***Kids World Childcare & Learning Academy***



***2024***

***Parent/Guardian***

***Handbook***

***This handbook has been prepared to communicate the policies if Kids World Childcare to parents who are ensuring their children to our care. Please read it carefully and keep it on hand to refer to as needed. By enrolling your child it is understood that you agree with these policies stated. If you have questions during your child’s enrollment please contact your Academy Director Laura Mayho at 225-265-4287 or by email at*** [***kidsworld1998@yahoo.com***](mailto:kidsworld1998@yahoo.com)***. Our website is kwcla.org***

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***INTRODUCTION***

***Welcome to Kids World & Childcare Learning Academy! We are glad that you have selected us to participate in one of your family’s most important activities- the growth of your child.***

***We are dedicated to serving you, the working parent, while providing a loving environment for your child. Kids World Childcare provides care for children from 5 weeks to 12 years of age, and also provides care for before and after school children. In our before/after-school program the children is provided with snacks upon arrival at the academy. We are not responsible for checking homework or completing your child’s homework here at the academy. We are here to assist and make sure they are seated to start their homework. Our goal is to finish quality child care adaptable to the specific needs of parents and children at an affordable rate.***

***We trust that upon reviewing the program material enclosed you will come to know Kids World childcare better. We welcome the opportunity to be involved in the growth and development of your child.***

***II. PHILOSOPHY***

***We believe that age-appropriate environments that encourage children to play, learn, and explore. We believe that children needs hands- on experience. They need affection, attention, interest, and encouragement. Participation in our program is one way parents can be assured that their child is receiving teaching, love, and care throughout the day while in our care. Our goal is to furnish quality child care. Your child’s day will be filled with activities which will enhance physical, social, emotional and mental development. The daily schedule is varied and flexible, depending upon the small group in which your child is participating. There is balance of active and quiet play, both indoors and out, that provides your child opportunities to explore creative arts, music, language literacy, science, math, and dramatic play.***

***This Facility is licensed for a number of 82 children***

***Center Address: Center Phone/Fax Center Directors***

***Kids World Childcare (225)265-4287 Laura Mayho***

***& Learning Academy Tameeka Ross***

***P.O. Box 855/2880 Hwy.20 West***

***Vacherie, La. 70090***

***IV. PROGRAM POLICIES***

***Hours of Operation***

*Kids World Childcare is open from 6:30 a.m. to 5:30 p.m., Monday – Friday. Kid’s World Childcare will be closed on the following days: Martin Luther King Jr. Day, Mardi Gras Monday, Mardi Gras Day, Ash Wednesday, Good Friday, Easter Monday, Memorial Day, 4th of July or Monday following, KWCLA Graduation Day, Labor Day, Thanksgiving Week, and the last 2 weeks of December (subject to change). We are also closed for inclement weather. Registration is Tuesday, January 2, 2024. We will reopen Wednesday, January 3,2024.*

***Covid-19 Admission Policy***

*These are the following procedures a parent must follow when enrolling their child(ren) into Kids World Childcare & Learning Academy. Due to Covid-19 restrictions, first, you go on our website at KWCLA.org. On the website you will click on forms; print out the enrollment packet, Covid-19 disclosure, and tech wavier. Once printed and completed email all paperwork back to us at* [*kidsworld1998@yahoo.com*](mailto:kidsworld1998@yahoo.com) *with an updated immunization record for your child(ren). Lastly, pay the registration and tuition under the child’s age appropriate payment tab on the website. Any questions, comments, or concerns please feel free to email us at* [*kidsworld1998@yahoo.com*](mailto:kidsworld1998@yahoo.com)*.*

***Dismissal Policy***

*Upon dismissal the parent should notify the director 2 weeks in advance prior to dismissal. If the academy is not notified two weeks in advance, there will be a balance of two weeks payment due at the time of departure or return.*

*After all means of discipline have been exhausted, we will request a meeting with the parents and continue to work with the child. If your child's behavior continues in a similar disruptive manner such as biting, fighting, becomes a danger to themselves/others/staff, or destructive to property, etc. there will be 1st: Be a parent conference( parent or someone else must come into the classroom and observe their child and give the staff solutions), 2nd : Child will be dismissed for 1 day , 3rd : Child will be dismissed for 3 days, and 4th : Child will be dismissed from the program.*

