

KIDS KORNER

HOME DAYCARE^{LLC}

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PREVIOUS MEMBER OF



PREVIOUS MEMBER OF

NAFCC
National Association for Family
Child Care



Where Learning Is an
Adventure

KIDS KORNER

HOME DAYCARE LLC

Thank you for giving Kids Korner, LLC, the opportunity to meet with you regarding the care for your child. The philosophy of Kids Korner is to ensure your child is in a safe, loving, comfortable, educational, and enriching environment in a home atmosphere. Our goal at Kids Korner is to maintain a consistently friendly and loving environment while we prepare your child for the next step in their early education.

I have a daughter who attends Purdue currently. Prior to daycare, I worked in the dental field as a dental assistant. I have been providing childcare in my home since July 2003. I love it and hope to work with you in the near future.

I am a licensed daycare provider. I have full-time assistants, and we are all CPR- and first-aid certified. Kids Korner is a previous member of the Path to Quality Program, and we are also nationally accredited. We still provide the program with those standards, but we currently do not have an active role with either program.

I also have my CDA (child development associate) certification, which helps ensure the best quality care for your child.

I am looking forward to working with you and having your family be a part of the Kids Korner family. Communication is the best way to understand each child's needs and wants. I encourage you to give me as much information about your child as possible. My home will be a fun and safe place that your child will enjoy. If you have any questions or comments, please let me know.

Please complete the following forms and return as soon as possible.

Thank you,
Jaime Jones



Where Learning is an Adventure



POLICY/CONTRACT

Hours

Daycare will be provided from 7:30 a.m. to 5:30 p.m. Monday through Friday excluding Holidays. If not picked up by 5:40 p.m., the staff and I have the right to charge \$5.00 for every minute after. The late fee is due when the child is picked up. We have the right to charge after 5:30 if we choose. KIDS KORNER CLOSSES AT 5:30, NOT 5:40. ALL KIDS NEED TO BE PICKED UP ON TIME!!! PLEASE NOTE: Our time with our children is as important as the time you have with your children, so please respect our daycare hours and pick up on time. I understand there are things out of your control at times, but PLEASE make every effort to pick up your child ON TIME!

Tuition

Tuition is due Thursday by ACH automatic withdraw. All tuition will be deposited on Friday. If tuition is not paid, a \$40.00 fee each day will be added until tuition is received. Care will not be provided the following workday until full payment is made. (This also applies for late fees). Your child will not be able to come to daycare until all late fees are paid and current. Tuition will increase each year starting in May 2025 \$5.00 per child a week.

Deposit

To hold a future spot if child is starting later than two weeks, a two-week deposit is required and will be used toward the first two weeks of care during the adjustment period.

Adjustment Period

Should your child have above average time to adjust to the daycare or unable to follow rules you may be asked to find other care for your child. If the parent and I are not able to find a way to make the child comfortable, I will give you two weeks to find alternative daycare.

Arrival and Departure

Please limit your time when picking up and dropping off. Limit questions and conversation as much as possible. If extended time is needed to discuss something with the provider, please schedule a time to meet or call.

Open Door Policy

At any time, please feel free to stop by and see your child on lunch hour etc. You are always welcome to stop by anytime your child is at the daycare. We ask that you limit coming between 9-10:30 (Preschool Time) 12:30-3:00, since this is nap time and it will disrupt the children's sleeping.

Environment

Due to transition when kids are graduating and leaving, overstimulation, or other circumstances, there may be times your child is upstairs for the day instead of in Kids Korner. Most often, we do this with the infants for various reasons, like to give them extra one-on-one time, for relaxing from overstimulation, or even to limit their exposure when there are viruses. This isn't often, but it does occur. We also can have 5 additional kids over 16 if we opt.

Inclement Weather

We try to stay open, even under certain weather conditions. In the event of a state of emergency or Hamilton County warnings or closure, we may close, and if we do, tuition is still due. I do not contact the news. I will contact you via email or Daily Connect app if we feel forced to close due to safety.

Daycare Closing

The daycare will be closed on all major holidays and on the day after Thanksgiving and Christmas; tuition is not reduced on these days. You will be given a vacation schedule to tell you any additional days that the daycare will be closed. It's your responsibility to find other care for the week daycare is closed. We will also have 15 paid vacation days.

