**Kiddie Korner Day Care and Pre School, Inc. Admissions Policy**

**Kingston, Athens, Rockwood, SOR, Madisonville, Wartburg & Lenoir City**

**K 865-376-0333, A 423-453-5445, R 865-354-1955, S 865-376-0288, M 423-420-9925,**

**W 423-346-3355, L 865-635-8233**

Welcome to Kiddie Korner established in October 1995 by Melissa (McClure) Agee-Duff. In 2001 Bambi Lambert became a partner. Since then they have given ownership opportunity to

vested staff. The board now consists of 30 shareholders & 7 current locations.

This handbook will give you all the information that you will need to learn how to comply with the policies at KKDC and for the State of Tennessee. We have been a 3-star center since 2003 at our Kingston site. **This is an optional program through DHS, 3 being the highest. We were the first in Roane County to achieve this.**

 You must meet certain criteria eight areas of your program to achieve stars. This program is a way of showing that we are here for the children and strive to enhance our program. We are licensed by the Department of Human Services, Health Inspector, and State Fire Marshal. You can see a posted copy of our report card in the foyer. We also post our licenses. We do not discriminate based on race, color, sex, age, national origin, or handicapping conditions. We provide care on a first come/first serve basis. However, we are a Christian program and we have strong Christian beliefs.

 Kingston is licensed for 220. We have ages 6weeks to 4 years in building I, Pre-K in II & Kinder-2nd grade in III & 2nd -6th in IV. Athens is licensed for 90 children. Rockwood is licensed for 77. We are licensed for 40 at our SOR location, Madisonville is licensed for 99, Wartburg opened in 2018 and is licensed for 40 children. Lenoir City opened in March 2020, starting with 15 kids going up to 40. Coming in fall of 2020 Kiddie Korner of Knoxville.

**Upper Management/Share Holders:**

Mulit-Site/*CEO*: Melissa Agee-Duff 36.25% shares

Auditor/ *CFO/Safety Officer*: Bambi Lambert 34.75% shares

Director of Knoxville/ *President of Knoxville*-Tonya Oran 2% shares

Multi-Site/ *President Roane* -Cora Fowler 3% shares

Multi-Site/ *President Monroe* -Jennifer Phillips .5 shares

Director Wartburg /*President Morgan*-Brandy Harris 2.75 shares

Co-Director Ecers Athens*/ VP McMinn* –Courtney Allen .5 shares

Co-Director Iters Kingston/ *VP Program:* Sarah Corbin .25 % shares

Co-Director Sacers Kingston /*President Transportation*-Megan Feiore 4.75% shares

Multi-Site/ *President McMinn*: Kim Sims 1.25% shares

Director Kingston/ *Secretary*: Tara Dalton 1 % shares

Director LC/ *Treasurer/Pres Loudon*- Alexis Akers 1.25 % shares

Co-Director Iters Rockwood /*Safety officer* - Nicole Goss .25% shares

Co-Director Iters Athens/*VP Program McMinn & Monroe*-Megan Henley .5% shares

AD PreK/ VP Kingston -Madi McClure 2.75% shares

Program Super/ *VP Ethnic Affairs* -Vivian Duran 2% shares

Co-Director Ecers Rockwood/*VP Rockwood*-Wendy Pierce .25 % shares

Ecers AD Kingston/ *VP Fundraising* -Vickie Mills 2.5% shares

Co-Director Ecers Kingston/ *Assessment Specialist:* Andrea Ladd .5% shares

Sor Director/*VP SOR* -Penny Buckman .25% shares

AD Knoxville/*Treasurer*- Bri Scalf 2.75% shares

Board Business Investors:

Assist Director Build III-Melanie Goldstine .5% shares

AD LC- Kerri Hutson .5% shares

AD Infants Kingston-Barbara Cavins \*Pending\* .25% from Melissa

AD SOR-Cayla Brown .25% shares

AD Iters Athens-Kristy Cleere \*Pending\* .25% from Melissa

Co-Director Madisonville Ecers- Amber Miller .25% from Melissa

Co-Director Madisonville- Skye Steppe .25% shares

AD Ecers Athens-Elizabeth Hampton \*Pending\* .25% from Bambi

Department Head PreK-Kenzie Graves .25% from Melissa

**Upper Management**

Some sights have non board member assistant directors:

Wartburg: Diane and Jamie, SOR: Bethany, Madisonville: Hannah, Rockwood: Brittany

Dept heads assist directors in the daily oversight of the centers.

