



# Family Resource Manual

## 2020/2021



A ministry of the First United Methodist Church  
717 North 11th Street  
Boise, Idaho 83702  
**208-343-8441**

Revised 05/4/2020

## Welcome to KASP

---

We are glad you have chosen “Kids Are Special People” for your early care, childcare and preschool needs. This handbook was created to answer your questions about our program, philosophy, goals and policies. In addition, each class has an “Orientation Packet” that reflects specific classroom needs.

These are the standards by which we operate. Please use this as a reference while your child is enrolled in our program. If you have questions this book doesn’t answer, we welcome the opportunity to meet with you for clarification.

The staff at Kids Are Special People are always open to dialogue with you at any time. We desire to work in cooperation with parents to ensure the best possible early care and education experience for each child entrusted to our care.

We are proud of the quality and commitment of our staff to the program—several staff have been here 10+ years. They continually seek to improve themselves through ongoing training classes, college courses and achievement of their CDA, AA, & BA, in addition to their annual First Aid and CPR re-certification.

Heather Sarria  
Program Director



**Staff Zoom Meeting**

## Contact Information

---

**KASP Office:** 208-343-8441

**FUMC Office:** 208-343-7511

**Fax:** 208-343-0000

**Email:** [kasp@boisefumc.org](mailto:kasp@boisefumc.org)

**KASP Website:** [www.KidsAreSpecialPeople.com](http://www.KidsAreSpecialPeople.com)

**FUMC Website:** [www.CathedralOfTheRockies.org](http://www.CathedralOfTheRockies.org)

**Program Director:** Heather Sarria • [hsarria@boisefumc.org](mailto:hsarria@boisefumc.org) • 208 433-9229 ext. 256

**Assistant Director :** Patti Valenzuela • [kwadmin@boisefumc.org](mailto:kwadmin@boisefumc.org) • 208 343-8441

**Church Administrator:** Jerri Walker • 343-7511 ext. 262 • [jwalker@boisefumc.org](mailto:jwalker@boisefumc.org)

**KASP Bookkeeper:** Luciana Hall • 343-7511 ext. 225 • [lhall@boisefumc.org](mailto:lhall@boisefumc.org)

**Hours of Operation:** Monday through Friday, 7:30am to 5:30pm

see additional handout on June 2020 Polices

Class	Age	Ratios	Group #
Sweet Peas	Infants	4-1	6
Tiny Tots	Ones	4-1	8
Wee Angels	Young 2's	5-1	8
Little Lambs	Older 2's	6-1	12
Shooting Stars 3/4 Preschool	3 by Sep. 1 <sup>st</sup>	8-1	16
Explorers 4/5 Preschool	4 by Sep. 1 <sup>st</sup>	10-1	18
Cheetahs	In Kindergarten	12-1	24
Tigers	Grades 1-2	12-1	24
Vipers	Grades 3-5	12-1	12
Kid's Kamp	K—5th grade	12-1	24

Wesleyan, our sister program, is located in the same facility.  
For further information go to their website at [www.WesleyanPreschoolBoise.com](http://www.WesleyanPreschoolBoise.com)

<b>A - POLICIES FOR PARENTS .....</b>	<b>6</b>
MISSION STATEMENT .....	6
STATEMENT OF PHILOSOPHY .....	6
NAEYC ACCREDITATION .....	6
LICENSURE .....	7
PURPOSE.....	7
COMMUNITY OUTREACH PROGRAM .....	8
<b>B - PROGRAM CONTENT.....</b>	<b>8</b>
CURRICULUM .....	8
EARLY CARE/LOOPING PROGRAM.....	8
PRESCHOOL PROGRAM .....	9
AFTER KINDERGARTEN/SCHOOL PROGRAM .....	9
SUMMER SCHOOL AGE PROGRAM A.K.A. KID’S KAMP.....	9
<b>C – ASSESSMENT PROCESS.....</b>	<b>9</b>
ASSESSMENT OF CHILD PROGRESS .....	10
KAYMBU .....	10
PARENT - TEACHER CONFERENCES .....	10
COMMUNICATION PROCEDURE.....	11
CONFIDENTIALITY .....	11
PERMANENT FILES.....	11
<b>D – CHILD GUIDANCE PHILOSOPHY STATEMENT .....</b>	<b>11</b>
DIRECT GUIDANCE TECHNIQUES .....	12
SUSPENSION AND EXPULSION POLICY .....	13
KASP WORKS VERY HARD TO MEET THE NEEDS OF ALL CHILDREN ENROLLED IN THE PROGRAM, HOWEVER; WE MAY NOT BE ABLE TO RESPOND EFFECTIVELY TO ALL CHILDREN’S’ NEEDS. REASONS FOR EXPULSION INCLUDE: VIOLENT BEHAVIOR, LACK OF PARENT INVOLVEMENT, RISK OF HARMING SELF AND OTHERS. KASP’S POLICY IS TO LIMIT HAVING THIS HAPPEN. SUSPENSION AND/OR EXPULSION WOULD ONLY OCCUR IF ALL OTHER MEASURES HAVE BEEN EXHAUSTED. WE WILL WORK CLOSELY WITH PARENTS, FAMILY MEMBERS, AND OTHER PROFESSIONALS TO HELP THE CHILD AND FAMILY. THE GOAL IS WHAT IS IN THE CHILD’S BEST INTERESTS. KASP COMPLIES WITH FEDERAL AND STATE CIVIL RIGHTS LAWS. IF AND WHEN EXPULSION MEASURES MUST BE TAKEN, KASP WILL PROVIDE ASSISTANCE TO THE FAMILY IN ACCESSING SERVICES ELSEWHERE. ....	13
CHILD ABUSE .....	13
<b>E – PARENT INVOLVEMENT PHILOSOPHY STATEMENT .....</b>	<b>13</b>
PARENTS ARE ESSENTIAL AT KASP .....	13
PARENT PHOTOGRAPHY .....	14
ANNUAL EVALUATION .....	14
NEW PARENT ORIENTATION .....	14
CLIENT POLICY.....	15
VOLUNTEER POLICY .....	15
<b>F – OPERATING POLICIES.....</b>	<b>15</b>
AGE REQUIREMENTS .....	15
HOURS OF OPERATIONS AND CLOSURES.....	15
WEATHER OR EMERGENCY CLOSURE.....	16

<b>G – REGISTRATION, ENROLLMENT AND TUITION POLICIES .....</b>	<b>16</b>
PROGRAM REGISTRATION.....	16
REGISTRATION AND WAIT LIST .....	17
TUITION .....	17
RETURNED CHECK CHARGE .....	18
OVERTIME & LATE CHARGE.....	18
SCHEDULE CHANGES.....	18
TERMINATION/ WITHDRAWAL.....	18
REFUND POLICY .....	19
DROP-INS FOR ENROLLED CHILDREN .....	19
DROP-INS FOR NON-ENROLLED CHILDREN .....	19
ATTENDANCE RECORDS .....	19
ABSENCES .....	20
SEPARATION ANXIETY .....	20
PICK-UP AUTHORIZATION.....	20
<b>H – WELLNESS POLICIES .....</b>	<b>20</b>
IMMUNIZATIONS .....	20
ILLNESS .....	21
HAND WASHING.....	24
ORAL HEALTH POLICY .....	24
EMERGENCY PROCEDURES .....	24
MEDICATIONS.....	25
ALLERGIES/MEDICAL NEED.....	25
PEANUT/NUT-FREE ROOMS .....	25
<b>I – GENERAL INFORMATION .....</b>	<b>25</b>
SNACKS AND LUNCH .....	26
FOOD DOCUMENTATION.....	26
BOTTLES.....	26
BREASTFEEDING AT KASP .....	26
QUIET TIME AND NAP TIME.....	28
RESTING MATS .....	28
INFANT SLEEP POLICY .....	28
TOYS BROUGHT FROM HOME .....	28
CLOTHING .....	28
EXTRA CLOTHING.....	29
LABELING.....	29
OUTSIDE TIME .....	29
HOT AND COLD WEATHER AND AIR QUALITY POLICY.....	29
DIAPERS, WIPES AND POTTY TRAINING.....	29
FIELD TRIPS.....	30
BUS NON-NOTIFICATION CHARGE.....	30
WALKING FIELD TRIPS .....	31
MOVIE GUIDELINES .....	31
PARENT TEACHER GROUP—PTG.....	31
CLASSROOM PETS.....	31
SUNSCREEN/INSECT REPELLANT POLICY .....	31
BIRTHDAY CELEBRATIONS .....	32
PROGRAM NEWSLETTER.....	32
PARKING FOR LOADING AND UNLOADING.....	32
PAPERWORK REQUIREMENTS .....	33
<b>J – COMMONLY ASKED QUESTIONS BY PARENTS .....</b>	<b>33</b>
DRESS CODE.....	33

OUTSIDE PLAY .....	34
WHAT SHOULD WE BRING ON THE FIRST DAY?.....	34
HOW CAN MY CONCERNS BE RESOLVED?.....	34
MOST CONCERNS CAN BE QUICKLY ADDRESSED FOLLOWING THESE STEPS:.....	34
WHAT IF MY WORK SCHEDULE DOESN'T MATCH WITH THE CENTER'S SCHEDULE? .....	34
<b>K – BABYSITTING POLICY .....</b>	<b>35</b>

## A - POLICIES FOR PARENTS

### **Mission Statement**

---

Kids Are Special People is a ministry of the First United Methodist Church. We will encourage and nurture each child individually, facilitating all aspects of development: cognitive, emotional and spiritual. We will strive to instill in each child a love for learning and a deep respect for all of God’s creation.

