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Folsom, Ca 95630  
(916) 804-5961  
(Open M-F 6:30am-6:00pm)

## Parent Handbook

“What children learn does not follow as an automatic result from what is taught, rather, it is in large part due to the children’s own doing, as a consequence of their activities and our resources.”

—Loris Malaguzzi, The Hundred Languages of Children

### Our Mission

Our goal is to provide a safe and nurturing environment with real-world exploration, where children choose activities which engage their interest. We provide a child-centered experience to support children’s social, emotional, cognitive and physical development, to ultimately build lifelong learners.

### Our Philosophy

We feel every child is special in their own way. We believe children learn from the world around them, through hands-on, child-centered activities. The role of the teacher is to listen to the children and provide materials and activities which engage the interest of each child. Play and exploration is a big part of learning in our program; children build leadership skills and critical thinking through play.

“Play is not a break from learning—it’s the way young children learn.”

—Author unknown

### The Reggio Emilia Approach

“The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity, potential, and this innate curiosity drives their interest to understand their world and their place within it.”

- Children are capable of constructing their own learning.
- Children form an understanding of themselves and their place in the world through interactions with others.
- Children are communicators.

- The environment is the third teacher.
- The adult is the mentor and guide.

## Criteria for Determining Placement:

At Kids inc. we value each child's unique learning process and pace. In order to respect individual needs, we place each child in the appropriate classroom based on their social, emotional, cognitive and physical development. It's our goal to make Kids inc. a safe place for all children, regardless of ability, to be challenged and grow. Our administrative staff will conduct assessments of the children and confer with the parents to see which classroom would be the most suitable fit for the child. Teachers and parents will conduct ASQ's (Ages and Stages Questionnaires) to assess the development of the child and make sure that they are in the proper class. Throughout the year, admin will hold check-in meetings with the parents and teachers to track the child's development. Kids inc. accepts all children as long as we can meet the needs of care of the child. Classrooms are assigned every August and the children remain in their classroom for the entire school year, unless an unforeseen issue arises, or in the case of the infant and toddler program, the child ages out of the classroom. We look forward to working closely with you and your child to ensure a comfortable and enriching experience.

### **Infant Program:** 6 weeks—1 year

Our Infant Program is designed to meet the needs of each child; infants are fed, diapered and napped according to their needs. We provide a developmentally appropriate environment in which teachers take great care to have interactions that facilitate their development in all areas: cognitive, physical, socio-emotional and language.

### **Toddler Program:** 1 year—2 years

The Toddler Program offers engaging activities to grow into self-discover learning. We continue to work on baby signs, have music, art, story time and much more.

### **Early Learners:** 2 years—3 years

Our Early Learners focus on building language and exploration through hands-on activities. Students participate in daily activities, such as arts and crafts, music and movement and story time. Your child begins to learn the days of the week and months of the year, as well as recognize and name colors, shapes and learn number concepts. We assess children through observation and documentation, as well as collect work samples and photograph work over time.

### **Preschool Program:** 3 years—6 years

Our Preschool Program provides child-centered activities, which includes art, music and movement, outdoor activities, reading and math. Our curriculum provides activities and experiences that validate the interests of the children, while encompassing the following aspects of development: social, emotional, physical, cognitive and language. We assess children through observation and documentation, as well as collect work samples and photograph work over time.

### **School Age Program:** 1<sup>st</sup> grade—5<sup>th</sup> grade

Our School Age Program offers a wide range of activities. Children have the freedom to choose from various activities, from arts and crafts, reading, to cooking projects and more. Homework time is 3:30-4:30 Monday-Thursday. Teachers will be helping with homework during that hour, but children may not complete all

assigned homework. We recommend checking that your child's homework has been completed when you arrive at home.

\*During holiday weeks, children have the option to stay all day at Kids inc. and participate in the fun activities. Tuition will change during holiday weeks. Please see the tuition/admission agreement for more information.

## **Infant Room:**

Our number one priority is to keep our infant room as clean and sanitized as possible. We ask that everyone removes shoes or put on shoe covers when entering the room. Please be sure to sign in your child each day at the computer in the main entrance. Procure will track your child's information such as, feedings, diaper changes, napping times, along with a teacher's summary of your child's day. Infants each have their own crib; we provide sheets, and wash them daily.

Our infant environment is set up to meet the needs of each child, as much as possible in a group setting. Infants are fed, diapered and napped according to their needs. Infants grow and develop a lot in their first year; we accommodate their changing schedules. Parents must complete an Infant Needs and Services Plan upon enrollment and update every 3 months.