Holiday Pay

I will take 3-4 weeks of vacation a year, and in most circumstances, I will keep the daycare open as long as I feel I can appropriately staff and maintain the same program and safety protocols. If I am unable to meet those needs, then I will give you as much advance notice of closure, and tuition will NOT be due if we have used the 15 days of vacation that week, outside of Thanksgiving week and Christmas week. If I must close a day outside of a holiday, your tuition will be prorated that week if it's not paid vacation, weather, or holiday.

I will take the following holidays every year and these are paid:

(See your vacation schedule provided in your annual review for specific days.) New Year's Eve

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving week (closed all week and its paid)

Christmas Eve and Christmas Day Week of Christmas closed and paid

First Aid

All Kids Korner providers will always be up to date on First Aid and CPR certifications. We also have had some additional training such as CDA, SIDS Course, etc.

In the Event of An Emergency

In the event of an emergency such as fire or tornado please review the plan of action form included in the contract.

Medical Emergencies

For medical emergencies requiring medical attention, I will contact 911. Otherwise, if immediate attention is required, I will contact the parent and recommend having the child evaluated by a doctor.

Kids Korner will not be held liable for any accidental incident, and parent will be responsible for all fees, including attorney fees, if deemed an accident for both parties.



POLICY/CONTRACT

(CONTINUED)

Accident/Injury

At times, your child may get bumps or scratches from anything, like playing with toys, and I may not be able to tell you to the best of our knowledge when or how it occurred. You have the right to ask at any time. Just understand such situations are a normal part of a kid's life. In such incidents, you will be notified on the Daily Connect app, including what care was given to the child.

Sick Policy

If your child shows any symptoms of illness, I might opt not to care for your child that day. This will help keep viruses and other infections from festering in the daycare. Should your child show any of these signs, please keep your child at home.

1. Running a fever of 100 degrees or higher
2. Vomiting
3. Bacterial infection or signs of a viral infection
4. Diarrhea for more than 24 hours
5. Serious infectious diseases
6. Coughing or runny nose exceeding 2-3 days.

We might require a doctor's note or request that you consult your doctor.

7. We don't have a 24-hour policy, but if we feel at any time that we need to enforce one, we have the right to do so. We can also request siblings of the ill child to stay at home as well.

We are reinforcing the 24-hour policy until further notice, especially during COVID-19.

If your child develops any of these symptoms or illnesses, you will be informed as soon as possible, and you will be required to pick up your child immediately.

If your child is ill and unable to attend daycare, tuition will not be reduced. If your child has a sibling who is ill, if at all possible, please keep your child at home as well to prevent exposing or carrying the virus to other children.

Please inform me ASAP if your child will not be attending daycare.

Medication Policy

Any medication given to your child must be in its original container with the child's name and a note stating the dosage amount and the time the medication should be given. If a child is taking any medication, I cannot give the child the first dose. The child must have had the medication for 24 hours at home before reporting to daycare. PLEASE NOTE: Medication will not be given to control or contain fevers. For example, if your child has a fever, Tylenol can break the fever, but the fever can return. Should your child have cold symptoms exceeding 3-4 days, a doctor's note is required to show that the child just has a common cold.

COVID-19

We have enhanced our cleaning protocols and added precautions to prevent many illnesses, including COVID-19. All visitors and adults must sanitize their hands prior to opening the Kids Korner door. All staff and kids will wash hands upon arrival and several times throughout the day. At times, we may implement different drop-off and pick-up procedures. Please be aware of these changes and comply. If anyone has any symptoms of illness, they are NOT allowed to enter Kids Korner. Please arrange for someone else to pick up or drop off your child. Kids Korner will not be held liable for any illness a child should contract, including COVID-19. All medical appointments, medications, or hospitalizations are at the parent's expense, and you understand the enhanced risks of any illness to your child and family when bringing your child to something such as Kids Korner or a field trip. If anyone in the family is diagnosed with COVID-19, the child must have a test and confirmed negative. If the child is positive, they must stay out for 5 days, and tuition will still be due. However, if Kids Korner must close due to an illness or COVID-19 for a period, tuition will be due during the closure as well. To return to Kids Korner, your child must have a doctor's note that the child is free and clear and able to return with no symptoms whatsoever. We may opt to take daily temperatures at time of arrival and throughout the day to ensure a healthy environment.