### **Statement of Philosophy**

---

Kids are Special People is the licensed, accredited, Christian based preschool & childcare program of Boise First United Methodist Church. KASP was created to provide a safe, nurturing, Christian atmosphere in which children learn, discover, explore and grow. Creative, loving teachers encourage children using self and teacher-directed activities, nurturing positive self-esteem, socialization skills and independence through making choices, problem solving and communication. Our philosophy is based on the premise that children learn about the world around them through “hands on, open-ended” active involvement with other children, adults and different materials.

We believe children’s play is their work and encourage cognitive as well as small and large motor activities. KASP provides an atmosphere of respect and appreciation for the wonders of God’s world and each individual child. KASP recognizes and celebrates the unique differences and abilities of **all** God’s children. KASP believes that all cultures, ethnic and religious backgrounds are important and we welcome the opportunity to celebrate the diversity of every child. Our guiding principle is our name: **KIDS ARE SPECIAL PEOPLE!**

### **NAEYC Accreditation**

---



Kids Are Special People is accredited through the National Association for the Education of Young Children (NAEYC). KASP is committed to regularly examining who we are and what we do in an effort to maintain a high quality program and staff. One way we accomplish this is by a parent questionnaire given out each spring to all families, requesting their feedback on our program. KASP strives to follow NAEYC guidelines throughout the program.

**What is Accreditation?** Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study and

improvement. Each NAEYC-accredited program must meet all 10 of the NAEYC Early Childhood Program Standards and more than 400 related criteria. Programs are accredited by NAEYC for a five-year period. For more information visit <https://www.naeyc.org>.

**What is a high-quality early childhood program?** High-quality programs provide a safe and nurturing environment while promoting the development of young children. NAEYC-accredited programs show their quality by meeting the 10 NAEYC Early Childhood Program Standards, which are based on the latest research on the education and development of young children. All NAEYC-accredited programs must:

1. Promote **positive relationships** for all children and adults.
2. Implement a **curriculum** that fosters all areas of children development- cognitive, emotional, language, physical, and social.
3. Use developmentally, culturally, and linguistically appropriate and **effective teaching approaches**.
4. Provide **ongoing assessments** of child progress.
5. Promote the **nutrition and health** of children and staff.
6. Employ and support qualified **teaching staff**.
7. Establish and maintain collaborative relationships with **families**.
8. Establish and maintain relationships with and use resources of the **community**.
9. Provide a safe and healthy **physical environment**.
10. Implement strong **program management** policies that results in high-quality service.

## Licensure

---

KASP is fully licensed per Boise City regulations, which exceeds Idaho State Regulations. This includes annual Health and Safety, Fire, and City inspections as well as background checks on all staff. A copy of our current license is posted in the office.

## Purpose

---

Kids Are Special People began in March of 1986 and was created to serve the needs of parents who belonged to the First United Methodist Church. Twice per week, KASP provided a safe, fun place for children.

Over the years KASP has grown to accommodate the needs of today's families. We offer quality care for young children called the Looping Program, a full-day preschool program, and an after school program and summer camp for school age children.

KASP recognizes that children learn best through play. We believe that a quality program offers children an individualized and age-appropriate curriculum. Working and non-working parents feel confident that they are leaving their child at a quality Preschool/Early Care Center that mirrors their family values. Kids Are Special People encourages the integration of children with special needs in the belief that all children are entitled to the same opportunities for enrichment and growth. We also serve as a ministry to the community and our own congregation as a way to draw families into the warmth and Christian friendship of First United Methodist Church. KASP parents who are impressed with our emphasis on youth encourage their children to participate in other FUMC activities such as Vacation Bible School, choir, piano lessons, Sunday School and other events.



## Community Outreach Program

---

At KASP we recognize the importance of teaching children about community service. During the year we focus on special projects, whether it is learning about fire safety, collecting non-perishable items for the local food bank or collecting toys for donations. Many projects offer parent participation which is always encouraged. Information regarding these projects can be found in the monthly newsletter via email. If you would like a hard copy, please let the office know.

## B - PROGRAM CONTENT

Children learn best by doing and exploring the world around them through their senses: touching, tasting, listening, smelling, and seeing. Our environment and curriculum is centered on age appropriate activities in order to emphasize the natural creativity present in all young children. We place children in classes with the individual development of the child in mind, using chronological age and ability together as a guide.

## Curriculum

---

The KASP curriculum is based on developmentally appropriate practices and the interests of the children. We serve infants to school age children. Classrooms develop planning sheets that give an overview of the month, including goals, and learning objectives. Teachers reflect on the experiences and plans accordingly to individualize the needs of each child. Currently, we have eight classrooms:

- Sweet Peas - Infants
- Tiny Tots - Young Toddlers
- Wee Angels - Toddlers (young 2's)
- Little Lambs – Toddlers (2's)
- Shooting Star – Preschool (3/4's)
- Explorers – Preschool (4/5's)
- Cheetahs – Kindergarteners
- Tigers – Grades 1-2 (grades may change depending on need)
- Vipers – Grades 3-5 (grades may change depending on need)
- 

Here at KASP, we believe in the value of exuberant, boisterous, rough and tumble play to a child's overall development. This vigorous **big body play** allows very young children opportunities to learn about their bodies and how to regulate them, as well as how to begin to relate to other children and show concern for them.

## Early Care/Looping Program

---

In our infant and toddler classes, we provide a warm and nurturing environment for children to grow and explore. Our ratios remain low to provide lots of one-on-one time. Young children learn best when they feel secure; they develop trust and security when they know the caregivers will be right there to help if they are hungry, wet, learning to crawl or walk, or simply uncomfortable. At KASP we recognize this special bond, and



make a strong effort to provide at least one caregiver that moves with the children during their early years at KASP (2- 3 years). The children are kept in their peer groups as they move up from class to class and the caregivers come to know a child's unique characteristics and preferences. In addition, a deep bond develops with the entire family, thus supporting a strong team approach.

### **Preschool Program**

---

In our Shooting Stars (3/4) and Explorers (4/5) preschool classes we offer a full day of activities to engage and challenge young minds. KASP offers rich experiences for preschoolers to explore many themes and seasonal events. The children are given many opportunities to learn and develop through play and experimentation.

Language/literacy skills, mathematics, science, social studies, art, drama, and dance are part of the integrated curriculum on which we focus. In the Explorer class, Zoo Phonics is used, which is also utilized in the Boise schools. We also bring in outside teachers for Spanish on Wednesday. In addition, we offer yoga classes on Tuesdays. In the fall we offer Martial Arts class to our Explorers class. Our in-house teachers help offer a sense of community within the classrooms. Every child is valued and respected.

### **After Kindergarten/School Program**

---

Transportation is available to a limited number of schools, depending upon how many children sign up per school site. This program provides children with a safe, enriched environment to enjoy with their peers under direct supervision. Physical play, homework time, projects, and a special martial arts class with Lisa Peterson of Boise Konkondo Martial Arts is included in our afterschool curriculum. Except for federal holidays, we often remain open when public schools are closed.

### **Summer School Age Program a.k.a. Kid's Kamp [see additional handout on June 2020 Polices](#)**

---

During the summer, KASP offers "Kid's Kamp," a program for children entering Kindergarten and finishing 5<sup>th</sup> grade. The Cheetah class is for children entering Kindergarten and 1<sup>st</sup> grade in the fall while the Tiger/Viper class is for those entering 2<sup>nd</sup> through 5<sup>th</sup> grades in the fall.

This successful, multi-age program enjoys trips to a variety of parks, swimming pools, restaurants for tours, and other choices which may include Planet Kid, the Discovery Center, and Zoo Boise. Children also enjoy classroom guests who bring special activities into the classroom. The themed weeks/months help teach children about history, world cultures, and teamwork.

