



# **Kid's World Parent Handbook**

**Kid's World  
1649 Hwy 45  
Saltillo, MS 38866  
662-869-3111**

**Kid's World of Tupelo  
1403 West Jackson St  
Tupelo, MS 38801  
662-350-3977**

**Owners: Joe and Mary Huckaby (662) 871-5675  
Saltillo Director: Brandi Ferrell (662) 231-5365  
Tupelo Director: Valinda Zeigler (662) 791-9586**

## **Childcare Services**

Kid's World offers after school fun for children ages 5-12, and all day preschool for ages 3-5. We also provide a loving, nurturing, and educational environment with age specific curriculum for children 8 weeks to three years.

### **Infant Care**

For younger toddlers and babies, we provide a nurturing environment that encourages individualism and self-confidence. Our curriculum for this age group is based on the Early Learning Guidelines set forth by the Early Childhood Institute at Mississippi State University.

### **Preschool**

Kid's World provides a great preschool program. We use the Early Learning Standards (that now include common core principles) set forth by the Early Childhood Institute at Mississippi State University. Our preschool teachers work closely with counselors from local primary schools to ensure we are including all skills needed for kindergarten in our lesson plans. Not only do we focus on kindergarten preparedness, we also incorporate everyday life lessons such as manners, sharing, and cooperation.

### **After School**

The after school program consists of daily organized physical activities and time for homework. Days when the children are here all day, we plan activities for the whole day. Our goal is to provide fun and excitement for your child while teaching them good sportsmanship, teamwork, and encouraging good decisions. Our philosophy is busy children are more often happy children, and happy children make for a great day!

## **Kid's World Schedule**

**Kid's World is open Monday-Friday, 6:00 am-6:00 pm**

### **Infant/Preschool**

6:00 Open up for drop off

8:00 Breakfast

8:30 Carpet time (includes singing, reciting days and months, the Pledge of Allegiance, etc.)

9:00 Center time

10:00 Play outside or in the big gym

10:45 Wash hands and clean up for lunch

11:00 Lunch

12:00-2:00 (Please no pick ups or drop offs during this time.)

2:15 Snack

2:30 Center time

3:30 Play outside or in the big gym

4:30 Center time

5:30 Clean up for pick up time

### **Before/After School**

6:00 Open up for drop off (breakfast is not served during the school year.)

7:10 Kid's World bus leaves for school

2:45-3:00 Children arrive back at Kid's World, wash hands

3:15 Snack

3:30 Scheduled activity

4:00 Play outside or in the gym

4:45 Quiet/Homework time

5:30 Clean up for pick up time

\*All classrooms have individual schedules similar to those listed above.

## **Policy on arrival and departure**

It is very important that your child is signed in and out everyday. This is a requirement by our licensing authorities, as well as a safety precaution.

Drop off and pick up: **Please do not pick up or drop off your child during nap time (12:00-2:00). This causes disruption to the other children.**

For the safety of your child, he or she can only be picked up or dropped off by the person/s listed on the enrollment form. We cannot accept phone calls or notes written by parents. Any changes of these persons will need to be done by the parent, on the form. This is a state regulation.

All children must be picked up by 6:00 pm. **There will be a \$10 late fee added per five minutes after 6:00.** At Kid's World, we understand that emergencies could arise from time to time that would cause a parent to run late. If this happens, it is the responsibility of the parent (not Kid's World) to provide a means of alternate pick up for their child. Cases when a child is not picked up from the center on time will be considered as a form of neglect or abandonment, and legal authorities will be notified.

## **Holiday Closings**

Kid's World is closed for the following holidays:

New Year's Day

Good Friday

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving Day and the Friday after

Christmas Eve and Christmas Day

\*Any other closings will be posted in advance.

\*\*For inclement or severe weather closings, Kid's World will post information to local and social media.

## **Tuition Rates**

**Before/After School Program** Ages 5-12, \$55.00 weekly

\*Winter break, Spring break, and Summer break is \$75 weekly

During the school year when children are out of school due to holidays, teacher in-service days, weather, etc., there will be a \$10 charge (per day) added to the usual weekly rate. This fee will be added automatically unless you advise the director of your child's absence beforehand. (This must be done to cover staff and food costs.)

**Preschool Program** Ages 2-5, \$85 weekly

**Toddler Room** Ages 12-24 months, \$95 weekly

**Infant Room** Ages 8 weeks-12 months, \$95 weekly

**Registration Fee** (one-time fee) \$50

Bank draft is the preferred payment option. In special circumstances, you may pay with cash if approved by Mary. Automatic payments are drafted on Friday to cover the current week's tuition. If you are paying with cash (or check), payment is due on Monday for the current week. A \$25 late fee will be applied for payments not received on Monday. Cash/check payments not received by Friday (for the current week) will result in dismissal of the child. Also, a \$35 fee will be applied for any returned checks/bank drafts. Any amendments you'll need made for Friday's draft must be communicated to the office by noon on Wednesday.