\*each site will post the manager in charge at the time

**PURPOSE & GOALS**

Our purpose at KKDC is to offer daily 3-star quality care. We are here to give your child a safe, fun, **Christian,** learning environment. We allow your child to learn through a carefully planned, but fun learning curriculum. The Goal is to help promote self-awareness, self-help, and a strong foundation of learning for young children. It is also to enhance the fundamentals needed for Kindergarten, while feeling safe in a nurturing **Christian** environment meeting all cognitive, physical, and emotional needs.

**FEE & HOURS--3% processing fee for credit card and debit transactions.**

**Kingston** **6am-6pm** (early care offered with additional fee 530am-6/extended care 6pm-730pm. Additional fees are$5 day early, $5 day until 630pm or $10day until 730pm.)

**Kingston Fees as of May 2019:**

**6 weeks-15 months $165 per week**

**16-30 months $155**

**31mos-4s not pre k $135 Building I**

**Pre-K $125 Building II**

**School age before & after-$70($14 per day thru year/$20 summer) III & IV**

**After $55**

**Am $30 $40 Day for Part Time in I, or 2 days $80 or $35 day for 3 days Pre-K ($45 day Rotating)**

**Midtown & Bowers- $5 more due to gas**

 School age is $20 per day for summers, breaks, and holidays. We offer 10 days per year vacation days that fulltime school age children do not have to pay for. Parent advisory board families get 5 vacation days.

**\*Up to you to remind office when your child reaches a new age bracket.**

**Lenoir City- 630am-6pm**

**Iters (6wks-30mos): $170**

**Ecers (over 30 mos.): $145**

**Knoxville-630-6:30pm**

**Iters (6wks to 30mos): $225**

**2-3s: $185**

**Pre School:$165 If school age :$145 summers and holidays.**

**Athens & Rockwood: Monday through Friday 630am-6pm**

**Ages 6weeks to 13 years**

 **Infants (6wks-15mos) $155.00**

 **Toddlers (16-30mos) $145.00**

 **Over 30 mos-3s $135.00 PT $40.00 per day all sites 2-3day**

 **School age dropped off is $14 per day/Summers is $20 per day.**

**\*Up to you to remind office when your child reaches a new age bracket.**

**SOR: Monday through Friday 630am-6pm**

**Ages 6 weeks to 13 years**

**Building 1 31 months -5 years $135.00**

**Building 2 6weeks-30 months $155 School age dropped off is $12 per day/Summers is $135 limited spots.**

**\*Up to you to remind office when your child reaches a new age bracket.**

**Madisonville: Monday through Friday 600am-6pm**

**Ages 6weeks to 13 years**

 **Infants (6wks-15mos) $155.00**

 **Toddlers (16-30mos) $145.00**

 **Over 30 mos-5s $130.00 Part Time $40.00 per day all sites 2-3days.**

 **Add $5 more for 3 rotating days.**

 **School age dropped off is $14 per day/Summers is $20 per day.**

**\*Up to you to remind office when your child reaches a new age bracket.**

**Wartburg Monday thru Friday 6am-6pm**

**Infants (6wks-15mths) $150**

**Toddlers-3yrs $140**

**Pre School $130**

**School Age is $14 daily or $20 summers**

**$85 for afterschool head start drop off as well all-day Fridays**

**\*Up to you to remind office when your child reaches a new age bracket.**

***Childcare is a position paid program. You must pay even if your child is absent.***

**Due to liability issues no staff can baby sit outside of daycare unless prior relationship was established or a board member.**

**Certificate Info:**

 Childcare Certificates are accepted but the parent is responsible for any additional parent and overage fees. These fees include days that we are closed but cannot bill the certificate for, Example In-Service days. All other parents are responsible to pay for these days also. The Certificate or family’s 1st program pays about 75%. Transitional childcare pays about 50-60%. Smart steps pay about 25-40%. You must also sign your child in and/or enter their pin number for the certificates to pay!

**Enrollment Fees:**

Annually we charge a $25 enrollment fee per child. This goes to special teaching supplies or to replenish extra items.