## **C – ASSESSMENT PROCESS**

## **Assessment of Child Progress**

---

Assessment is based on close and regular observation of activities and experiences within the classroom. Family input is welcomed through verbal and written communication. Information is sought formally from families each year during enrollment by having parents fill out the "Getting To Know Your Child" form. This information, combined with the parent/teacher conferences, help teachers make decisions about teaching children individually and as part of a group. Documentation and the use of the Ages and Stages Questionnaire (ASQ) help us better meet the needs of each child. The screening tool covers your child's development in the areas of communication and language, problem solving, gross and fine motor skills, personal and social skills, and health information. Information from this screening provides you and KASP with a base line of your child's development and helps us to individualize the curriculum for your child. Assessments help with overall program improvements. Early screening also helps identify any concerns.

When there is a need for further screening or evaluation, families are referred to specific agencies, public school resources, or medical facilities for further assessment. Our goal with this ongoing assessment process is to get to know children and their families with the realization of competence, individuality, independence, confidence, trust, social relationship and creativity.

Should a child or family enrolled require extra services such as speech and language testing and/or therapy, learning disabilities screening, or counseling, the Lead Teacher and Program Director will work with each family to facilitate and/or find services. KASP keeps an up-to-date list of local resources to support families. Please talk to your child's teacher or the director if you need family support; we are here to help.

## **Kaymbu**

---

Kaymbu is an app that teachers use to capture the essence of classroom activities and strengthen relationships between home and school. Teachers use Kaymbu to record photos and video of important classroom activities and share them with families. KASP is using Kaymbu to give you a window into your child's school life and accomplishments. KASP will use Kaymbu to digitally document your child's growth and progress throughout the year. This app is used in the Sweet Peas through Explorer classrooms.

## **Parent - Teacher Conferences**

---

KASP holds parent/teacher conferences yearly. Our teachers look forward to this opportunity to share information about your child on the Monday of President's Day. Childcare is available during your conference time. You will be given information on the relationships that your child has developed with his/her teachers and peers. Teachers also hope to learn about your child's experiences at home with his/her family. Information is given regarding the skills that your child is working on in the classroom, and any questions that you may have are answered. If you have questions or concerns about the school experience, please do not hesitate to contact your child's teacher and

additional conferences will be set up for you. Preschool parents (Shooting Stars & Explorers) have conferences once in the fall and again on President's Day. Child reports are a brief write up about your child and what we have observed. The Kaymbu app helps families and teachers work together to create a complete picture of development and learning.

### **Communication Procedure** **see additional handout on June 2020 Polices**

---

There are several ways we foster communication between teachers and families.

- In our younger classes, teachers document the child's daily activities and give a form to the parent at pick up.
- Teachers also send out a weekly class newsletter/storyboard telling parents what is happening in the classroom as well as emails with special announcements.
- Each classroom has a white board by the door where they relay daily activities and reminders.
- In each classroom items are posted that parents may be interested in, such a KASP policies, parent training events, snack calendars, immunization policies, etc.
- Phone calls from parents are always welcomed by teachers and the administrative staff.
- The director is also available to parents for dialogue about how things are going.
- You can text teachers directly to the classroom IPAD or call the office. Please be advised, teacher's priority is with the children, therefore texts will be returned as soon as possible. For immediate assistance, call the office line- 208-343-8441.

### **Confidentiality**

---

Assessment and health information for each child is kept in an individual file in the classroom. In addition to the teachers, the Program Director, Administrative Assistant, consulting specialists who as needed may be brought in, and the child's legal parents/guardians have access to the files. Specific permission to share these files with anyone else requires the written permission from the parents.

### **Permanent Files**

---

The files that are kept for children in our program include: enrollment forms, immunization records, health release forms, health insurance information, a photo, address, email, transportation release forms, incident reports, student information sheets, informal assessment results, and conference notes. Parents may request to read the contents of their child's file at any time. Files will be kept in storage for seven years after a child leaves our program and then shredded.

## **D – CHILD GUIDANCE PHILOSOPHY STATEMENT**

Children have the right to be physically and emotionally safe, both physically in their environment. They will be encouraged to develop socialization skills in their interactions with each other. Conflict in early childhood is viewed as a natural consequence of

children's development. Nurturing teachers help children work through these conflicts using techniques that encourage problem solving and choices such as:

- Redirecting behavior and setting clear limits in the classroom.
- Modeling and encouraging the expected behavior are also key strategies.

KASP teachers encourage a Christian atmosphere of respect for children's individual rights, and for the world around them.

### **Direct Guidance Techniques**

---

Our goal as early childhood professionals is to provide the best care possible for your child. We believe that children should be given the tools to handle their expected behavior. With the use of problem-solving techniques, most situations can be alleviated. As necessary, the following procedures will be implemented:

1. **Ignore minor misbehavior** and respond positively to the desired behavior.
2. **Act as mediator** by getting down on the children's eye level, listening to both sides, and trying to come to an agreeable solution.
3. **Verbally redirect misbehavior** by removing the child from the situation and giving choices if possible: "Susie you may choose to read the books in our reading center or you may build in the block area, but you may not build with the books in the reading center."
4. **"Cooling-off zone"** is used when a child is feeling out of control and the child may need to go to a prearranged space to "cool off." If needed, the teacher can help the child identify his feelings that he might need to take a little time until he feels back in control. After the child has calmed down he will be encouraged to rejoin the group.
5. With **aggressive and difficult behavior**, the teachers will help the child acknowledge the other person's feelings and help the child understand that behavior is not acceptable at KASP. Finally, the child will be encouraged to help in making restitution to the hurt child.
6. By **keeping the parents informed**, focus is always placed on the behavior, not the child: "May I call you this evening regarding \_\_\_\_\_'s behavior in class?"
7. **Documentation** is used if a child's behavior continues to be inappropriate. This includes how the teachers may have tried to redirect the child. Parents are also kept informed and work together to identify the cause of the behavior. We will act as a team to problem-solve, and carry out the agreed upon plan in the home and at school. If needed, an outside professional will be brought in to help problem solve and support programs, families and the child.
8. **Repeated inappropriate behavior** will result in returning the child to the care of parents or guardians. If we cannot make this a positive environment for your child, we will terminate enrollment.

**PHYSICAL PUNISHMENT, PSYCHOLOGICAL ABUSE OR COERCION WILL NEVER BE**

**ACCEPTABLE AT KASP.**

**Suspension and Expulsion Policy**

---

KASP works very hard to meet the needs of all children enrolled in the program, however; we may not be able to respond effectively to all children’s’ needs. Reasons for expulsion include: violent behavior, lack of parent involvement, risk of harming self and others. KASP’s policy is to limit having this happen. Suspension and/or expulsion would only occur if all other measures have been exhausted. We will work closely with parents, family members, and other professionals to help the child and family. The goal is what is in the child’s best interests. KASP complies with federal and state civil rights laws. If and when expulsion measures must be taken, KASP will provide assistance to the family in accessing services elsewhere.

---

**Child Abuse**

---

Idaho Code section 16-1605 requires all childcare personnel to report any indication of Child Abuse. We are obligated by law to inform the Child Protection offices of the Health and Welfare Department within 24 hours of any conditions or circumstances which have or could reasonably result in physical injury to a child. Persons who act upon reasonable cause in reporting child abuse are protected from any liability by Idaho Code section 16-1605.

Report Abuse -To report suspected child abuse, neglect or abandonment call:

**Statewide: 1-855-552-KIDS (5437) Treasure Valley: 208-334-KIDS (5437)**

You can report child abuse and neglect 24 hours a day. Or dial the Idaho Care line at 211 and they will direct your call.

**E – PARENT INVOLVEMENT PHILOSOPHY STATEMENT**

**Parents Are Essential At KASP**

---

*Parents are an essential part of the program and are always welcome!* Parent involvement is an extremely important aspect of a child's education. Studies have shown that parents who stay involved in their child's schooling can make a dramatic difference in the overall educational success of their child. Attendance, attitudes, and achievement are all increased when parents are involved. This is especially true at the preschool level when a child's self-image is emerging and developing. In light of this, we encourage parents to commit to “hands on” involvement in their child’s program whenever possible.

We also welcome parent involvement in the classroom by participation in our “Parent-Teacher Group.” KASP feels this involvement contributes to the education of your child. Please feel free to share your ideas and become involved in your child's class at any time and in any way you feel comfortable. At KASP, we believe that open communication

between home and school allows for vital information to be shared; this enhances the child's emotional, social, physical, linguistic and cognitive development. With consistent collaboration between parent and teacher, as well as individual observations, the teacher is able to ensure a developmentally appropriate curriculum to meet the needs of each child. If any parent would benefit from translation services, KASP can arrange a translator as needed.

If you have questions, or have experienced a problem at home or school, please approach your child's lead teacher first. You might want to share about recent potty training efforts, changes in care-giving arrangements, the death of a pet, an extended absence of a parent, etc. These can all cause changes in a child's demeanor and behavior at school, so timely communication helps the staff respond more effectively to the child. We make every effort to dialogue with children and families in a positive manner to plan strategies, resolve issues, and provide assistance in a timely and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you in order to raise the bar on our high-quality learning environment.

