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**50 Castlewoods Blvd**

**Flowood, MS 39232**

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**769-300-1615**

**Director/ Owner: Janna Hill**

**Philosophy:**

Kids Corner Learning Center is a childcare facility that provides quality care and guidance in a Christian atmosphere. We want all parents to feel confident that their child is left in a secure, safe and loving atmosphere. The early years between birth to five years old are the most important in development of a child. Kids Corner Learning Center’s goal is to see that the physical, emotional, social, spiritual and mental needs are met using age appropriate early childhood practices. At Kids Corner Learning Center, we want to see children have fun while learning in a creative way that fosters a love of learning. We encourage our children to learn and master new ideas while exposed to a variety of teaching methods so that they will be prepared to enter any elementary school.

Kids Corner Learning Center school age program has been developed to provide after school care for children that are in kindergarten through sixth grade or (12 years of age) and full day care through the summer months. The school age program is designed to meet the needs of the children through varied activities in a Christian atmosphere.

Kids Corner Learning Center understands that the parents are the most important people in their child’s life, and we plan to work in partnership with each parent. We want each child to be happy and have a fulfilling experience at Kids Corner Learning Center. We at Kids Corner Learning Center have an open-door policy and hope if you ever have any concerns to please contact the office or director, we know you know your child best. Kids Corner Learning Center wants to personally thank you for choosing our center while we give you a peace of mind knowing your child is being taken care of.



**Hours of Operation:**

Monday – Friday

6:30 a.m. – 6:00p.m.

**Late Pick – Up:**

There will be a late fee charge for children not picked up before our closing time at 6:00. There will be a $40.00 for the first 15 minutes. An additional $40.00 charge will accrue for every 15 minutes thereafter. Kids Corner Learning Centers office clock is the official time clock. Please contact the Department of Human Services if your child is left at the center past 7:00 p.m. Consistent lateness after 6:00p.m. will be cause for the child’s dismissal from Kids Corner Learning Center.

**Holidays:**

**Kids Corner Learning Center will be closed on the following days:**

1. New Year’s Day
2. MLK Day
3. Good Friday and the Monday after Easter
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving: Thursday and Friday
8. Christmas: We will close 3 days for Christmas (Kids Corner Learning Center will give advance notice on the 3 days each year.)
9. New Year’s Eve

All tuition is charged during holidays and is due in advance. When one of these holidays falls on a Saturday, the holiday will be taken on Friday. If the holiday falls on a Sunday, it will be taken on Monday.

**Requirements for registration and 1st day :**

1. Registration forms should be completed in full.
2. Registration fees paid

1st child is $85.00 and for two or more children is $150.00

1. The supply fees and first week tuition is due upon initial enrollment and are non-refundable.
2. All field trips must have a signed authorization form from you for your child to participate in field trips.
3. The state Department of Health requires that the center keeps on file a statement to the effect that you have read the handbook and understand the policies of the center.

**Must bring on the first day:**

1. ***Form 121 form (required by the Mississippi State Department of Health)***
2. **Labeled and prepared bottles**
3. **Diapers**
4. **Wipes**
5. **Pull Ups**
6. **Extra change of clothes in a Ziploc bag (with child’s name on it)**
7. **Small child Size blanket**
8. **Red and blue child mat**
9. **Sunscreen spray**
10. **Bug spray**
11. **Clorox wipes, Kleenex, baby wipes for hands during activities**
12. **Signed handbook form**

**Label, Label, Label**

Every single item must be labeled with your child’s name. Label jackets, sweaters, notebooks, change of clothes, backpacks, anything to help ensure items go back where they belong. KCLC cannot be responsible for lost items.

**Fees and Tuition:**

**Tuition is paid on a weekly basis and is due each Monday, whether the child will be present or absent. Payments are to be made in money order, checks , direct deposit or credit card. NO CASH.**

1. Registration: Non-Refundable\*\*- $85.00 for one and for two or more children $150.00
* This fee is also due annually in August
* This also serves as the deposit for the waiting list
1. Tuition Rates: Weekly Rate:
* Infant Room: $140.00
* Toddler Room: $ 130.00
* Two-Year-old Room: $130.00
* Three and Four-Year-old room: $120.00

**A child must be moved to the next room for rates to change. Rates are not based off age.**

* School Age Children: (during the school year) $60.00
* Summer Care: $110.00 per week

If there is need during the school year for your child to stay the entire day a $15.00 charge will be added to your tuition for that week up to two days plus the $60.00. If school is out for more than two days, full week tuition$110.00 is due.