Discipline

My goal is to help your child develop self-discipline. I will have a few simple yet necessary rules to keep your child safe. I will encourage your child to solve problems and make good choices. We incorporate positive incentives, such as star rewards and lunch dates.

If necessary, a short thinking time is used. Sometimes, thinking time takes place in a highchair, booster seat, pack-and-play, or baby sleeping room (or bathroom if baby sleeping room is not available) for your child to have a moment if your child will not stay on the thinking wall. I have learned that positive reinforcement is the best discipline. However, thinking time might be necessary in some situations. Other types of discipline may be enforced with a written, notarized document given to the provider, clearly stating what discipline should be used, and then the provider has to agree.

Please note: we do raise our voices at time to gain control when it gets crazy, and we will oftentimes say, "No," "No thank you" or, "No, that's not safe." Kids are often asked to sit at a table with heads down when several of them might not be following the safety rules or are being a little extra wild and lights are turned off to help calm them.

If your child becomes a disciplinary problem, we have the right to immediately terminate care or have you pick your child up and suspend them for a day or more. Tuition will still be due during their absence. However, provider will not request it to exceed three full days.



POLICY/CONTRACT

(CONTINUED)

Activities

A preplanned preschool program will be a part of your child's daily routine provided by Mother Goose Time in an effort to prepare your child for early education. Arts and crafts as well as other enrichment programs will be offered throughout the day. At times, for younger ones, a booster seat might be used to help keep them with us during learning time.

There is an annual activity/supply fee per child of \$80.00 a year due in August of every year. Families who enroll after August or midyear will be charged after a two-week trial period of the 80.00 in addition to tuition on week 3. This helps cover field trips, art supplies, and new curriculum fees.

Parents are also responsible for bringing in two cans of spray sunscreen and two face sticks in March/April, the beginning of Spring, each year.

Field Trips

We take an average of 4-6 field trips a year. You will be notified prior to each field trip and asked for permission for your child to participate. Infants will stay at the daycare with one of the daycare assistants. Car seats will need to be provided by the parent and left with us on the day of the trip. Parents and others might be asked to assist on fields trips. You might not have met these people beforehand; however, Jaime will have. There might be times that you are not informed of who will go along to help transport or help with the kids on the trip. When you sign the contract, you release Kids Korner, the families chaperoning, facilities and their staff of any accidental liability. During the event as well as to and from. You also authorize transportation of your child and will provide a clean, approved safety seat for your child to be transported in. The set MUST be labeled with the child's name on it. **Children are required to wear approved attire, such as Kids Korner field trip T-shirts.**

What to Bring to Daycare

I ask that every child have a change of clothes.

If you have a child who needs diapers, wipes, food/formula, powder, or bottles, you need to bring these items. Children who are nursed must take a bottle by the time they start. Introducing a bottle and offering it to the child daily 4-6 weeks prior to starting daycare is very important. Approximately a week or two before the start date, we will offer you a free trial day for Kids Korner to get to know the infant as well as to make sure we have everything we need and to help the parents and baby to adjust to childcare.

Optional but appreciated additional supplies we need often if you'd like to donate: 2 glue sticks, 1 box of crayons, 1 box of Kleenex, 2 cans of sunscreen spray, and 2 sticks of sunscreen sticks. You might be asked to bring additional items if necessary. I will inform you on the daily report if your child is running low on any of these items, so please feel free to stock up in advance.

Pets

I have one dog.

Daily Reports

We use an online daily report service, Daily Connect, which allows parents to access their child's information. It is username and password protected. Parents can download the Daily Connect app when invited and have access on their phone.

This daily report will provide information on what your child ate, when they napped, when diapers were changed, and what activities your child did that day. An annual review will be held with each family at the end of each preschool year.

Daily reports provide a lot of information but do not replace the open line of communication between providers and families. Daily Connect is a report, but at times may have misinformation by user error.

