovery.ws](http://www.kidzonediscovery.ws)--(205)277-1270



# WELCOME TO KIDZONE DISCOVERY CENTER

Thank you for your interest in KidZone Discovery Center. This admissions packet is designed to acquaint you with our Daycare policies and admissions procedures.

Our desire at KidZone Discovery Center is to encourage each child to obtain his/her full potential by providing Christian principles for living, as well as, a strong academic curriculum. Each director, teacher and member of the supporting staff have a genuine interest in our children and desire to offer the best environment available. Our goal is to challenge each child to strive for spiritual, academic and physical excellence.

When considering an application, the Admissions Team will take into account many factors, including the following:

1. Previous daycare experiences
2. Developmental skills
3. References (Previous daycare, caretaker, neighbor or Sunday School Teacher. No relatives, please.)
4. Behavior
5. Birth date

Motivation, attitude and parental support are also important considerations. Written notification of acceptance/referrals for all perspective students will be determined by the above factors. Our desire is for a child's first learning experience in a daycare atmosphere to be successful at KDC.

We have been truly blessed at KDC, and we are excited about our center. As parents, we naturally want what is best for our children, and this is especially true when it comes to their daycare facility. Thank you for allowing us to be an important part of this decision. Please contact the KDC office if we can assist you in any way.

NOTICE: Neither The Crossing nor KidZone Discovery Center receives ANY federal or state financial aid, whatsoever. In addition, KDC does not utilize any federal and/or state programs or resources within this organization.

Sincerely,

Chris Argo  
KDC Administrator

# DAYCARE FEES, POLICIES AND PROCEDURES

KidZone Discovery Center has sixteen classes specifically designed for newborns, walkers, 1 year olds, 2 year olds, 3 year olds and 4 year olds. The Daycare is open from 6:00 a.m. until 6:00 p.m. and the following fees apply to all the classes and are effective beginning July 1, 2024 through June 27, 2025.

APPLICATION FEE:	\$75.00 (Includes mat & curriculum)
YEARLY RE-ENROLLMENT FEE:	\$75.00 (Due annually and is subject to change)
DAYCARE WEEKLY FEES:	6 weeks through 23 months \$195.00
	2 Year Old's, 24 months - 35 months \$190.00
	3 Year Old's, 35 months - 47 months \$185.00
	4 Year Old's, 48 months and older \$180.00

## **FINANCES:**

The tuition rate for your child is based on their age as of September 1, 2024. Payments are to be made on Mondays for the current week. A \$25.00 late charge will be added to the account if payment is not received on Monday for the current week. Please notify the Accounting Office on Monday if your child is absent in order to deter the late fee. *A CHILD WILL NOT BE ALLOWED TO REMAIN IN THE DAYCARE IF THE ACCOUNT IS MORE THAN ONE-WEEK IN ARREARS.* There is a \$28.00 charge for any check returned from the bank. Please bring cash to replace an Insufficient Fund Check (NSF). Our policy will be not to re-deposit the check. If two NSF checks are returned from the bank, payment must be made by cash or money order. *THE PARENT OF ANY CHILD NOT PICKED UP BY 6:00 P.M WILL BE CHARGED \$7.50, FOR EVERY 1-15 MINUTES THAT THE PARENT IS LATE.* This fee will be charged directly to the parents' account. Application fees will only be refunded within a two-week time frame (if the parent makes a commitment to secure a daycare position and then decides to withdraw the child from the class position).

## **FULL-TIME STUDENTS:**

We require written notification of at least one week's notice of intent to withdraw a child. We also require one week's written notice of any vacation time. One half of the regular weekly rate will be required for each week of the vacation to hold the child's place, to be utilized for vacation purposes only. Two weeks of vacation are allowed per fiscal year (July to June) for each child at that rate. In order to receive the discounted tuition rate, a vacation week must be a Monday through a Friday. Please fill out a vacation notice and submit it to the accounting office before scheduling vacation weeks to ensure that the vacation rate is posted to the account. Full payment, however, will be required to reserve the child's place if he/she is absent for more than two (2) weeks. *THE TOTAL WEEKLY RATE WILL BE INCURRED IF ABSENCES OCCUR DUE TO ILLNESS, FAMILY SITUATIONS, OR OTHER CIRCUMSTANCES.*

## **ABSENTEEISM:**

If your child is ill, please call and notify the school office, so that we may notify the specific Daycare class.