**The ONLY exception to this rule involves conflict resolution issues.** Feeling safe and respected is a key issue when dealing with conflict, and parents are **never** to step in and try to handle a classroom situation. Teachers work hard to develop a level of trust with children before they address behavior. If you see a conflict developing, immediately alert the teacher and allow her/him to follow through. If parents choose to step in inappropriately they may be asked to leave the program permanently.

KASP acknowledges that teacher/parent relationships are inevitable and valued. However, KASP is not responsible for actions and non-actions of staff members while he/she is caring for your child(ren) in your home or at any non-KASP events or activities.

### **Parent Photography**

---

You are welcome to photograph your child in the classroom and on field trips. However, please do not post these photos if they include other children other or staff members to ANY internet or social networking sites without written permission from the child's parents/guardians and staff members.

### **Annual Evaluation**

---

All adult family members are invited to participate in our annual program evaluation via a survey conducted in the spring of each year, as well as contribute to our continuous quality improvement via PTG, fundraising efforts, etc. Evaluation results, plans and opportunities are highlighted in the monthly newsletter and discussed with staff and church administrators.

### **New Parent Orientation see **additional handout on June 2020 Polices****

---

Prior to beginning the new classes, new families will be invited to a parent orientation. This is an opportunity to review policies and get to know other parents. Each May we host an Open House, where all families are introduced to their new teachers and

classrooms, and class orientation packets and handouts are distributed.

### **Client Policy**

---

Kids Are Special People welcomes parent visits at any time. For the safety of your children we will not accept or allow visitation, contact, or departure from our facility or teaching areas by anyone other than the client parent(s), guardian(s), registered child(ren) and those the client allows permission. We determine a client to be the party or parties registering their child, signing our documents, and/or personally paying the monthly bill.

In the event of a separation or divorce, we make every effort to meet the needs of the family regarding billing and/or custody. We require a copy of the divorce or separation decree, as well as custody and childcare arrangements for our records.

### **Volunteer Policy**

---

We occasionally allow Early Childhood Education students from BSU, CWI, and Boise High to do their practicums in our classrooms. We also partner with the Idaho Refugee Program and other international volunteers who are interested in working with children. They are NEVER left alone with children and are always being observed by the classroom teachers. These volunteers do not count toward our teacher-child ratios. Also, parents volunteer occasionally for field trips or other special events. Again, no one other than KASP staff are ever left in charge of a class.

## **F – OPERATING POLICIES**

### **Age Requirements**

---

Babies are accepted once they have reached six to eight weeks of age and have had their **first round of documented immunizations**. We provide programming for children through the summer following 5<sup>th</sup> grade. Usually your child will stay in the same age class, i.e., Sweet Peas, Tiny Tots, Wee Angels, and Little Lambs for one full year (Summer-Spring). Transitions occur in June unless the parent and director feel the child is developmentally ready to make a move before that time. Parental input is vital in making a mid-year transition.

### **Hours of Operations and Closures**

---

Our operating hours are from **7:30** a.m. to **5:30** p.m., Monday through Friday. KASP will be closed for the following holidays:

- **Teacher In-Service Looping Day:** Friday, May 22, 2020
- **Memorial Day:** Monday, May 25, 2020
- **Independence Day:** Friday, July 3, 2020
- **Staff Safety Training:** Friday, July 31, 2020

- **Labor Day:** Monday, September 7, 2020
- **Thanksgiving:** NOON release on Wednesday 25, 2020
- **Thanksgiving** CLOSED Thursday, November 26 and Friday, November 27, 2020
- **Christmas:** Wednesday, December 23, 2020 through Friday, Jan. 1, 2021
- **New Year's :** Friday, January 1, 2021
- **MLK/Civil Rights Day:** Monday, January 18, 2021
- **Parent Teacher Conferences/President's Day:** Monday, February 15, 2021
- **Spring Break/Facility Maintenance :** Thursday, March 25 and Friday, March 26, 2021
- **Teacher In-Service Looping Day:** Friday, May 28, 2021
- **Memorial Day:** Monday, May 31, 2021

**Weather or Emergency Closure [see additional handout on June 2020 Policies](#)**

During severe weather, KASP will close when the Boise Public School District announces a closure. Please listen to your local news station during periods of extreme weather to stay informed of closures. KTVB Channel 7 is who we will contact.

Should a severe weather situation arise during the night, your only notification will be the news authorities announcing that Boise School District has closed their schools.

If your children are in our care when the announcement is made, we will email and/or phone you to come pick up your child immediately. Other types of emergency situations might be a power outage or loss of water services. A decision to close would be made by the staff of FUMC in conjunction with local authorities. FUMC policy is that refunds will not be given due to emergency closures.

## **G – REGISTRATION, ENROLLMENT AND TUITION POLICIES**

### **Program Registration**

1. A non-refundable registration fee of \$100.00 (\$50 for Kids Kamp) is due at the time of registration. This fee is paid annually for each child enrolling in KASP.
2. A registration form is sent home each February to be returned with the registration fee and Part 1 paperwork.
3. In April Part 2 enrollment forms are sent out electronically. If you prefer a hard copy, please contact the office.
4. Children in Kids Kamp (school age program) who remain for the fall, and any new children joining the After K/After School program for the fall, will pay a \$50 fall registration fee.
5. Each year that your child attends KASP, you will have to have your health care provider sign a new form telling us the current state of your child's health.



## Registration and Wait List

---

We maintain a wait list on a first-come/first-serve basis with KASP staff children, sibling families and members of FUMC given priority. We strive to maintain a gender-balanced classroom for optimal learning experiences. You may register on the wait list once you have an established due date for the birth of your child (or anticipated adoption).

If an opening occurs and your family is not ready to start the program and want to guarantee your spot in that class, tuition will be charged at ½ the month rate. After that, full monthly tuition must be paid to continue to “hold” that spot. Should you decline the spot offered, you may choose to be moved to the bottom of the list or request that your name be removed.

## Tuition

---

- KASP is a non-profit organization and timely payment is extremely important. Invoices will be emailed out on or near the 1<sup>st</sup> of each month. If you prefer a hard copy, please let the office know so that one can be placed in your child’s folder.
- Billing questions are to be directed to our bookkeeper, Luciana at 343-7511 ext. 235. You may leave her messages or an email at any time. **The KASP office staff does not have access to billing records and is not equipped to answer questions.**
- Tuition is due on the 1st of each month, paid in advance, for the current month.
- Tuition received after the 15th will be charged a \$25.00 late fee.
- **If payment is more than 45 days overdue, KASP cannot admit your child until full payment has been received.**
- **Invoices are provided as a courtesy and in the event that invoices are not available by the first of the month, you are still responsible for making your regular monthly payment by the 15<sup>th</sup> using one of these four options:**
  - 1) **Personal Check:** Please do not give your payments to the teacher. Instead mail or place the checks in the tuition drop box in the office.
  - 2) **ACH:** Automatic withdrawal from your checking account can be set up.
  - 3) **“Bill Pay”:** You can set this up through your bank.
  - 4) **Credit Card:** An administrative fee will be added for this option.

When you sign up for automatic checking or credit card withdrawal, you will need to fill out an ACH or Credit card form. You will only need to sign up once during the entire time that your child is enrolled in our program. If you no longer wish to have automatic withdrawal or banking/credit card information changes, please inform Luciana 208-343-7511 ext 235 in the accounting department.

When you are signed up for automatic withdrawal, additional fees you incur (such as late pick up fees or bus non-notification charges), may be withdrawn also.

June 2020- June 2021				
Option 1,2 or 3	Regs.	5 day	M-W-F	T-Th

Sweet Peas	\$100	\$1025 FT only	N/A	N/A
Tiny Tots	\$100	\$975 FT only	N/A	N/A
Wee Angels	\$100	\$925	\$600	\$425
Little Lambs	\$100	\$925	\$600	\$425
Shooting Stars	\$100	\$820	\$535	\$370
Explorers	\$100	\$820	\$535	\$370
After K 1130-530 (Fall-Spring)	\$50	\$550	\$350	\$270
After School 3-530 (Fall-Spring)	\$50	\$325	N/A	N/A
Summer Kids Kamp 730-530	\$50	\$820	\$540	\$375

### Returned Check Charge

---

A returned check will result in an additional charge of \$20.00. A consistent pattern of returned checks will result in accepting only cash or a money order for your tuition.

### Overtime & Late Charge

---

Children may not arrive before 7:30 a.m. and **MUST** be picked up by **5:30 pm**. If you arrive each day at 5:30, please arrange a time other than the end of the day to discuss issues with the staff. Staff members have families, plans, and commitments too! If you arrive past 5:30 to pick up your child a fee of \$25.00 will be assessed. If you are more than 15 minutes late the fee will be \$50. Each additional 15 minutes late is another \$25. Habitual lateness will result in a discussion with the director about how we can make this work better or you may be asked to leave the program.

