

## **Kiddie Korner Day Care and Preschool Inc. Admissions Policy**

**Locations: Kingston 865-376-0333, Athens 423-453-5445, Rockwood 865-354-1955, Rockwood Nursery 865-419-2019, Madisonville 423-420-9925, Wartburg 423-346-3355,**

**Lenoir City 865-635-8233, Clinton 865-457-3903, Powell 865-859-9399 & Maryville 865-681-6655.**

Welcome to Kiddie Korner established in October 1995 by Melissa Agee-Duff. In 2001 Bambi Lambert became a partner. Since then, they have given ownership opportunity to vested staff. The board now consists of 13 officers, 26 vested senior management & 9 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 was an optional program through DHS, 3 being the highest. We were the first in Roane County to achieve this. Now you must receive a score up to 100. 90-100 is excellent.**

We are licensed by the Department of Human Services, Health Inspector, and State Fire Marshall. You can see a posted copy of our report card in the foyer or online. 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. We include children with special needs in classrooms and will have a individualized plan for this child.

Kingston is now licensed for 243. We have ages 6 weeks to 4 years in building I, Pre-K in II & II B, K-2nd grade in III & 3<sup>rd</sup> -6<sup>th</sup> in IV. Athens is licensed for 95 children. Rockwood is licensed for 77. In 2024 our nursery program opens with 24. Madisonville is licensed for 99, Wartburg opened in 2018 and is licensed for 50 children. Lenoir City opened in March 2020; we were licensed for 40 children, moving to a larger site February 2024 license for 96 kids.. KKDC Clinton opened in May 2021 and is licensed for 53. KKDC Powell opened in August 2021 and is licensed for 99 in 2022. Maryville opened in May 2023 and is licensed for 90 children. Its location is 1532 William Blount Drive.

### **Board Officers/Share Holders:**

*CEO/Executive Director:*

Melissa Agee-Duff	38.75% shares
CFO: Bambi Lambert	32.5% shares
Treasurer/auditor-Tonya Oran	1.5% shares
Multi-Director /Secretary-Brandy Munguia	2.75 shares
CHRO /President Transportation-Megan Feiore	4.25% shares
Chief Program Officer-/Accred specialist: Kim Sims	1% share
CPO Pre School/Orientation specialist: Tara Dalton	2 % shares
Regional Advisor/COO- Alexis Luna	5.25 % shares
Regional Adviosr/Pres Monroe-Megan Henley	1% share
Advisor Kingston /Pres Roane-Madi McClure Webb	4.25 shares
Regional Advisor/CCO- Bri Scalf	4.25% shares
Multi-Director/President of McMinn- Skye Steppe	1% share
Program Director/Ethnic officer-Vivan Duran	1.5 shares

**Board of Directors/Vested in company(Level 6)**

Program Director Inf/tods-Abby McClure  
Multi Site- Director-Wendy Pierce  
Accred/CDA Specialist-Jennifer Phillips  
Cayla Price-Multi/Director Nursery  
Jessica Baker-Director/Multi Kingston  
Lindsey Perry-Director Maryville  
Regional Advisor-Courtney Allen  
Kerri Hutson-Co Director Powell  
Barb Cavins-Co Director Pre K Kingston  
Melanie Goldstine-Accreditation/Sacers Pres Kingston  
Senior Program Director-Vickie Mills  
Penny Buckman-Director Rockwood  
Raven Owens-Multi-Director Madisonville  
Andrea Ladd-Director LC

**Level 5 Vested in Company**

Kristy Cleere-Co Rockwood  
Assistant director S.age/Program-Olivia Akers  
Co- Director PS Maryville- Hannah Barnes  
Jessica Williams Freeman-Co Director Madisonville  
Bri Garrett-Co Director Athens  
Amber Miller-Program Director  
Kristen Jameson -Co Tods Kingston  
Co Powell-Michelle Wood  
Makayla Allen-Co LC Inf/Tods  
Rebecca Dergosits -2 Co Director Kingston  
Madison Amend-Co Director Powell

**Upper Management level 4:**

**Kingston** Infants :Co Director-Kita Infant AD-Stacy Program-Brittani  
Toddlers AD- Becca  
2s AD/Program- Hailey PS AD/Program- Jessica L PreK AD-Tyler III-Jason  
PreK-Julie trainer  
Athens Co- Maggie PS/Program AD- Jenean Inf/tod AD- Erin AD-Amanda  
Wartburg- AD Jackie Madisonville CO- Amber C.AD-Sheridon  
Inf/tod AD- Jordan  
Rockwood PS AD-Alexa & Abigail AD Nursery- Courtney  
Clinton Co-Jessica G. & PS AD-Madison  
Powell PS AD- Rose Inf/tod AD-Shyanne & Hope Program Director  
Maryville Inf/tod Co-Kaitlyn 2-3s- AD-Katherine PS AD- Terry  
Andrea E.Co- Director PS Program AD LC-Elizabeth  
Maintenance men: Jim Agee, Tony Dalton, Josh Steppe, Gary Thomas & Jason Goldstine.