Baths/Feeding

Each child should be dressed and bathed prior to coming to daycare. We have the right to refuse care or send your child home if they are not bathed or appropriately dressed for daycare. Unless noted, all kids should be clean and dressed each day to attend. As a general rule, infants need to be fed prior to coming to daycare. All infants need to be fed at home no earlier than 6 a.m. If your child eats prior to this time, please attempt to feed again prior to drop off.

Potty-Training Policy

I will ASSIST you in potty training your child. There are a few requirements for me to assist you in training your child. Your child must be able to talk clearly enough to say they have to potty. We don't recommend to try unless child shows they are 100% ready to train until 3 years old. You must provide Pull-Ups or plastic underwear during the training time, and you must initiate training at home first. After you have had success for two days at home, we will continue to work with your child at daycare. PLEASE NOTE: IF YOUR CHILD CONTINUES TO HAVE ACCIDENTS SEVERAL TIMES A DAY/WEEK, WE HAVE THE RIGHT TO KEEP THEM IN PULL-UPS UNTIL THEY START TO USE THE POTTY ALL THE TIME. THIS IS TO KEEP THE ENVIRONMENT FREE FROM OTHER VIRUSES/INFECTIONS THAT ARE TRANSMITTED THROUGH BODILY FLUIDS.

Meals

I follow the Child Adult Food Program rules but do not actively participate in the program. I am required to serve meals during certain time periods. If your child arrives after a meal, your child will be required to wait until the next meal to eat. Breakfast is from 7:45- 8:30 a.m., lunch is at 11:45 a.m., and snack is at 4:00 p.m. If your child has a food allergy, a written note from the doctor, clearly stating the allergy, is required. Otherwise, outside food or lunch boxes and special diets will not be allowed. All kids will be served the same balanced meals. We implement some organic into our program, pending the meals for the week. We truly believe in moderation for everything. We do limit all areas of any types of food. *Outside treat and dishes are allowed only when asked for parties and such.



POLICY/CONTRACT

(CONTINUED)

Birthdays

Kids Korner will celebrate each child's birthday. We ask that you provide a special treat for your child to share, and Kids Korner will provide a gift for the birthday child. Kids Korner cannot be involved in any outside birthday parties. If you should have a birthday party outside of Kids Korner and would like to invite some friends from Kids Korner, all invites need to be mailed to the family. Kids Korner's mailboxes can no longer be used for invites. If you need a list of contact information, please feel free to ask me for one.

Assistant

During times when I am not at the daycare, providing care for your child, other staff will be present. Please know that, just like in most workplaces, people's life changes cause them to make changes in their career, etc. Unfortunately, that might occur at Kids Korner. I will do my best to offer you and your child the most consistent and best care, no matter who is caring for your child. I will be at Kids Korner sporadically to mainly oversee the operation and do behind-the-scenes daycare responsibilities. I will have enough staff to provide for and oversee the safety of the children and the daily activities while you are away. We will give your child the consistency, love, structure, and comfort they need while you are away. If you ever have any questions or concerns, please be sure to always address them to me. Criminal background checks and drug screens are performed on all staff.

When you sign the daycare contract, you also give permission for your child to be left with a Kids Korner assistant. There might be staff who aren't here every day, but they might serve as backup, if needed when a routine assistant is off or ill.

PLEASE NOTE: There will ALWAYS be two assistants during most of each day unless the ratio is low, or we are on a field trip.

Please be aware that assistants are not to be contacted after-hours. If you have questions or concerns, you are to address me only.

If you hire Kids Korner staff outside of Kids Korner regular hours, whether at your place or at Kids Korner, Jaime and Kids Korner will not be held liable for any accidental occurrences or other situations that may arise.

Additional Time

If a parent requests and provider accepts to watch your child after-hours, this must be prearranged.

The following rates will apply: per child rates

\$75 Monday-Thursday until 11p.m.

\$90.00 Friday, Saturday, Sunday until 11 p.m.

\$90 Monday-Thursday overnight

\$100 Friday, Saturday, and Sunday overnight

These fees are in addition to your regular weekly tuition.

