

Sitting Bull College



Parent Handbook

LaValla Moore Director

2016

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ABOUT US

MISSION STATEMENT:

Sitting Bull College (SBC) Kampus Kids Learning Center provides a healthy, educational, and happy environment for the care of young children through a program designed to nurture their potential, curiosity and interest.

VISION:

We provide a healthy, educational, and happy environment for our children, families, and communities.

PHILOSOPHY:

We promote physical, intellectual, social and emotional development of our children with the understanding that each child is unique and strive to strengthen the importance of cultural diversity, by incorporating and respecting the culture, language, food, celebration, and lifestyles and values of our children, families, and community.

OBJECTIVES:

- Develop personal growth-by providing information on health awareness, providing information on educational and community activities through area resources.
- Promote cultural diversity-each child's cultural and ethnic background and primary language or dialect must be respected and strengthened by the caregivers through language, food, classroom activities, Kampus Kids family gatherings and take home information on area resources.
- Promote happy environments-by greeting the children and parents with smiles:
 - The Parent and Teacher/Provider will exchange information to help serve the child's needs.
 - Each child will have their picture taken and hung on the walls so they can see and feel that this is their center.
 - All staff will be friendly, caring and helping with parent/child separation anxiety and give encouraging words to help cope with the exit.

Center Address:

We are located at the Family Support Center. Our Address is:

SBC Kampus Kids Learning Center
9299 HWY 24
Fort Yates ND 58538
701-854-8080
701-854-7171

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ABOUT US

SBC KAMPUS KIDS LEARNING CENTER STAFF:

Phone#		
Director	LaValla Moore	854-8080
Cook	Deanna Mentz	854-8082
Infant room Teacher/Provider	Roberta Agard	854-8081
Children room Teacher/Provider	Marlene Miner	854-8084
Children room Teacher/Provider	Alicia Village Center	854-8084
Infant/children Teacher/Provider	Shay Running Hawk	854-8084
Part-time Teacher/Provider		854-8081

HOURS OF OPERATION:

7:30 am to 5:00 pm	Monday through Friday
Evening class services,	(Evening cares reserved for SBC students only. SBC students must provide class schedule.)
7:30 am to 5:00 pm	Summer hours

DAYS CLOSED:

Kampus Kids staff will closed due to observation of the following Holidays:

- Martin Luther King Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Battle of Little Big Horn Day
- Independence Day*
- Labor Day
- American Indian Day
- Veteran's Day
- Thanksgiving Day, one half day before Thanksgiving Day and the day after
- Chief's Day
- Christmas break (Christmas Eve through New Year's Day.)* (According to SBC Policies and Procedures on Holidays)
- Other administrative days, i.e. TBD

*If the holiday is on a Saturday, we will be closed the Friday prior to the holiday. If the holiday is on a Sunday, we will be closed the Monday following the holiday.

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SEVERE WEATHER

In the event of severe weather or other unforeseen circumstances, closures are announced on local radio stations and posted on our website at <http://sittingbull.edu/> . If the college is closed (meaning that there are no classes and employees do not report for work) Kampus Kids will also be closed.

Local Radio stations:

- KLND (if available)
- KXMB
- KOLY
- KFYZ

Parent/Guardian can get an SBC Alert System set up at the Business Office. Contact Dave Mueller at #701-854-8003.

OUTDOOR PLAY POLICY

All classrooms go outside daily (weather permitting). Your child will participate in outdoor activities unless we receive a doctor's note stating the need to stay indoors due to illness.

EMERGENCY PROTOCOL

The Kampus Kids Learning Center will follow the SBC Safety Plan & Emergency Procedures.

- Fire/evacuation
- Tornado
- Lock Down
- Flood
- Winter Storms
- Bomb Threat

Plans are posted in each classroom and kitchen for emergency exit procedures. The fire emergency procedure has been approved by the state fire marshal. These exit procedures are practiced monthly with the staff and children taking part.

APPLICATION/ ENROLLMENT

The child will be considered for enrollment after all the required documents are completed and returned with a registration fee of \$20. This fee is for consumable supplies used throughout the year. This fee will be paid annually.

Required documents include:

✓ Application for admission	✓ Official documentation of immunization (yearly)
✓ Application fee (summer session)	✓ Free/reduced meal forms (USDA) (yearly)
✓ Parent's class schedule (each semester)	✓ Billing information sheet Payment plan, and Agreement form(yearly)
✓ Proof of Income	✓ Pickup and emergency information (yearly)

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IMPORTANT INFORMATION

TRANSPORTATION

All transportation must be arranged by the parents. This includes children who attend preschool or Head Start. For safety and environmental issues, please turn off your car while dropping off and picking up your child.

ACCESS AND EXITS

For security purposes, all parents/ guardians and authorize person use the south main entrance to drop off and pick up children. After entering the main doors, go down the hallway to the right to the locked double door. You must be standing directly in front of buzzer to be seen by KKLC staff for verification. Only parents/guardians and authorized persons will be allowed into the center.

ARRIVAL

An authorized parent/guardian is required to sign their child/children in each day. Sign in/out sheets, pen, and clock are located by the reception desk. This provides documentation of child's daily attendance, hours the child attended, and person who dropped off and picked up the child. USDA checks child's attendance during review for food reimbursements. Children must be walked into the classroom by the parent/guardian.

- The KKLC meals are scheduled on a timely manner. If your child will arrive after a meal has already been served and finished, please make sure your child is fed beforehand.
- Children must arrive clean and the KKLC staff will do our best to see the child leaves the same way.
- Communicate with the KKLC providers regarding any information you desire to share.
- Read any notes left from director, provider, or current news that might affect the care we provide for your child/children.

DEPARTURE

An authorized parent/guardian is required to sign their child/children out each day. The parent and designated person on the Pick-up Authorization form are the only people the child will be released to.

- Only persons aged 14 and over, and whose name appears on the Pick-up Authorization form, can pick up the children from the KKLC.
- If there are Custody issues, KKLC requires a copy of the Custody Paper to have on file.
- If someone other than the people on the Pick Up Authorization form is going to pick up the child, the parent needs to notify the KKLC staff ahead of time in writing or verbally. The person picking up the child will be required to show picture ID.

IMPORTANT INFORMATION

CLOTHING

Children should arrive dressed for play. Having fun involves indoor and outdoor play and sometimes activities that can be messy. Please dress the child for comfort and seasonally appropriate for outdoor play.