After attending Kid's World for 90 days, families are eligible for 1 free week of daycare to be used for vacation time, illness, etc. Free week eligibility requirements:

enrolled at Kid's World for 90 days

no outstanding tuition balance on your account

child will not be present at all during the week

a one week notice is given

have not used a free week during the last 12 months

A two-week notice is required for prior to program withdrawal. Any fees not collected prior to withdrawal will be turned over to collection.

## USDA Food Program

Kid's World is on the USDA's Child and Adult Care Food Program. This program offers many benefits to our facility such as ensuring proper nutrition (including portion control) and meal reimbursement. Families will be asked to complete the meal application form. (This form is similar to the one used by the school district.) Because we are on the food program, we can not allow ANY outside food or drinks to be brought in. Thank you for your cooperation with this.

\*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877:8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## **Kid's World Food Policy**

### **Breakfast**

Breakfast is served from 8:00-8:30 each morning. If your child will be arriving after 8:30, you'll want to feed him/her breakfast beforehand. During the school year, breakfast is not provided for school-aged children. However, the Kid's World bus will get them to school in plenty of time to eat breakfast there.

### **Lunch**

Lunch is served at 11:00 am daily. The lunch count is collected by 10:00 am each morning. If your child will be arriving after 10:00, you will need to call Kid's World and have him/her added to the lunch count to ensure we will have enough food prepared for your child.

### **Snack**

Snacks are provided from the kitchen in the morning and afternoon. All snacks are healthy food choices approved by state licensing and the USDA food program.

## **Other Policies**

### **Transportation**

Kid's World will provide transportation to and from school every day. We will also provide transportation in the event of early dismissal due to weather, etc. Scheduled field trips may be taken as well. The Kid's World bus and van are equipped with child safety belts. Seat belts are required and all drivers must carry a valid driver's license.

### **Photography**

No child will be photographed at Kid's World (by staff or media) without a signed consent form.

### **Emergency Evacuation**

In case of emergency due to fire, weather, or other natural disaster, where Kid's World becomes unsafe, children will be relocated to temporary location. The relocation site for Kid's World in Saltillo is Grace Baptist Church, located on highway 45 in Guntown. The relocation site for Kid's World Tupelo is The Anchor Church, located on Coley Road at the Tupelo Furniture Market. Parents will be immediately notified once the children have been relocated to a safe structure.

### **Child Abuse**

By law, we are responsible for reporting any suspicion of child abuse, including sexual abuse, neglect, physical, and/or mental abuse.

### **Lost and Found**

Kid's World has a lost and found area. Please check the lost and found regularly for any missing items. Items left more than two weeks will be donated to the Salvation Army.

## **Visitors**

Parents are welcome to visit the center at any time. We do ask that your visit not interrupt the overall flow of the day, preoccupying the teacher causing his/her to focus to be taken from the class. Please use drop off and pick up times to briefly discuss your child's day or to inform the teacher/caregiver of any important information. If your child's teacher/caregiver is not here at your time your drop off or pick up, you may leave a note in the classroom.

Grandparents or other family members are welcome to visit the children, with the parent's permission, as long as the above guidelines are met. Visitors will be asked to show ID.

NO VISITORS are allowed during nap time (12:00-2:00). This causes too much disruption for the other children.

## **Health and Hygiene Policies**

### **Sickness/Illness**

Please do not bring your child to Kid's World if they have had the following:  
Temperature of 101.0 or higher within a 24hr period  
More than 2 loose bowel movements (diarrhea) within a 24hr period  
Has vomited more than twice within a 24hr period  
Has developed a rash (anywhere on the body) within a 24hr period

If your child has been dismissed from the daycare for the above reasons, PLEASE DO NOT bring your child back within the next 24 hours. \*Children will not be sent home (dismissed) without the approval of both the teacher and the director. Please respect these rules not only for the safety of your child, but also for your child's classmates. (Plus, sick children tend to need extra TLC that only an individual can give.) This will also help contain the spread of the common cold, stomach virus, flu, etc. It will, in turn keep your child from being reinfected.

## **Medication**

Kid's World staff will not give medication. If your child needs medication during the day, you will need to make special arrangements to come by and give it to them.

## **Head Lice**

At Kids World, we acknowledge the fact that lice are a common thing that occurs in schools and childcare centers. We take a direct approach to this problem. If lice or nits (lice eggs) are found on any child, he or she will (inconspicuously) be moved from the other children. The parent will be called to pick up the child immediately. The child can return to the center after proper hair treatment, and the child's head is checked by the teacher or director, finding no nits or lice. \*Please note that if your child has lice, it is necessary to not only treat your child's head, but your house as well. Treating your house includes washing bed linens, packing away stuffed animals in an air tight container (or garbage bag) for at least two weeks, and cleaning or spraying hair brushes, combs, carpet, or anything else that would harbor eggs.