***Fees and Tuition Policy***

*Kids World Childcare enrollment and tuition policies are established in order to deliver consistently high quality child care services in an efficient manner. Once payments are received, refunds will be made only if Kids World remove child from their program. Registration fees are NON-REFUNDABLE. Kids World Childcare only accepts cash, credit card payments, and online payments. All credit card payments must be signed with your name and child’s name also.*

***ALL TUITION FEES ARE to be paid ONLINE on the website (with a service fee) ON MONDAY MORNING BY 6:30AM (NO EXCEPTIONS) There will be a $10.00 daily late fee if tuition is not paid on time.***

***DO NOT BRING CHILD(REN) IF YOU DO NOT HAVE PAYMENT IN FULL.***

***FULL-TIME Website Fee***

***5 weeks-12 months $122.50/ $126.35***

***1 years old -2 years old $112.50/ $116.06***

***3 years old -12 years old $107.50/ $110.92***

***BEFORE/AFTER SCHOOL (MUST PAY MONDAY MORNING BEFORE 6:30 AM OR YOUR CHILD WILL NOT BE PUT ON OR ACCEPTED OFF THE BUS)***

***Combined Flat Rate $70/ $72.33***

***\*Fees are for the entire week for all day is $21.50 for school kids only***

***CHILDCARE ASSISTANCE PAYMENTS (YOU ARE RESPONSIBLE FOR SIGNING your KIDS IN AND OUT DAILY via phone call)***

***REGISTRATION FEES***

***1 Child $45***

***2 or more children $55***

***\*Registration fees are NON-REFUNDABLE***

***LATE FEES AFTER HOURS***

***There will be a late fee of $10 every minute after 5:30 p.m. per child***

***\*A courtesy phone will be provided at 5:15pm to ensure pick up***

***\*All late fees are due upon arrival or child will not be able to return unless late fee is paid. If balances aren’t paid in full, your child will be dismissed.***

***\*Regular pay is required for holidays, sick days, inclement weather, early dismissal and field trips***

***\*There will not be holding spots unless holding period is paid***

***\*All childcare fees are subject to CHANGE!!!***

***Arrival/ Departure***

***All children must arrive at the center by 8:30 a.m. Please give a call by 8:00 a.m. to let us know if child is not coming. The children will not be accepted after 8:30 a.m. unless medical appointments and Emergencies are the case. All children must be escorted into the building by an adults 18 years old and over. Late fees are assessed $10 every minute after 5:30 p.m. and is due upon arrival. If a child is left at the academy after 5:30 p.m. continuously, we have the rights to call 9-1-1 because this is known as neglect.***

***II. NON-DISCRIMINATION POLICY***

***Kid’s World Childcare does not discriminate on the basis of race, color, creed, sex, national origin, or ancestry. You may feel free to contact the director of the academy at anytime with concerns regarding policies, procedures, and over all daily operations of Kid’s World Childcare.***

***In accordance with the Federal law and U.S. Department of Agriculture policy, Kid’s World Childcare and Learning Academy does not discriminate against any person(s) on the basis of race , color, national origin, sex, age or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints, written or verbal should be forwarded immediately to:***

***USDA***

***Office of the Assistant Secretary for Civil Rights***

***1400 Independence Avenue, SW***

***Washington, D.C. 20250-9410***

***The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and the name of the entity for whom complaint is against, the nature of the incident or action that led to the complaint to feel discrimination was a factor, the basis on which the complaint feel discrimination exists, and the dates, names, titles, and business addresses of persons who may have knowledge of the discriminatory action.***

***“USDA is an equal opportunity provider and employer”***

***Discipline and Behavior Management Policy***

***After a child has been disciplined, the incident is over. We show the child who misbehaved the same degree of affection and respect that we show the other children.***

***1. No child shall be subject to physical /corporal punishment. No verbal abuse, threats, cruel, severe, unusual or unnecessary punishment shall be inflicted on the children. Derogatory remarks shall not be made in the presence of children about family members of the children in our care or about the children themselves.***

***2. No child shall be deprived of meals for disciplinary reasons.***

***3. When a child is set aside from a group for disciplinary reason(s), he or she should never be out of sight of a staff member.***

***4. Any suspected abuse and/or neglect of a child at the center must be reported in a accordance with LA R.S. 14:403 to the local Office of Family Support***