- Your child should have two extra set of clothes that can stay at the center.
- Label all clothes/property belonging to the child on tags or containers for easy identification.
- Socks and shoes are required to help prevent injury.
- Shoes must be closed toes as in tennis shoes, boots, or slippers. The child should not wear flip-flops or sandals as they may cause falling, or, objects or other feet could easily hurt the child's feet.
- On Friday or the last day of the week your child will be there, blankets are to be taken home to be washed.

INFANT/TODDLER SUPPLIES

It is the responsibility of the parents to supply the needed disposable diapers, wipes, creams, lotions, etc.

- Notes and/or verbal notification will be given and posted on cubbies to notify the parent/guardian when a supply needs replenishing.
- If supplies are not replenished the needed items will be replaced by Kampus Kids and a \$10 charge for each item replaced will be reflected on the parents/guardians billing.
- If supplies are not replenished after two attempts from provider, the Director will notify the parent to come pick up their child.

TOYS FROM HOME

Personal items such as toys, books, games, etc. are not permitted at the KK Learning Center because children at this age generally do not understand the concept of ownership or of sharing. Kampus Kids Learning Center will have plenty of toys, books, games, other activities to play with during their time at the center.

- Any personal toys, books, games, electronic devices, etc. brought to the center will be collected by that child's provider and kept until that child is picked up.
- Items such as a stuffed toy are considered a comfort toy and are allowed. It must be marked and made aware to the providers.
- KK Learning Center will not be responsible for any items from home.
- Any items that may be accidentally taken home from the KKLC will need to be returned. We have limited supplies.

IMPORTANT INFORMATION

ABUSE AND NEGLECT

State and Tribal Law requires that any suspected physical, emotional, or sexual abuse and/or neglect by parent or staff be reported to the local authorities.

- Any suspicion of a child being abused or neglected by parent or staff will be recorded in the daily log and reported to the director.
 - Director will notify the proper authorities and the proper reporting forms will be filed.
 - If it is a Child Protection Service (CPS) concern, the CPS team will determine if the environment is safe so that children can remain under the care of the center. Parents will be notified if there is an immediate danger.
 - Should the complaint be substantiated, the person being charged will receive written notice of the complaint and will be offered an opportunity to provide his/her own version of the situation.
 - The administration will determine if any action should be taken at that time.
- A yearly background check is completed on each staff member.
- The staff will work together in full view of one another, and are rarely, if ever, alone with a child.
- Cameras are located outside and inside the building as well as in each room that record movements of children and the staff.

PARENT CONCERNS

Together we form a community of children, parents, and staff at Kampus Kids Learning Center. Our goal is to complete each day without mishaps and worries. Our goal is to provide the best learning center and care services for your child. Some days get busy. Occasionally, mishaps and mistakes will occur. If you have concerns, please address it as soon as possible. Do not let the concerns built up. Let us work together to resolve and be at our best.

When you have a concern, please remember...

- Talk to the Teacher/Provider directly whenever possible. If you feel comfortable, ask your child's Teacher/Provider first about any concern. The Teacher/Provider prefers that you talk with them directly, but they do understand if you would prefer to talk with the director.
- If you have a concern about a Teacher/Provider, please submit a written complaint to the director. The director will complete an investigation regarding the concern and will respond to the complaint in writing. If needed, the director will address and/or provide consequences for the Teacher/Provider that will improve or correct performance.
- There will be follow-up from the Director or Teacher/Provider with the complainant to make sure the concern has been addressed.

BEHAVIOR MANAGEMENT POLICY

DISCIPLINE

The Kampus Kids Learning Center has a wide mixture of children temperaments, age, and daily variety group size; consequently, there are going to be times when there will be behavior issues. The KKLC will guide the child's behavior in a positive and reassuring manner.

Age Group	Techniques
Infant	<ul style="list-style-type: none"> • Redirect or move from the situation • Entertain to change the mood • Provide more than one of the same toy. • Prevent by watching and predicting behavior.
Toddler	<ul style="list-style-type: none"> • Give them clear and simple choices • Provide duplicate toys • Use positive suggestions • Teach words to express feelings
Preschool age children	<ul style="list-style-type: none"> • Reinforce positive behavior • Involve child in making rules • Use timer for taking turns • Help them use words to express feeling • Time to reflect about behavior in thinking chair
School age children	<ul style="list-style-type: none"> • Teach children to solve their own problems • Let them help plan activities • Give them a quiet place to be alone

- Redirecting the child's behavior often will fix the problem. Getting the child interested in another center or area can change behavior. Explaining rules and expectations for the older room will help the child understand expectations. With younger children, sometimes just distracting the child or providing them with an alternative toy or activity can be all it takes to turn tears and tantrums in to smiles and giggles.
- "Time Outs" may only be used to remove the child from a situation in order to discontinue negative behavior. The length of their timeout is one minute for each year of the child's age. The provider will help the child in calming down by sitting nearby and talking about what happened before re-entering a group or independent play.
- Learning Centers will have set limits, expectations, and rules that will help prevent conflict amongst the children. Providers will reinforce the rules and expectations of the center for positive learning experiences.

BEHAVIOR MANAGEMENT POLICY

BITING

Kampus Kids Learning Center recognizes that biting, unfortunately, does occur. It is upsetting for everyone when this situation happens, for the program and parents. Biting is not a good thing, but realize that children go through stages of development. Biting can be caused from teething, frustration, or used as a form of communication. KKLC will address the biting issue with the following:

1. Attend to the child that was bitten.
2. Help the child who bit understand that his/her action is not acceptable by a) focusing on the victim to create empathy and b) properly communicating how the biter's behavior affected the other child. (See Discipline section on page 9 for techniques used with appropriate age group.)
3. Investigate why the child bit in the first place and Work with the child's parent(s) to develop a plan to prevent another incident.

Of course, no plan is fool proof, some children will go through a phase and prevention is not possible. In case biting does not resolve with interventions, the group as a whole will be protected. We cannot have children purposely hurting children while attending Kampus Kids.

- If a child bites twice within one day, they will be sent home.
- If a child bites four times within a week, that child will need to be kept at home for five days for home intervention.
 - You can stop biting behavior with consistent, early intervention. Set clear behavior expectations and understandable, age-appropriate consequences for biting. Balance punishment with positive praise when your child chooses to react appropriately instead of biting.