## **CURRICULUM:**

Each day a teacher will be presenting a "Circle Time" to the one year old's, "Creative Curriculum" for the two, three and four year olds. There will be activity centers and learning centers available for the children to participate in, at their choosing, within the playtime during the day. Supplemental materials/curriculum will be utilized for all classes. Advancement to the next level in the Daycare Classroom is determined by annual evaluations.

Bible stories and songs will also be presented to the children as a part of the normal routine. The Jesus Storybook Bible is used for Bible Curriculum and is Bible based, there will be no church doctrine taught in the classroom.

## **PHYSICAL ACTIVITY**

Regular physical activity in childhood and adolescence improves strength and endurance, helps build healthy bones and muscles, helps control weight, reduces anxiety and stress, increases self-esteem, and may improve blood pressure and cholesterol levels. Therefore, each CHILD twelve (12) months and under three (3) years of age shall have an opportunity for at least sixty (60) minutes of ACTIVE PLAY per eight (8) hour day. Each child three (3) years of age and older shall have the opportunity for at least ninety (90) minutes of ACTIVE PLAY per eight (8) hour day.

Activity may occur both indoors and outdoors. Children twelve (12) months and older shall have an opportunity for outdoor play each day that weather and environmental conditions permit. DEVELOPMENTALLY APPROPRIATE EQUIPMENT is provided for a variety of outdoor activities that allow for ACTIVE PLAY and large muscle development, including running, jumping and climbing.

Situations when the weather and/or environment do not permit outdoor activity may include considerations such as extreme heat and cold, poor air quality, high pollen density, mosquito infestation or other adverse factors. When the weather or environment does not meet these conditions, outdoor play is still encouraged but with discretion and attention to appropriate clothing during the most comfortable times of the day.

When children cannot play outdoors, teachers will engage children in selected activities from the recommended listing of indoor ACTIVE PLAY activities that are provided in all classrooms. These activities stress entire body movement that raises the heart rate and includes activities like jumping, dancing, and marching.

For INFANTS younger than twelve (12) months of age, caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development. A recommended listing of INFANT ACTIVE PLAY activities is included in infant classrooms.

Daily schedules including physical activity time shall be prominently posted in each classroom.

ACTIVE PLAY shall never be withheld from children who misbehave (e.g. remaining indoors or seated as punishment for earlier classroom behavior). Children with OUT-OF-CONTROL BEHAVIOR may need time to calm or settle down before resuming cooperative play activities (e.g. time-out for OUT-OF-CONTROL BEHAVIOR during ACTIVE PLAY). The amount of time-out imposed should be appropriate to the child's age and behavior and in no circumstances longer than five (5) minutes.

## **SCREEN TIME**

For preschool children under two (2) years, SCREEN TIME, including television, videos, video games, and computer usage is prohibited at all times.

For preschool children three (3) years and older, SCREEN TIME, including television, videos, and video games is prohibited except for special occasions (i.e. Holiday Themes, Dr. Seuss' birthday, etc.) Whenever SCREEN TIME is offered, it is only offered as a free-choice activity. SCREEN TIME is prohibited during meal or snack time. SCREEN TIME is limited to no more than a total of two and a half (2 ½) hours per week, per child.

For preschool children four (4) years and older SCREEN TIME is provided via computer usage. However, computer use shall be limited to no more than fifteen (15) minute increments. This limitation is enforced through the use of timers at each computer and a ten (10) token system that tracks a child's visits to the computer centers on a weekly basis.

Daily SCREEN TIME shall be included on the daily schedule that is prominently posted in each classroom.

## **NUTRITION**

### **USDA GUIDELINES**

Meals and snacks served to children in CHILD CARE CENTERS shall comply with the MEAL PATTERNS for Children in Child Care Programs from the United States Department of Agriculture (USDA), which are guided by nutrient intake recommendations made by the National Research Council. The types of food, number and size of servings shall be appropriate for the ages of children in care. The MEAL PATTERNS for Children in Child Care Programs are incorporated by reference and include subsequent amendments. A copy of the MEAL PATTERNS for Children in Child Care Programs is included in the appendix of the Parent Handbook.

### **DRINKING**

Drinking water shall be made available during all meal and snack times. Children ages two (2) and older shall only be served milk with 1% or less milk-fat unless milk with a higher fat content is medically required for an individual child, as documented by the child's medical provider. When juice is offered, it shall be 100% fruit juice, a maximum of six (6) ounces, served only at meal or snack time and served no more than one (1) time per day only to children over twelve (12) months of age. No sugar-sweetened beverages shall be served.