**DISCOUNTS: ONLY ONE DISCOUNT PER FAMILY**

Payments are due on Friday for the following week or Monday of the current week by 930am but as of Tuesday they are considered late, and $10 late fee will be added by Wednesday and not allowed to return**. Monthly payments** **must be received by the 3rd to receive monthly discount. The discount for monthly is $5 a week**. **NO REFUNDS unless you move more than 60 miles away or your child becomes seriously ill.**

 **Any parent paying 3 months ahead will receive $7 off each week. Any parent paying 6 months ahead will save $10 per week. Additional discounts are given for active police, fire, educators, families of KKDC staff, past KKDC staff and active military families of $15 per week. It is your responsibility to notify KKDC if discounts apply. (Only 1 discount per family)**

**STAFF DISCOUNTS**

Floaters and 2nds receive 25% off 1st child & 10% off additional, Leads receive 50% 1st & 25% off 2nd & 10% off additional, dept. heads receive 50% off 1st & 50% 2nd, 25% off additional. Board receives free childcare up to 5 children, based on position, refer to bylaws for breakdown. Management grandchildren get 50% off 1st grandchild, 25% off additional grandchildren, refer to bylaws for board grandchildren discounts.

**STAFF REQUIREMENTS**

To ensure your child is in the best learning environment possible, we must make sure the right staff is available. Each employee is given an application, previous work records are checked, a health history/physical must be done, TB test, background check and abuse registry are done as well. Then they must complete a training and orientation process. After completion of this and documentation of education they may begin. They must receive 24 training hours the 1st year and 20 after. Administration must complete 25 to 30 per year. Here at KKDC all lead staff must have a CDA and 2nds must attend TECTA 30-hour orientation. All staff will be trained in first aid/CPR in orientation; and are required to gain Certification in First aid and CPR. Our staff regularly attends trainings/conferences that enhance their knowledge of childcare, pre-school, and early childhood education. We welcome outsiders if your child needs therapy. We are an open-door facility, but we must know ahead of time if parents want to join in for parties, Thanksgiving dinners etc. Just showing up to eat lunch could throw our food count off.

 Licensing requirements are located in the foyer or office in each building for your assistance or you may look them up at [www.tennessee.gov](http://www.tennessee.gov/) for your convenience.

Due to confidentially reasons parents and staff should not communicate through Face Book. Any question about the children should be dealt with verbally.

**VISITORS**

**All VISITORS must stop at the office or main door. KKDC staff will drop off and pick up your child from their classrooms. Cameras available for virtual tours. A director should be available from 630am-6pm for any concerns. We are a nonsmoking facility, this includes the parking lot area, so please tell family members to be respectful and not smoke in the parking lot or toss butts out on the property. Also, if your child is receiving outside services here please provide us written permission.**

**ADVISORY BOARD, COMMITTEES AND BOARD MEMBERS**

At KKDC, we have a Parent Advisory Board. This board consists of 4 parents from our Kingston center, 2 from Rockwood, 2 from Athens, 2 from SOR,1 from Wartburg, 1 Lenoir City, 2 from Madisonville, & 2 from Knoxville. They make suggestions, take surveys, and help us problem solve to better serve all of you. These parents if attending 2 meetings, 1 workday and a special function per year receive 1 week of vacation days yearly. These are given after they meet the criteria. The board changes yearly if you are interested please contact a site assistant director. This board also helps with fundraisers!

**PROGRAM CURRICULUM**

At KKDC, we have a written curriculum that covers all children’s developmental levels. This curriculum begins at 6 weeks and focuses on shapes, colors, alphabet, phonics, a monthly theme, sign language and much more. The curriculum is enhanced with faith-based lessons. This curriculum is Christian non-denominational and is maintained throughout your child’s enrollment at KKDC. The infant thru 30mos use educational plus the faith-based curriculum (a KKDC created curriculum using the best parts of Pinnacle, Teddy Care, and Creative Curriculum), and other age appropriate activities. The Pre-K curriculum which is for ages 31/2 to 5 years has incorporated the Scholastics, Leap into Literacy, TNELDS and Saxon math program as well as the faith based. (Our Pre-K class will have homework as well as dittos) By using all these your child is better prepared for kindergarten focusing on phonics, site words, math concepts as well as learning through play.