Consent for Transportation

When you sign the Kids Korner contract, you give permission for Kids Korner and staff, volunteers, and other parents to transport your child in the car with safety seats for field trips or medical emergencies. Parents are responsible for any and all medical fees that might occur if there should be any kind of accident during a field trip or in the car.

Consent to Share Information

When you sign the Kids Korner contract, you consent for your information (address and phone numbers) to be shared with other families at Kids Korner or licensing personnel. If you do not want this to be shared, please include a written note stating this on your signed contract.

Consent to Photos and Videos

When you sign the Kids Korner contract, you consent for video recordings and photos to be taken of your child and shared with Kids Korner families or licensing personnel. You understand we have 24-hour video and audio recordings in our program at all times, which is only accessible by Jaime to review and share when deemed necessary.

Address and Phone Change

Any changes in personal information should be given to me ASAP. Names and phone numbers as well as shot records and insurance need to ALWAYS be kept current.

Contract Changes and Renewals

I will try to give two-weeks' notice prior to any changes in the contract agreement. The contract will be renewed every year unless changes are made.

Abuse and Neglect

If noticed, we will document any marks, rashes, injuries, and anything needed to be brought to the parents' attention. We are required by law to report any signs of abuse or neglect. We will document anything we need as a protection for you and us.

Leaving the Daycare

If at any time you should withdraw your child from the daycare, I require a **30-day written notice of termination**. Tuition is due whether the child is at daycare those last 30 days or not. Even if the parent were to lose a job, the 30-day notice is still required. If you fail on your 30-day notice, you might be taken to small claims court. If this occurs, you will be responsible for court fees, wages lost, late fees, and any other fees that might come into play when trying to collect the fees from you.

Provider Request to Leave Daycare

I have the right to dismiss your child from the daycare if I feel it is necessary due to the child's or parents' actions. Notice might not be given. If your child is dismissed during the week care is being provided, tuition will not be refunded for the remaining days in that week.



INFORMATION FORM

Child's Information

| | | | | | |
|--------------|--|------|--|------|--|
| Child's Name | | Age | | DOB: | |
| Home Address | | City | | Zip | |
| Home Phone | | | | | |

Parents Information

| | | | | | |
|---------------|--|---------------|--|------|--|
| Mother's Name | | Email Address | | | |
| Home Address | | City | | Zip | |
| Home Phone | | Work Phone | | | |
| Cell Phone | | Pager | | | |
| Employer | | Address | | | |
| Occupation | | SSN # | | DOB: | |
| Father's Name | | Email Address | | | |
| Home Address | | City | | Zip | |
| Home Phone | | Work Phone | | | |
| Cell Phone | | Pager | | | |
| Employer | | Address | | | |
| Occupation | | SSN # | | DOB: | |

Emergency Contact if Mother or Father Cannot Be Reached

| | | | | | |
|-----------------------|--|-------------------------------------|-----|----|--|
| Name | | Address | | | |
| Home Phone | | Other Phone | | | |
| Relationship to Child | | Can this person pick up your child? | Yes | No | |



Consent for Medical Treatment of a Minor

I _____ of _____
Guardian Name City/County/State

hereby state that I am the legal parent / guardian of _____
Child's Name

born on _____ and lives at _____
Date of Birth Address

We authorize Jaime Jones or current caregiver to consent to any emergency treatment necessary until I am able to be reached. I give permission for medical staff/physician/surgeon licensed to practice medicine in the State of Indiana to perform treatment necessary in the event of an emergency. I also give permission to Jaime to call 911 and request an ambulance in the event of an emergency. I am aware I will be responsible for any fees/insurance for any accidental injury during daycare hours.

I understand that, if I should ever be pressured by Jaime to collect any fees, I am required to pay any additional fees incurred while Jaime tries to collect the fees owed (i.e. court fees, wages, etc.).

Parent Signature _____ Date _____

Parent Signature _____ Date _____



Field Trip Permission/Transportation Consent

I give Jaime Jones and Kids Korner staff and volunteers, permission to take my child, _____, off the premises on excursions that will take place during regular care hours.

I understand that I will be notified of any such trips beforehand, that trips will be supervised, and that all precautions will be made for the safety and well-being of all children.