### **VEGETABLES**

At least once per week, an orange vegetable (ex. Carrots, sweet potatoes, winter squash, pumpkin), a dark green vegetable (ex. Broccoli, spinach, lettuce, greens), and a legume (ex. Pinto beans, kidney beans, lentils, chickpeas, tofu) shall be served.

### **GRAINS**

At least half of grains served each week shall be whole grains (ex. whole wheat pasta, wheat bread, oatmeal, cereal).

### **MENUS**

Menus shall be posted where they can be easily seen by PARENTS and food preparation STAFF. At least two (2) weeks in advance, KidZone Discovery Center shall develop written menus showing all foods to be served during the two (2) week time period. These menus

are available to parents and guardians through the administrative office or [www.kidzonediscovery.ws](http://www.kidzonediscovery.ws).

Menus shall be amended in writing to reflect any and all changes in the food actually served. Any substitutions shall be of equal nutrient value. Menus and food receipts shall be retained for at least ninety (90) days. They shall be made available for inspection purposes and upon request. Documents shall be organized and maintained.

### ***SPECIAL FOOD REQUIREMENTS***

Children's special diets or food allergies shall be kept on file in the food preparation area and in the children's eating area. An allergy list shall be kept in the food preparation area and in all classrooms. Additionally, all allergies will be noted on the child's cubby and any allergy documents provided by the parent's physician will be posted in the child's classroom.

### ***NURSING MOTHERS***

A private administrative area is available for nursing mothers. This area includes seating and an electrical outlet. In the event that breast milk is spilled or unsuitable to serve to breastfed INFANTS, a STAFF member shall contact the PARENT/GUARDIAN to allow the PARENT/GUARDIAN to come and feed the INFANT or obtain permission from the PARENT/GUARDIAN to feed the INFANT using ready-to-feed formula.

### **TOBACCO USE**

The entirety of KidZone Discovery Center is a tobacco-free facility. Staff, parents, guardians, and visitors are expected to refrain from using tobacco of any form while on Kidzone Discovery Center property.

### **MEDICATION:**

Any medication, sunscreen, ointments, etc. requires a signed Permission to Administer Medication form. These forms expire seven days from the date of completion. If your child requires long-term application or administration of on-going medication, your pediatrician may provide KDC with a letter in lieu of completing a weekly authorization form. A letter from your pediatrician must include the following: 1) name of medication, 2) instructions/dosage, 3) start date, 4) an end date not more than one year from the start date and 5) pediatrician's signature.

Prescription medication, Tylenol, Motrin, breathing treatments, etc. **will only be administered at 10 AM and 2 PM.** If possible, we request that parents place their children on a medication schedule that accommodates these times.

### **SICKNESS:**

We ask parents to be careful about leaving a child who is sick in the Daycare. Please do not bring your child if he/she has a rash, pink eye, running a fever, diarrhea, or vomiting. To ensure and maintain good health for everyone in our Daycare, we request that your child be **SYMPTOM FREE FOR 24 HOURS WITHOUT THE USE OF MEDICATION** before returning to the Daycare. KDC Administration does reserve the option of requesting a family to keep their child at home until the child is symptom free. If a child has pink eye, he/she must be on prescribed eye drop medication for 24 hours before returning to the Daycare. After 24 hours on medication, the child may return if the eyes are not matting or tearing.

We will contact the parent to pick up a child who begins running a fever of 100.4 or more, develops pink eye, lice, ringworm, pinworm, has diarrhea or starts throwing up while in our

care. We ask your cooperation in **PROMPTLY** making arrangements to pick up your sick child (within the hour) to ensure good health for the remainder of the children. If your child contracts lice, we require a physician's clearance before returning to KDC. Ringworm can be treated with an over-the-counter medication, but affected areas should be brown (not red or pink) before returning to class. Please notify the teacher if your child has been under a doctor's care for a specific illness or is on medication. A medication authorization form should be completed and left with the medication in original containers at the front desk. (This includes prescription and over-the-counter medications.) If your child requires prescription medication, please bring medication with a prescription label with child's name on it. If medication was a sample given by the doctor, please have the doctor write a note with the child's name and dosage to be given. Also, please notify the teacher of any behavioral changes due to the medicine the child is taking.