Each classroom has learning interest centers set up. These centers include areas such as math, language, art, manipulative, blocks, science, music, and dramatic play. Our older rooms have social studies centers as well. These allow your child to learn through play. Play is a particularly important part of your child’s learning. We offer many hands-on experiences for children to learn by. Your child in the younger classes may not be sent home with a ditto daily, but that does not mean they did not learn anything. If you are curious of the activities being done in your child’s room, please take time to visit.

We also use sign language curriculum 6 months to 5 yrs. We have Spanish, fitness and nutrition curriculum that are used for the 3 to 5s as well. In all our classes 3 years and up thru Preschool we use a **Personal Safety** curriculumtaught to us and required by DHS. This involves stranger danger, bike safety, good touch/bad touch and more. We offer a class in June for any parents who want to look over the curriculum before we start teaching it in Aug. Even if you do not attend the class your signature will be required so that we can teach the required curriculum to your child. Every July we also teach children about other cultures and countries.

**ARRIVAL AND DEPARTURES**

In each building children need to be here by 9:30am and picked up by 6pm daily. This allows us to get a correct food count & ratio count. If you do not make prior arrangements for late arrival, your child may not be allowed to stay. If you are late picking your child up, you will be charge $1 per minute after 6:05pm if occurring frequently. Upon arrival, your child needs to be dressed in shoes. Staff will be wearing a mask from 6:00-9:30am during drop offs and from 3:00-6:00pm for child pickup. Staff will be doing temp checks on each child as they come in. Sanitizer stations have been set up as well, along with touchless sinks in many sites. Parents can wait outside if they want social distancing. Staff will need to take your child and their belongings to their room. Please remember to sign them in/out as well as punch the keypad where available. These act as proof of attendance for Certificate Program. If you leave a car seat, please make sure it has your child’s name on it and place it in the foyer. We are not responsible for car seats though! Please make sure if you leave a car seat, due to someone different picking up your child, for neither KKDC nor any staff member will loan out a car seat and will not strap the car seat into the vehicle. If someone other than the parent or regular person picks up a child, we will ask for ID. This is to ensure your child’s safety. You will be responsible for notifying us as to who can pick your child up on the application.

Children shall not be released to anyone whose behavior may be deemed by a reasonable person, as placing the child in imminent risk: provided, however, that if the agency reasonable believes that refusal to release the child could place staff or other children at risk the agency may release the child, but must call 911 or other local emergency services number. At no time is a child to be left unattended in a vehicle, this could result in DCS being called for negligence.

Parents are not to sexually harass staff or other Parent; upon this happening we would ask the other parent to do drop off and pick up or de-enroll the child.

**CHILD/PARENT SEPERATION**

Children sometimes have a hard time with separation. This process may be difficult for some children and parents. Please do not sneak out on your child this only makes it harder. You should reassure your child that you love them and that you will return. Coming back for repeated hugs and kisses only sets the stage for repeated difficulty in the future. This then creates hardships on the child, parents, teacher, and other children. Most adjust after a few minutes and look forward to each new day. Your child’s teacher has been prepared for this and will help in every way possible with this difficult transition.

They will also be honest with you about your child’s day. They may offer ideas to help resolve issues that may arise during arrivals. After 2 weeks if your child has not adjusted, we will discuss other ways to possibly make the transition more successful.

**TRANSITIONS OF STAFF AND CHILDREN**

In childcare the inevitable will happen, staff changes. We try to make this as smooth as possible when this occurs. If one staff moves, goes back to school, State makes changes etc. if can affect all. We always comply with the State requirements. We do our best to promote assistants who have worked in that class, but it is not always possible. Seldom do we like to hire new staff to be leads, but occasionally we do. Sometimes staff gets burned out on a certain age group and ask to work with a different group. If this is possible without creating a lot of change, we do try to accommodate. Each department has a floater and a Dept. supervisor. The floater fills in for time off. The Dept. Supervisors are here to assist staff, check lesson plans and paperwork; they are familiar with the children in their department and parents. They also would fill in for long term absences and just over all make transitions as smooth as possible for their group.

Before children move to a new class, we try to transition the child for a few weeks if numbers allow so that they are already comfortable in the new environment. We will ask you to sign a transition form. The fact that our 2yr old and up combine for the 1st few minutes and last few minutes of the day helps the children to be familiar with others too.