The infants are learning all about their world each and every day. Our goal is to ensure that not only are children's basic needs being met, but they are meeting developmental milestones as well. We provide a developmentally appropriate environment in which the teachers take great care to have interactions that facilitate development in all areas: cognitive, physical, socio-emotional and language. Much of our experiences with children in the Infant Program are rooted in providing opportunities for children to explore their environment and build trusting relationships.

When it is time for your child to transition to the next group, teachers will prepare you and your child in advance. We like for children to feel as comfortable as possible as they enter their new group; several measures are taken to make it a positive experience for everyone. All transitions are based on children's developmental needs and with the focus being on the best interest of the child. Please keep in mind we are also working with space availability. Rest assured that teachers are always working with each child's developmental needs and accommodate all children—no matter what classroom they are physically placed in.

## **Naptime:**

Naptime for preschool children takes place between 12:30pm and 2:30pm. Please bring a small blanket and sheet that can stay at the center. Your child's bedding is sent home weekly to be washed and returned the following week. Teachers may read stories to the children on their cots and/or rub their backs. There is always an adult supervising during naptime. Children are encouraged to rest, but are not forced to sleep. Alternative quiet activities are offered to children who do not nap.

## **Supplementary Services:**

**Toilet Training:** We provide toilet training; teachers work closely with parents to ensure a positive experience for each child. Kids inc. requires children to be potty-trained by 3-3 ½ years old before they go into the Pre-K classroom. By 3 years old your child will need to be in underwear. Kids inc. does not follow the "no

underwear” method of potty training since in the past it has led to leaks and messes in the classroom and on the playground.

**Curriculum:** We implement the Reggio Emilia philosophy, which is a hands-on, child-centered approach. We use Kindness Curriculum that incorporates many aspects of social-emotional development and allows for teachers to follow a lesson plan that builds on skills that help children achieve learning milestones before entering elementary school.

**Center Communication:** We regularly update our Parent Board in the front lobby, and also communicate through our Facebook page and email. Kids inc. uses a program called Procure to communicate with parents daily. This app allows for parents to track their child’s potty times, nap times, meals, daily updates with pictures, any incidents, and messages with teachers.

### Daily Schedule:

Below is a sample of our Infant/Toddler schedule. \*\*Schedule may change due to individual needs and service plans\*\*

6:30 – 8:00	Early Arrival
8:00 – 8:45	Sensory activities
8:45 – 9:00	Diapering/Handwashing
9:00 – 9:30	Morning Snack
9:30 – 10:00	Morning Circle Time/Art
10:00 – 10:45	Outside Time
10:45 – 11:00	Diapering/Handwashing
11:00-11:30	Lunch
11:30-2:00	Rest Time/Nap
2:00 – 2:30	Diapering/Handwashing
2:30 – 3:00	Afternoon Snack
3:00 – 4:15	Outside Time
4:15 – 4:30	Diapering/ Handwashing
4:30 – 5:30	Music and Movement/Free Play
5:30 – 6:00	Closing Activities/Check-Out

Below is a sample of our daily Preschool schedule.

6:30 – 8:00	Early Arrival
8:00 – 8:45	Opening Activities and Check-In
8:45 – 9:00	Diapering/Handwashing
9:00 – 9:30	Morning Snack
9:30 – 10:00	Morning Circle Time
10:00 – 10:45	Outside Time
10:45 – 11:00	Diapering/Handwashing
12:00 – 12:30	Lunch
12:30 -2:15	Nap
2:15 – 2:30	Diapering/Handwashing
2:30 – 3:00	Afternoon Snack
3:00 – 4:15	Outside Time
4:15 – 4:30	Diapering/ Handwashing
4:30 – 5:30	Music and Movement/Free Play
5:30 – 6:00	Closing Activities/Check-Out

Below is a sample schedule of our School Age schedule.

6:30 – 8:00	Early Arrival
8:00 – 8:45	Opening Activities and Check-In
8:45 – 9:00	Morning Circle/Schedule/Story
9:00 – 9:30	Morning Snack/Handwashing
9:30 – 10:00	Art/Free Play

10:00 – 12:00	Homework/Quiet Activities
12:00 – 12:30	Lunch
12:30 -2:15	Outside Time
2:15 – 2:30	Handwashing/Bathroom Breaks
2:30 – 3:00	Afternoon Snack
3:00 – 4:30	Homework/Quiet Activities
4:30 – 5:30	Free Play
5:30 – 6:00	Closing Activities/Check-Out

### **Outdoor Time:**

Please send your child with jackets since we try to go outside daily, weather permitting. We have a covered porch, so we have the opportunity to go out in hot and cold weather, just for shorter time periods. Children will have at least 45 minutes of outdoor time per day. We have indoor Rainy Day Activities, such as musical chairs, parachute games and more. We also have special activities in our Rainy Day Buckets that children get to choose from.