If an accident (even if it is minor) occurs while your child is in Daycare, we will notify you in writing of the incident and treatment given. We ask for your cooperation in signing the form for our files.

### **SUPPLIES:**

Children are encouraged to bring a clean mat and blanket to school on Mondays. If you choose, a small favorite toy (stuffed animal) may be sent for naptime only, labeled please. The mats and blankets will be sent home on Fridays to be cleaned. Please return both items the following Monday. We also ask that the mat and blanket be labeled with the child's name in large letters. Please refrain from allowing children to bring toys/videos from home; our classroom is amply supplied with a variety of fun and educational toys.

### **CLOTHING:**

Please remember to send ample amounts of diapers/pull-ups for your child. *(A small fee will be assessed when an excessive number of KDC emergency diapers are utilized.)*

Please clearly label an extra set of clothes in a small bag and send it with your child's name the first day of attendance. **\*Note: We encourage girls to wear shorts under their dresses for modesty on the playground.** Please exercise wisdom in the designs on T-shirts to concur with the Christian standards of KDC. We also realize that in the spring and fall weather may change rapidly. Please bear in mind that it is easier to remove a jacket than to search for one to keep your child comfortable.

### **NUTRITION**

Children who arrive **BEFORE 7:30 am** may bring a nutritious breakfast to eat in the classroom. We do request items brought for breakfast be finger foods/or a complete breakfast ready to eat, (i.e., pancakes, biscuits, prepared oatmeal). Our classrooms are not equipped to microwave or refrigerate breakfast items. Morning and afternoon snacks and a nutritionally balanced hot lunch plus drinks are provided and are included in your weekly rate. (Microwave facilities for warming up lunches from home will not be available). If parents desire to bring a nutritious snack for their child's classroom, please notify the teacher one day in advance for planning purposes. We also request that you supply us with specific baby food (if your child is not eating table foods yet).

### **BIRTHDAYS:**

We welcome the opportunity to assist parents in celebrating their child's birthday. In order to incorporate a small birthday party, we request that the celebration be scheduled during snack time in the afternoon (about 30 minutes). Some suggestions would be cupcakes or large cookies, along with a favorite juice or decaffeinated soft drink. These



can be sent to the classroom for the children to enjoy as a special treat. If birthday party bags are brought to school, they will be sent home at the time of departure.

### **POTTY TRAINING:**

KDC will be fully supportive to parents who are in the process of potty training their child. We request that parents notify KDC and prepare for "accidents" by supplying us with five pairs of training pants, or five pull-up diapers, and at least two additional sets of clothing. To provide consistency during the process of potty training, we ask parents to inform teacher which method (pull-ups or training pants) they are utilizing. Any soiled clothing will be sent home to be laundered. We do ask that parents remember this event in a child's life is often a "process". We believe that cooperation and understanding between parents and teachers will achieve the desired results.

Any child being considered for the three-year-old class must be consistently potty trained. Children must be fully potty trained prior to be placed on a four-year-old class roll. An occasional accident is acceptable; pull-ups are appropriate for the two-year-old classes only. If there should be any questions concerning this policy, please feel free to discuss this with the administration.

### **DISCIPLINE:**

***All new children are accepted on an eight-week probationary status.*** This will allow sufficient time for adjustment to a new environment to occur. If the child experiences difficulties, the parent will be notified and jointly, with the administration to discuss alternatives.

Structure is provided with a daily general routine in a loving, caring atmosphere. Correction is administered through quietly speaking to the child in a firm manner. If additional correction is necessary, a "time-out" chair has been designated for the child to be temporarily separated from the others. After a few moments, the teacher will remind the child of the guidelines, and the child will be allowed to continue playing or rejoin the group. These steps are repeatedly issued in a loving, firm manner. If additional discipline is deemed necessary, the KDC administration will contact the parents for a conference and alternatives will be discussed.

If excessive biting or negative behavior is exhibited in the classroom, the administration via a conference or telephone conversation may place a child on probation with the parents. At the end of the probationary period, a decision will be made to determine if the negative behavior has ceased; if not, the parents may be asked to withdraw the child.

The parents' cooperation to come and discipline their child at the KDC will be one method to deter excessive biting or negative behavior. A probationary period may or may not be issued, depending on the severity of the situation, at the discretion of the Director.

### **PARKING:**

Daycare parents may use the Daycare drive-through in order to escort their child directly to the door of the Daycare classroom. If you have other business to attend to, we request that parents park their car in the parking lot. This will ensure safety for everyone concerned and provide ample parking areas for other parents.