**BEHAVIOR MANAGEMENT**

We at KKDC offer redirection if your child is having a behavior issue. For extreme cases of aggression, we use time out. In time out, children sit for 1 minute per age to calm down. If this behavior does not work, you will be notified by your child’s teacher. She would ask for help in response to this behavior. We do not spank, threaten, or humiliate children. We may keep behavior logs to help communicate /document if we are having multiple problems a day. If the logs do not help the behaviors, we may have to suspend the child or place in a smaller classroom. If we see a severe behavior that we cannot get a handle on KKDC may ask for your DR input first, then discharge a child. After 3 suspensions we terminate. Parents must also abide by these rules while on site. We always want what is best for all children’s social and emotional wellbeing.

**DISCHARGE OF A CHILD**

If a child shows uncontrollable, aggressive, or destructive behaviors that interfere with optimal learning such as: excessive hitting, excessive biting with a child over 3, uncontrollable behavior or language, and all efforts have been made by staff, directors, parents and even Dr.’s then we reserve the right to let your child go. We also will not tolerate threats made to other children and teachers. If a child has seriously intentionally harmed another child, we could terminate a child for that. Also, parents not following the admissions policies or falling more than 2 weeks behind in payment or falsely filling out paperwork, we have the right to dismiss from KKDC. WWW.TN.GOV is the website to find other local childcare centers in the area. We will give suggestions to other centers that may be able to offer care for that child.

**MEALS**

We serve breakfast, lunch, and snack. We do follow the meal requirements provided by the CACFP. All children enrolled will be offered a well-balanced lunch. This state funded certificate program makes sure that meals are healthy and well balanced. Meals include milk, a meat, vegetable, fruit, and grain. Menus are posted in the foyers. We do provide baby food and Members Mark Iron Fortified Formula. Infants, trying new foods, will be given the same for 5 days before trying a new food. This allows time for food allergies to be noticed. We strongly recommend that you try new foods at home before introducing at the center. If your child has any food allergies, you must have your DR provide in written documentation of these allergies, so that they can be posted in the kitchen and in your child’s room. If you do not wish for your child to per take of a certain food due to religious beliefs, please put this in writing and we will abide by this. (The USDA food program monitors KKDC as well as our own on-site monitor)

 Mealtimes: Breakfast 700am-830am

 Lunch 11am Infants (table foods, we do follow individual meal patterns)

 11:15 Toddlers

 11:30 2-3s

 11:45 3 to 4 yr. old

12:00 Pre-K/School age

 Snack 230-430pm

Again at 5pm

Any child enrolled for extended care after 630pm will receive dinner too.

 \*Infants are on their own feeding schedule and water is provided throughout the day upon children’s request. If your infant needs cereal added to their bottle, you must have a written note from your doctor for us to do so. We will not be a go between for breast feeding mothers. If you need of breast milk, we advise you to research online. We cannot serve other mothers breast milk to a breast-fed child without a Dr. or state signing off on it. (The other mother could be on medications etc.) We can provide IFIF Parents Choice formula (blue can) if the parents request.

This policy is set forth by the State that children can only eat at designated times and that a staff sit with children while eating. If your child has not eaten by 8:30 you will need to

Feed them before arriving or sit with them in the front while they eat. The teachers start their routines as 8:30 and cannot stop each time to sit and eat with the later arrivals.

If you send your child lunch, please make sure it is healthy. *We will still offer your child what we serve unless there is a physician signed medical, religious, or specified reason as to why.* We have taken off hotdogs for children under 2 years. If your child needs any type of supplement from what we serve they must have the physician sign off on a form that, that will be provided to you, that states that they are not allowed to have that item and what can be substituted; this also applies for parent preferences. Soy milk is the only milk substitute provided.

**OUTDOOR**

The children will be given an opportunity to go outdoors to play daily if the weather is clear and the temperature/wind chill above 32 degrees and below 95. The length of outdoor play is based upon temperatures. If your child is well enough to be able to attend daycare then they are well enough to be able to go outdoors, so please make sure your child is dressed appropriately for the weather. Also make sure your child is dressed in play clothes. We also have playground supervisors to make sure staff are interacting, moving, and not sitting.