### **Clothes and Supplies:**

Please be sure that your child has 3 extra changes of clothing in his/her cubby at all times. This also includes children that are toilet-trained. If your child is toilet training, please note that belts, snaps and buttons make it difficult for bathroom time. Please send your child in comfortable clothing that can get dirty. For safety reasons, he/she should wear well-fitting sneakers or closed rubber soled shoes. No sandals please.

The following items are needed in a zip lock bag for each child's cubby:

- 3 pairs of pants (shorts)
- 3 shirts
- 3 pairs of underwear
- 2 pairs of socks
- 1 small blanket and crib-sized sheet for naptime. No pillows please. (For all-day students)

### **Door Codes:**

**Door codes are ONLY for adults. Please do not give your child the door code. Please do not allow your child to use the code to open the door. Children will share that information. This is a safety concern. Codes will have to be changed if a child is seen using it.**

## **Sign In/Out Procedures:**

Parents are required to bring their children inside and accompany them to their classroom each day. Children will not be released to anyone under the age of 18, and will only be released to adults on the Authorization Form. Individuals on the Authorization Form are required to show photo identification when they arrive. All persons dropping off and picking up a child are required by Community Care Licensing to sign the child in and out each day, with a **full legal signature and time**. We use Procure to sign children in and out of the center. If you are taking your child for an appointment, you will still need to sign them out and sign back in when you bring them back after the appointment.

Please make sure that you are dropping your child off before 9am. Dropping off later will disrupt the class. Your child will miss the academic activities in the morning program. If your child will be in late, please communicate this information through Procure or call the school so the teachers can accommodate.

If you are late picking up your child, it is a \$2/minute late fee. We will need to keep a staff member overtime to stay with your child. Please pay the closing teacher at pickup.

## **Entertainment:**

Kids inc. will have scheduled events and visitors for the children throughout the year. We will try and have visitors according to the theme of the month. Parents will get notified in advance of a visit. Examples of visitors include Music Mike, Bubblemania, Princess characters, animals, art vendors, etc.

## **Food Service Provisions:**

We provide lunch and two snacks a day; menus are available at the front desk. All meals are served family style. Providing nutritious meals and introducing new foods is an important aspect of our nutrition program. Children may bring food from home, but we ask that you notify the teacher. If your child has food allergies, please be aware that, while we do our best to provide an acceptable alternative, you may wish to supply your child's meals.

## **Field Trips/Transportation:**

Parents are notified in advance of any upcoming field trips. School Age trips are taken in Kids inc. vehicles, or are close enough for the children to walk. Parents need to accompany Preschool children on their field trips. Written permission is required for each child, on each field trip. Parents are invited to participate in all field trips, regardless of age group. Occasionally, a nominal fee may be charged for a field trip.

During the school year, we provide transportation to and from local public schools. If you need transportation services you must fill out a Transportation Permission Form each school year. If your bus schedule changes, parents must notify the Director as soon as possible. Kids inc. may not be able to accommodate bus changes.

## **Allergies:**

Please be aware that some children may have food allergies. If you are bringing items from home to share with the class please be sure to check with teachers first. We include all children in parties and class events

and would like to have alternatives for children with food allergies. We prefer that treats be store-bought. **All food items need to have the list of ingredients provided.**

## **Enrollment:**

We are a year around school, so once your child is enrolled at Kids inc., we require a two-week notice for withdrawing your child or for vacation credit. Each child is provided one week of vacation time per year. You must request your vacation in writing at least 2 weeks in advance. This vacation is for when your child is not present at the school.

## **Biting Policy:**

It is our goal to provide a safe environment for everyone. If your child bites, or is bitten, you will be notified and the incident will be documented in an Incident Report in Procure. For children who bite occasionally, teachers shadow the child and use one-on-one dialogue which includes a “No Biting” discussion. If biting continues, the child may be moved to another classroom or school depending on the discussion with the parents.