1. Family Rate:
* Families will receive a $10.00 discount on the tuition of each additional child after the first child enrolled attending Kids Corner Learning Center.
1. Drop- Ins:
* All day drop-In $25.00 (2 or more days will result in weekly tuition)
* Drop-in rates for students not enrolled on a weekly basis ages from 1- 12 if space is available.
1. Late Fees:
* $50.00 per week when tuition is not paid by Wednesday by 12:00 P.M. of the week due.
1. Returned Checks:
* A fee of $50.00 is charged and must be paid with a money order for all returned checks/automatic drafts. This covers $40.00 returned fee and $10.00 bank fee.
1. Activity and supply fees
* August supply fees include:
	+ Infants - 4-year old’s: $50.00
* January Supply fees include:
	+ Infants to 4- year old’s: $50.00
* May Summer Fee: Charges may change depending on field trip prices:
	+ 4-year old’s - $75.00
	+ School Age Children: $100 or if more it will be based off field trip cost for the summer.

Notes will be sent giving you a statement of your account if it is past due. A late fee will be added if payment is not received by Wednesday (12:00P.M.) and will be dropped from enrollment after two weeks of non-payment.

 Kids Corner Learning Center, LLC reserves the right to revise any fees or policies upon written notification to the parents.

**Two-week notice/ Withdrawal:**

Kids Corner Learning Center requires a two-week written notice in order to withdraw your child from the center. Payment of tuition will continue for two weeks from receipt of the notice. Any past due fee’s may be collected by court or collection agency at cost to you.

**Vacation Credit:**

After ONE FULL YEAR of continuous enrollment, a (full-time) child will be eligible for one week of vacation at no charge providing he/she does not attend the center. “Vacation Credit” DOES NOT APPLY TO SCHOOL- AGE CHILDREN.

SCHOOL AGE CHILDREN: After one full year of continuous enrollment SAC: are given one-week of vacation credit to use during (Spring break, Thanksgiving break, or Christmas break). Parents choice on which week. No other adjustments will be made regardless of attendance during the holidays.

**Weather Closings:**

KCLC will follow the Rankin County school closing during inclement weather. At anytime during inclement weather KCLC has the right to decide to close the center.

**Weather and Emergency Procedures:**

1. Kids Corner teachers have been trained to evacuate your children in the most efficient manner should there be a weather or fire emergency.
2. In case of a tornado alert, children will be brought to interior halls or restrooms.
3. Fire, tornado, and earthquake drills are conducted on a regular basis.

**Remind App:**

Kids Corner Learning Center will use the remind app to send messages to parents such as weather closing or reminders. Please make sure to sign up during the enrollment process.

**Arrival and Departure:**

1. At Kids Corner Learning Center our parents are always welcomed inside the center. When arrived at the center please park in a parking spot and turn your car off to escort your child into the center.
2. All children must be signed in and signed out with a signature and time of arrival and or departure.
3. All children must be left with a supervising staff member in his or her classroom.
4. If someone, other than a person authorized on the registration form, is to pick up your child, you must give us written permission. This person must give us some form of identification when they pick your child. In extreme emergency, we will accept a telephone call from you authorizing someone else to pick up your child. This person must give us some form of identification when they pick up your child.
5. We ask that all children arrive at 8:30 a.m. or before. Kids Corner Learning center drop off time stops at 10:00 a.m. for all ages. Kids Corner Learning Center will be preparing for lunch and nap time after the hours of 10:00 a.m.
6. A late pick-up fee of $2.00 per minute after 6:15 P.M. will be administered when a child is called for later than 6:00p.m. If a child is not picked up by 7:00 p.m. the Department of Human Services will be called. (Please see tuition page to see how tuition is paid)
7. From time to time, your child may experience some separation anxiety. This is normal, experts suggest you hug and comfort your child, let them know you are leaving and will see them later, then promptly leave. While leaving a crying child can be a difficult thing, most children stop crying within five minutes. You are welcome to call.
8. **Until further notice all drop off and pick up will be done in the lobby.**

**Transportation Policy, Field Trips and Pick up from school:**

Transportation Policy:

1.