AD & Dept heads assist directors in the daily oversight of the centers, & program.

\*Each site will post the manager in charge at the time.

**Principles & GOALS**

Our purpose at KKDC is to offer the highest 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. Our mission philosophy is Quality care when you're not there. We are in the process of becoming nationally accredited with NECPA. Powell, Madisonville, Kingston, Athens, LC, & Wartburg should achieve this by May 2025.

**FEE & HOURS—2.85% processing fee for credit card and debit transactions.**

**Kingston 630am-6pm** (early care offered with additional fee at 6am. Additional fees are \$5 per day early care are

<b>6 weeks-15 mos</b>	<b>\$225 per week</b>
<b>16-30 mos</b>	<b>\$200</b>
<b>31 months-4 years</b>	<b>\$180</b>
<b>Pre K/build 2</b>	<b>\$150</b>
<b>School age before &amp; after-\$85(\$25 per day or \$120) III &amp; IV</b>	
<b>After</b>	<b>\$70</b>
<b>Am</b>	<b>\$45</b>

**\$60 Day for Part Time PS only**

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

**Lenoir City- 7am-530pm**

Infants (6wks-30mos):	\$245	
Toddlers (31 mos -4 yrs):	\$230	
PS (over 4-5yrs):	\$200	
School age Am	\$50	Pm \$60
Am/Pm	\$100	School out \$125

**Rockwood: 630-530pm**

**Ages 6weeks to 13 years**

Infants (6wks-15 mos)	\$210
16mos-30mos	\$200
31mos to 4 yrs	\$170
4-5 yrs	\$150(true pre K)
School age building:	\$60 pm/\$45 am both \$85 (summer \$120 week)

**Athens: 6:30am-530pm**

6 weeks-30 months	\$200 per week
31 mos-4yrs	\$179
4-5s	\$158

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

**Madisonville: Monday through Friday 6am-5pm**

Infants (6wks-30mos)	\$200.00
31mos-4yrs	\$179.00
4 & 5s PS	\$158.00

**Part Time \$60 as of Jan 2022 per day 2-3days(PS only).**

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

**School age(siblings only) dropped off is \$15 per day/Summers is \$25 per day.**

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

**Wartburg Monday thru Friday 630am-5pm**

Infants (6wks-15 mos)	\$200
16-30 mos	\$190
2.5-5 yrs	\$170
School Age is	\$120

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

**Clinton Monday-Friday 7am-6pm**

Infants (6wks-30mos)	\$236
Pre School	\$210

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

**Powell Monday-Friday 7am-6pm**

Infants (6wks-30 mos)	\$268
31mths-4yrs	\$252

4-5yrs-	\$210
Part-time (up to 3 days)	\$60 daily
School age \$145	\$90-pm
<b>Maryville Monday -Friday 7am-6pm</b>	
6wks-30mths	\$268
31-4yrs	\$252
4-5s	\$210
School age	\$145

***Childcare is a position paid program. You must pay even if your child is absent.***  
**Due to liability issues no staff can babysit outside of daycare unless a 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 1<sup>st</sup> program pays about 75%. Transitional childcare pays about 50-60%. Smart steps pay about 50-60%. You must also sign your child in and/or enter their pin number for the certificates to pay! Adoption certificate pays about 50-60%.

**Enrollment Fees:**

Annually we charge a \$100 enrollment fee.

**DISCOUNTS: ONLY ONE DISCOUNT PER FAMILY**

Payments are due on Friday for the following week or Monday of the current week by 9:30am 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 3<sup>rd</sup> to receive a 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. If paying 1 year ahead you receive \$12 off. 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) Educators are asked to pay for at least 1 day a week to hold their spots during summers and long breaks. Military parents are put at top of our wait list.**

**STAFF DISCOUNTS**

Floater and 2nds receive 50% off 1<sup>st</sup> child & 25% off additional, Leads receive 75% off 1<sup>st</sup> & 50% off 2<sup>nd</sup> after 90 days if they do not receive grants. After 15 months they receive 1 free child. Dept. heads receive the same but 1 free child after a year and 75% 2<sup>nd</sup>. Level 5 or vested receive 1 free child, 75% additional. Level 6 receives 2 free and 75% additional care, Level 7 receives up to 4 free then 50% off, refer to bylaws or handbook for more details. Vested Management level 5 get 50% off 1<sup>st</sup> grandchild, level 6 get 2 grandchildren at 50% off. Level 7 1 grandchild free.

