

Kid Prints, Inc



MISSION

Loving, teaching, and nurturing children in a home away from home.

VISION

To be a part of the community and your family for generations.

VALUES

Family, Education, Integrity, Compassion, Imagination, Safety

210 South 5th Street
Sundance, WY 82729
(307) 283-2682
Kidprintsinc@gmail.com

WELCOME

We are honored that you have become a part of the Kid Prints family. We share a small amount of your child's life and are privileged to be given the opportunity. Our mission is loving, teaching, and nurturing children in a home away from home. We believe in family, education, integrity, compassion, imagination, and safety.

Our caring team is dedicated to providing the most comfortable and happy environment for your child. We strive to stimulate educational growth, ensure love and acceptance, in a safe, secure, personal environment for each individual child.

We look forward to working together to help your child grow and learn. Welcome to the Kid Prints family!

PARENT HANDBOOK

CREDENTIALS

- Kid Prints, Inc. is licensed by the Department of Family Services. All non-confidential records relating to Kid Prints, Inc.'s licensure are available for inspection by the public upon receipt of a written request.
- In accordance with Wyoming Department of Health recommendation, tuberculosis (TB) testing is required of all employed caregivers having contact with children.
- First aid and infant/child CPR certification must be completed biennially and kept current at all times for all employed caregivers. Proof of completion of training will be maintained at the center.
- All employees are required to complete a minimum of sixteen (16) credit hours of continuing education annually. Proof of completion of education will be maintained at the center.
- All emergency and/or evacuation drills shall be practiced on a monthly basis. All occupants including; children, visitors, and caregivers will participate.
- A portable fire extinguisher is available in the facility, as well as a posted evacuation plan.
- Kid Prints, Inc. is a tobacco and alcohol-free facility.
- Kid Prints, Inc. does not permit open and/or concealed carry of firearms.

ADMINISTRATIVE POLICY

COMMUNICATION

- Good communication is of the utmost importance. When a new family is welcomed into our center, we want to be sure that we can share openly about any questions or concerns that may arise. We welcome questions, feedback, or discussions. Sensitive issues may be discussed in private at a mutually agreed upon time.
- It is our mutual responsibility to communicate on a regular basis. This includes any concerns you may have with staff and/or the care your child is receiving.
- Open communication will be promoted by using written notes as well as informal conversations.
- In case of suspected child abuse or neglect at the Kids Prints, Inc. center, parents should contact the Wyoming Department of Family Services.
- If you feel your concerns are not being met by Kid Prints, Inc., you may contact the child care licensor at 307-687-5211 or the local Department of Family Services (DFS) office.

HOURS OF OPERATION

- Kid Prints, Inc. is open Monday through Friday from 7:00 am to 5:30 pm
- Kid Prints, Inc. will be closed on the following dates in observance of holidays:
 - Easter Monday
 - Memorial Day
 - Fourth of July
 - Labor Day

- Thanksgiving/Day After Thanksgiving
- December 23-25 (Christmas Break)
- December 30-January 1 (New Year's Break)
- From time to time, the facility will be closed due to inclement weather or emergencies. There is no reduction in tuition as a result of such closings. In the event of any other closings, your monthly tuition will be adjusted accordingly.
- We will be keeping our child care program open as long as possible during a natural disaster . As long as we are open you will be required to pay a full time rate to keep your spot , if you decide to keep your child away from our program during a national emergency, you will either pay your rate or be moved to the waiting list. If we shut down completely we will charge 10% of your original bill to keep bills paid.

FEES

- For children who accompany a full time spot a \$5.00 per minute late pickup fee will be charged for each minute after 5:30 pm for each child or before 7:00 am. Please refer to the *Late Pickup Policy*.
- For children who accompany a preschool spot a \$5.00 per minute late pickup fee will be charged for each minute after your designated section of preschool for each child. Please refer to the *Late Pickup Policy*.
- For children who accompany a part time spot and go over their scheduled hours you will be automatically bumped to a full time position and be charged accordingly.