Kids Corner Learning

 Center staff must be a licensed

driver

to dr

ive the

van.

2.

Children

are always instructed to stay

seated with

his or

her back against the seat. All children

a

re required by law to w

ear a seatbelt.

3.

All

vans

have and will have adequate insurance

coverage

.

4.

Kids Corner will

provide s

sufficient staff

members

to provide care

for the

children when being

transported.

Field Trips:

At Kids Corner Learning Center, we like to find every opportunity for children to learn something new. Kids Corner believes that field trips can be an opportunity to learn, socialize, add to their vocabulary, etc. When your child has been on a field trip ask questions and show interest in what he or she has learned.

1. All field trips must have a permission slip signed by the parent or guardian of the child allowing the child to go.
2. All field trips are taken on the van.
3. All parents are welcomed!

Pick Up from Elementary School:

Kids Corner will pick up school age children from school during the school year.

1. Parents must give written permission for Kids Corner to pick up his or her child from the elementary school.
2. Kids Corner picks up Kindergarten through sixth grade or 12 years of age.

**Health:**

The health of children is especially important to the staff of Kids Corner Learning Center. We accept children that can conform to group care and do not have medical needs that require individualized care. Daily one on one medical attention is not available in our group care setting.

Health Department guidelines are followed for all illnesses.

* KCLC depends on you to help us maintain a policy that will insure the health of the children. If your child is sick, he /she should be at home.
* Symptoms that are cause for keeping your child at home are as followed:
	+ Any Contagious disease
	+ A severe cold
	+ Coughing
	+ Flushed skin (unexplained rashes)
	+ Earache
	+ Red eyes (Pink Eye)
	+ Skin eruptions
	+ Labored or rapid breathing
	+ Sore throat
	+ Headache
	+ Fever of 100 degrees (Children are not allowed back until they remain free of fever for 24 hours)
	+ Vomiting
	+ Diarrhea (more than 2 unusually loose bowel movements)
* Should your child become ill or have a questionable accident while at the center, you will be notified. Parents will not be called for small bumps or scratches unless requested by parents.
* Kids Corner Learning Center will not accept cloth diapers due to the danger of handling fecal matter.
* Should your child have a contagious illness, such as chicken pox, measles, flu, strep throat, COVID-19 etc. please let the center know so that other parents can be notified. It is necessary to have a doctor’s certificate stating that it is all right for the child to come back to the center.
* A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. **A child who is too sick to go outside must stay at home.** Any child with special medical conditions or needs must have written documentation from a physician stating his/her individualized medical plan and protocol for action in an emergency

**Medication:**

* Kids Corner Learning Center is a medicine-free center and will not administer medications such as antibiotics, anti-nausea, Benadryl, or fever reducers. However, we will administer epi-pens, breathing treatments, gas drops, Neosporin, diaper creams, and teething gel as needed. Please do not send medications to the center.

**Emergency Medical Treatment:**

* Kids Corner Learning Center will administer first aid for minor injuries. Treatment is limited to and a form is sent home for each injury, no matter how minor.
* A form giving permission for treatment of your child in case of an of emergency, and parents cannot be reached, must be signed, and given to the center. The form provides a place for parents to give the name of the doctor to call or hospital emergency room to be used, if possible.

**Sunscreen and Bug spray:**

Kids Corner Learning Center requires a waiver to give our staff permission to spray sunscreen or bug spray on your child for outside play. You will need to apply the first coat in the morning. The sunscreen and bug spray must be labeled with your child’s name.

**Clothing and belongings:**

Kids Corner Learning Center request that all children wear comfortable and washable clothes that can be managed easily. Our daily program includes activities that may allow your child to be messy.

Children should wear shoes that tie or buckle (No flip flops, crocs, etc.) so your child can play safely while climbing, running, etc. Shoes must always be worn.

All belongings must be labeled with his or her name on each item. A change of clothes must be provided in a labeled Ziploc bag.

All diaper bags, diapers, bottles and wipes must be labeled with the child’s name.