I also understand that Jaime Jones and Kids Korner staff or volunteers will not be held liable for any accident or injury.

Please initial those activities your child has permission to participate in.

| | | | |
|---------------|--|-----------------------|--|
| Ride in car | | Go to park | |
| Go for walks | | Visit approved places | |
| Ride a bike | | Go on field trips | |
| Play in water | | Activities at daycare | |
| Special guest | | Moonwalk | |

Please list any other activities you do NOT want your child to participate in.

Child Name _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____



CONTRACT AND AGREEMENT

I, _____, have read the daycare policies and agree to follow them. I am aware that the daycare hours are from 7:30 a.m. to 5:30 p.m. I agree that if I do not pick up my child by 5:40 p.m., I might be charged \$5.00 for every minute I am late. The late fee is due when I pick up my child.

I am aware that the weekly rate will be \$_____, and I fully understand that tuition is due the week before care will be provided. I understand that I am required to give Jaime a minimum of 30-days' notice if I decide to withdraw my child from daycare. I do not have any questions regarding when tuition is or isn't due.

I agree and understand all vacation, holiday, and sick policies. I agree to the days and understand the vacation, holiday, and sick policies.

I do not have any questions regarding any necessary emergency care for my child. I authorize medical personnel to perform medical procedures/services in the event of an emergency, if I am unable to be reached or am not present at that time.

I understand the discipline policies and measures that will be taken if necessary.

I understand that, should my child have a minor injury, I will be notified when I pick up my child. In some cases, I might be notified immediately.

I am aware that Jaime Jones is required by state law to document any bruises, cuts, or marks that the child might come to daycare with. If there is any sign of abuse, I am aware that Jaime will immediately notify legal personnel.

To the best of my knowledge, all the information that I have provided is accurate. Should any of the information change at any time, I am responsible to provide these changes to Jaime immediately.

I am aware that Jaime reserves the right to change the daycare policies at any time. I also understand that Jaime reserves the right to increase tuition when necessary. I might not be given notice if tuition is increased. I might have to pay additional fees beyond weekly tuition if needed, based on the Kids Korner budget.

I am aware that, should a check ever be returned, I am responsible for the \$40.00 return check fee from Jaime's bank. If this should occur more than twice, I am required to pay in cash for daycare services from that time forward.

I have read the entire policy for Kids Korner and agree to follow them with NO exceptions.

I am responsible for any court, medical, or late fees that might occur in any accidental event. Jaime and any Kids Korner staff or volunteers cannot be held liable.

I am aware that after-hours assistants are not to be contacted. If you have questions or concerns, you are to address Jaime only. I am also aware I will not have assistants provide care for my child outside of Kids Korner for liability reasons.

I authorize my child to be included in daily activities, such as entertainers, jump bunch, music class, and other activities that might be offered during daycare hours.

I am aware of the drop-off and pick-up policies, and I agree to abide by them, and all contract information provided. Should I violate the policies, I am aware that I can be dismissed from the daycare.

I have read all documents in this contract and full agree to comply and understand the policies and procedures.

Parent Signature _____ Date _____

Parent Signature _____ Date _____



Weekly Rates

Full-Time _____ a week per child,

Daily Fee \$ 75.00

The rate includes taxes, field trips, breakfast, lunch, and one snack a day. Parents must supply formula, diapers, wipes, and baby food, if necessary. If child has allergies, parent must supply food, and tuition is not reduced.

There is no registration fee required. However, if you will not be starting your child within two weeks and you would like me to hold a future start date, a \$ _____ deposit is due. This deposit is nonrefundable. It will hold your child's spot at Kids Korner, and it will be applied toward the tuition.

I agree to have Kids Korner take care of my child. I understand the rate of \$ _____ is due the Thursday before the week the child will be at daycare. I am aware that, should I decide not to bring my child to daycare due to illness or a vacation day, my fee will not be reduced. If payment is not received by Thursday, I understand that there will be a \$5.00 charge for every day after Friday at 5:30 p.m. If tuition is not submitted on Friday, Kids Korner will not care for my child until tuition plus the late fees are paid.

All tuition is required to be paid automatically. Personal checks are not accepted. A voided check is required at the time of enrollment.