## **MISCELLANEOUS INFORMATION:**

NOTICE: KidZone Discovery Center does not receive ANY federal or state financial aid, whatsoever. In addition, KDC does not utilize any federal and/or state programs or resources within this organization. We do, however, follow state guidelines so that we may offer quality care to all children.

Our teacher-student ratio is approximately one-to-five for the infants, one-to-five for the 12-18 month class, one-to-seven for the 18-24 month class, one-to-eight for the two-year-old class, one-to-eleven for the three-year-old class, and one-to-eighteen for the four-year-old class. We require our teachers to be dedicated Christians who love children and desire to minister to them in a Christian environment.

All children should arrive at KDC no later than **9:30 a.m.** in order to prepare lunches as well as provide adequate staffing. If a child has a dentist/doctor appointment and will be arriving late, please contact the office to relay this information to the specific Daycare teacher. Please **refrain** from bringing your child to KDC after 9:30 a.m. ***(Exceptions should be verified in advance with the Director or Assistant Director.)***

While two's, three's and four's may arrive at KDC as late as **9:30 a.m.**, we strongly encourage parents to have their children here by 8:00 a.m. If a child arrives after 8:00 a.m., they will miss important elements of their learning time for that day. Additionally, arriving later than 8:00 a.m. disrupts the learning time of their classmates.

KDC does require a CERTIFICATE OF IMMUNIZATION (BLUE FORM) from your family physician before your child can be admitted. A CERTIFICATE OF RELIGIOUS EXEMPTION FROM IMMUNIZATIONS **will not be accepted** in lieu of the CERTIFICATE OF IMMUNIZATION. This is to ensure good health for all. Periodic updates for immunizations will be sent to parents and we request prompt attention to these. Due to State of Alabama regulations concerning immunizations, all children are required to maintain current immunization records. *ALL DAYCARE FORMS MUST BE COMPLETED AND RETURNED BEFORE YOUR CHILD IS PLACED IN A DAYCARE CLASS.* Thank you for your cooperation in this matter.

For your child's safety and protection, we do ask that parents bring their child directly to the Daycare class in the morning and pick up their child in the afternoon. ***(Siblings will not be allowed this privilege)*** Parents/guardians or authorized persons are required to check their child in and out on the computer system at the front counter. This will ensure only authorized persons will have the privilege of removing the child from KDC. *FOR YOUR CHILD'S PROTECTION, ONLY WRITTEN NOTES WILL BE ACCEPTABLE TO MAKE EXCEPTIONS FROM THE AUTHORIZED LIST.* Please keep identification with photograph with you at all times to verify proper authorization with new staff and/or substitutes. This will also be applicable to any authorized persons designated in your child's master file.

Parents are welcome to view their children through the observation windows. If the parent requests an in-class observation, the front office will schedule this with the teacher for approximately 30 minutes. Daily routines and class scheduling will provide continuity for all concerned. Should a parent come to pick up their child (for doctor's appointment, etc.) we request the child not return to class until the next day, if at all possible. Please contact the Director if you have any questions concerning this policy.

KDC will be closed for the following holidays for the 2024-2025 School Year:

July 4 <sup>th</sup> (2024)	Independence Day (Thursday)
July 5 <sup>th</sup> (2024)	Independence Day (Friday)
September 2 <sup>nd</sup> (2024)	Labor Day (Monday)
November 28 <sup>th</sup> (2024)	Thanksgiving Day (Thursday)
November 29 <sup>th</sup> (2024)	Day after Thanksgiving (Friday)
December 24 <sup>th</sup> (2024)	Christmas Holiday (Tuesday)
December 25 <sup>th</sup> (2024)	Christmas Holiday (Wednesday)
January 1 <sup>st</sup> (2025)	New Year's Holiday (Wednesday)
April 18 <sup>th</sup> (2025)	Good Friday (Friday)
May 26 <sup>th</sup> (2025)	Memorial Day (Monday)

*THE FULL RATE WILL BE INCURRED REGARDLESS OF ANY OBSERVED HOLIDAYS.*

*GENERALLY, IF JEFFERSON COUNTY PUBLIC SCHOOLS CLOSES OR DELAYS OPENING DUE TO BAD WEATHER, KIDZONE DISCOVERY CENTER WILL ALSO CLOSE/DELAY. Please follow Remind App and KidZone Discovery Center on Facebook for up to date information. On rare occasions or due to special circumstances, we may deviate from this policy. Always feel free to call the office at 205-277-1270 to verify any weather-related closings or delays.*

*For example: If schools delay starting two hours until 10 AM, KidZone Discovery Center will delay opening until 9 AM.*

Thank you for entrusting your child to KidZone Discovery Center. We will endeavor to provide a Christian atmosphere with loving guidance and excellent care for your child.

