

Addendum: Kidz Ink Centers, Delaware

1. Days and Hours of Operation

Kidz Ink operates from 6:00am - 6:00pm Monday - Friday for the primary care program. All children should arrive by 9:00am. Late fees will apply for pick-ups after 6:00 p.m.

The center is closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day (Professional Development Day)
- Thanksgiving Day and the day after
- Christmas Day

If Christmas, New Year's or Independence Day falls on a Saturday, we will be closed the Friday before. If these holidays fall on a Sunday, we will be closed the following Monday.

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.



All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. Kidz Ink is not responsible for lost or stolen personal items.

In addition to appropriate outerwear and extra clothing please provide the following for your child on a daily basis -

Infants:

- Diapers
- Diapering wipes
- 3 complete changes of clothes
- 1-2 sleep sacks (no pillows or blankets)
- 2 Pack n play size crib sheets
- Pacifier (as needed)
- Diaper cream (as needed)
- Sunscreen (as needed) and sun hat (spring/summer only)
- Warm hat, coat or sweatshirt (fall/winter only)
- Prepared bottles of formula or breastmilk. Breastmilk bottles must include the date on which the milk was expressed
- Baby food/cereal (as needed)

Young Toddlers:

- Thin blanket (no pillows)
- 2 Pack n play size crib sheets
- Small comfort items like a stuffed animal
- 3 complete changes of clothes
- Diapers or plenty of underwear
- Diapering wipes
- Diaper cream (as needed)
- Sunscreen (as needed) and sunhat (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- Sippy cup

Older Toddlers:

- Thin blanket (no pillows)
- 2 Pack n play size sheets
- Small comfort items like a stuffed animal
- 2 complete changes of clothes
- Sunscreen (as needed) and sunhat (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)

Preschoolers:



- Thin blanket and Pack n play size sheet
- Small comfort items like a stuffed animal (if needed)
- Sunscreen (as needed) and sunhat (summer only)
- Warm hat, mittens, coat, boots, snowpants (winter only)
- 2 complete changes of clothes

4. Meals

Kidz Ink provides a nutritious breakfast between 7:30-8:30am, lunch and an afternoon snack each day. Menus and times are posted in each center. Milk or water will be served with lunch and snacks.

All meals are served family style, with the children sitting at tables with educators to promote good manners, eating habits, and social skills. Our curriculum focuses on developing healthy, well balanced eating habits.

Families are required to provide written notification of any dietary restrictions such as vegetarian diets, lactose intolerance, or gluten free diets. Families will be responsible for providing food substitutions for their children on the days the Center is serving restricted foods. The food provided must not require any additional preparation, including heating.

4.a Infants

Bottles of breastmilk or formula must be prepared at home in bottles and labeled with the child's first and last name along with the date on which they were prepared. Be sure to prepare one more bottle than your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a warm water bath prior to feeding. No bottles will be microwaved. All bottles (used or unused) must be taken home by the child's family each night to be washed and sanitized.

Extra formula that does not require refrigeration may be provided for use during emergencies. Formula must be provided in its original packaging.

All containers of food must be clearly labeled with the child's first and last name. Food prepared at home must also be dated, as it will only be given that day, and all unused foods must go home daily.

Children will not be fed directly from food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feeding. All unused food remaining after feeding will be discarded.

Families are required to complete a feeding schedule for their child upon enrollment and as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the family what the child ate, when, and how much.



Breastfeeding mothers are welcome to come to the center during the day to feed their child at their convenience.

5. Birthday Celebrations

Birthdays will be celebrated during the regular snack time during which families may provide a special, store-bought snack and participate in the celebration.

6. Medications

Staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication are on site at all times. Before administering any medication, families must complete a Medication Administration Record (MAR) and include all required information. Medication must be in its original container and labeled with your child's name. When your child no longer requires the medication or when the medication has expired, we will return the medication to you.

A school age child may self-administer medication with written parent and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medications, identify and select the correct medication and dosage, if applicable, and administer the medical care at the correct time and frequency.

7. Emergency/Alternate Pick-Up Cards

Upon enrollment, families will fill out an Emergency Notification form. Families are encouraged to include any and all persons who may at one time be asked to pick up their child from Kidz Ink, including during an emergency. In an emergency, the child's family will be called first. If they cannot be reached, staff will call the people listed on this form until someone can be reached.

Should the staff contact the family, and the family is unable to pick up the child, it is then the responsibility of the family to arrange for their child to be picked up by someone on the emergency list.