RELEASE OF CHILDREN

- For the safety of the children, it is our normal procedure to release the child(ren) only to his/her parent(s) or guardian(s).
- No child will be released from Kid Prints, Inc. to anyone other than the parent(s)/guardian(s) without prior arrangements.
- Parents/guardians may designate individuals authorized to pick-up the child(ren) in the enrollment packet. Photo identification will be required for pickup.

SIGN IN & OUT

- We are required by law to have a record of child attendance numbers. A computer system will be used for record-keeping purposes. Kids Print staff will be signing your child/children in and out.

PAYMENT

- Payment is expected for services rendered and will be **due by the end of the first week of the month**. If payment is not received, your child will not be able to attend Kid Prints, Inc. until payment has been received.
- Failure to pay the full rate/part time rate could result in loss of your child's place at Kid Prints, Inc.
- Returned checks will be assessed fees payable in cash or money order for:
 - A \$35.00 returned check service fee
 - The full amount of the check
 - Any additional fees incurred by Kid Prints, Inc. as a result of the check not clearing
 - If two checks are returned, you must pay in cash thereafter
- Each full-time child will receive 5 vacation days once the child has been attending Kid Prints, Inc. for 6 consecutive months. If you wish to use vacation days, notify the director.
- Each part-time child will receive 25 hours vacation once the child has been attending Kid Prints, Inc. for 6 consecutive months. If you wish to use vacation time, notify the director.
- **Children may not be in attendance to use vacation policy.**
- Families enrolled in a part time spot (25 hours a week) will be moved to full time enrollment if you fail to adhere to your contract. Contracts **will** lock in hours. Hours are only adjustable if the director approves of it.

RATES

- See Kid Prints, Inc. Rate Schedule attached.

- **Part-time child(ren) will not receive prorated rates.**
- All parents/guardians must maintain a part-time rate to maintain a spot for a full-time or part-time child.
- Rate Schedule is subject to change at the discretion of the Board of Directors. Notification will be provided to parents/guardians a minimum of 30 days prior to the implementation.

EARLY DROP OFF/LATE PICKUP POLICY

- Kid Prints, Inc. hours are from 7:00 am to 5:30 pm Monday through Friday. Parents/guardians who drop off their child/children before 7:00 am will be subject to a fee of \$5.00 per minute for each minute before 7:00 am for each child.
- Kid Prints, Inc. hours are from 7:00 am to 5:30 pm Monday through Friday. Parents/guardians who pick up their child/children after 5:30 pm will be subject to a late fee of \$5.00 per minute for each minute after 5:30 pm for each child.
- If you accompany a part time position and you go outside your scheduled hours you will automatically be bumped to a full time rate making you responsible for the bill.
- Morning preschool runs from 8:00-11:00 am Tuesday and Thursday unless a holiday is scheduled in.. Parents/guardians who pick up their child/children after 11:00 am will be subject to a late fee of \$5.00 per minute for each minute after 11:00 am for each child.
- Afternoon preschool runs from 12:00-3:30 pm Monday-Thursday unless a holiday is scheduled in. Parents/guardians who pick up their child/children after 3:30 pm will be subject to a late fee of \$5.00 per minute for each minute after 3:30 pm for each child.

ENROLLMENT AND REQUIRED DOCUMENTS

- All required documentation and forms must be fully completed, signed, and returned before your child attends the center, including but not limited to the following:
 - Parent Handbook Acknowledgement
 - Discipline Policy
 - Child Enrollment Forms
 - Immunization records, which must be updated each year by August 1st.
- All children must be fully immunized according to the CDC schedule, unless a Wyoming State Certified Exemption is provided.
- A \$25 non-refundable registration fee along with your non-refundable first week of tuition is required at the time of enrollment.

ADMINISTRATIVE RECORDS

- Kid Prints, Inc. will keep a copy of the required documentation and forms above.
- In addition, Kid Prints, Inc. will maintain the following records:
 - Incident reports of injury or illness occurring while a child is in the center's care
 - Documentation of discipline
 - Documentation of suspected abuse or neglect reported to the Wyoming Department of Family Services (DFS)

REPORTING BY KIDS PRINTS, INC.