Children can bring toys on designated toy day. Toys must be labeled and age appropriate. We do not allow toys that are choking hazard, weapon-shaped toys, toy guns, water guns, toy knives, or swords. School age children can bring electronics only in the summer or major holidays where the children are not going to school. Kids Corner will not give out a Wi-Fi password to any child. Kids Corner Learning Center is not responsible for any items lost or broken.

**Rest Time:**

1. Infants will sleep in baby beds. Infant are placed on their backs unless the center is given written permission form from the doctor for the infant to sleep on his/her stomach.
2. Each child is expected to rest but does not have to go to sleep.
3. Kids Corner Learning Center naps between 11:00 and 2:00 each day depending on age.
4. Parents are required to provide a plastic waterproof mat that can be easily sanitized.
5. The State Department of Health requires a plastic mat without tears or cuts. If the mat starts to tear the parent is responsible for suppling a new mat. A small, child sized blanket that will fit in their cubby may be brought for nap time.

**Outdoor Play time:**

Kids Corner Learning Center believes that outdoor time is essential to the health and development of the child. We spend time outdoors at least twice a day weather permitted. Outdoor play in shorter periods will be allowed even in cold weather.

1. Please make sure your child has appropriate clothing for summer and winter weathers.
2. If there is any reason that your child should not be allowed outdoors during regular playtime, or your child is too ill to participate in outdoor activities they should not be at the center that day.

**Meals and Nutrition:**

1. Infants will need to bring the necessary food and/ or bottles all properly labeled, with written instructions concerning feeding. If the child is eating from the table or kitchen, please indicate this on the registration form. No glass bottles.
2. Kids Corner serves a breakfast snack from 8:00 a.m. to 8:30 a.m.
3. A wholesome lunch is served from 11:00 a.m. to 12:00 p.m.
4. An afternoon snack is provided from 2:00 p.m. to 2:30p.m.
5. The director and teacher must know about a child’s food allergy (as well as any other allergies)
6. In the case of special dietary needs parent must furnish written letter prescribed by a physician.
7. Occasionally your child will be asked to bring a sack lunch for a field trip. Children are asked not to bring food at other times. (except birthdays)
	1. **Birthday Celebrations:**
		1. A birthday celebration is incredibly special, and we want your child to have a special day.
		2. You may supply special refreshments to his or her class. All refreshments must be store bought
		3. No gifts are allowed, and the center will not give out invitations to the birthday party at the center but will pass out invitations held outside the center.

 **Absolutely NO outside food.**

**Diaper Changing and Potty Training:**

Kids Corner Learning Center, LLC will check and change diapers as frequently as necessary to maintain the health and cleanliness of the child. Hand washing and area sanitization is performed before and after each change.

Kids Corner Learning Center will start taking children to the potty every 1-2 hours and they may go anytime at their request. Potty training is a joint responsibility of parent and caregivers. State Health Department requires that when you have made the decision to start toilet training, that there be a consultation between you and the caregiver, and a form will be signed that a consultation has taken place.

**Discipline and Guidance:**

1. Kids Corner Learning Center believes that all discipline should be directed to help each child learn “self-control”. Kids corner’s method is to never humiliate, frighten, or physically harm a child. Discipline shall be consistent and individualized for each child. Positive Discipline and redirection are the best method with praised for acceptable behavior. At Kids Corner we encourage the child to “talk about” the problem with each other and the teacher or office staff.
2. Spitting, hitting, punching, pushing, biting, inappropriate language, defiant behavior, and disrespect are not allowed.
3. When a child needs further assistance to correct behavior “Time-Out” is recommended. Time out is 1 minute per the child’s age. Time- Out is not used on one-year old’s. This is a time that the child is taken away from all on going activities in the classroom.
4. 1st offence: In the event these measures do not bring acceptable behavior, the child will be brought to the office for the director to talk to.
5. 2nd Offence: If the director feels further assistance is needed, the parents will be contacted for a conference.
6. 3rd Offence: If all methods have not worked, parents will be called to come to the center and pick his or her child up for one- day suspension.
7. 4th Offence: The parent will be called to pick his or her child up for a three-day suspension.
8. 5th offense and Final Offense: Child will be released from Kids Corner Learning Center.

**Biting Policy:**

 Periodic outbreaks of biting occur between infants and toddlers. This is an unavoidable occurrence in groups of young children. When it happens, it can be very frightening, frustrating, and stressful for children, parents, and teachers.

Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething, and biting may be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet part of a child’s mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully to minimize biting. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

**KCLC policy for handling a biting incident is as follows:**

 The biter is immediately removed from the group with a firm “NO”. The bitten child is consoled, and the bitten area cleaned. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand and then redirected.

A written bite report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult. We look intensively at the context of each biting incident for patterns, to prevent further biting behavior. We work with each biting child on resolving conflict or frustration in an appropriate manner. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

***Discipline and Biting:*** ***Kids Corner Learning Center reserves the right to drop a child immediately if we feel it is necessary. If a child is unable to participate in group experiences or is unable to follow rules and guidelines for the center.***

**Accident Reports:**

Although many precautions are taken to ensure a safe environment, occasional incidents do and will occur as children explore the world around them. If an incident or injury occurs, first aid is administered. An accident report is filled out, and a copy is given to you. This report will describe the nature of the incident and the follow-up care that was provided. Please understand that in a group care setting, we do witness most incidents, but occasionally there may be an incident which we do not see.

**Daily Reports**

Infant and Toddlers:

 Each day you will receive a Daily Report that contains details about your child’s day, including how they ate, slept, played, and diaper changings.

Threes and Fours:

Each week you will receive a weekly Report that contains details about your child’s class, including what they will learn (number, shape, color, letter, bible verse, Spanish verse etc.) If you need a daily report this must be discussed with the director and teacher.

**After School Policy for Homework:**

After school staff will help children with homework. Children will not spend more than 1 hour on homework at the center. Please make sure you child has all materials needed to complete homework daily.

**Special Events/ Fundraisers:**

Kids Corner Learning Center frequently hold special events and fundraisers. Parents are encouraged to participate in all special events and may be asked to donated items or money to help provide supplies needed for that event. Parents are strongly encouraged to participate in fundraisers as these funds benefit your child and enrich their experience her at Kids Corner Learning Center, LLC.

**Visitors:**

1. Parents are welcomed to visit the center at any time. However, if anyone else is to drop by and see your child Kids Corner must be notified.
2. All visitors must sign in and out in the office before visiting a classroom.

**Custody Agreements:**

Custody agreements should be provided to the center to be kept in the child’s file to ensure that custody agreements are upheld. Kids Corner Learning Center, LLC is required to release a child to their parent unless an official custody agreement is provided and states otherwise.

**Photographs, Videos, Television Social Media:**

During special occasion Kids Corner Learning Center will take pictures such as parties, field trips, etc. If for any reason your child can not have pictures take, videos taken or can not be put on social media (Facebook, newspaper, Instagram etc.) the parent must sign the permission slip for your child on the enrollment form.

**Building Safety and Evacuation Policy:**

 Kids Corner Learning Center will conduct fire and tornado drills each month to ensure that all staff and children are able perform safety procedures under 2 minutes.

**Alcohol, Drugs and Tobacco:**

 The use or presence of alcohol, tobacco or illegal drugs is prohibited in the building or anywhere on the grounds by any staff, parent, or visitor. Smoking is NOT allowed in the facility or in the parking lot and we ask parents to not dispose of cigarettes on the grounds. (This will be grounds for dismissal)

**Child Abuse:**

Kids Corner will immediately report any suspicion or evidence of child abuse or neglect to the Department of Human Services in accordance with youth court.

**Staff:**

At Kids Corner Learning Center, we screen before being hired. Our teachers are required to have a high school diploma and continue education throughout their growing years. References are checked on every employee and of course all state standards and requirements are met or exceeded.

**Babysitting Policy:**

Many of our staff are available to baby sit. Kids Corner Learning Center, LLC is not liable or responsible for the care of the child after he/she has been signed out and left the facility.

**Liability Insurance:**

Kids Corner Learning Center does not cover accidental insurance. If your child is involved in an accident and requires medical attention, the parent will be held financially responsible. Kids Corner Learning Center, LLC covers liability which is different from and should not be confused with accidental insurance. KCLC cannot be, or held to be, responsible for any care or service outside of or away from our center and/ or regularly scheduled supervised events.

**Kids Corner Learning Center, LLC, reserve the right to revise any policy stated in this handbook at any time.**