***TRANSITION POLICY/PROCEDURES***

***Here at Kids World Childcare the kids are our main focus. A child is in a classroom setting for 6 months-1 year depending on that child. Before a child moves over to the next class, parents are notified 2 weeks prior and the child and the present teacher then will spend several hours a day for a 2 weeks period. They spend 2 weeks getting to know the other teacher and class. After the 2 weeks the child is moved and parents are notified. Parents are encouraged to attend to see how the transition progresses. A Parent/Teacher conference is taken place to discuss any parent concerns.***

***COMPLAINT PROCEDURES***

***If you have a complaint against our center, please follow the following procedures:***

***Our program is licensed by the Department of Social Services Bureau of Licensing. The license is posted in the office area. The laws and rules governing licensing are available for review in this facility upon request. Our licensing record is a matter of public record and is available for review by written request.***

***Prents may call or write the Bureau should they have significant unresolved licensing complaints:***

***Louisiana Department of Education***

***Division of Licensing***

***P.O. Box 4249, Baton Rouge, LA 70821***

***(225)342-9905 Fax (225)342-2498***

***Class A regulations and information on licensed child care centers are available on line at:***

[***www.louisianabelieves.com***](http://www.louisianabelieves.com)

***HEALTH/SAFETY/IMMUNIZATIONS***

***The health and security of every child enrolled in the academy is of our utmost concern. Our facilities have been designed to offer a safe environment for all age groups. By following the policies as outlined here, we will all work together to achieve the same end-providing maximum health, safety, and security for our children. All children are required to submit a copy of immunizations for their file. Parents are responsible for submitting updated immunization copies. If files aren’t submitted or updated the child will be dismissed until action is taken. Shot records should be updated by expiration date on paper. They must all be turned in to the office and put on file. Staff persons are trained in CPR. First Aid, Health and Safety, Food Safety, Universal Precautions and 12 + clock hours annually.***

***ILLNESS/MEDICATION***

***If you know your child is sick, PLEASE do not bring him or her to the academy. Symptoms of illness are vomiting, fever, and diarrhea, runny nose with green mucus or yellow thickness, fever of 100.4 or higher and croup cough. If your child has a ring-worm, they must stay out 48 hours, and may return with a doctor’s excuse. Whenever a child is out sick for more than 24 hours, please bring a doctor’s excuse. No medicine will be administeredby our staff on the premises. A responsible adult (18 years or older) may administer the medicine and observe the child’s reaction for 45 minutes. If a child is sent home from the academy due to illness, they cannot return to school the next day. The parent must observe them for 24 hours. When we call for a sick child to be picked up, a parent must come within 45 minutes of receiving that call. Please make sure you have degsinated someone to pick child up if he or she is***

***sick. If a child is ill and needs medical treatment, we the staff will bring them to the nearest hospital with parents consent and information will be confidential.***

***KIDS WORLD CHILDCARE & LEARNING ACADEMY***

***EMERGENCY AND EVACUATION PLAN***

***In the case of an emergency Kid’s World Childcare staff and children must proceed as follows:***

***In the case of a Hurricane the academy will be closed and will call when reopen. In the event of a Hurricane is usually a warning early enough to where the academy would be closed if there is a warning in our area (St. James Parish). The academy will reopen after the hurricane has past or went towards another direction. This we would learn by listening to our Emergency Broadcasting System (EBS), Local Radio Station, and Local Television News Channels. However, if there is not a warning early enough and the academy is in operation and notified of a hurricane heading in our direction the director or staff member will call 9-1-1. When we call 9-1-1 the St. James Parish Emergency Preparedness, working in conjunction with the Sheriff’s Office, will provide sheltering to the residents of St. James Parish in need during an emergency. Evacuation centers (shelters) will be determined according to the level of emergency at the time of the decision. Evacuation center (shelters) will be open according to the direction and seriousness of the emergency. If there is a need to evacuate, the director or staff will call 9-1-1 for assistance in escorting the children out of the academy to proper shelter. The director or staff will take the children’s Record MasterCard with all the children’s names, address, phone numbers and emergency contacts along with them to the shelter. In case a parent comes to the academy to look for their child(ren) the officer will tell the parents what shelter the academy transported their children to. The director or staff will post a sign on the academy’s front doors. In the event of a Tornado, the academy will stay tuned to television news report. If there is a tornado warning in our area the director and staff members will begin contacting parents to come pick up their children from the academy. Once a tornado has been sighted in our area, the academy will begin sheltering immediately. All the children will be taken to the brick side of the building. All the staff and children will be placed in the hallway by the girls and boys restroom. We will also use the girls and boys restroom for shelter and some under the tables and office desk. We will use some blankets and put our hands over our heads for added protection. All staff will immediately begin checking all children for any injuries and begin trying to contact parents and call 9-1-1 if there are any injuries. In the event of some chemical release emergency, the academy will call 9-1-1 to find out where they must go for shelter from harmful chemical substance. The academy will follow the same evacuation plan as the hurricane evacuation plan. Fire drills are practiced with the staff and children monthly. Everyone evacuates the building and stand by Kid’s World Childcare sign in front of the building. In the event of a real fire at the center staff will board kids in staff vehicle and bring kids to the nearest sheriff dept. on Hwy 20. We would make calls using ONE CALL to the parents or emergency contacts.***