# APPENDIX A—THE SCOPE OF CREATIVE CURRICULUM

## **Two's, Three's and Four's**

KidZone Discovery Center uses Creative Curriculum. We believe that the union of these curriculums should be integrated with high-quality assessments, professional development, and family connection resources to create a well-rounded program that addresses the needs of early childhood education professionals, children, and their families. The Creative Curriculum helps teachers plan and implement a developmentally appropriate program that promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies.

### ***Social-Emotional***

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

### ***Physical***

1. Demonstrates traveling skills
2. Demonstrates balancing skills
3. Demonstrates gross-motor manipulative skills
4. Demonstrates fine-motor strength and coordination

### ***Language***

1. Listens to and understands increasingly complex language
2. Uses language to express thoughts and needs
3. Uses appropriate conversational and other communication skills

### ***Cognitive***

1. Demonstrates positive approaches to learning
2. Remembers and connects experiences
3. Uses classification skills
4. Uses symbols and images to represent something not present

### ***Literacy***

1. Demonstrates phonological awareness
2. Demonstrates knowledge of the alphabet
3. Demonstrates knowledge of print and its uses
4. Comprehends and responds to books and other texts
5. Demonstrates emergent writing skills

### ***Mathematics***

1. Uses number concepts and operations
2. Explores and describes spatial relationships and shapes
3. Compares and measures
4. Demonstrates knowledge of patterns

### ***Science and Technology***

1. Uses scientific inquiry skills
2. Demonstrates knowledge of the characteristics of living things
3. Demonstrates knowledge of the physical properties of objects and materials
4. Demonstrates knowledge of Earth's environment
5. Uses tools and other technology to perform tasks

**Social Studies**

1. Demonstrates knowledge about self
2. Shows basic understanding of people and how they live
3. Explores change related to familiar people or places
4. Demonstrates simple geographic knowledge

**The Arts**

1. Explores the visual arts
2. Explores musical concepts and expression
3. Explores dance and movement concepts
4. Explores drama through actions and language

**English Language Acquisition**

1. Demonstrates progress in listening to and understanding English
2. Demonstrates progress in speaking English

By focusing on the objectives listed on the previous pages, our curriculum is designed to meet and/or exceed the Jefferson County Blueprint for School Readiness. The Jefferson County Blueprint for School Readiness is included on the following page.

## Jefferson County Blueprint for School Readiness

### Pre-K Skills for School Readiness

Though all children develop and learn differently, this is a guide that shows what children need to be successful in kindergarten

#### Health and Physical Development:

- ☞ uses a pencil or crayon to draw or copy and tries some letters
- ☞ has independent restroom and hygiene skills – zips, buttons, ties, washes hands, & brushes teeth
- ☞ uses tools to color, cut, and paste
- ☞ demonstrates left to right progression
- ☞ shows sense of responsibility and keeps up with belongings
- ☞ gets at least 10 hours of sleep per night and health needs are met
- ☞ has plenty of opportunity to run, skip, jump, hop, and climb

#### Social and Emotional Development:

- ☞ listens to, understands, and follows simple 2-3 step directions
- ☞ understands conversation – takes turns talking
- ☞ understands personal space – keeps hands and feet to oneself
- ☞ can play/work in a group – shares, takes turns, and uses self control
- ☞ expresses a range of emotions, needs, wants, and feelings

#### Approaches Toward Learning:

- ☞ is curious – asks questions
- ☞ can stay with a self-chosen activity for 15 minutes
- ☞ can stay with a teacher-directed activity for 10 minutes
- ☞ uses a variety of strategies to problem-solve while learning
- ☞ initiates activities in the classroom