## **Molluscum**

Molluscum Contagiosum is a virus that causes small white, pink, or flesh-colored bumps or growths (similar to a small wart) with a dimple or pit in the center. It usually lasts 6-12 months. This virus is very common in daycares, preschools, and primary schools because it is spread by skin-to-skin contact, sharing clothing, or by scratching an infected site then scratching another area of the body or touching another object. It is not life-threatening and generally doesn't cause any health issues. (It's more a nuisance than anything.) If your child contracts this virus, they may still attend daycare. However, EVERY molluscum bump must be covered (and remain covered while the child is here) by clothing and/or bandages. If this requirement is not followed, your child will not be allowed to stay at daycare. Your cooperation is imperative in helping control the spread of this virus.

## **Ringworm**

Ringworm is a common fungal infection of the skin. It causes a scaly, crusted rash that may appear as round, red patches on the skin. Like with any other skin-to-skin infection, ringworm is common in young children because they play so closely together and tend to share articles of clothing during play. If your child has ringworm, the infected area or areas **MUST** stay covered by clothing or bandages while the child is at daycare.

## **Other Illnesses and Questions**

If your child has any illness or contagious skin condition/rash such as (but not limited to) molluscum, ringworm, poison oak or ivy, impetigo, hand, foot, and mouth virus, strep or any other diagnosed illness and you aren't sure about daycare attendance, please call and ask. In most cases, further spread of illness can be prevented when proper precautions are taken. We greatly appreciate your cooperation with this.

## **Accidents and Injuries**

While we make every effort to help prevent injury, sometimes injuries do occur. If your child is injured, no matter how big or small the injury, while at Kid's World, our staff will complete an "Ouch Report" concerning the injury. There will be two copies of each ouch report that is filled out. One is for you to take home. The other is for you to sign, and us to keep for our records. Parents will be immediately notified in the event of a major injury, or injury requiring medical attention.

## **Discipline Policy**

At Kid's World, our first approach to inappropriate behavior is redirection. Most of the time this action is sufficient in suppressing any unwanted behavior. For ages 3 and up, "time out" may be invoked to enable the child to re-gain self-control. In instances where redirection and/or "time out" does not help correct the behavior, a parent/teacher conference may be conducted in order to discuss the situation a little more in depth. It is the teacher's responsibility to effectively communicate any behavioral issues your child is experiencing while at daycare. It is also very important for the parent and teacher to work together, and consistently to help a child work through the inappropriate behavior and learn self-control. If an incident should occur where your child's behavior cannot be controlled, you may be called to come pick your child up for the day. In extreme cases where a child's behavior becomes violent and/or creates an unsafe environment for his/her classmates, the child may be permanently dismissed from Kid's World.

\*Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, or any other measure that produces physical pain is against the law in all child care settings (even by the parent/guardian while inside the facility).

## **Biting Policy**

Biting is a common and normal occurrence in infant and toddler rooms. Children bite for many reasons, inability to communicate verbally, teething, or to show excitement/anger, to name a few. Our teachers are trained and instructed to look for actions indicating when a child might be about to bite, and to relocate that child to another area away from the other children. Although every effort is made to help prevent a bite, sometimes bites still do occur. If a bite occurs, an ouch report will be filled out for the child who received the bite, and for the child who bit. At no time will the name of the biter be shared. In extreme cases, a child who bites continually may be permanently dismissed from Kid's World.

## Supply Lists

### **Baby Room (8 weeks - 12 months)**

Pre-made bottles of formula or breast milk (brought daily)  
Baby food and snacks (if age appropriate)  
Wipes (2 packs per month)  
Tissue (2 boxes per month)  
Extra change of clothes (to leave here)

### **One Year Old Room (12 months - 24 months)**

Sippy Cups (must be taken home to be washed every day)  
Diapers  
Change of clothes (to leave here)  
Small blanket for nap time (no pillows please)  
Wipes (2 packs per month)  
Tissues (2 boxes per month)  
PLEASE do not allow your child to bring toys from home.

### **Two Year Old Room (24 months - 36 months)**

Diapers or Pull-ups  
Change of clothes (several if potty training, and one to leave here)  
Small blanket for nap time (no pillows please)  
Wipes (2 packs per months)  
Tissues (2 boxes per month)  
PLEASE do not allow your child to bring toys from home.

### **Preschool (3 - 5 year old)**

Change of clothes (to leave here)  
Small blanket for nap (no pillows please)  
Wipes (1 pack per month)  
Tissues (1 box per month)  
PLEASE do not allow your child to bring toys from home.

**\*PLEASE make sure all of your child's belongings are clearly labeled with his/her name or initials. This is VERY important!**