***Four Emergency Evacuation Locations If Needed:***

***Stepping Stones (125 Choctaw Rd. Thibodaux, La. 70301)***

***Woods Learning Academy (1571 E 2nd St. Gramercy, La. 70052)***

***Faith Christian Center (210 Plimsol Drive Donaldsonville, La. 70346)***

***Little Leaders (480 NW 3rd St.*** ***Reserve, La. 70084)***

***KIDS WORLD CHILDCARE & LEARNING ACADEMY***

***V. PARENT INVOLVEMENT***

***\*\*\*Parents please see your child/ren teacher for information about your child.***

***Parent/Teacher Organization***

***Child care is a partnership between parents and staff. If staff and parents are interacting regularly via meetings, conference, etc. to share their knowledge, then will be prepared to work together to plan and implement a program which will be most responsive to the children’s needs. KWC&LA will hold quarterly parents meetings(every 3 months). Quarterly meeting will be posted on the academy’s bulletin board and printed on monthly calendar in a timely manner. Parents are provided the opportunities to come together in planning and making decisions for educational field trips for the children. Parents also will be able to participate in developing a parent/teacher organization board of whom will meet monthly. The board consists of officers: President, Vice-President, Secretary, and Treasurer. The board will organize fun activities for the children to help generate funds for the academy. The funds will be used on curriculum materials, learning and playground equipment, field trip transportation, etc.***

***Parent/Staff Conference***

***A parent/staff conference is a scheduled meeting between the child’s parents and his/her caregiver to discussthe child’s development and progress. It is a time to talk about any problems the child may be experiencing and also elaborate on the areas in which the child has experienced success. We will contact parent if the child has a incident or accident.***

***Parent bulletin board (located in the office)***

***Please check this board frequntly so you will be up-to-date on the activities in your child program. Also, information on parent reminders, policy changes, safety suggestions, menus, etc. will be posted on the bulletin. Review the bulletin board on a daily basis to keep abreast of academy announcements, etc.***

***Legal Guardians***

***Divorced parents and legal guardians are required to provide a copy of costody papersor legal guardianship documents to be kept in the child’s file. For it is the responsibility of the legal guardian or custodial parents to pay for services rendered by Kids World. In the case of divorce or pending divorce, the guardian must present copies of the court orders with regards to custody, visitation, or any pertaining restraining orders.***

***Dress Code: MANDATORY 1 year old and older (Allowed 1 week to purchase)***

***Burgundy T-Shirt/Sweatshirt with Kids World Childcare & Learning Academy logo on front Khaki shorts, pants, skirts, skorts, dresses or jumpers***

***Black, Brown or Khaki belt (if pants have loops)***

***Tennis or shoes with laces to develop fine motor skills. (must have closed front and back- slippers, sandals, or flip- flop are not acceptable unless it is a Friday activity)***

***No expensive jewelry. WE ARE NOT RESPONSIBLE!!!***

***Logos may be purchased and placed on shirts at our center by Bridgette/ Nia Grow. They are $3.00 a shirt.***

***\*Kids must be in uniforms***

***All uniforms regulations will be strictly enforced.***

***Toys/ Birthday Parties***

***Please do not let your child bring valuable toys or items to the academy. We are not responsible for missing or broken items.***

***Do not bring food into the academy. Children are allowed to celebrate their birthday. Parties are allowed from 2:30- 3:00p.m with no visitors due to Covid-19. The party must be approved by the director. All food items must be store brought.***