POLICY STATEMENTS

CONFIDENTIALITY

All employees of SBC and KKLC will be required to keep all information in regards to the children and families they serve confidential. There will be no release of information about your child without your signed consent. KKLC has an Authorization for Release of Information form for use of collecting information for licensing purposes only. The only entities other than the staff and family that would have access in special circumstances would be:

- Agency Protection Services
- Tribal Child Care licensing staff

UNDER THE INFLUENCE

KKLC has a strict no tolerance rule. Children **will not** be released to any parent/guardian or authorized person suspected of being under the influence of drugs or alcohol. The proper authorities including campus security and the Sitting Bull College counselors are immediately notify.

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STATEMENT OF POLICY ON NON-DISCRIMINATION

It is the policy of Sitting Bull College (SBC) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law. This also applies to Sitting Bull College's admission practices, financial aid practices, athletics events, recreation activities, public events or other College policies and programs.

REFERENCE:

SBC operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

PROCEDURE/CONTENT:

1. Specific complaints alleging discrimination must be in written form and referred to one of the following complaint receivers:

TITLE IX AND 504 COORDINATORS

For Student Information

Koreen Ressler, Vice President of Operations
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8001

For Employee Information

Elisabeth Hertel, HR Manager
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8004

COMPLAINT RECEIVERS:

Fort Yates Campus Entrepreneurial Center
Dr. Laurel Vermillion, SBC President
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8000

1. The complaint receiver will provide the written discrimination allegation to the President, who has five working days to establish and convene a hearing committee to review the alleged complaint. The committee shall consist of a President, one Counselor selected by the President, one Kampus Kids Teacher/Provider or Kampus Kids Director selected by the parent, one Kampus kids Teacher/Provider or Kampus Kids Director selected by the President, and one Board of Trustees member. The complainant will be allowed to select one member of the hearing committee, and the President will appoint the other two.

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2. The hearing committee must meet with the complainant within five working days and complete their investigation within ten working days.
3. Findings of the hearing committee must be given to the President within twenty-four hours of the completion of the investigation.
4. If the findings indicate that discrimination occurred, the violator will be subject to appropriate disciplinary action within three days by the President. The complainant will be informed of the disciplinary action.
5. If specific complaint alleging discrimination is against the President of SBC it must be in written form and addressed to the Board of Trustees.
6. If the individual filing a complaint wishes to further pursue the complaint, a written report can be filed with the Office of Civil Rights, US Department of Education, Midwestern Division, and 111 North Canal Street, Suite 1053, Chicago, Illinois, 60606-7204. Phone number (312) 886-8434, fax number (312) 353-4888.
7. If the individual filing a complaint wishes to further pursue the complaint on a USDA program, a written report can be filed with the U.S. Department of Agriculture, Director of Adjudication, 1400 Independence Avenue, S.W., Washington, C.D. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Complaint forms can be found online at http://www.ascr.usda.gov/complaint_filing_cust.html or call (866) 632-9992.

WHAT CAN I DO IF I FEEL I AM BEING TREATED UNFAIRLY?

It is the policy of the College that parents have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or procedure including the Statement of Non-Discrimination listed in parent handbook.

GRIEVANCE PROCEDURE

It is imperative that a formalization of procedures be in place to disarm any situation that can develop and give the parent an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist the parent, Kampus Kids Providers/Teachers and Kampus Kids Director, the college has implemented the following procedure to assist in resolving disputes and conditions:

1. **Initial Grievance:** The parent must discuss the grievance with the Kampus Kids Provider/Teacher or Kampus Kids Director from whom the disagreement stems. If the matter cannot be settled at this point, the parent then has the responsibility to confer with the President. The parent may ask one of the SBC's Counselors to attend the meetings with them.
2. **Submission of Written Grievance:** If the parent is not satisfied with the verbal conference with the President, she/he must submit a written grievance to the President within five (5) working days and she/he will receive a written response from the President within five (5) working days.
3. **Grievance Committee:** If the parent is not satisfied with the written response, she/he has five (5) working days to request in writing that a grievance committee hear the matter. This request is given to the President and a hearing will be scheduled within five (5) working days.

The committee shall be comprised of the following:

- a. Administrator;
- b. One Counselor selected by the President;
- c. One Kampus Kids Provider/Teacher or Kampus Kids Director selected by the parent;
- d. Division of Education Director;
- e. One Board of Trustees member.

The decision of the committee is final. The President will notify the Parent in writing within five (5) working days of the hearing.

FINANCIAL POLICIES

POLICY:

KKLC rates will be charged weekly at the rate determined by the director and approved by the Sitting Bull College Board of Trustees.

- **Full and Part-time** – Fees will be charged for the instructional week, whether the child attends or not.
 - **Full time** - The child is at KKLC on a daily bases ranging from 26-45 hours total.
 - **Part time** – The child is at KKLC from 10-25 hours total per week.
- **Holidays** - Fees will **not** be charged for holidays as noted on the Sitting Bull College calendar.
- **KKLC agreement Form** – An Agreement form between the center and the parent will be signed as to payment schedule. (Student, SBC employee, or outside employee.)
- **Payment Plan Agreement** – Form will be signed to verify the type of care is required and agree to pay with the following understanding:
 - **Two-week notice** for any changes from one plan to the next. One example is changing from a full time status to part-time status for an upcoming change in schedule or event. It is **not** allowable to change from the status of the services when a parent knows the family will be on vacation or if the child is sick for a period.
 - **Time exceeded** - If a child exceeds the part-time hours for a period of two weeks then the child will be placed into a full time category and charged at the full time rate.
 - **If KKLC is full** and unable to accept a child on a given day that is a full-time or part-time status, the parent will **not** be charged for the day they are unable to have their child in the KKLC.
- **Suspending Services** – The total unpaid balance, which includes all children in a family attending KKLC, will not be allowed to exceed the maximum family balance. The maximum family balance is calculated by taking \$450 times the number of children in the family. (for example, 2 children $\$450 \times 2 = \900 maximum family balance)
- If a family's bill exceeds the maximum family balance:
 - **First notice** of past due payment will be given on the Monday when that week's charges cause the outstanding balance to exceed the maximum family balance. Parent/guardian will have until Friday to make a payment to get the balance below the maximum or services will be suspended.
 - If the unpaid balance is still above the maximum as of the end of day on the Friday following the first notice, the **second notice** will be given and the grace period is over. Services are immediately suspended until the outstanding balance is paid in full. The child's spot will be held for **5** days.
 - If, after 5 days the outstanding balance has not been paid in full, services are terminated. The child's spot will be filled by children on the waiting list or filled with part-time and drop-in status children.
- **Intent of Court** – KKLC will **not** tolerate unpaid bills. Should a bill go unpaid or KKLC has had no contact from the parent to arrange to pay the bill, Sitting Bull College will have

FINANCIAL POLICIES

no choice but to take the parent/guardian to court for any unpaid balances. The parent will not be able to utilize the KKLC services in the future.