## **Services Provided During a Medical Emergency:**

**Accidents/Incidents:** Children sometimes receive bumps and bruises as part of their daily play. They may also be involved in various “incidents” worth documenting, such as disruptive or destructive behavior. We notify parents of all reported incidents with an Incident Report in Procure. The staff administers basic First Aid procedures to care for bumps and bruises. If more care is needed for an injury, we will ask that the parent follow up with a physician’s visit or we will seek emergency medical care. In the case of incidents, either party may request a conference to discuss further strategies in dealing with future occurrences.

**Emergency Information Updates:** Your child’s Emergency Card must be kept updated with current phone numbers, addresses, emergency numbers and other pertinent information. Parents/Guardians must promptly notify the center of any changes in contact information. In addition, custody and/or restraining orders can only be enforced with the proper legal paperwork on file at the center.

**First Aid:** A completely stocked First Aid Kit is located in the center at all times. If the children leave the center for a walk or field trip, the teachers are required to carry copies of the children’s Emergency Cards and a First Aid Kit. All staff attends in-services for Health and Safety training, given by a qualified, registered instructor. All staff members are required to be certified in First Aid and CPR for children and adults.

**Notification of Parents/Guardians:** In an emergency situation, once the children and staff safety are secured, all attempts will be made to promptly notify parents/guardians by phone, according to the information provided on each child’s Emergency Card and/or Emergency Release Forms. Procure messages will be sent on the app immediately. If the parent/guardian cannot be reached, emergency contacts will be notified.

If there is ever an injury, emergency, or medication that needs to be administered to a child, there must be trained staff available. CPR/First aid qualified staff will help out in those situations. Parents will train the qualified teachers on administering medication, Epi-pens, inhalers, etc. Parents will fill out the appropriate forms to give consent for medical treatment (LIC9166, LIC9221, LIC627).



If a child is to be taken from the school for emergency services, we will take the children to Mercy Hospital in Folsom.

## **Immunization Requirements:**

As required by California State Law, every child in attendance at the center must submit a current written medical assessment, including an immunization history upon enrollment. **If a child is due for an immunization, admin will notify the parents that an updated immunization record is needed. Students must have updated immunizations to be allowed to attend care.**

## **Medical Assessment and TB Requirements:**

Each child that is in our care must submit a Physician's Report form (LIC701) that is to be filled out by a primary care doctor or licensed doctor. This is to ensure that the child is in good health and is able to attend school. Updated immunization records are to be submitted with the Physician's Report. Immunizations will vary depending on the child's age. Future immunizations will be scheduled. Tuberculosis tests (TB) and/or risk assessments will be administered only if a primary care doctor sees the need to do so if there is a chance the child was exposed to Tuberculosis.

Upon enrollment, a Child Preadmission form (LIC702) shall be submitted detailing the child's health history, allergies, feeding schedule, and notes about their physical and emotional needs. This form allows our staff to know if there are any preexisting conditions to be aware of and assess the child's needs.

**Daily Health/Development Check:** Upon entering the center, staff makes a "well child" check of each child. The child must be symptom free (see Sick Child Policy below), and be capable of participating in the day's activities. It is our policy to take children outdoors on a daily basis (weather permitting).

**Sick Child Policy:** If your child shows any of the symptoms below, he/she is required to remain out of the center until fully recovered. Please remember to be considerate of other families and staff members.

- A contagious or communicable disease.
- A temperature of 101 degrees or higher.
- Heavy nasal discharge that is yellow/green in color.
- A persistent cough.
- Draining eyes, ears, nose, or any open sore.
- Diarrhea or vomiting.
- Strep throat (Child must be out of the center for a minimum of 48 hours).
- Unknown questionable rashes and impetigo, measles, chicken pox, etc.
- Highly infectious conditions require a physician's written approval before returning to the center.
- Pink Eye – Needs eye drops/antibiotics for 48 hours before returning to school.
- Hand, Foot, Mouth (HFM) – No fever for 48 hours, all sores must be scabbed, no doctor not required.
- Covid – Children can return after 5 days of no symptoms.

## **Incidental Medical Services (IMS) Plan:**

Kids inc Preschool & Discovery Center is subject to federal and State disability laws (Title III of the Americans with Disabilities Act, California Unruh Civil Rights Act, and California Disabled Persons Act. Kids inc may be required to complete an assessment if there is a facility request to provide IMS, provide necessary medication while a child is in care, and accommodate a child with a disability, Kids inc is responsible for determining legal obligations under the ADA and California disability laws. Kids inc is responsible for meeting the needs of the child upon admission and throughout the duration of their attendance. Children may require medication while in care. Staff (administrator or designated teacher) will learn how to appropriately administer the medication to the appropriate child. Kids inc will ensure that appropriate services are conducted to the appropriate child.