***Photographing Policies***

***KWCLA often takes photographs of children doing activities and for different events. Exciting events along with the pictures that go on at the academy may be released to our website and local newspaper "The Enterprise". Photographing children for any other reason is strictly prohibited unless approved by director.***

***Water Policy***

***Kid's World Childcare does not participate in any water activities except for some occasional sprinklers and wading pools during summer break. Kids World will not engage in any off campus water activities.***

***Early Dismissal/ Field Trips***

***There may be early dismissal days for parent meetings, weather, electricity, and other emergencies.***

***Every child(ren) must have a chaperone 18 years or older. On field trip days, please feed your child breakfast and mandatory dress code is Kid’s World uniform. Upon arrival at the center when returning from field trips, all children will be dismissed.***

***Confidentiality***

***All the children's records and files at Kid's World Childcare will be maintain and supervised by the Director. The director will also have custody of all files and records. The Director will secure records against loss, tampering, or unauthorized use. The academy shall maintain the***

***confidentiality of all children's records. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family directly, or indirectly, to any unauthorized person.***

***Kids World Childcare must receive written consent from the parent prior to releasing any information or photographs from which the child might be identified, except for authorized state and federal agencies.***

***Third Party Policy***

***No child (ren) will be released to any one not listed in the children release form unless authorized by the parent that registered the child into Kid's World Childcare & Learning Academy only. Please list all possible release persons l 8 years or older. Release persons will have to show visible ID until we are familiar with them.***

***SUPPLY LIST (Everything MUST be labeled)***

***INFANTS***

***Formula (daily)***

***Bottles prepared with tops (daily)***

***Diaper bag***

***Seasonal Changing Clothes***

***2 Blankets***

***1 Crib Sheet***

***Diapers***

***Baby wipes***

***One/Two Years Olds***

***Sleeping mat***

***1 pkg. assorted construction paper***

***2 Boxes of Tissues***

***1 Jumbo box of Crayons***

***1 pkg. of jumbo Pencils***

***2 large towels/ blanket for nap time***

***2 seasonal Changing Clothes***

***Wipes***

***1 School Bag***

***1 washable paint***

***1 box of disposable bibs***

***Diapers***

***\*All change of clothes should be put in Ziploc bag with your child’s name on it. Please include extra underclothes and socks. These items are to remain at the academy.***

***\*Towels/blankets for naptime should be brought home every Friday to be washed and returned on Monday***

***THREE/ FOUR YEARS OLD***

***Sleeping mat***

***1 pkg. assorted construction paper***

***2 Boxes of Tissues***

***2 Rolls of Paper Towels***

***1 Jumbo box of Crayons***

***1 pkg. of jumbo Pencils***

***2 large towels or blankets***

***2 seasonal Changing Clothes***

***2 Containers of wipes***

***1 School Bag***

***1 washable paint***

***Diapers/pull-ups snap sides***

***2 Glue sticks /2 glue bottles***

***1 pkg. Crayola markers***

***1 pair blunt scissors***

***1 large container box with lid***

***\*All change of clothes should be put in Ziploc bag with your child’s name on it. Please include extra underclothes and socks. These items are to remain at the academy.***

***\*Towels/ blankets for naptime should be brought home every Friday to be washed and returned on Monday***

***SCHOOL-AGE***

***\*School age kids must be dress code when present all day!!!***

***Mat***

***2 Towels/ blankets***

***\*During the summer we will pass out supply list***

***Community Resources***

***LACHIP/MEDICAID/MEDICAL HOME***

***1-877-252-2447***

***TRI PARISH MEDICAID***

***421 W AIRLINE HWY, SUITE H LAPLACE, LA 70068***

***(985) 651- 4809 OR 800-788-4827***

***FOOD STAMPS/ CHILD CARE ASSISTANCE***

***ST. JAMES PARISH OFS***

***1611 LUTCHER AVE.***

***LUTCHER, LA 70071***

[***www.dss.state.la.us***](http://www.dss.state.la.us)

***HOUSING***

***ST. JAMES PARISH HOUSING AUTHORITY***

***2627 N KING AVE***

***LUTCHER, LA 70071***

***(225) 869-3278***

***MENTAL HEALTH***

***RIVER PARISHES MENTAL HEALTH CLIN1C***

***1809 W AIRLINE HWY***

***LAPLACE, LA 70068***

***(985) 652-8444***

***Childcare Assistance Program***

[***www.louisianabelieves.com***](http://www.louisianabelieves.com)

***Search café***