- **Acceptance notification** - No child will be accepted into Kampus Kids unless there is proof that the parent is able to self-pay or will be receiving assistance for the child. It is the Parent's responsibility to seek out the funding sources.
- If a check is returned for non-sufficient funds, the check will automatically be sent to a collector. Once this has happened checks will no longer be accepted and parents will need to make other arrangements for payment, be it cash, money order or debit/credit card (Visa or MasterCard), Services will also be halted until full payment has been made.
- If nonpayment, late payment, or suspension of services is an ongoing problem, KKLC may require advance payment to utilize daycare services.
- Automatic payments from a checking or savings account can be set up with the Business Office to pay all or a portion of your bill on a set schedule.

WITHDRAWAL POLICY

A written notice is required to withdrawal your child. If a parent wishes to enroll their child again, parent must reapply by submitting a new application and paying another application fee of \$20.00.

AVAILABLE SLOTS

Due to limited space and Teacher Providers, the KKLC have limited slots with one infant room and one toddler room.

- Bébela room – A total of 8 infants ages 6 weeks to 28 months = two Teacher/Provider
- Wakhájheža room – A total of twelve 28 months to 4+ years old = two Teacher/Provider

Slots are determined by state standards of requirements.

- Infant to 23 months – 1 staff to 4 infants
- 24 months to 36 months – 1 staff to 5 children
- 3-5 years old - 1 staff to 7 children

PRIORITY TO THE SLOTS

Slots need to be filled at all times for the KKLC to continue to operate this program. With 20 slots, availability will be a factor to consider.

- **First Priority** - Full time SBC students who have documentation of financial resources to pay for the services will have first reserve slots.
 - A class schedule is given to the Director to determine which slot will be reserve. As well as the times, these slots will be needed.
 - Children must be at the KKLC according to their pre-determined slots.

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- **Second Priority** - SBC Employees that will be financially responsible for payment of the child and will be required to pay via payroll deduction.
- **Third Priority** - Outside Employees

Termination- Part-time slots can be terminated by the KKLC Director to fill full time slots. **Kampus Kids Learning Center reserves the right to refuse, deny, or terminate services based on non-adherence to the Parent Handbook Policy.**

DROP-IN

Drop-in is defined as those children needing care when their regular caregiver is unable to provide the service. It is also reserved for parents who need a drop off and pick up place for children attending nearby schools.

- Drop-in arrangements can be made whenever the additional child does not cause the facility to be over capacity.
- Parents must call after 9:30 am to see if there is a slot available.

EVENING SERVICES

Evening services are reserved for SBC students only. SBC student must have an evening class to use this service.

TUITION:

Full time services: Each Monday for the upcoming, a week rate of \$150.00 will be charged for services ranging from 26-45 hour per week. Any services beyond 45 hours will be charged a \$2.50 per hour rate.

Part time services: Each Monday a weekly rate of \$100.00 will be charged for services ranging from 10-25 hours per week. Any service beyond 25 hours will be charged at the hourly rate of \$2.50 per hour.

Hourly services: A weekly rate of 9 hours or less per week will be charged \$2.50 per hour. **Payment for hourly services is due at the end of each month.**

IMPORTANT INFORMATION CONCERNING THE TUITION:

Where: All payments are to be submitted to the Accounts Receivable Technician. This is located at the Finance Center on Sitting Bull College's Fort Yates Campus.

When: Payment requests will be posted to MYSBC every Monday and payment is **due** by the Friday of that same week.

- **SBC student** – Payment will be deducted from your Financial Aid Disbursements as per the signed payment agreement

FINANCIAL POLICIES

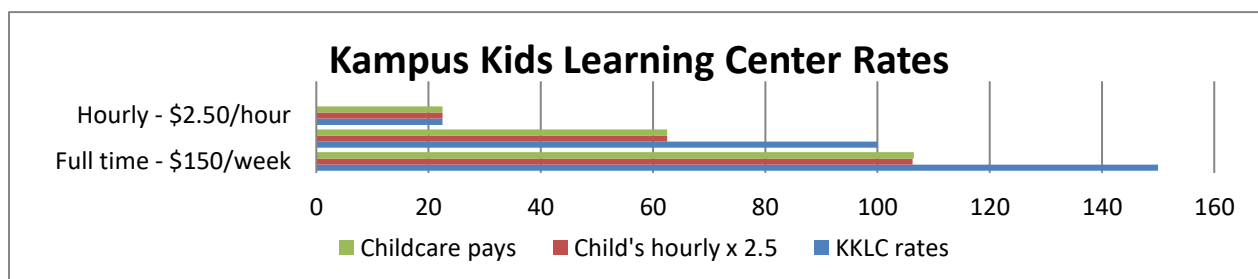
- **SBC Employees** – Employees will be required to sign a payroll deduction agreement for the childcare fees. It will be deducted the day of check disbursement.
- **Outside Employees** – Payment is **due** the Friday after you receive your payment requests. Payroll deduction forms are available at the Business Office at SBC. You can also set up automatic payments from a checking or savings account at the Business Office.

Childcare assistance – If the parent receives childcare assistance, the director will submit all childcare assistance report forms to appropriate agencies. The agency will send payment directly to Accounts Receivable Technician at the Finance Center on Sitting Bull Campus. Payment for services not covered by Assistance Programs is the responsibility of the parents/guardians.

- Provide a copy of your Child Care Assistance award letter to KKLC.
- Parent/guardian is responsible for keeping services up to date for the Child Care Service. It is not the KKLC responsibility to keep you informed of changes to your Child Care Assistance payments.
- Child Care Assistance disbursements are applied to the outstanding balance when checks are received.
 - **SRST Childcare Assistance Program** report form is turned in the last Friday of each month. Checks are usually received by the Business Office during the first week of the month. The SRST Assistance Program will pay \$2.50 an hour/ \$112.00 a week for **full time** status (25+ hours).
 - **Sioux County** (or other neighbor counties) are turned in after the month is complete and with a **signed** signature from the parent. Checks or ACH payments are usually received by the Business Office around the 15th of each month.