**HEALTH POLICIES**

According to DHS, we are unable to accept a child into our care if they have had any of the following symptoms:

 Fever--99.5 or above during pandemic times *(they may return when fever free without fever reducers for 24 hours)*

Non pandemic fever up to 100 then sent home*.*

 Diarrhea--Two or more

 Vomiting

 Skin rashes with fever or associated with the herpes simplex virus

 Drainage from the eye(s) or ears

 Head lice--must have a Dr.’s note or be knit free

 Sore throat and swollen glands

 Yellow skin or eyes

According to the CDC if a child test positive for Covid19 they must be out 14 days and retested before returning. Same for a staff.

 Any other symptom that is not usual for your child

Children must be excluded from childcare if they are too sick to participate in regular activities or if caring for them interferes with the caregiver’s ability to care for the other children in the group.

 Your child may return to childcare when they have fully recovered. If your child is sent home, they must remain out for at least 24 hours. This is for your child’s safety as well as the other children and staff in the center. Your child should also bring a Dr.’s note before returning to day care. If your child has been diagnosed with a contagious illness, please notify the center immediately. We will have a COVID/Pandemic acknowledgement waiver to sign also.

 At all times at least 75% of our staff on site have CPR and first aid. In case of an extreme medical emergency 911 will be called and the parent will be notified.

\*DHS recommends that children between ages of 6 months and 5 years receive the flu vaccine. We will send home forms about this each fall.

**MEDICATION**

\*Breathing treatments and emergency meds only (ex. Insulin or epi pens) will be given based upon Dr.’s written orders. Children who require these must have A Plan of Action from a physician. All medications must be signed in, in original container, have child’s name on it, in date and will only be given for ER situations. If these requirements are not met, then the medication cannot remain here. Bug sprays, diaper creams, oral gel and sunscreens are required to be signed in and must be in in date.

**SUPPLIES**

Your child will need the following items

Inf/Tod

 Formula/breast milk (We do provide Members Mark Iron Fortified formula)

 Bottles

 Baby food (We do provide rice cereal, single fruits, and single vegetables)

 @ 25 diapers a week

 Diaper wipes

 Complete change of clothes (more if potty training)

 crib sheets

 Blanket (for children 13mths and up)

Preschool

 Change of weather appropriate clothing

 Crib sheet and blanket

\*All items must be labeled. If your child is out of supplies you will be expected to bring them some in a timely manner, so please be prepared.

Please do not send diaper bags. If you must they must remain in the office.

 Please speak with your child’s teacher for additional supplies needed. Tissues and hand wipes are always welcome. \*Toys from home are not recommended, but maybe allowed for transition. In appropriate toys will not be allowed (ex: toy guns, knives, wrestling action figures or anything that promotes violence) If your child has a security blanket they may bring, but will be encouraged to leave the item in their cubby. Cloth items pick up germs when carried around everywhere so we would like to keep them to a minimum to keep illness down.

 Movies will only be shown for educational purposes. We show only G rated movies for Preschool. All movies must be previewed by staff prior to the children viewing. Children will not be allowed internet access.

**OPEN HOUSE AND PARENT INVOLVMENT**

We offer open house one time a year in December & parent night in the summer. Everyone is encouraged to attend and participate. This is a great time to have parent teacher conferences as well as meetings. We will also hold parent meetings 3X a year to notify you of special events, go over everyone’s goals, curriculum, conferences, expectations, and for any ideas that you might have. Plus, a pre-K meeting is held each Spring where a kindergarten teacher will be here to give information about what your child will need to be ready for Kindergarten. In addition, we will have a sign-up list in the spring for a week for Parents to sign up for individual conferences and volunteer. We will offer multiple parent trainings per year. Parent communication is especially important to us and your child’s development. Daily charts will be sent home with your child. These charts will provide more detail and give a rundown of your child’s day. Outside each class has a board with lesson plans, TNELDS, goals etc. If your child is in Pre-K general information board is in a central location providing this information. Please check your child’s cubby daily for take homework and notes. Some classes use Class Do Jo too. (Just as the schools or Head start must meet certain parent involvement requirements licensed childcare facilities must as well.) Each May a Preschool Graduation is held for families. (Kingston & SOR will combine) And each August Kingston, SOR & Rockwood will have a combined pool party & 1 in Athens & Madisonville to end the summer. LC and Knox will have individual pool parties.