Both staff and children become concerned when parents are late, so we appreciate a phone call saying you are going to arrive later than your usual pick-up time.

### Schedule Changes

---

If you wish to change your child's schedule at KASP, please discuss your needs with the director. You can always reduce the days of care but increasing will depend upon availability. For example, if your child attends full time and you would like to change to part time, you can choose to change your child's schedule to Mondays, Wednesdays, and Fridays or to Tuesdays and Thursdays. Sweet Peas and Tiny Tots are full time only. The director will be happy to discuss your changing needs. We do require a month's notice to do so.

### Termination/ Withdrawal

---

**ONE MONTH WRITTEN notice is required when withdrawing your child.** If within the first 30 days of your child's enrollment it is apparent that we cannot meet your child's

needs, this notice may be waived after a conference with the director.

### **Refund Policy**

---

Space that is reserved for your child must be paid for, whether it is used or not. The earliest morning arrival time is 7:30 a.m. but it is not necessary to have your child here at that time. For example, it may work best for you to bring your child in at 10 a.m. instead of 7:30 a.m. Please talk with your child's teacher to find out the time that would work best for your child to arrive. We bill on a monthly rate rather than hourly so it doesn't matter what time you arrive. However, we appreciate it when the Shooting Stars and Explorers (preschool classes) arrive by 9AM to start their school day. Refunds are not given due to illness, vacations, holidays or weather closures.

### **Drop-Ins for Enrolled Children**

---

Drop-In care is available on a very limited basis for families enrolled in KASP. Please request drop in spots to the office 48 hours in advance. The drop in fee is **\$40** per day per child (except for after school children during the school year it is **\$25** per day). If your plans change, we request a 24 hour cancellation notice or the drop in fee will be added to your bill. Your cooperation and understanding is important so that we can schedule adequate staff to keep the ratios in compliance.

### **Drop-Ins for Non-Enrolled Children**

---

The only time we allow children to drop-in that are not currently enrolled in KASP is when they were previously enrolled children and/or siblings of currently enrolled children.

- Parents must fill out the three-part form and provide us a copy of current immunizations prior to attendance. (Immunizations must be completely up to date.)
- Putting the child in our care automatically gives permission for the child to do whatever our plan is for that day.
- Fees must be paid when enrollment paperwork is turned in--without any refunds due to change of plans.
- **\$40** for full day and **\$25** for After K or After School from fall through spring.
- Any extra fees for field trips that day will be paid by the parent.

When non-enrolled children accompany you during drop-off or pick-up we expect that they will abide by our KASP rules in the halls, classroom, and playground, and are within your eyesight at all times. Please, never leave a non-enrolled child out on the playground while you come inside for a pickup.

### **Attendance Records **see additional handout on June 2020 Polices****

---

For the safety of our children, it is mandatory that parents record their child's arrival and departure times on the classroom sign-in sheet and initial it. Children should never be left without direct transfer to a staff member. This is extremely important for

purposes of accountability--especially in the event of an emergency. If your child's name does not appear on the sign-in sheet, please check in with a staff member and immediately inform the office. A \$25 fee will be imposed if parents habitually neglect to sign in/ out.

### Absences

---

Please call or email KASP if your child will be out for the day or will be arriving later than his/her time. In order to maintain the required staff to child ratio we need to know of changes in your child's schedule. This helps staffing schedules as well. There is no refund for missed days.

### Separation Anxiety

---

Learning to separate for short periods of time is developmentally appropriate for young children. We do all we can to help your child work through separation anxiety. It is completely normal to experience difficulty separating, even after coming to class for several weeks or months. Please let your child's teachers know if your child is experiencing any difficulties, and they will be glad to work with you and your child.

### Pick-up Authorization **see additional handout on June 2020 Polices**

---

We will not permit your child to leave with any person when we do not have written or oral permission from a legal guardian. A signed note stating who is picking up your child and at what time should be left with the classroom teacher or emailed to the office. We will require picture identification before releasing your child. Our first priority is the safety of the child. Please instruct the person picking up your child to go to the office with proper ID. The office staff will escort them to the child's classroom.

KASP teachers and/or the Administration Team will ask you to call a cab if they smell alcohol on your breath, and believe that your child is physically at risk by riding in a car with you. If you refuse to call a cab or make other arrangements for a ride and then leave with your child, the teacher will call 911 and report it.

## H – WELLNESS POLICIES

### Immunizations

---

Idaho State requires that all children be immunized according to Idaho State Standards before attending KASP. A copy of original immunization record must be provided to KASP at the time of enrollment. Though some public facilities may accept waivers, it is our policy that no child will be accepted without proof of current immunizations. As a child care provider, we have the right to develop operating policies/procedures for our center that are more stringent than Idaho Code. We are not "required" under the law to accept children into your home/center who are not immunized. This policy is without exception, and only Medical waivers signed by your child's pediatrician will be

considered. If you have questions regarding the immunization schedule or the individual immunizations, check with your child/ren's health care provider. **It is imperative that you turn in new documentation WITHIN 14 DAYS each time your child has a new shot.** Failure to do so will result in a \$25 late fee.

**In addition, please schedule appointments on Fridays. Shots can be hard on little bodies and they may need to be home with you.**

---

## KASP Illness Policy

This illness policy is guided by the CDC and will be updated as new information and guidance is released.

### Coronavirus Disease

You can help protect your family from COVID-19 by practicing and promoting everyday healthy habits. If an outbreak occurs in your community, KASP will close to prevent further spread of the virus. Use this checklist to plan and take action if a COVID-19 outbreak occurs in your community. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/schools-checklistparents.pdf#page=1>

1. Stay home if you are sick or become exposed to the Coronavirus.
2. Keep your child home if they are sick or become exposed. (Exposure is defined as anyone close, prolonged contact for no longer than 10 minutes.)
3. If your child becomes ill, while at KASP your child will be separated as soon as possible and wait for a parent to arrive.
4. Symptoms may appear **2-14 days after exposure to the virus.**

People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.

If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.
- If a confirmed positive is reported, KASP will work closely with Central District Health and FUMC to determine next course of action: close room (s), entire program if recommended.

If a child or staff member has tested positive for COVID-19, he/she can return to KASP under the following conditions:

If they will not have a test to determine if contagious, he/she can return to KASP after these three things have happened:

- 1.No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
- 2.Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- 3.At least 14 days have passed since symptoms first appeared

If they will be tested to determine if contagious, he/she can return to KASP after these two things have happened:

- 1.No longer have a fever for at least 72 hours (without the use medicine that reduces fevers)
2. Other symptoms have improved (for example, when your cough or shortness of breath have improved)

KASP will report any staff or child positive for Covid-19 to CDH and the families. HIPPA privacy will be adhered to.

#### **Additional Illness policy-**

The question often arises, "When should I keep my child at home?" One of the best guidelines is to consider whether or not you would want your child in contact with another child who is exhibiting the same symptoms your child has.

**We appreciate your commitment to your child's wellbeing. While we are sorry to have your child miss school, we know that sick children are best consoled by their own parents, and we do not like to see other children become needlessly ill due to exposure.**

Should your child come down with a communicable disease, please inform the office **immediately** so other parents can be notified. If your child becomes ill at school, we will call you to come pick them up. We will make every effort to keep your child as comfortable as possible, but **we do expect that the child will be picked up within one-half hour of placing the call.** KASP does not issue refunds due to illness.

**Children cannot attend KASP if any of the following conditions are present:**

- **Fever:** A fever of 100.4 degrees or greater: The child **MUST BE** without fever for **a full 72 hours without medication** before returning to KASP.
- **Vomiting:** The child may not return until these symptoms have subsided for a **full 24 hours.**
- **Diarrhea:** (two or more bowel movements that are atypical (explosive, etc.) for the child indicate the possibility of infectious diarrhea so a parent will be called; **one** extremely loose stool may result in an immediate call to parents): The child may not return until these symptoms have subsided for **a full 24 hours.** In case of Rota-virus outbreak we may require a 48-hour symptom free time frame.
- **Bacterial infections:** **The child must be on antibiotics for a minimum of 24 hours,** or have a physician's clearance before returning.
- **Rashes:** Generalized rashes over multiple parts of the body - **Requires a physician's clearance to return.**
- **Chicken Pox:** Children must stay home **until sores are dry (one week).**
- **Head lice or Scabies:** Children must be **nit-free to return.** A staff member will inspect the child's head prior to readmission.
- **Listless, lethargic behavior, lack of appetite, refusal to eat or drink, and extreme irritability:** Clearly, unusual behavior for a child that persists over time indicates the likelihood of oncoming illness. You may receive a call if your child exhibits this kind of behavior because it is an indication that illness is approaching.