Please mark the following days and time your child will be at daycare on a daily basis:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Parent signature

Date

Parent signature

Date



Medication Authorization Form

Parent/Guardian _____ Name of child _____ Date _____

I authorize the Kids Korner staff to administer the listed nonprescription medication to my child. I understand that I will be notified by phone prior to any medication given to my child. By signing this form, I approve the listed medication to be administered.

Any oral medication will NOT be given more than one time a day. If my child should need several dosages or oral medication, my child must have a medical note or stay home. Kids Korner will not contain fevers by giving Tylenol every 4 hours. If my child is taking any prescription medication, I authorize Kids Korner to administer it. The medication will be in its original container and labeled with the child's name, dosage, and time to administer.

I have initialed the ones I approve.

| | | | | | | | |
|---------------------------|--|-----------|--|--------------------------|--|-------------------------|--|
| Infant/Children's Tylenol | | Sunscreen | | Tylenol Cold/Cough | | Rash Cream | |
| Benadryl | | Ice pack | | Infant/Children's Motrin | | Neosporin/Wound Cleaner | |
| Additional Not Listed | | | | | | | |

Parent Signature _____ Date _____

Emergency Plan:

Please review what Kids Korner will do in the event of an emergency:

Fire: In the event of a fire, Kids Korner will remove ALL children from the home and walk them to the closest available neighbor. Kids Korner staff will contact 911, and then I will be notified. My child will remain with at least one Kids Korner staff and neighbor until I arrive. I will be required to pick up my child promptly and take them with me until further instructions. Kids Korner performs fire drills on a monthly basis and has different escape routes that are practiced ensuring my child's safety should a fire ever occur.

Tornado: In the event of a tornado, children will be taken to the lowest part of Kids Korner, which is the basement. Children will remain there until Kids Korner is aware that it is safe to go back upstairs. I will be notified that my child is fine along with any other instructions I might need.

Medical Emergency: In the event of a medical emergency where medical attention is needed, Kids Korner will immediately contact 911, and then I will be contacted. Kids Korner staff will perform necessary actions, such as first aid or CPR, until medics arrive. A Kids Korner staff will go with my child to the medical facility while other staff members will stay with the other children. I will be given instructions on where to go in the event of this emergency. Should my child have a minor injury that does not need immediate medical

attention, I will be contacted and asked to come take my child for medical treatment. In the event of an emergency, I am responsible for all fees. I authorize Kids Korner to decide until I or medical help arrives.

Minor Incident: I will be notified of any minor ouches with a written form. Kids Korner will also require me to sign the form. In some cases, Kids Korner might call me at work but not in every minor situation.

I have read and understand the entire Emergency Plan. I agree and authorize Kids Korner to execute these plans in the event of an emergency.

Child Name _____

Parent Signature _____ Date _____



Discipline Policy

My goal is to help your child develop self-discipline. I will have a few simple yet necessary rules to keep your child safe. I will encourage your child to solve problems and make good choices. We incorporate positive incentives, such as tickets rewards and lunch dates.

If necessary, a short thinking time is used. Sometimes, thinking time takes place in a high chair, booster seat, pack-and-play, or baby sleeping room (or bathroom if baby sleeping room is not available) for your child to have a moment if your child will not stay on the thinking wall. I have learned that positive reinforcement is the best discipline. However, thinking time might be necessary in some situations. Other types of discipline may be enforced with a written, notarized document given to the provider, clearly stating what discipline should be used, and then the provider has to agree.

Please note: we do raise our voices at time to gain control when it gets crazy, and we will oftentimes say, "No," or, "No, that's not safe." Kids are often asked to sit at a table with heads down when several of them might not be following the safety rules or are being a little extra wild.

If your child becomes a disciplinary problem, we have the right to immediately terminate care or have you pick your child up and suspend them for a day or more. Tuition will still be due during their absence. However, provider will not request it to exceed three full days.

I, as the parent, understand this is the only type of discipline allowed by all staff while at Kids Korner during normal operating hours. Kids Korner is not liable for staff behaviors outside of operating hours. If I use a staff member for holiday care, weekend care, after-hours care, or parents' night out, Kids Korner and Jaime Jones are not responsible for anything that occurs even if my child is at Kids Korner.