The persons on the Emergency Notification form will be required to provide a photo ID prior to Kidz Ink releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency Notification form must be made in writing and be dated and signed. Only custodial families have the right to make changes or additions to this form.

8. Incident and Injury Reports

Should your child be involved in an incident/accident during the day, a staff member will complete an Incident Report. The Report will be presented to you and discussed at pick-up. Should you feel it is necessary to have an in-depth discussion or meeting, it is more appropriate



to schedule the meeting for an alternate time as the teacher is responsible for supervising the remaining children in the classroom during pick-up time. A telephone conference or in person meeting may be scheduled at a mutually agreed upon time.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

9. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Kidz Ink, as provided by law. In cases where the child is the subject of a court order such as Custody Order, Restraining Order, or Order of Protection, the Center must be furnished with a Certified copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

10. Curriculum Planning

Our Curriculum, BeeCurious, regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship.

Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted. These are organized under the topics of Math Discovery and Language and Literacy, encompassing Early Learning Guidelines and Pre-K Learning Standards.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

11. Class Assignments

Our Center does not assign children to classrooms based strictly upon their age but instead subscribe to developmentally appropriate placement. We offer programming for infants, toddlers, preschoolers, Kindergarteners, and School Agers.



12. Field Trips

Kidz Ink frequently supplements the in-class curriculum with off premise field trips for children three years of age and older. Families are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying this notification, teachers will send a permission slip to be filled out and signed by the family and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately. All trip costs must be paid in advance for your child to attend if applicable.

13. Parking Lot Safety

Parking lots can be very busy with traffic coming in and going out while families are walking through the parking lot. For the safety of the children, families, and staff, we ask parents to be sure to follow the flow of the parking lot traffic by following the arrows and obeying all signs. Please drive extremely slowly in the parking lot. Stay alert for cars, children, buses, etc. Hold your child's hand while walking in the parking lot. The parking lots are striped with lines. Park within the lines rather than in front of the building or in non-designated spots. The handicapped spots are designated for vehicles with disabled person parking place card or license plates only. It is very important to turn your engine off before exiting your vehicle. Do not leave children unattended in your vehicle.

14. Transportation

Kidz Ink provides transportation to and from local elementary schools and for field trips. All children are expected to obey all bus rules.

No child under three years of age may be transported by Kidz Ink. Safely transporting children to and from school and on field trips is a serious responsibility. To meet this responsibility, we have developed a detailed safety program.

Safety procedures: Attendance records and child emergency information are kept in the van. Attendance is taken at each destination and again upon return to the center. Children are never left unattended on or near the van/bus. Children are escorted to and from the van by an adult. All children on the van/bus must wear their own individual safety belt. Drivers practice defensive driving techniques at all times.

Vehicle specifications: Vans and buses are specially designed to accommodate children and have seatbelts for every child, a first aid kit, flares, and a fire extinguisher. All vehicles are purchased new to our specifications.

Drivers: We screen all candidates in order to hire only experienced drivers with good driving records; we train and assess our drivers on a regular basis. We receive and review motor vehicle reports on each of our drivers on an annual basis.

Vehicle inspection: All vans and buses are regularly inspected, including daily before any children are transported. An inspection report is filed by the driver and corrective action is taken as



needed. A monthly vehicle report is completed and maintained on file for each vehicle and audited quarterly by a company representative.

15. Specialized Consultants

If a family has concerns about their child, they should first consult with the Lead Teacher in their child's classroom. There are many resources available in such situations, including the state Child Development Watch or the Division of Prevention and Behavioral Services. Families are responsible for initiating these services; however, Kidz Ink staff will work collaboratively with families and outside partners to achieve desired goals.

16. Review of DELACARE Regulations and Complaints

Our early learning schools are licensed by the state of Delaware's Office of Child Care Licensing. In order to be licensed, a licensing specialist conducts an annual unannounced compliance review to verify that we are following the DELACARE: Regulations for Early Care and Education and School-Age Centers. A licensing specialist will also visit the center if the Office of Child Care Licensing receives a complaint. If you would like to review these regulations or our compliance reviews, please speak with your Center Director.

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question, please speak with your child's teacher or the Center Director. If you have a concern or complaint, please speak with your child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the Center Director. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

17. Notice of Nondiscriminatory Policy

It is the policy of Kidz Ink to ensure opportunity without discrimination or harassment on the basis of race, color, citizenship, religion, gender, gender identity, marital status, age, national origin, sexual orientation, disability, genetic information, amnesty, Veteran status, or any other characteristic as protected by law. Kidz Ink prohibits such discrimination or harassment.

Kidz Ink is an equal opportunity employer.