- All employees are required by the Wyoming Department of Family Services rules to report cases of suspected child abuse or neglect.
- Should a parent/legal guardian arrive to pick up a child and are impaired or intoxicated, they will be immediately reported to law enforcement.

VIOLATION HISTORY

- To obtain a violation history on this licensed child care center, please go to www.findchildcarewy.org or you may contact the center's child care licensor.

TOBACCO, ALCOHOL and FIREARMS

- Kid Prints, Inc. is a tobacco and alcohol-free facility.
- Kid Prints, Inc. does not permit open and/or concealed carry of firearms.

FIRE DRILLS

- Fire drills shall be held on a monthly basis. All occupants including; children, visitors, and caregivers will participate.
- A portable fire extinguisher is available in the facility, as well as a posted evacuation plan.

DISASTER and EMERGENCY PLAN

Below are the guidelines and actions we will follow in the event of a disaster or emergency.

● Evacuations

- If emergency situations dictate, children will be evacuated to:
 - On Site: On the North Side of the Building, in the grass, near the walking path toward E. Cleveland St.
 - Off Site: On the North Side of the Building, across the street, on the corner of S. 5th and E. Cleveland St.
- Parents and guardians will be contacted when it is deemed safe for the staff to do so.
- Required materials/supplies during evacuations:
 - Attendance sheets Or Tablets with ProCare attendance tracking.
 - Classroom emergency packs (include: emergency numbers, medical release forms, and first aid kits). These are also on our Emergency Tags.
 - Additional items (as needed):
 - Necessary medications
 - Cell phone(s)
 - Food
 - Water
 - Diapers

● Fires

- Evacuation of the building will occur, quickly and calmly through the nearest exit.
- Staff and children will gather at the predetermined evacuation site, which is on the North side of the building, in the grass, near the walking path toward E. Cleveland St.
- Account for staff and children immediately.
- Call 9-1-1 from outside the building.
- Do not re-enter the building until cleared by the Fire Department.

● Intruders/Suspicious Person(s)

- Calmly alert other staff in the center.
- Shut and lock all doors.
- Close blinds and/or curtains
- Turn off all lights
- Keep everyone away from doors and windows.
- Stay out of sight.
- If deemed safe, exit the building.
- Call 9-1-1.

● Severe Weather

- Gather staff and children inside the building away from exterior walls and windows.
- Account for all staff and children.
- Gather the classroom emergency packs in the event they are needed.

- Close off all non-essential rooms, when appropriate.
- Monitor local weather via radio or other means.
- Notify parents/guardians when it is deemed safe to do so.

TRANSPORTATION

- We will walk children to nearby activities when the opportunity arises. Transportation via motor vehicles will not be provided.

SUPPLIES and MATERIALS

- Parents/Guardians **must** provide the following items for their child:
 - Blanket for nap that **will stay** at daycare
 - Diapers, wipes, pull-ups, ointments, etc.
 - Extra set of clothing
 - During winter months, snow pants, coats, hats, gloves, boots, etc. must be provided in order for your child to participate in outside winter activities.
 - Please provide sunscreen for each of your children. You will need a bottle for each room if you have multiple kids throughout the facility.

Please make sure your child's name is clearly marked on all items.

PERSONAL BELONGINGS

- We prefer that children do not bring toys from home. Little ones have a difficult time sharing with others, and it is even harder with their own special toys.
- Kid Prints, Inc. is not responsible for any loss or breakage of personal items.

MEALS

- Lunch will be provided if staffing allows for it by Kid Prints, Inc. for children at a daily cost provided on the Rate Schedule. Parents/guardians can choose to pack a lunch if they wish. If you don't want them to eat lunch you **must** notify the facility by 9:00 a.m. or you **will** be charged for that day's meal regardless.
- Kid Prints, Inc. will provide healthy snacks twice per day.