I understand the discipline measures that will be taken, if necessary, and I agree with the policy.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____

Jaime Jones



Drop-Off and Pick-Up Rules/Policy for Kids Korner Families and Staff

Please review and initial next to each point below. For those of you who are not aware of the issue we've had with the HOA, about three years ago, we had to spend several thousands of dollars fighting against them to keep Kids Korner open. After three long months, they finally dropped the case, and I agreed to make sure all clients and staff were aware of their issues and concerns. Everyone has done a great job in following the rules/ policies listed below. Please refresh your minds and let anyone else who might pick up or drop off know. If we have several issues with you not complying with these requests, then we will have no other option than to request you find alternative care. Thank you for your help and understanding.

_____ Please do not leave your car unattended while it's running. Cars can be left on only if there is an ADULT inside the car. Even if you have auto-start and the car locks, it's not to be left running while empty.

_____ Please keep noise to a minimum when dropping off and picking up. This is MOST important in the morning in the front yard, backyard, and between the houses. The neighbors might be resting, and the next-door neighbor is a very light sleeper. She will attack you in her robe if you don't keep it quiet. ☺ Kids need to be as quiet as possible as well. Maybe tell them to play the quiet game, and it starts once you get out of the car and stops once they get into Kids Korner. Then, the winner can have a ticket. ☺

_____ Kids must be always with an adult when coming and going. They are not to run to the car while their parent is inside.

_____ Please do not leave children unattended in the vehicle unless the child is older. Please use your best judgment if the child is old enough. Please know that the car must be off, and keys are not to be left in the car while a child is in there waiting during drop off or pick up.

_____ Parking can be an issue if several parents are dropping off or picking up at the same time. Please use Kids Korner's driveway as your first choice to park. The second choice is in front of the house, the third choice is in front of the common area across the street, and the fourth choice is in front of the neighbors' houses on each side of Kids Korner. **NEVER park in front of someone's driveway or in front of the house across the street.**

_____ Please do not play your music loudly in the subdivision.

_____ **Please do not speed at any time in the subdivision. The speed limit is 25 mph.**

_____ Please do not smoke anywhere on Kids Korner property or flick your cigarettes out in the subdivision, especially in Kids Korner's yard or the neighbors' yards. Please extinguish it in your car if you must.

_____ Please do not make a U-turn around in the street at any time or use anyone's driveway to turn around. You may use Kids Korner's driveway or the cul-de-sac if kids are not present. If neither of these options are open, then please just drive around the block. **Please DO NOT use the neighbors' driveway at any time to park or turn around in!**

_____ Kids are to leave food, toys, or other items in the car unless they were asked to bring something into Kids Korner.

_____ If you will be at Kids Korner for longer than a normal drop-off or pick-up time for a meeting or other reason, please try to park in the driveway or in front of the Kids Korner property.



Drop-Off and Pick-Up Rules/Policy for Kids Korner Families and Staff

_____ Please limit your time while picking up and dropping off. This doesn't mean you can't stop to chitchat, but if you need to have a conversation at length, please sign up for a conference or come at a time when most kids are gone.

_____ Please do not hang out for long periods of time to talk to other clients. Again, you can chitchat a little, but try not to hang out long, as other clients will need your parking spot.

_____ Please be respectful to the neighbors and their community. Don't block neighbors from coming through. Try not to turn around or block neighbors from being able to come and go from their own driveways. Don't throw trash out of your window.

_____ Please keep backyard gate closed when coming and going.

_____ Please finish all cell phone calls in your car before you come in to drop off or pick up your child.

_____ Please try not to block someone in the Kids Korner driveway who might be leaving or pulling out.

_____ Please treat the Arbor Grove Community as if it were yours. If we all watch out for each other and work together, they won't ever know that we are here.

By signing this, you are stating that you are aware of all the rules/policies, and you will take responsibility for anyone who might be dropping off or picking up for you.

Child Name _____

Print Name _____

Parent Signature _____ Date _____

Print Name _____

Parent Signature _____ Date _____

Thank you for your support and help with keeping the community safe and for respecting the families who live in and around here.

Jaime and Staff