#### Language Development, Communication, General Knowledge:

- ☞ speaks in complete sentences
- ☞ tells first and last name, age and birthday, and recognizes first name printed
- ☞ knows parents' real first and last name, street address, and phone number
- ☞ shows awareness of the connection between letters and sounds
- ☞ identifies front of a book, holds upright, and turns pages right to left
- ☞ listens to a story, can talk about it, and answer questions
- ☞ tries "writing" to describe ideas and asks adults to write their stories
- ☞ recognizes and understands commonly used words (*mom, stop, dog, the, dad*)
- ☞ sings some songs, and recites some simple rhymes
- ☞ recognizes 6 basic colors (*red, blue, green, yellow, white, black*)
- ☞ recognizes 5 basic shapes (*circle, square, triangle, rectangle, oval*)
- ☞ counts to 10 and recognizes numbers 1 - 5

# APPENDIX C—USDA CHILD MEAL PATTERNS

## USDA CHILD MEAL PATTERNS

Child Meal Pattern Lunch or Supper			
<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup whole	3/4 cup 1% or skim	1 cup 1% or non-fat
<b>2 fruits/vegetables</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>5</sup> or yogurt <sup>6</sup>	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1/2 ounce 4 ounces	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 egg 3/8 cup 3 Tbsp. 3/4 ounce 6 ounces	2 ounces 2 ounces 2 ounces 1 egg 1/2 cup 4 Tbsp. 1 ounce 8 ounces
<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. <sup>2</sup> Fruit or vegetable juice must be full-strength and may only be served once per day. <sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. <sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>5</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. <sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.			

Child Meal Pattern Snack			
Select Two of the Four Components for a Reimbursable Snack			
<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup whole	1/2 cup 1% or skim	1 cup 1% or non-fat
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg <sup>5</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>6</sup>	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1 ounce 4 ounces
<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. <sup>2</sup> Fruit or vegetable juice must be full-strength and may only be served once per day. Juice cannot be served when milk is the only other snack component. <sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. <sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>5</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate. <sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.			

# APPENDIX D—INFANT (6 WEEKS-12 MONTHS) CLASSROOM INFORMATION

We gladly welcome you and your child to our daycare. Please refer to Daycare Policy Manual for general policies and guidelines. The following information is specific to the Infants' classroom. We welcome any questions you may have. Thank you for entrusting us with the care of your child.

## **Things we furnish:**

- Bibs
- 2 snacks with juice/water (if appropriate)
- Lunch with milk (if appropriate), or water or juice
- Lots of TLC!
- Wipes
- Sippy cup-- unless your child has a specific preference

## **Supplies your child will require:**

- Diapers
- An extra change of clothes
- Nap mat with blanket (nap mat is included in application fee)
- Light sweater or coat
- Hat

## **If applicable:**

- Ready-made bottles or dry formula with supply of bottles. If baby is still on bottle with whole milk parents should send pre-filled bottles for interval feedings. We supply whole milk to babies during lunchtime.
- Baby food
- Ointment for diaper rash
- Pacifier with clip
- Sunscreen

Since all babies are on different routines our babies will be able to nap and eat on their own schedule. If weather permits we will take them out for a walk or on the infant/toddler playground. We will also incorporate circle time during the day.

We change diapers on the average of once every two hours. Soiled diapers are changed whenever necessary. We employ every effort to provide the most sanitary environment. We use gloves and spray disinfectant after every diaper change. Our toys are cleaned after every use and our maintenance staff regularly mops our room. We sanitize cribs, high chairs and bedding on a daily basis.

A daily information sheet will be provided at the end of every day. Please note any communications we have marked. Children have their own cubby and bed. Please check their cubby on a regular basis to see if any additional supplies are needed. We will also put any soiled clothing in the cubby to be taken home. Always know that we want you and your child to Love being here! Thanks again for allowing us to be a part of your daily lives.



# APPENDIX E—TODDLER (12-24 months) CLASSROOM INFORMATION

We gladly welcome you and your child to our daycare. Please refer to Daycare Policy Manual for general policies and guidelines. The following information is specific to the toddler classrooms. We welcome any questions you may have. Thank you for entrusting us with the care of your child.

## **Things We Furnish:**

- 2 snacks with juice/water
- Lunch with milk (if appropriate), or water or juice
- Baby wipes
- Sippy cup
- Bibs
- Lots of TLC!