Please Note: Even if you are receiving Child Care Assistance, you must keep your outstanding balance below the maximum allowed. This may mean making personal payments until the Child Care Assistance is received by the Business Office.

This chart demonstrates that Sioux County Child Care assistance (Green line) only pays for the child's attendance at KKLC, it does not pay the full or part time fees set by KKLC.



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HEALTH

BUG SPRAY/SUNSCREEN

Sunscreen and bug repellent are provided by KKLC. If a parent/guardian does not like the brands that are being used they should bring in their own supply for the child.

EMERGENCIES

KKLC will do it is best to keep your child safe through supervision and childproofing the center. In the case of emergencies, we will follow this protocol:

1. Separate child from other children.
2. Call parents immediately
3. Contact doctor/nurse.
4. Transport child by parent or ambulance to IHS.

INCIDENT/ACCIDENT POLICY

An incident refers to a situation wherein the child is involved with another child, for example, if a child bites another child. An accident refers to a situation wherein only the child is involved, for example, a child is climbing on a ledge and falls.

In event of an accident/incident at the KKLC, staff will:

- Tend to minor injuries that resulted from accident/incident.
- Written report is completed to document accident/incident.
- Notify parent upon pick-up; parent is required to sign report acknowledging that they received notice of the accident/incident; parent will receive a copy of the accident/incident report and the center will keep a copy.
- Accident/incident reports will be turned into the Director's office at the end of each day.

In event of an Accident that occurred at the home:

- Parents must inform staff when an accident occurs at home. Staff will have the parent fill out the accident report to document where and when the accident occurred. Parent will sign the accident report for verification.
- If staff sees evidence of an injury on a child that did not occur at the KKLC, the staff will ask parents for information on the accident and instructed to fill out the appropriate paperwork.
- Accident reports will be turned into the Director's office at the end of each day.

MEDICATIONS

Medicine should be administered at home whenever possible. A signed written authorization by the parent is needed for KKLC Staff to administer **ANY** medication, prescription or over-the-counter. Prescription medication must be in the original container with the pharmacy label, doctor's instructions, and the child's name. Over the counter medications must be accompanied by the same information as a prescription. Medication will be dispensed with assistance from the College's Nursing Program.

All medication will remain locked in the Director's office.

IMMUNIZATION

The North Dakota Department of Human Services requires that all children attending a Child Care Facility maintain an up to date immunization record in their file. As your child receives new immunizations, please give a copy to the Kampus Kids Learning Center Director.

- Child can attend Kampus Kids 1 hour after inoculation. Statement from doctor or nurse with date and time of inoculation must be turned into the Director/staff.
- Kampus kids accepts children after the child has received their first set of immunizations. Proof of immunization must be provided.

SICK CHILDREN

Kampus Kids Learning Center is a healthy and happy childcare facility. Protecting the health and well-being of children, staff, and families at KKLC is part of the mission. This means that if the child is not feeling well, for whatever reason, you must make other arrangements for their care until they are feeling well and are no longer contagious. In some situations, staff/Director will request a doctor statement to verify if sickness needs medical treatment and /or what the medication is treating.

- **Do not bring a child to KKLC if they have a fever over 100 degrees, diarrhea, vomiting from the night before, unexplained rash, or have a contagious illness.** The child will not be allowed back into care until they are symptom free for 24 hours.
- If the child will not play, cries, whines, wants to be held constantly, or has a continuous cough, the parent will be required to keep their child at home.
- If the child is considered "too sick" to remain at the center, the parent will be called and asked to pick him/her up or have someone pick him/her up within 15 minutes.
- If the child is sick enough to require prescription medicine (Conjunctivitis or Pink Eye, strep throat, bronchitis, pneumonia, rashes, etc.), KKLC will require the parent to keep the child home until he/she has been on the medication for **48 hours** and is no longer considered contagious.
- Helpful hint: Clear runny noses (not mucous) may be caused by teething or allergies.

HEALTH

ILLNESSES AND EXCLUSIONS

The KKLC will temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

- The illness prevents the child from participating comfortably in activities as determined by the teacher provider.
- The illness results in a greater need for care than the teacher provider can provide, thereby, compromising the health and the safety of the other children as determined by the teacher provider.
- Symptoms and signs of possible severe illness such as:
 - Lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
- Fever with behavior changes or other symptoms:
 - Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally.
 - For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
 - Oral temperature should not be taken on children under 4 year old.
 - Tympanic (ear) thermometer should not be used with children less than 4 months.
 - Infants younger than 2 months old with any fever should get urgent medical attention.
- Conjunctivitis (Pink Eye) with white or yellow discharge. May return to care 48 hours after treatment has started and no discharge is present.
- Diarrhea
 - if stool is not contained in the diaper
 - if causing “accidents” for toilet trained children
 - If stool frequency exceeds 2 or more stools above normal for the child.
 - Children are allowed to return to child care once the diarrhea resolves with the exception of the following:
 - Salmonella, until 3 negative stool cultures
 - Shigella, until 2 negative stool cultures
 - E. Coli, until 2 negative stool cultures
 - Cryptosporidium, until cleared by a health care provider

HEALTH

- G Intestinalis, until cleared by a health care provider
- Blood in Stools, not explained by dietary change, medication, or hard stools.
- Vomiting illness
 - Two or more episodes in the previous 24 hours, unless caused by non-infectious condition (ex. Reflux) and child remains hydrated.
 - One episode if other symptoms are present or if child has recent history of a head injury.
- Abdominal pain
 - Persistent pain that continues more than 2 hours
 - Intermittent pain associated with fever or other signs or symptoms
- Mouth sores with drooling (except for canker sores, thrush)
 - Unless a health care provider or health department official determines that the child is noninfectious
- Hand, foot and mouth disease
 - Until lesions crust over
 - For mouth sores only, a minimum of 4 days from onset of illness
- Rash with fever or behavior change
 - Until a health care provider determines that these symptoms do not indicate an infectious disease.
- Impetigo
 - Until treatment has started as long as lesions are covered.
- Strep Throat
 - Until child has been treated for 24 hours.
- Pertussis (whooping cough)
 - Until 5 days of antibiotic treatment

Any other symptoms or communicable diseases are listed in the Childcare Aware of North Dakota Exclusion Guidelines for Child Care.

HEAD LICE POLICY

In order to reduce the spread of head lice, it is important that all children are lice free while attending daycare. If a child is found to have head lice, they will be removed from our program. Head checks will be done twice a week.