DISCIPLINE

- Discipline will be consistent, clear, and understandable to the child. Good behavior will be encouraged and praised. When disciplining a child, positive guidance, redirection, and setting clear limits that enable a child to become self-disciplined will be used at the center. Children will be encouraged to respect others, to be fair, and learn to be responsible for their actions. Aggressive behavior toward others is unacceptable.
- The following discipline **shall not** be used:
 - Punishment associated with food, rest, or toilet training
 - Physical discipline of a child
 - Abusive or profane language
 - Any form of humiliation
 - Any form of emotional abuse
 - A child can be removed from a group, but not isolated
 - Behaviors of a child may be ignored, but not the child
- Discipline will be administered in accordance with the Discipline Policy.

ILLNESS and EXCLUSION FROM ATTENDANCE

- In accordance with CDC and AAP recommendations, Kid Prints, Inc. may not admit a child who has or is suspected to have any of the following illnesses/symptoms of illness specified below:
 - Severe diarrhea

- Severe pain or discomfort
- Acute vomiting within a period of twenty-four (24) hours
- Difficult or rapid breathing
- Yellowish eyes or skin
- Sore throat
- Fever over 100° F
- Severe coughing
- Untreated head lice and/or nits
- Untreated scabies
- Untreated ringworm
- Conjunctivitis (pink eye)
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria.
- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- COVID-19
- **Kid Prints, Inc. may require a child to be seen by a physician if they are suspected of having a contagious or communicable disease, and provide a physician’s note allowing the child to return to the center.**
- **Parents/Guardians must notify Kid Prints, Inc. of any illness or injury, including but not limited to those listed above.**
- **The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is able to be picked up from the center.**

ADMINISTRATION OF MEDICATION

- As required, all employees have received training on the administration of prescription and non-prescription medication. Medications can only be given by employees when:
 - A parent has completed a medication form and the medication is a prescription with the correct documentation on it.
 - Medications are in their original manufacturer’s container and transported and stored safely.
 - Any deviation from the recommended dosage must be accompanied by a physician’s written instructions.
- The administration of medication will be documented.

CHILD TO STAFF RATIO REQUIREMENTS

- Kid Prints, Inc. is required to comply with all of the Wyoming Child Care Licensing Rules that were updated February of 2022 , including the child to staff ratios found here: <https://dfs.wyo.gov/providers/child-care/>

CONFIDENTIALITY

- The Executive Director of Kid Prints, Inc. shall maintain a confidential file containing each child’s records, which shall be subject to access only by the Executive Director and the child’s parent/legal guardian.

CARE OF CHILDREN BY KID PRINTS EMPLOYEES OUTSIDE OF WORK HOURS

- Employees of Kid Prints, Inc. electing to watch and/or care for children attending Kid Prints, Inc., or any child(ren) other than their own, outside of the Kid Prints, Inc. work hours and premises, are acting outside the boundaries of their employment. Employees are not covered by Kid Prints, Inc. insurance and need to disclose this to the parents and/or guardians of the child(ren).

DISCIPLINE POLICY

Discipline will be consistent, clear, and understandable to the child. When disciplining a child, positive guidance, redirection, and setting clear limits that enable a child to become self-disciplined will be used at the center. Children will be encouraged to respect others, to be fair, and learn to be responsible for their actions. Aggressive behavior toward others is unacceptable. Good behavior will be encouraged and praised.

Kid Prints, Inc. utilizes the “Think Seat” as a form of discipline. The child will be directed to sit in the “Think Seat” when an undesirable behavior occurs. This allows the child to think about their actions. When the child is ready to discuss the misbehavior that led to the “Think Seat”, a caregiver will discuss the behavior with the child. This allows the child the ability to learn to make better choices.