**PERSONAL BELONGINGS**

Please do not send items from home unless security items or needed for transitions. They are easily lost or damaged. If you do send items, please make sure they are property labeled. We are NOT responsible for lost or broke items. No knives, guns, or weapons of any sort are allowed on the premises. Please leave diaper bags at home or in foyer. Also, please do not send tablets, iPad, or phones. If older School Age children bring phones, they must stay in their bags.

**PICTURES AND CAMERAS**We do take still pictures of the children and hang them in our center. Occasionally we do make videos of the children. These are used primarily for private center use, but occasionally for public campaigns, Facebook, and advertisements. You will be notified in advance and asked for permission if this occurs for advertisement. If you have any objection, please let your center’s director know. Twice a year a professional photographer comes in to take pictures. We are an online camera facility too. This is a training tool for us.

**CENTER CLOSINGS**

Each year we will be closed 13 days per year. These days are the main holidays but do include an in-service day. (We must get our training hours in each school year.) These days are posted on site and on the web site in December for the following year. Reminders are posted several weeks prior to the closings**. You will be expected to pay for all holidays. Our financial advisor suggested we do this due to Staff getting paid holidays, time off & budgeting purposes etc. We do not charge for the additional days or bad weather days.**

Bad Weather-- If Roane County Schools are closed, all Roane County sites will follow a delayed schedule of 7:30am-5pm. UNLESS it is calling for freezing rain, ice, or several inches of snow and we WILL close. If McMinn County or Athens City Schools (Athens Site) the Athens sites will open on a 2-hr. delayed schedule as well, this means 830am-5 for Athens. If Monroe Co Schools close Madisonville site will follow a 2-hour delay 730am-5pm. If Morgan County schools close, we will follow a 2-hour delay 8am-5pm at Wartburg. If Loudoun Co schools close LC will be on a 2-hour delay of 8:30am-5pm, Knox Co Schools close then Knoxville will be on a delay of 8am-5pm. If weather turns bad during the day, we will do as the schools do and close early. We will post on FACE BOOK. Please do not call us in case of bad weather allow us to call you. This way phone lines are not tied up. If you need alternate numbers they are listed as follows: Kingston: Tara 865-466-2384 or Bus transport Kingston Megan 865-603-7662, Athens Courtney 423-405-8634, Lenoir City Alexis 865-771-4739, or Rockwood Wendy 865-466-3566, Madisonville Jennifer 865-591-0698 or Skye 423-33-2017, Wartburg Brandy 865-773-5760, SOR Penny 865-851-5402, Knoxville Tonya 865-567-9837.

 **2020**

Sept. 4th & 7th Inservice tentative Labor Day 1 day paid/1 non

Nov 26th & 27th Thanksgiving 1 day paid /1 non

Dec. 21st -25th Christmas 3 day paid /2 non

 14 days closed (9 paid/5 nonpaid)

 2021

Jan 1st New Years Day 1 paid day

Feb 15th Presidents Day 1 paid day

April 1 & 2nd April 1st/Good Friday 1 paid day/1 non paid

May 31st Memorial Day 1 paid day

July 5th 4th of July 1 paid day

Sept. 6th Labor Day 1 paid day

Nov. 25th & 26th Thanksgiving 1 paid/1 non paid

Dec.20-24th Christmas Break 2 paid/3 non paid

 14 days Closed (9 paid/5non)

**EMERGENCY DRILLS AND PROCEDURES**

We do monthly fire drills plus annual intruder and tornado drills. These are not to startle your child but to prepare them for an emergency. We have emergency management packets posted in the foyer and teachers have a copy in their classrooms. You may have one upon request. If there is ever an emergency that requires us to evacuate our center, then we will notify you. Please do not call the center, we will call you so that phone lines are not tied up or post on face book. If the children are evacuated from our center, you will be expected to come to the evacuation site to pick up your child. You will need to bring a photo id. Kingston would go to SOR or New Midway Church, SOR would go to Kingston or South West Point Church. Rockwood would go to Kingston or Potters House. Athens would go to lot across street or Bath & Body at Congress Crossing. Madisonville would go to Kiddie Korner of Athens or Access medical building.

Wartburg would go to the funeral home or Elementary school.