---

and an email will be sent to the classroom families. If your child has contracted a contagious condition or disease, please call and let the office know immediately. We will need to notify staff and the other parents of children who were in contact with the ill child.

## Hand Washing

---

Frequent hand washing is the best method of preventing illness. **Please, when first arriving, help your child wash his or her hands with soap and water for a full 20 seconds—NOT hand sanitizer.** Thorough hand washing is the primary way in which we keep germs and infections at bay. The only exception to this rule applies to infants under six months—parents can use baby wipes if they prefer. Children wash hands often throughout the day; please encourage this at home as well.

Proper Hand Washing Procedure for children and adults (about one minute – the time it takes to sing Twinkle Little Star)

- *Use plenty of soap and warm water.*
- *Rub your hands vigorously as you wash them.*
- *Wash all surfaces, including back of hands, wrists, between fingers, and under finger nails using a good brush.*
- *Rinse your hands well.*
- *Dry hands with a clean paper towel.*
- *Turn off the water using the paper towel instead of your bare hands to prevent recontamination of your hands.*
- *If you are washing your hands in a restroom, use the towel to open the door.*

## Oral Health Policy

---

In several of the preschool classes we focus on oral health and the importance of proper tooth brushing—and have time daily for brushing. A dentist or dental hygienist talks with the children and demonstrates tooth brushing. KASP provides all oral health materials.

## Emergency Procedures

---

All teachers have CPR and First Aid training. In the event of an emergency or illness, the following procedures will be utilized:

- We will attempt to contact at least one parent by email and/or phone.
- Should neither parent be reached, a third person designated on the enrollment form will be contacted and asked to act on your behalf. Completing new paperwork every spring is one way we keep on top of current information. We ask that you notify the office immediately when you have a change of contact information.

We have an emergency evacuation plan in the event of a flood, active shooter, or other emergencies. Escape routes and procedures are posted in classrooms and drills are conducted monthly, year around. Should there be a need to evacuate the building, we will exit and proceed to the large parking lot on Hays at 12<sup>th</sup> street. In the event that emergency crews determine we must evacuate further away we will proceed to the parking lot of the Baptist church on 13<sup>th</sup> and Franklin, the Downtown YMCA, or Boise



High School. If evacuation to a site away from the downtown core is necessary, we have an arrangement with Eagle Methodist Church, 651 N. Eagle Road 939-0180 KASP is located in the third zone of the Boise Flood Evacuation plan. In the event a flood occurs children will be taken to the fellowship hall on the 2<sup>nd</sup> floor and released through the southern-most doors on 12<sup>th</sup> street (next to the playhouse.) Teachers will remain with the children until they are picked up by an authorized adult.

**If you are NOT going to be at your usual phone number during school hours, please make sure the teacher knows a number where you can be reached. In an extreme emergency 911 will be called. The emergency authorization form you signed as part of the enrollment process allows us permission to request emergency medical treatment when necessary. It is important to keep all telephone numbers current.**

### **Medications**

---

In order to dispense medication to your child, we must have a signed medical authorization form from you and complete written instructions. Medication must be in the **original container with the child's name, medicine label, dosage and the doctor's name listed and HANDED TO THE TEACHER BY PARENT**. Staff will lock up meds. Please notify the teacher of any special instructions, especially any refrigeration requirements. KASP staff will not administer treatments that require invasive procedures. Minor injuries are treated with soap, water, ice and/or Band-Aids, as needed.

### **Allergies/Medical need**

---

If your child has known allergies, you must have your Health Care Provider fill out a **Medical Action Plan**. This can be downloaded from our website and is also included in the re-enrollment packet. NAEYC requires a physician's signature and instructions. Teachers must be given both **verbal** and **written** instruction if there is a need for any special precautions in the classroom. The allergy to a particular food must be documented on the Medical Action Plan before we discontinue use of that food in the classroom. Should an Epi-pen play a part in your child's special needs, you will be required to give the staff specific training for your child, as well as making sure medication is current and not expired. A current Epi-pen (one that is not expired) must be available. If not, your child may be in harm's way and will not be able to attend KASP until a current Epi-pen has been provided. **It is the responsibility of the parent/guardian to ensure that we have a current Epi-pen on hand at all times!** When there are **changes in your child's allergies**, please make sure that you give us written notification regarding the changes (email is fine).

### **Peanut/Nut-Free**

---

**For the safety of all, KASP is a "nut-free" program (we expect your full and complete supportive cooperation. Nut allergies can be life-threatening and we take this very seriously. Our goal always is safety first!**

## Snacks and Lunch

---

We offer a nutritional snack twice a day, following the USDA guidelines (including amount and types of food). The children generally snack at 9:00 am and 3:00 pm in their rooms. Menus are posted in classrooms and are included in the monthly newsletters.

If you would like to provide a snack for a special occasion, please feel free to talk to your child's teacher. Let them know the date and time you would like to bring snack. The teachers in your child's room can tell you how many snacks to bring.

Please be aware that there are some children with food allergies that can be potentially fatal. We ask that you avoid these foods if you bring snacks to share. Also, if your child has any special dietary needs, please let us know in writing.

Please send your child a lunch, including a beverage. We promote healthy eating habits at KASP and ask that parents try to make their child's lunches healthy. Please include real silverware and limit waste as much as possible.

While we understand that "Lunchables," "Toddler Graduates," and such pre-packaged, processed products may occasionally be necessary, we implore you to keep these at a minimum. Parents in need of ideas for quick, healthy foods can check the internet or pick up a list of ideas from the office. Please **do not send** pop or candy in your child's lunch. Refer to the schedule in your child's classroom for your child's specific lunchtime.

## Food Documentation

---

In the Sweet Pea through Little Lambs classes (up to three years old) we keep track of all the children eat during the day and document it on the Kaymbu App or the daily sheets. If others need details of what your child is eating, talk with your child's teacher.

## Bottles

---

- We ask that you label bottles daily with the child's full name, date and ounces in the bottle.
- For the safety of your child, we do not let them walk around the room with bottles in their mouths.
- Please put bottles away before bringing your child into the classroom.
- Please bring all bottles prepared and ready to use.
- Staff will discard any unfinished un-refrigerated formula or breast milk after 1 hour.

---

Breastfeeding at KASP **see additional handout on June 2020 Polices**

We welcome and encourage breastfeeding mothers to come into the classroom and feed/play with your baby. Just let us know when to expect you so we won't feed the baby before you arrive.

KASP policies for handling and storing breast milk:

- Please use only hard plastic bottles.
- Do not save milk from used bottle for use at another feeding.
- Freeze milk in 2 to 5 ounce portions. Small amounts will thaw more quickly and less will be wasted this way.
- Please seal containers tightly.
- Please write the child's full name, date, and ounces on a piece of masking tape on the container. Use the oldest milk first.
- Thaw breast milk overnight in the refrigerator.
- **Thawed breast milk** is safe in the refrigerator for 24 hours. **Do not refreeze!**
- We do not re-heat thawed breast milk. What is not consumed is disposed of. Do not add fresh milk to already frozen milk within a storage container. It is best not to mix the two.
- We are happy to show you a private room for nursing if desired.

## Storage Duration of Fresh Human Milk for Use with Healthy Full Term Infants

Source: [American Academy of Pediatrics](#).

Location	Temperature	Duration	Comments
Countertop, table	Room temperature (up to 77°F or 25°C)	6–8 hours	Containers should be covered and kept as cool as possible; covering the container with a cool towel may keep milk cooler.
Insulated cooler bag	5-39°F or -15-4°C	24 hours	Keep ice packs in contact with milk containers at all times, limit opening cooler bag.
Refrigerator	39°F or 4°C	5 days	Store milk in the back of the main body of the refrigerator.
<b>Freezer</b>			Store milk toward the back of the freezer, where temperature is most constant. Milk stored for longer durations in the ranges listed is safe, but some of the lipids in the milk undergo degradation resulting in lower quality.
Freezer compartment of a refrigerator	5°F or -15°C	2 weeks	
Freezer compartment of refrigerator with	0°F or -18°C	3–6 months	

separate doors			
Chest or upright deep freezer	-4°F or -20°C	6–12 months	

**Breast Milk Caution**

Never microwave breast milk or any infant/toddler milk or food. Microwaving can cause severe burns to baby’s mouth from hot spots that develop in the milk during microwaving. Microwaving can also change the composition of breast milk.

**Quiet Time and Nap Time**

---

Check with your child’s class schedule to find out the time they take naps. Children need to bring a labeled crib sheet, blanket and/or soft toy for their nap mat. Please take your child’s blanket/sheet and/or used clothing home to launder on your last day here each week. Rest is very important – we will not wake children.