## **Supplies Your Child Will Require:**

- Diapers
- An extra change of clothes
- Nap mat with blanket (nap mat is included in application fees)
- Light sweater or coat
- Hat

## **Things We Are Learning:**

- Alphabet
- Numbers
- Colors
- Shapes
- How to eat with a spoon
- Saying please, thank you, yes ma'am no ma'am
- How to sit for limited times at the table doing color sheets, puzzles, books, etc.
- Sleeping on cots
- One nap a day

## **If Applicable:**

- If child is still on whole milk parents should send milk to the KDC kitchen, with child's name on the container. We supply whole milk to children during lunchtime in their sippy cups.
- Ointment for diaper rash
- Pacifier with clip
- Sunscreen if needed

# APPENDIX F—CLASSROOM SCHEDULES

## TODDLER (12-24 months) CLASSROOM SCHEDULE

*Our Day Includes:*

<b>Snack</b>	<b>9:00 am</b>
<b>Outside Play</b>	<b>9:15 am</b>
<b>Circle Time</b>	<b>9:45 am</b>
<b>Lunch</b>	<b>11:00 am</b>
<b>Nap Time</b>	<b>11:30 am</b>
<b>Afternoon</b>	<b>2:00 pm</b>
<b>Snack</b>	
<b>Outside Play</b>	<b>2:30 pm</b>
<b>Circle Time</b>	<b>3:45 pm</b>

We employ every effort to provide the most sanitary environment. We use gloves and spray disinfectant after every diaper change. Our toys are cleaned after every use and our maintenance staff regularly mops our floor.

Children have their own cubby. Please check their cubby on a regular basis to see if any additional supplies are needed. We will also put any soiled clothing in the cubby to be taken home. Always know that we want you and your child to love being here! Thanks again for allowing us to be a part of your daily lives.

## 2's DAILY SCHEDULE

This is a general schedule and is subject to change per the Teacher's discretion.

6:00 – 8:00	Free Play, Breakfast
8:00 – 8:15	Rest Room Time/Diaper Changes
8:15 – 9:15	Outside Play Time
9:15 – 9:30	Snack
9:30 – 10:00	Curriculum Segment
10:00 – 10:30	Rest Room Time/Diaper Changes
10:30 – 11:00	Prepare for Lunch/Cots
11:00 – 11:30	Lunch Time
11:30 – 2:00	Nap Time
2:00 – 2:30	Rest Room Time/Diaper Changes
2:30 – 2:45	Book Time
2:45 – 3:00	Snack Time
3:00 – 3:45	Curriculum Segment
3:45 – 4:30	Outside Play Time
4:30 – 5:15	Other activities: color, puzzles, games, playdough, movies, centers
5:15 – 6:00	Free Play

### **3's DAILY SCHEDULE**

This is a general schedule and is subject to change per the Teacher's discretion.

6:00 – 8:00	Free Play, Breakfast
8:00 – 8:20	Rest Room Time
8:20 – 8:45	Bible Lesson
8:45 – 9:00	Skills Development
9:00 – 9:15	Snack
9:15 – 10:00	Outside Play Time
10:00 – 10:30	Language Development/Phonics and Numbers
10:30 – 10:50	Centers
10:50 – 11:20	Prepare for Lunch/Cots
11:20 – 11:45	Lunch Time
11:45 – 2:00	Nap Time
2:00 – 2:15	Rest Room Time
2:15 – 2:30	Snack Time
2:30 – 2:45	Book Time
2:45 – 3:45	Outside Play Time
3:45 – 4:30	Other activities: color, puzzles, games, playdough, movies, centers
4:30 – 5:15	Outside Play Time
5:15 – 6:00	Free Play

### **4's DAILY SCHEDULE**

This is a general schedule and is subject to change per the Teacher's discretion.

6:00 – 6:30	Table Activities/Breakfast—3 Year Old Room
6:30 – 7:30	Blocks/Table Activities/Breakfast—4 Year Old Room
7:30 – 7:50	Rest Room
7:50 – 9:00	Lessons
9:00 – 9:15	Snack
9:15 – 9:30	Rest Room
9:30 – 10:05	Outside Play Time
10:05 – 10:25	Rest Room
10:25 – 11:45	Lessons
11:45 – 12:00	Rest Room
12:00 – 12:30	Lunch Time
12:30 – 2:00	Nap Time/Books on Cots
2:00 – 2:30	Rest Room Time/Quiet Activities
2:30 – 2:45	Snack Time
2:45 – 3:30	Centers: color, puzzles, games, play-dough, etc.
3:30 – 4:15	Outside Play Time
4:15 – 6:00	Free Play

Extremely Tentative and Subject to Change

## **APPENDIX G—NOTICE OF NON-DISCRIMINATION**

### **Notice Of Nondiscriminatory Policy As To Students**

KidZone Discovery Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.