**ENROLLMENT INFORMATION**

Upon enrolling you and your child must take a pre admission (virtual) tour, fill out required paperwork containing the following: Child and Parent names, birth dates, address, phone numbers, DOB, 3 emergency numbers, Dr’s name, number, and address, employers name, number, and address, provide Certificate of Immunizations w/physical, health history, COVID waiver, annual FLU shot recognition form, annual food grant information,. Please notify director if any emergency numbers have change. Since so many families are divorced or grandparents raising children, we must have a copy of the final custody papers. If a non-custodial parent wants info about our program the director will give basic program info. However, if the absent parent brings in ID and Birth Certificate, they will be given info about the child unless the custody papers state that this absent parent does not have any custody. We will always protect the children’s best interest and do not wish to be involved in personal matters! But we will not hesitate to call police if we feel it is needed for the safety of a child or staff!

If there are any disagreements about contact during each parent awarded custody, separate paperwork may be required. We will not get involved in custody battles. If paperwork is requested for payments or sign in/out a fee will be charged and records must be subpoenaed

**CERTIFICATE INFO**

Childcare Certificates are accepted but the parent is responsible for any additional fees. These fees include days that we are closed but cannot bill the certificate for, Example In-Service days. All other parents are responsible to pay for these days also. The Certificate or family’s 1st program pays about 75%. Transitional childcare pays about 50-60%. Smart steps pay about 25-40%. You must also sign your child in and enter their pin number for the certificates to pay! We accept essential certificates also.

**ROOM FEES**

Each August we charge a $25 room activity fee or $35 for families. This goes to special teaching supplies or to replenish extra items.

**GOLD SNEAKER FACILITY:**

Policy 1:

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules

Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities

Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan

Policy 3

Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime

Childcare director shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

Policy 4:

Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior

Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly

Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding)

Policy 6

Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size

Child care educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size

All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food Child care educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

Policy 7

The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether children are present. Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities)

Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children

“No Smoking” signs shall be posted conspicuously at each childcare provider entrance, as required by state law

Kiddie Korner at all sites will remain a tobacco and Vape free campus. Staff are required to go 50ft from any location to smoke. Staff must also change shirts after smoking if on their lunch break.

**Kiddie Korner Contact Numbers**

**Kingston 865-376-0333(Main office) Athens 423-453-5445**

**Rockwood 865-354-1955 SOR 865-376-0288**

**Madisonville 423-420-9925 Lenoir City 865-635-8233**

**Wartburg 423-346-3355**

**Melissa Agee-Duff 865-805-5733 Tara Dalton 865-466-2384**

**Bambi Lambert 865-335-0087 Cora Fowler 865-466-2845**

**Wendy Pierce 865-466-3566 Megan Feiore 865-603-7662**

**Kim Sims 865-773-3311 Andrea Ladd 865-313-3711**

 **Jennifer Phillips 865-776-5798 Vickie Mills 865-696-0598**

**Tonya LaRue-Oran 865-567-9837 Courtney Allen 423-405-8634**

**Melanie Goldstine 630-913-4900 Alexis Akers 865-771-4739**

**Vivian Duran 240-472-9544 Sarah Corbin 865-456-0443**

**Brandy Harris 865-773-5760 Megan Henley 423-333-0877**

 **Nicole Goss 865-567-4428 Bri Scalf 865-235-5349**

 **Skye Steppe 423-333-2017 Elizabeth Hampton 423-435-4396**

**Kerri Hutson 719-337-4043 Amber Miller 423-836-2724**

**Penny Buckman 865-851-5402 Cayla Brown 865-850-9816**

**Kenzie Graves 865-399-1700 Barbara Cavins 865-851-1707**

**Kristy Cleere 865-235-6497 Madi McClure 865-985-6751**

E-mail: kkdcdaycare@comcast.net

kkdcdaycareathens@comcast.net, kkdcdaycaresor@comcast.net, kkdcdaycaremadiosnville@comcast.net, kkdcdaycarewb@comcast.net, kkdcdaycrewartburg@comcast.net, kkdcdaycarelc@comcast.net

Facebook go to: Kiddie Korner daycare and Preschool INC. (Click that you like us)

Website: [www.kkdctn.com](http://www.kkdctn.com)

Other important community resource #s

DCS 376-3423

D. Cherokee 1-800-362-8004 Families first 717-5095

Certificate Supervisor 423-434-6969

Health Dept. 376-5627

TEIS 1-800-852-7157

Food Bank 717-9885

Child Abuse Reporting 877-237-0004