**Resting Mats**

---

You will need to purchase your child a **vinyl-coated** mat for rest for Tiny Tots through Explorers. Lakeshore Learning has a variety of mats to choose from, you will have to order or you can go on-line and order from Amazon (the mat must be foldable and vinyl). Remember, your child will use this mat during all their years at KASP. If your child’s mat gets ripped or torn, another mat must be purchased for safety purposes.

**Infant Sleep Policy**

---

To reduce the risk of Sudden Infant Death Syndrome (SIDS)—Infants,(younger than 12 months) unless otherwise ordered by a signed document from a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission. If children arrive asleep, or fall asleep in equipment not designed for sleep, the child will be removed and placed in appropriate sleep equipment. Soft items are not allowed in cribs.

**Toys brought from home**

---

A soft toy or blanket for naptime may be brought from home. However, we ask that you do not bring any other special toys as it may cause disruption during daily activities. We are unable to guarantee the condition of any item that is brought from home. There will be special days during the year for children to bring in favorite toys. Toy guns, knives or any kind of object used for weapon play are not acceptable at any time at KASP.

**Clothing**

---

Please dress your child in comfortable, washable play clothes. Shoes must be worn at all

times (except infants). Rubber soled shoes are preferred as they allow the children to safely engage in all activities. Sandals must have a strap around the heel. For your child's safety while at KASP, **no flip flops or heeies are permitted!**

### **Extra Clothing**

---

Because childhood accidents (i.e. toilet mishaps, food spills, etc.) do happen, please bring your child an extra, **labeled** set of clothes. If we need to use our extra clothes on your child, please launder and return the next time your child attends. As your child outgrows his/her clothing please consider donating underwear, pants, shirts, and socks so we can continue to provide extra items.

### **Labeling**

---

We ask that you label all personal items with your child's name. These items include outerwear, lunchboxes, diaper bags, extra clothes, nap sheets, bottles and pacifiers. In the office there is a box of items that are not labeled. Items not claimed will be given to Goodwill periodically. KASP works with Mabel's Labels as a fundraiser. [www.Mabelslabels.com](http://www.Mabelslabels.com).

### **Outside Time**

---

We take the children outside to play as often as possible because we know that kids need fresh air and room to exercise. We go outside on snowy days, so please bring outdoor apparel appropriate for the weather. Children should wear indoor shoes upon arrival and bring boots with them for outdoor play. Our courtyard remains in the shade most of the morning, so please send jackets, hats and mittens (labeled please).

### **Hot and Cold Weather and Air Quality Policy**

---

Our policy is to stay inside if it is too hot (above 98°F) or too cold (below 15°F), or if the air quality is determined to be in the red zone according to local reporting agencies. Children and staff will be kept inside, based on individual needs when the air quality is in the orange or yellow zone. We track air quality daily and post it in the office.

### **Diapers, Wipes and Potty Training**

---

For safety and sanitation reasons, we will use only disposable diapers. An exception may be considered for medical reasons accompanied by a signed doctor's note. It is your responsibility to bring in diapers and wipes for your child. Failure to provide these items after a reminder from your child's teacher will result in a charge of \$1.00 per diaper and \$1.00/day for wipes. We suggest bringing in a case of wipes per your classroom's specifications.

KASP does not require that children be potty trained prior to enrollment. We encourage parents to work on potty training with their preschoolers. However, we do not want any undue anxiety over this issue as each child has his or her own developmental schedule.

We will work with your child through the toilet training period, but we ask that you continue to provide us with diapers or "Pull-Ups" until they are completely trained. Please share your potty training plans with your child's teachers. We want to work together with you to assure consistency between home and school. Please be sure we have extra diapers/wipes, as well as a change of clothes at all times. Please do not send children in one-piece outfits or clothing that is difficult to remove.

Concerning cloth training pants—in case of an "accident", staff will dump what they can into the toilet and put the soiled clothing into a plastic bag and in your child's cubby. To avoid further environmental contamination, all soiled clothing will be sent home for cleaning without removing all of the soil from the articles in the child care setting. Any handling of such soiled articles increases the risk of spreading germs to other children in the group.

### **Field Trips see additional handout on June 2020 Polices**

---

This is a great opportunity for children to explore and experience a wide variety of things. We make every effort to make field trips available to the children—either in our busses, church vans, strollers, or walking. Trips on our busses or church vans are limited to children beginning in Wee Angels/Little Lambs. If you would like your child to go on a field trip that is planned for a day that they are not regularly scheduled, he/she is welcome to go also, providing a parent goes along. Check with your child's teacher for all the pertinent information. This information may be in the monthly newsletter or posted on the wall in your child's classroom. You must provide written authorization for your child to attend field trips when you sign the enrollment papers. They must have this permission before they will be taken on a field trip. Liability does not allow us to accept verbal permission.

When our busses are unavailable, a licensed, insured church van, equipped with proper seat belts, will be provided for the field trips. All children will remain seated and buckled. As required by law, we will use seat belts, three- part harnesses, car seats, or boosters.

### **Bus Non-Notification Charge**

---

**Parents with children riding the bus in our After Kindergarten/School program must notify THE OFFICE (not just the teacher), ahead of time, when their child will NOT be riding the bus on a scheduled ride day.** Please call the office **well ahead** of school being released so that the bus driver can be notified before leaving with the bus, rather than distracting them by the cell phone ringing. If you send an email regarding your child's bus schedule, please make sure that you receive a reply. If you do not receive a reply, please call the school to make sure that the message has been received. Again, please help us provide a safe experience for your children while on the bus. If your child does not show up for bus pick up and we have not been notified, you will be charged **\$25 per incident**. When the driver has to wait for a child and/or make calls to the parents, it makes them late for the next pick up and we end up with anxious children. When

schools are closed and KASP is open, we will provide a sign-up sheet 2 weeks in advance for those days as we use this information for staff scheduling and planning.

### **Walking Field Trips**

---

Occasionally, teachers take children on walks around the block or they may take advantage of good weather and walk further. Teachers will have a cell phone with them in case of an emergency. The front office will be informed when children are off-site.

### **Movie Guidelines**

---

Technology is defined broadly to include knowledge and use of tools and machines. Included are computers, video, cameras and other forms of high technology. Examples of media include DVD's, digital music files, CDs, You Tube etc. The intent of this criterion is that these types of media be selected with intentionality and that they are used to expand, enrich, and implement the overall goals and curriculum.

- Explorer and Cheetah classes can only watch G-rated movies.
- Tigers can watch PG-rated movies.
- Other options will be available for those students who choose not to watch the movie.

### **Parent Teacher Group—PTG**

---

This group is made up of room parents and other interested parents from each class. Each year we ask that one or more parents volunteer to serve as the classroom parent. That room parent then becomes a member of the PTG and attends monthly meetings to plan events which would benefit KASP, such as helping with the plans for special events and fundraisers. The room parent serves as the liaison between the teacher and the other parents in that room. They also usually arrange teacher appreciation items and help with fundraising.

### **Classroom Pets**

---

Classroom pets provide a wonderful opportunity for children to observe and learn about the animal world. If your child has an animal related allergy please let the teacher know and arrangements will be made, if necessary, to remove the animal. Due to concerns about salmonella infection, reptiles are not allowed in the classroom. The teaching staff closely supervises all interactions with animals. Hand washing always happens after handling a pet.

### **Sunscreen/Insect Repellent Policy**

---

Parents/guardians are responsible for applying sunscreen to their children here at KASP, during drop off, whether the sunscreen comes from KASP or from home. We will reapply as needed during the day. With parental permission given in the enrollment forms, children under six months must have a doctor's note before we will use sunscreen on them. We will never share sunscreens, except under direct instructions from the parents. We offer parents the option of using **Rocky Mountain Sunscreen SPF**

**30** ([www.rmsunscreen.com](http://www.rmsunscreen.com)) from May through September. It is PABA-free, Oxybenzone free, waterproof, hypoallergenic, fragrance-free, non-greasy, moisturizing, and aloe-based. The list of ingredients is available in the office. If you choose this option in the enrollment paperwork, you will not need to provide bottles of sunscreen throughout the sunny season. Samples will be available in the office.

When public health authorities recommend the use of insect repellent due to a high risk of insect-borne disease, only repellent containing DEETS is used (applied only on children older than 2 months, staff apply insect repellent no more than once a day and only with written parent permission).

### **Birthday Celebrations**

---

It is our policy to downplay the “party” aspect of birthdays and focus attention on the celebration of the child. For this reason we invite you to come and spend some time with your child on that special day if possible. Providing a special snack for the class on that day is also appropriate, but bringing in a three ring circus is not appropriate. We request healthy treats instead of items loaded with sugar. Our policy is to allow only one food item that does not meet the “healthy food” standard at these events. Please do not bring punch and cupcakes, as this would be two unhealthy items.

PLEASE NOTE: If your child will be having a birthday party outside of class time and not every child from the class will be invited, please mail invitations to the homes—to prevent hurt feelings.