## **Medications:**

The providers at Kids inc, prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child. Medications will be administered under the following conditions. Types of incidental medical services to be provided will be prescription medications and OTC medications with a doctor's note only. Staff (administrator or designated teacher) will learn how to appropriately administer the medication to the appropriate child.

### **Prescription Medications**

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out. Consent forms will be placed in your child's file. If a change in dosage occurs, a new label must be obtained. (When picking up pharmacy prescriptions, ask your pharmacy personnel to give you two containers one for school and one for home) this way you will always have the original bottle. Staff (administrator or designated teacher) will learn how to appropriately administer the medication to the appropriate child.

### **Over the Counter Medications**

OTC medications will be administered only if the medication is in its original container. A consent form must be filled out. Consent forms will be placed in your child's file. OTC medications also require a doctor's note with the following information, duration the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letter head with a phone number, doctor signature, and an office stamp.

If Kids inc ever has a child enroll that needs a glucose test, staff (administrator or teacher) will be appropriately trained and registered through the State Department of Health Services. Kids inc will provide written notification to the department no later than 30 days after testing occurred.

Inhalers or other inhaled medication will be assessed and the appropriate staff (administrator or designated teacher) will be trained on administering the appropriate medication.

The following services are permitted with a physician's medical orders:

- Insulin administration

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- Child care providers may act as a layperson (non-medical professional)
- Administration of glucagon as an emergency intervention if a child is having a diabetic emergency with severe low blood sugar levels.
- Administration of epinephrine (Epi-Pen) auto-injector in an emergency situation to prevent life-threatening allergic reaction
- Administration of anti-seizure medication for emergency intervention if a child is suffering from epileptic seizures

Kids inc Best Practices for Handling Medication:

- (1) Receive from the child's authorized representative:
  - Written permission for the licensee/facility staff to administer IMS to the specific child.
  - Obtain a copy of the medical orders from certified physician which includes a description of the child's health needs and IMS needed in an emergency situation. Also, a statement giving written authorization for a layperson to give medication to child with a description of how to administer medication. The description should include what symptoms to look for, if needed.
  - Medication should have the proper dosage, frequency/time to administer medication, any potential side effects.
  - All equipment, medication, and supplies must be obtained by the school before administration of medication to a child.
- (2) Each staff member and licensee must be trained properly with written instructions from the child's physician. (Training needs to be kept for personnel records.)
- (3) The facility needs to have at least one person designated and trained properly to administer IMS and must always remain onsite when the child is in care, including activities that take place outside of the facility.
- (4) Medication, equipment, and supplies must be kept in a safe, inaccessible place to children. Kids inc will keep all medication in the front office.
- (5) Trained staff who administer IMS to children must wash hands before and after administering medication, must wear the proper disposable gloves, dispose of sharp objects in a US Food and Drug Administration-approved container, staff must clean and disinfect surfaces that may have been exposed to blood or other bodily fluids and tissues.
- (6) Staff must record all administration of medication and IMS on medical forms and notify the child's parent/guardian of the times medication was administered.
- (7) Staff must be in constant communication when it comes to child's allergies, IMS, or medication. New staff must be informed of these things if the child is in their care.
- (8) Administration will check medication to make sure that medication is not expired, all the necessary supplies are obtained, or if anything needs to be replaced. Expired medication will be signed out and given to the parent/guardian with a notice that new medication is to be given to the facility.
- (9) Administration will update the Emergency Disaster plan to include the transportation of medication, supplies, and equipment to make sure that the administration of IMS is not stopped if the child is to be relocated due to an emergency or disaster.

When an emergency occurs and IMS is administered, staff will do the following:

- (1) Call 911
- (2) Notify the child's parent/guardian as soon as possible
- (3) Submit an Unusual Incident Report to licensing department. This document will include, the types of IMS administered, time/date/child name, description of the situation, staff involved.

An IMS plan will be submitted to the licensing department. This will include the types of IMS provided and how many trained staff are available onsite for a child that requires IMS. Staff will need to be present for the child even in offsite situations while the child is in the care of Kids inc. All staff will know the proper IMS steps and where medication is listed at all times. If there are any changes to the IMS plan, Kids inc will notify the LPA or licensing office.