- Child will be separated from the group.
- Families will then be contacted to pick up their child immediately.
- Children who return to daycare after having lice will be checked upon arrival to ensure that no live lice or nits are present.

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HEALTH

NAP TIME

The child will not be required to sleep, but all children must have rest/quiet time. Please try not to come to the center during this time.

- Wakňáŋheža room will nap or have quiet/rest time from 12:00 to 1:30 pm daily.
- Bébela room quiet time/rest time is scheduled from 12:00 to 2:00 pm.
- Feel free to bring the child's favorite blanket to make naptime more comfortable for them. These will be sent home on Friday for laundering.

POTTY TRAINING

When you feel your child is ready for toilet training, we ask that you begin this training at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness.

- physiological development (bladder and bowel control)
 - The child's awareness of his/her need to go by squatting, grunting, dancing as some indication in needing to go to the bathroom.
 - Dry diaper for long periods of time i.e. from long naps and/or in the morning.
 - Urinate a lot at one time (vs. a little throughout the day)
 - Child has regularity of bowel movements.
- motor skills
 - Is your child able to undress him/herself?
 - Is your child able to pull his/her underpants down?
 - Is your child able to pull his/her pants down?
- his/her cognitive and verbal development skills
 - Can verbal wants and needs.
 - The child can follow simple instructions.
 - Can imitate and follow behavior of same sex gender.

While at KKLC, staff will remind the child in timely intervals to assist in the Potty training process.

- Parent need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (do not forget socks!).
- During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses.
- Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".
- Parent need to be consistent. Putting a child in diapers part time and training pants part time can be confusing and delay the training process.

FOOD PROGRAM

MEAL TIME

Mealtime at KKLC is on a fixed schedule. If your child comes to the center after these times, please make sure they have been fed. These times are set and the cook's schedule requires cleaning and getting ready for the next meal.

Breakfast	8:30 am – 9:00 am
Lunch	11:30 am – 12:00pm
Snack	2:30 pm – 3:00 pm
Dinner	5:30 pm – 6:00 pm

OUTSIDE FOOD

Please remember that other children in attendance may suffer from serious food allergies. So when wanting to bring treats, please ask the Director beforehand.

- Daycare staff will not take outside food away from the children. Parent will be asked to take their child back outdoors and remove the food before entering the center.
- Special occasions
 - Parent can bring treats for everyone.
 - Only prepackaged food will be allowed.

ALLERGIES

If a child has allergies, and/or requires a modified diet, KKLC requires the request in writing. KKLC will need to have a physician's written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide lunch and snacks for their child.

EATING HEALTHY

Copies of the menu will be sent to parents monthly with a newsletter. Children are not forced to eat what is on their plate, but are encouraged to try one or two bites of everything. All eating experiences will be shared with parent.

INFANT SCHEDULE

Infants will be fed on demand. If you have another feeding schedule, please discuss this with us so that the infant's needs are met.

- Parent is responsible for providing the center with infant formula.

FOOD PROGRAM

CHILD & ADULT CARE FOOD PROGRAM

KKLC does not charge for meals and snacks served. The Child and Adult Care Food Program (CACFP) provides reimbursement to homes and centers that serve healthy meals and snacks to children from birth through age 12 and adults in day care receive nutritious foods as meals and snacks must meet federal guidelines.

Under the Child and Adult Care Food Program, the same meals will be made available to all enrolled children at no separate charge. The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's Target Center at 202-720-2600 (voice and TDD).

Source: www.dpi.state.nd.us

CACFP ENROLLMENT

All children must complete the Child Enrollment/Infant Participation form, application free, and Reduce Meal form upon registration and each year thereafter. This allows the center to receive federal money for meals and snacks served to your children while in KKLC.

FREE AND REDUCED

There is no charge to any child for meals or snacks served. If your income is at or below the eligible Federal Income Level, your children may be eligible to be claimed for free or reduced-price meals. In addition, if you receive Food Stamps, TANF, or Commodity Assistance for your children, they may be eligible to be claimed for free meal reimbursement. This allows the center to receive additional federal money for meals and snacks served to eligible children according to the eligibility criteria. Please complete the Free/Reduced Price application enclosed in your registration packet.

CURRICULUM

BEBELA**Age**

6 weeks to 28 months

Ratio for infants

1:4 (1 staff to 4 children)

The infant room has the capacity of eight infants total from 6 weeks to 28 months. There is a sleeping area, changing area, learning centers, and cubbies for infants' belongings. The infants will experience learning centers that will incorporate six content areas in their daily routine.

Kampus Kids Learning Center creates a developmentally appropriate learning environment that encourages infants in our care to become confident, successful, lifelong learners. The center will use philosophies like High scope, Montessori, and Waldorf.

Time	Activity	Time	Activity
7:30-8:30	Arrival, free time, check pampers, wash up	12:00-1:30	Nap or quiet time.
8:30-9:00	Breakfast	1:30-2:30	Story time, check pampers, learning centers
9:00-11:00	Circle time, Art activity, naps, check pampers, learning centers	2:30-3:00	Snack
11:30-12:00	Lunch	3:00-5:00	Gross motor, learning centers, Music time, get ready for home.

Language	Math
<p>Encouraging the development of language skills in babies.</p> <p>From their very first cries, coos, and babbles, infants learn to use language to connect with their world, to develop relationships, and to get what they need. Our infant teachers encourage these skills through everyday experiences such as:</p> <ul style="list-style-type: none"> • Singing lullabies and songs • Naming objects • Engaging in daily conversations • Exploring picture books • Playing rhyming • Word games. 	<p>Nurturing an infant's awareness of early math concepts.</p> <p>Our math curriculum provides appropriate materials and activities that promote the development of early mathematical understanding. Some of the things your baby will have the opportunity to learn include:</p> <ul style="list-style-type: none"> • Recognizing words that describe positions such as "up" and "Under". • Becoming aware of space and variation of it. • Understanding Quantity concepts like "More". • Repeating an action that makes the same thing happen again. • Making choices from a group of items.