### **Program Newsletter**

---

All program newsletters will be provided at the beginning of each month, SMORE is the online template we use. It contains valuable information about upcoming events and policy changes. We prefer sending it to you in PDF form via email. Hard copies will always be available in the office. Each class will send out classroom emails and /or storyboards. Please be sure to read them.

### **Parking for Loading and Unloading- see additional handout on June 2020 Polices**

---

A loading/unloading zone is located on 12th Street, between Franklin and Hays. **Please** use 12<sup>th</sup> Street or the parking lot across from KASP.

- During drop off or pick up, please do not leave children unattended in your vehicle.
- **PLEASE ONLY PARK FACING NORTH**—for safety reasons and to prevent a ticket.
- PLEASE DO NOT LEAVE YOUR CAR RUNNING. We are a clean air zone in cooperation with the DEQ.

In the fall, Wesleyan families will park in the lots and walk children to the building for morning drop- off. Please be aware that, between 8:40 and 9:00am, will be a **very busy time**. The Wesleyan loading times for Monday through Friday are as follows:

- Noon until 12:30 pm
- 1:30 until 1:40 pm
- 3:30 until 3:40



## **Secured Entry System see additional handout on June 2020 Polices**

You will be given two family access Fobs which will allow you to enter the playground gate. If you forget your Fob, please ring the bell and state your business when prompted; you will be buzzed in. If you are late picking up your child (past 5:30), you will have to be buzzed in. Your Fob will not work after 5:35pm. Please make a point to use your Fob whenever possible, despite our best intentions there are instances when the office may be unattended for short periods of time. Please do not give this Fob out to everyone. Use discretion, as this is a security measure for all. Fobs will be returned to KASP at the end of your time here. There is a \$20 fee to replace a missing fob and a \$10 fee for an additional 3<sup>rd</sup> family fob. Fobs must be returned at the end of your time at KASP.

## **Paperwork Requirements**

**Annually, at enrollment time, the KASP office will need all NEW paperwork for each child. An email will be sent with the enrollment instructions. The email will also include a link to the enrollment paperwork and the password to log on.**

Enrollment includes:

- KASP Family Payment /Volunteer Information
- “Getting To Know Your Child” Form
- EZCARE online information submission

Hard copies of the following are still required to be sent in or dropped off:

1. Health Care Provider Form – *which your physician must sign.*
2. Medical Action Plan – *if your child has an allergy or medical condition.*
3. Current copy of your child’s immunization record
4. Babysitting Waiver

In order to prevent a late fee of \$25, make sure to return all paperwork by the due date.

**Please be sure you keep us updated on the following paperwork:**

- Your child’s enrollment information is current, including correct phone numbers and people authorized to pick up.
- Your child’s current immunization record is updated, listing any new shots, to avoid the \$25 fee for not turning in documentation within 14 days.

## **J – COMMONLY ASKED QUESTIONS BY PARENTS**

### **Dress Code**

Busy, creative play can be messy, regardless of the age of your child. We try to use smocks or shirts to cover clothing during messy art projects, as well as the use of washable paints. However, we cannot guarantee that spills or stains can be avoided.

Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of ruining a special outfit. Shoes must be worn in school for safety. Sturdy shoes, such as tennis shoes will help protect your child from injury. **For playing outside, sandals must have heel straps. NO FLIP-FLOPS and NO HEELIES.**

### **Outside Play**

---

Children must have appropriate clothing each season. Please provide warm coats, hats, mittens and boots in the winter and jackets for spring or fall. Extra clothing may be left in the child's cubby at school. If your child does not come with adequate clothing for the season you may be called to bring additional clothing or shoes to KASP.

### **What should we bring on the first day?**

---

1. Healthy lunch, with drink (no soda, please limit sugar intake).  
(Please be aware of nut allergies).
2. Complete change of clothing. **Please** remember to **always** label each article of clothing with a permanent marker. *(We give all unlabeled clothing to Goodwill.)*
3. Parents of infants, toddlers, and twos-please bring at least a daily supply of disposable diapers.
4. If needed, bottles must be ready to use (make sure to label).
5. If your child uses a mat, please provide a crib size sheet and small blanket for nap time.
6. If you choose NOT to use the sunscreen we have made available, please provide your own sunscreen labeled with your child's name *(children under 6 months must have a physician's note for KASP staff to apply sunscreen).*
7. Check with your child's teacher to see if a sippy cup or water bottle is needed.

### **How can my concerns be resolved?**

#### **Most concerns can be quickly addressed following these steps:**

---

1. Always let the classroom teacher know your concern. Your level of comfort with your child's classroom is as important to the teacher as your child's comfort.
2. In most cases, resolution takes place with open communication at this level.
3. If you have a general concern about the program, or you have tried to resolve an issue with the classroom lead teacher without satisfaction, the Director should be contacted. Usually a brief meeting with all concerned parties is effective and can be scheduled quickly in many cases.
4. If there are still unresolved concerns, a meeting with the Church Administrator will be scheduled.

### **What if my work schedule doesn't match with the center's schedule?**

---

Generally, parents decide to take a full-time schedule and seek out another enrolled

family, who would like to share time, or pick up additional days. You are welcome to post this notice in the newsletter as well as the classroom. Sorry, but we are unable to accommodate part day schedules. Please contact the Program Director for more information.

## **K – BABYSITTING POLICY**

We take great pride in the high quality child care services that we provide at Kids are Special People (“KASP”). While at KASP, staff and volunteers are under the supervision of the Director and teachers professionally trained in early childhood education. However, because we have no supervisory authority or control over staff and volunteers who provide babysitting services away from or outside of KASP premises, we cannot be responsible for their acts while engaged in such activity.

KASP does not recommend or become involved in the recommendation of any of our staff or volunteers for outside babysitting away from KASP premises – any arrangement for such services is strictly between you and the staff member or volunteer. KASP is not a party to any outside babysitting agreement nor can KASP make any guarantees, warranties, or representations as to any outside babysitting services. Please be advised that should you engage the services of any KASP staff member or volunteer for babysitting services away from or outside of KASP premises, KASP will not be responsible or liable for any acts or omissions in connection with such services or for any KASP staff member or volunteer while providing such services. If a staff member or volunteer transports your child from KASP premises as part of any babysitting services away from KASP premises, KASP is not responsible for any injuries that may be incurred during that transportation.

If you choose to hire KASP staff or volunteers to perform babysitting for you or your family away from or outside of KASP premises, you must sign a waiver form, entitled “Waiver and Release for Kids are Special People Staff Babysitting,” before any such

services take place. Your failure to sign the required waiver form or to otherwise comply with this policy could result in your child or children being terminated from continued participation at KASP. A copy of the referenced waiver form can be obtained in the front office at KASP.

**WAIVER AND RELEASE FOR  
KIDS ARE SPECIAL PEOPLE STAFF BABYSITTING**

**\*\*Before signing this form, please carefully review it and the “Staff Babysitting Policy” contained in the Kids are Special People Parent Resource Manual. A copy of this “Staff Babysitting Policy” is attached to this form for your review.\*\***

I/We \_\_\_\_\_, the undersigned, parent(s)/legal

guardian(s) of \_\_\_\_\_ (name of child[ren]) hereby irrevocably release, waive, discharge, and covenant not to sue First United Methodist Church of Boise City, Inc., Kids Are Special People (“KASP”), the Cathedral of the Rockies, the Oregon-Idaho Conference of The United Methodist Church, and their directors, and each of them, for any and all past, present, or future claims, actions, demands, losses, costs, expenses, liabilities, or damages which the undersigned now has or may have in the future resulting or arising from, or incurred with, any babysitting services performed at my/our direction or request, by any KASP staff member or volunteer away from or outside of KASP premises.

By signing this form, I/we hereby accept full responsibility for any damages, including but not limited to damages for death, personal injury, loss of property, or property damage to others, however caused, that result in any way from any babysitting services performed by any KASP staff or volunteer away from or outside of KASP premises. I/we further agree to defend, indemnify and hold harmless First United Methodist Church of Boise City, Inc., KASP, the Cathedral of the Rockies, the Oregon-Idaho Conference of The United Methodist Church, and their directors, and each of them, from any and all past, present, or future claims, actions, demands, losses, costs, expenses, liabilities, or damages resulting or arising from, or incurred with, any babysitting services performed at my/our direction or request, by any KASP staff member or volunteer away from or outside of KASP premises.

I/we certify that I/we have fully and carefully read this “Waiver and Release for Kids are Special People Staff Babysitting” (“Waiver”), fully understand the terms and conditions of this Waiver, and have signed this Waiver voluntarily. I/we further certify that I/we have read and agree to abide by KASP’s current “Staff Babysitting Policy” contained in the KASP Parent Resource Manual. I/we agree that this Waiver shall be binding upon me, my spouse, legal representatives, heirs, executors, administrators, and assigns.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent(s)/Guardian(s)