\*\*If you would like additional resources, please visit Caring for Our Children, California Child Care Health Program, and the US Food and Drug Administration websites. These sites will provide you with more information about the standards we follow to ensure the best care for our students. If you have any questions about your schools' IMS plan, please contact administration. \*\*

## **Positive Discipline Policy:**

We are committed to providing a safe and positive learning environment for all children. The center's Behavior Policy encourages children to develop social skills that reflect many of Kids inc.'s values, including self-control, respect for others and positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among the children and adults. Nurturing these social skills is a central component of our program; they help children grow to be successful, lifelong learners.

Kids inc. is committed to providing age-appropriate and play-based curriculum to ensure that activities are child-centered and create positive social interactions. Teachers carefully craft the environment by communicating and enforcing clear boundaries, expectations for behavior, nonverbal cues and redirection to foster success.

When a problem arises, teachers rely on modeling appropriate behavior, teaching peacemaking skills and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen self-control and self-esteem.

When a child experiences a particularly challenging time, the center encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, we follow the following procedures:

- 1) The teacher will observe and document the behavior.
- 2) The teacher will discuss the behavior with the Director.
- 3) The Director will work with parents and inform them of learning-based strategies to be implemented.
- 4) The Director will follow up with teacher and parents to assess how the strategies are influencing the behavior.
- 5) If concern persists, a conference will be held with the Director, teacher and parents to discuss options to help the child further develop appropriate social skills.
- 6) Teachers will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. The plan may include removal of the child from the

classroom and/or calling the parent to take the child home; repeated severe problems may result in dismissal from attending Kids inc. If needed, there is the opportunity to seek support from outside resources. **Kids inc. reserves the right to terminate care immediately.**

**At no time is corporal punishment or the violation of personal rights condoned or permitted.**

## **Parent Involvement:**

We invite parents to be involved with our program. Please let us know if you are interested in volunteering. We welcome and encourage feedback at anytime.

## **Rights of the Licensing Agency:**

The Department of Social Services, Community Care Licensing, Title 22, Division 12, Chapter 1 regulation #101200 states, "The Department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

## **Children's Rights:**

Personal Rights, see Section 101223 for waiver conditions applicable to Child Care Centers. (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

## Parent's Rights:

- (1) Parents are able to enter the building and classrooms without advance notice whenever the child is in the care of Kids inc.
- (2) Parents have the right to file a complaint against the school with the licensing office and review the licensee public file that is kept in the licensing office.
- (3) Parents are able to review previous licensing reports and licensing visits and complaints against the licensee that were made in the last three years.
- (4) Make a complaint to licensing and inspect the school and classrooms without discrimination or retaliation against the parent, child, or family.
- (5) Parents are able to make a written request that a parent/guardian/visitor not be allowed to take the child from the school as long as there is a court order that has been certified by the court.
- (6) Parents are able to request the licensee name, address, and phone number of the local licensing office.
- (7) Parents are allowed to request the name and association type of any individual with a granted court order exemption. The name of the individual may be requested from the local licensing office.
- (8) Can request the Caregiver Background Check Process form from the licensing office.

\*\*Please note: "California State Law provides that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the children in care."

# Release and Consent Form

## For Student's Photos

Kid's inc. website, pamphlets, and advertising are tools to communicate with school families, teachers, prospective students, and the larger community. To enhance this experience, we use photos to show student and family involvement in various activities. In order for students' images to appear on Kid's inc. website or any other publication, it is required that we obtain parental permission.

Please check the boxes and sign below to authorize the acceptance or rejection of permission to publish your child's photograph with a reference to their name or work (artwork, writings, etc.) on the Kid's inc. website, pamphlets, and other advertising.

Note: Group photos of students without references to names may be published, but it is against Kid's inc. policy to publish any individual student photos without permission.

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**Name of Student:** \_\_\_\_\_

Please indicate your acceptance or rejection of permission to publish your child's photograph for each of the following:

Photos can be posted to the Kids Inc. private Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual photo with student's name referenced may be published.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual photo without student's name referenced may be published.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Group photo with student's name referenced may be published.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student's work may be published (artwork, writings, etc.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I hereby give authorization, indicated above, and release Kid's inc. from liability resulting from or connected with the publication of this information.

**Parent/Guardian Name:** \_\_\_\_\_

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

\_\_\_\_\_  
**Date**

### Acknowledgment and Receipt of the Kid's inc. Parent Handbook

I have received and read the Kid's inc. Parent Handbook. I understand and agree to comply with all school policies and regulations as outlined in the handbook. I further understand and acknowledge that Kid's inc. may change, add or delete any policy or regulation in this handbook at the discretion of the administration.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**

7/2023