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CURRICULUM

Science	Art
Promoting a baby's spirit of inquiry and curiosity.	Fostering creativity and developing an appreciation of the arts.
<p>Science to infants is not found in elaborate experiments, but rather in real world and everyday moments as they move through their environment, manipulate objects, and explore with all their senses. Our infant teachers help curious babies begin the process of discovery by:</p> <ul style="list-style-type: none"> • Providing a sensory-rich environment that encourages exploration in a safe way. • Experimenting with volume by filling and dumping buckets filled with toys. • Using safe toys and materials with varied textures, smells, tastes, and sounds. • Playing Peek-a-Boo. 	<p>Exposure to the Arts ensures babies are immersed in rich and diverse experiences that capture their interest, nurture their development, and excite their senses. Teacher/ Provider assist and encourage children to explore their creative side and to appreciate the beauty of the Art World by:</p> <ul style="list-style-type: none"> • Painting with large brushes, sponges, and fingers. • Using rattles and musical instruments. • Dancing and moving to varied beats, music, tempos. • Playing with puppets and dolls.

Social Studies	Healthy choices
Encouraging exploration of the world and awareness of self and others.	Building a foundation for lifelong healthy habits, good nutrition, and fitness.
<p>Although they are our youngest citizens, infants can begin to understand the basic concepts that provide a foundation for becoming a happy, contributing member of society. Our infant teachers encourage a baby's exploration of the world around us by:</p> <ul style="list-style-type: none"> • Looking at family albums made by parents and teachers • Setting up safe spaces that encourage play near peers • Showing affection and compassion every day • Engaging in imaginative, caring play such as rocking a doll 	<p>Our healthy choices curriculum focuses on health and safety, and fosters a positive attitude about wellness. Babies are exposed to healthy habits and routines to help them build a foundation for lifelong health. Your baby will have the opportunity to:</p> <ul style="list-style-type: none"> • Enjoy physical activities both indoors and outdoors, in very safe environments designed specifically for infants • Become receptive to a variety of flavors and textures when he/she is ready for solid foods • Participate in routine health care when he/she is diapered and assisted with hand washing

WAKHANHEZA**Age**

28 months – 36 months

Ratio for infants

1:5 (1 staff to 5 children)

The Wakħánheža room has the capacity of 12 children 28 months to 5+ years of age. There is a sleeping area, changing area, learning centers, and cubbies for toddlers' belongings. The toddlers will experience learning centers that will incorporate six content areas in their daily routine.

Kampus Kids Learning Center creates a developmentally appropriate learning environment that encourages children in our care to become confident, successful, lifelong learners. The center will use philosophies like High scope, Montessori, and Waldorf.

Time	Activity	Time	Activity
7:30-8:30	Arrival, free time, check pampers, wash up	12:00-1:30	Nap or quiet time.
8:30-9:00	Breakfast	1:30-2:30	Story time, check pampers, learning centers
9:00-11:00	Circle time, Art activity, check pampers, learning centers, cleanup	2:30-3:00	Snack
11:30-12:00	Lunch	3:00-5:00	Gross motor, learning centers, Music time, get ready for home.

Language	Math
Building language and the foundation for pre-reading skills in toddlers.	Guiding toddlers' first steps to mathematical understanding.
<p>Language is starting to blossom as toddlers expand their vocabulary from single into multiple-word phrases. By providing a language-rich environment, teachers can model language and engage toddlers in rich conversations. your toddler will have the opportunity to:</p> <ul style="list-style-type: none"> • Participate in conversations with teachers and peers • Follow one-step directions • Develop an appreciation of books through stories and read aloud • Increase short-term memory and recall • Use Writing tools and letter forming 	<p>A toddler classroom is full of math activities from figures for sorting, to shape boxes for matching, to cups to stack by size, to sensory tables to learn comparison of quantity and volume. With our toddler curriculum, Teacher/Provider help one and two-year-olds take their first steps towards understanding math by:</p> <ul style="list-style-type: none"> • Using positional words such as under / over, inside / outside, full / empty • Counting figure plays and songs • Playing sorting and matching games • One-to-correspondence activities.

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CURRICULUM

Science	Art
<p>Supporting toddlers in developing scientific thinking through investigation.</p>	<p>Encourage creativity and innovation in toddlers.</p>
<p>Toddlers have a strong sense of curiosity about how things work and an innate desire to make sense of the world. Our curriculum offers toddlers meaningful learning experiences that continually foster and develop their scientific thinking and skills. Our teachers weave scientific learning into all aspects of a toddler's day by offering opportunities to:</p> <ul style="list-style-type: none"> • Explore multiple solutions during story times • Play with puzzles and busy boxes • Manipulate playdough with tools such as cookie cutters and rolling pins • Experiment with volume through sand, water, and rice play at the sensory table • Formulate "why, what, how?" questions in daily interactions 	<p>Meaningful engagement in the arts allows toddlers to think flexibly, generate creative solutions, and enhances development in other areas including literacy, math, and science. Our teachers encourage creativity and innovation by engaging children in artistic experiences that allow them to explore art with all their senses. Your toddler will have the opportunity to - See more at:</p> <ul style="list-style-type: none"> • Explore sensory materials - squishy clay, textured sponges, and scented paint • Experiment with and explore colors Play, shake, and strum instruments from rain sticks to xylophones • Dance with scarves to varied types of music • Participate in pretend play with puppets

Social Studies	Healthy Choices
<p>Fostering positive attitudes in toddlers towards others and the world.</p>	<p>Helping Toddlers develop healthy habits and a positive attitudes about wellness.</p>
<p>Daily activities such as watering flowers, viewing diverse family photos, and playing with differently-abled figurines help toddlers begin to step outside their own boundaries and to embrace concepts such as acceptance, diversity, and personal responsibility. Toddler teachers encourage children to reflect on themselves, their peers, and the world they live in by:</p> <ul style="list-style-type: none"> • Talking about feelings • Having "show and share" times • Encouraging play between peers • Expressing compassion and empathy in books and daily interactions • Connecting actions (i.e., taking a friend's toy) to an effect (crying from the friend) - 	<p>The relationship between a child's physical health and his social, emotional, and cognitive achievements makes it crucial to ensure he feels strong, healthy, and well nourished every day. Our toddler teachers enable children to understand how their bodies work, what they need, and how to protect them by helping children:</p> <ul style="list-style-type: none"> • Practice small muscle skills like drawing, writing, cutting • Spend time in the natural world • Identify healthy foods and growing vegetables from seed • Practice proper hygiene • Follow simple safety rules

CURRICULUM

WAKHANHEZA**Age**

3 year – 5+ years

Ratio for infants

1:7 (1 staff to 7 children)

The Wakħánheža room has the capacity of 12 totals for age 28 months to 5+ years of age. There is a sleeping area, changing area, learning centers, and cubbies for preschoolers' belongings. The preschoolers will experience learning centers that will incorporate six content areas in their daily routine.