Unacceptable behavior, of a more serious nature, is described as, but not limited to:

- Intentional physical violence towards others; including staff members, other children, or other adults
- Intentional verbal abuse
- Intentionally putting others in harm’s way
- Intentionally biting others

If unacceptable behavior, of a more serious nature, occurs, Kid Prints, Inc. will use progressive discipline as listed below:

- First Occurrence: Parent(s)/guardian(s) will be contacted to discuss the incident. This will be considered the first warning. The parent(s)/guardian(s) will be required to sign an incident report stating their knowledge of the incident. The parent(s)/guardian(s) will be reminded that if this type of behavior continues, the child may be expelled from Kid Prints, Inc.
- Second Occurrence: Parent(s)/guardian(s) will be contacted to discuss the incident. This will be considered the second warning. The parent(s)/guardian(s) will be required to sign an incident report stating their knowledge of the incident. The parent(s)/guardian(s) will be reminded that another incident may result in the expulsion of their child from Kid Prints, Inc.
- Third Occurrence: Staff will contact the parent(s)/guardian(s). The child will be expelled from Kid Prints, Inc. at that time.

Suspension/Expulsion Policy

At Kid Prints we strive to make every child’s experience a positive and nurturing environment however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

Kid Prints, Inc. will follow the above listed progressive disciplinary policy. Kid Prints, Inc. reserves the right to expel the child at any time, if necessary.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Parent Handbook and Policies for Kid Prints, Inc., and agree to comply with the provisions herein.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

LATE PICKUP POLICY

Kid Prints, Inc's hours are from 7:00 am to 5:30 pm Monday through Friday. Parents/guardians who pick up their child/children after 5:30 pm will be subject to a late fee of \$5.00 per minute for each minute after 5:30 pm for each child. Morning preschool runs from 8:00-11:00 am Monday/Wednesday or Tuesday/Thursday. Parents/guardians who pick up their child/children after 11:00 am will be subject to a late fee of \$5.00 per minute for each minute after 11:00 am for each child. Afternoon preschool runs from 12:00-3:30 pm Monday-Thursday. Parents/guardians who pick up their child/children after 3:30 pm will be subject to a late fee of \$5.00 per minute for each minute after 3:30 pm for each child.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

ACTIVITY AUTHORIZATION

Kid Prints, Inc. will occasionally take children on walking activity trips, and/or to and from summer activities and library activities. I authorize Kid Prints, Inc. to take my child on walking activity trips.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

PHOTO AUTHORIZATION

Kid Prints, Inc. may wish to use photographs of children within the facility classrooms or in outdoor activities, on bulletin boards, and in newsletters. Kid Prints, Inc. may also submit pictures to the local newspaper and post on our facebook page. The names of children will not be released with any photographs to the newspaper or on facebook. Photographs will show children participating in activities and learning. I consent to the use of my child's photograph for these purposes for Kid Prints, Inc.

I/we have read the above policy and agree to the terms set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Full-Time Rates (26 or more hours per week)

AGE	1 st Child	2 nd Child	3 rd Child
Birth to 11 months	\$200.00/week (\$40.00/day)	\$170.00/week (\$34.00/day)	\$150.00/week (\$30.00/day)
12 months - 2 years	\$170.00/week (\$34.00/day)	\$150.00/week (\$30.00/day)	\$130.00/week (\$26.00/day)
3 years	\$150.00/week (\$30.00/day)	\$130.00/week (\$26.00/day)	\$120.00/week (\$24.00/day)
4 years - 5 years	\$140.00/week (\$28.00/day)	\$120.00/week (\$24.00/day)	\$110.00/week (\$22.00/day)
6 years and older	\$130.00/week (\$26.00/day)	\$110.00/week (\$22.00/day)	\$100.00/week (\$20.00/day)

All full-time rates are based on a 10-1/2 hour day.

Part-Time Rates (Locked in a schedule up to 25 hours)

AGE	Rate
0-11 months	\$140.00/week
12 months- 2 years	\$120.00/week
3 years	\$110.00/week
4-5 years	\$100.00/week
6 years and older	\$90.00/week

After School Rate-\$10.00/week + \$2.50/Per hour for time here.

Before 7:00 am or After 5:30 pm- \$5.00/minute full time only

Over scheduled part time hours will automatically bump to a full time rate

Meals if applicable- \$5.00 daily.

Preschool Rate

\$25.00 a week for 2 days per week (3 and 4-year-old class morning)

\$50.00 a week for 4 days per week (4 and 5-year-old class afternoon)