Kampus Kids Learning Center creates a developmentally appropriate learning environment that encourages toddlers in our care to become confident, successful, lifelong learners. The center will use philosophies like High scope, Montessori, and Waldorf.

Time	Activity	Time	Activity
7:30-8:30	Arrival, free time, check pampers, wash up	12:00-1:30	Nap or quiet time.
8:30-9:00	Breakfast	1:30-2:30	Story time, check pampers, learning centers
9:00-11:00	Circle time, Art activity, check pampers, learning centers, cleanup	2:30-3:00	Snack
11:30-12:00	Lunch	3:00-5:00	Gross motor, learning centers, Music time, get ready for home.

Language	Math
Fostering and challenging preschoolers' language and literacy development.	Building mathematical skills to help preschoolers solve everyday problems.
<p>A preschooler vocabulary jumps from a hundred to a few thousands. The child's comprehension is also taking off to expanding understanding. KKLC provides children with opportunities to integrate listening, speaking, early reading, and writing into daily activities such as:</p> <ul style="list-style-type: none"> • Recognizing letters and discriminating between sounds • Answering open-ended questions such as "What do you think?" • Playing language and rhyming games • Following along in children's books read to the class 	<p>The preschoolers are constantly using and experimenting with math concepts. KKLC creates learning experiences that build math skills and reasoning so children can solve problems and use mathematics in real and meaningful ways, such as:</p> <ul style="list-style-type: none"> • Sorting items by size, color, or shape • Stringing beads in a pattern • Discussing past, present, and future events • Counting out small groups of items and matching to a numeral card • Experimenting with more or less with scale.

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CURRICULUM

Science	Art
<p>Encouraging preschooler's curiosity and inquisitive approach to science.</p> <p>Preschoolers have a natural act for science. KKLC plans and provides opportunity to foster their natural curiosity by:</p> <ul style="list-style-type: none"> • Predicting daily weather • Using microscopes and documenting observations through pictures and charts • Problem solving with the guidance of teacher prompts • Exploring maps, magazines, and other resources • Cause and effect activities like mixing food colors onto milk. 	<p>Developing preschoolers' appreciation of the arts through self-expression.</p> <p>Art encourages important skills such as creative thinking, adaptation, problem solving, innovation, and follow-through. KKLC nurture children's own artistic abilities and help them appreciate art in the broader world by engaging in diverse creative experiences, such as:</p> <ul style="list-style-type: none"> • Working on long-term art projects such as paper-mâché sculptures • Painting to the beat of music • Free choice art area with variety of mediums. • Clay projects • Theme art

Social Studies	Healthy Choice
<p>Enhancing preschoolers' sense of responsibility and compassion.</p> <p>Preschoolers are actively developing their sense of self and who they are in the world. Teachers also present unique experiences for children, enhancing a preschooler's sense of responsibility and compassion for people, such as:</p> <ul style="list-style-type: none"> • Sharing cultural and family traditions with the class • Exploring photos of children and adults who are similar or different from us • Playing collaboratively with peers • Caring for classroom plants, areas, and for each other. • Learning about the local cultures and history. 	<p>Developing the knowledge and skills to practice healthy lifelong habits.</p> <p>Children learn and are influence by others. It is important to start early what is good for their bodies and to develop a healthy style of living. KKLC will provide healthy eating habits and healthy physical development by:</p> <ul style="list-style-type: none"> • Identifying nutritious foods and how they help our bodies grow • Taking responsibility for his/her own basic hygiene such as proper hand washing and covering his/her coughs • Engaging in physical activities - hopping, climbing, Simon Says. • Trying new foods • Learning what your bodies need to live.

SPECIAL NEEDS CHILDREN

The facility is open to serving children with special needs. The special needs team (the child's health care professionals, the licensing agency, and facility representative) will determine if the facility is capable of meeting the special needs of the child.

PARENT INVOLVEMENT

Kampus Kids Learning Center has an open door policy. This allows the parent to visit and participate in our programs at all times. KKLC wants Parent/Guardian to be involved in the quality and day-to-day care of the children at the Learning Center. KKLC needs assistance in providing that care. These are ways to get involved:

1. Attend parent/guardian meetings
2. Volunteer hours to help in the care when short staff
 - a. Volunteers serving in the classroom will be required to go through a federal, tribal, and state background check before being allowed to volunteer in the classroom
3. Learning opportunity for families such as workshops and training
4. Special events
5. Family night
6. Donating material for learning activities
7. Participating in learning activities such as providing pictures for learning activities

DONATIONS

KKLC eagerly accepts and appreciates greatly all donations to the program (monetary or educational equipment/supplies). Please remember KKLC when you clean out closets. KKLC is always in particular need of children's underwear, bathing suits, snow pants, hats, mittens, boots, and shoes. This allows us to have back up for children who may not have extra clothes in their locker or who forget their outside clothing.

We would like to suggest a gift for your child's activity room in the form of an educational item (e.g. book, puzzle, game, paints, construction paper, etc.). We can also use low shelves, small tables, small furniture for our reading area, etc. Items that can increase and enrich the educational environment your child enjoys.

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES SIGNATURE FORM

By enrolling our child in the program at Kampus Kids Learning Center, we have received a copy of the Parent Handbook Policies and Procedures Book for our reference. Our signature below indicates that the enrolling parents are responsible for reading the information, policies, and procedures contained in this Parent Handbook.

In addition, we understand that Kampus Kids Learning Center reserves the right to change, amend, edit, add or delete any policy or procedure within this parent handbook. Should a policy or procedure be changed, amended, edited, added, or deleted, parents will receive timely communication through the Learning Center quarterly newsletter, email, parent letter, etc. Parents will then receive an updated parent handbook in a timely fashion. Parents of enrolled children are not required to sign a new Acknowledgement of Policies and Procedures Signature form should they receive a new handbook during their current time in care. Although parents are not required to sign the Acknowledgment form for the updated handbook, they are responsible for any new information. New parent handbooks will be distributed by the director in person, via email, or via the mail.

Please return this form to the director's office within five business days of receiving it.

Child's Name: _____

Child's Name: _____

Parent/Legal Guardian

Print Name: _____

Signature: _____ Date: _____

Parent/Legal Guardian

Print Name: _____

Signature: _____ Date: _____

Director: Print Name: _____

Signature: _____ Date: _____ (To be signed by director upon receipt.)

Date Enrolled _____

Date Discharged: _____ (This form is to be kept in child file)