**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 1<sup>st</sup> year and

18 after. Administration must complete 25 to 30 per year. Here at KKDC all lead staff must have a CDA or associates and 2<sup>nd</sup>s 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. Our staff are mandated reporters. We do welcome outsiders if your child needs therapy.

Our staff are trained and practice safe sleep practices. This means only the child and a sheet in the crib. We do sids check every 10-12 minutes.

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 as well as written.

### **VISITORS**

**All VISITORS must stop at the office or main door. KKDC staff will drop off and pick up your child from their classrooms during pandemic times. Cameras or website available for virtual tours or after hour tours in person. A director should be available from open to close 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 & signing the application gives a non KKDC staff permission to observe your child too.**

### **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, 1 from Wartburg, 2 Lenoir City, 2 from Madisonville, 2 from Maryville & 2 from Powell/Clinton. 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 or volunteer in a room will receive 1 week of vacation for 1 child yearly. These are given after they meet the criteria. The board changes yearly if you are interested, please contact a site 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 abekka & touchpoint), and other age-appropriate activities. The Pre-School/Pre K curriculum which is for ages 2 to 5 years has incorporated the Abeka, TNELDS and Touch Point 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. We use a "living" curriculum. Meaning we will modify to meet the child's needs.

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. If you are curious of the activities being done in your child's room, please take time to visit. Each curriculum is reviewed annually by admin, teachers and parent advisory board. We will modify as needed.

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** curriculum that meets Aarons Law 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 July/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. Once a year we also teach children about other cultures and countries. As much as possible we try to incorporate languages the child hears at home. This could be recordings or speaking.

If a class has a pet it will be a fish, hermit crab or hamster. The staff will feed and clean it. The staff will wash hands after handling the pet.

### **PROGRAM ASSESSMENT**

At KKDC you will hear assessments talked about frequently. We do children's assessments throughout the year. These are developmental screenings. This allows us to know what goals are needed for your child as well as what skills they have mastered. You will have an opportunity to view these assessments during a scheduled conference/open houses twice per year.. We also use the TNELDS when setting goals and lessons for your child. Kiddie Korner also is assessed quarterly by the state. This is part of the quality program to ensure TN centers are above average. We encourage all of you to attend parent meetings or drop off suggestions, that way we can continue to better serve you as well as make suggestion on lesson plans.

### **ARRIVAL AND DEPARTURES**

In each building children need to be here by 930am and picked up by closing 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 5 min of closing if occurring frequently.

Upon arrival, your child needs to be dressed in shoes such as tennis shoes, crocs something with support and ankle coverage. (No flip flops or boots)

Staff will need to take your child's temperature during pandemic times. You are allowed to take your child & their belongings to their room. We just ask that you stop at the door and limit conversations to 2 minutes. This helps cut down on germs in the rooms. Please remember to sign them in/out as well as punch the keypad where available. Please take shoes off in infant rooms. 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.

Kingston provides transportation to local schools, & does school age field trips. Children are supervised at all times and we do a final walk through by management. We provide extra staff for transporting.

### **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. We do ask that you limit drop off and pick up to 2 minutes as this is a distraction to the class.

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. it 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. 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 upon enrollment. When the time comes for a move we will notify you and document.

### **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 2 suspensions. We have a 3-strike policy. Parents must also abide by these rules while on site. We always want what is best for all children's social and emotional wellbeing. We will suggest shorter hours of days & pick up by noon before letting go of a child. We will try to allow a 2-week notice for termination. However, parents are not to curse or yell at a staff. If you become heated and are rude to our staff your child will be let go. Upon any aggression or threats by a parent or guardian your child will be let go!(Parents must let others on pick up list know our policies as well.)

### **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 as well as give a notice.

### **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 protien, 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 730am-830am(7 for school age)  
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

\*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 are in 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.) Breast milk must have date expressed and received. Staff are trained on this. We support breast feeding mothers by providing storage for breast milk, we provide a place for moms to nurse in the room or office. 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 and lactose free is the only milk substitute provided. Again Breast milk must be signed when expressed and when received.

### **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 5 days and retested without symptoms before returning. Same for a staff. 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 unless seen by a dr. 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 100% of our NECPA lead 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. If a child gets a boo boo that leaves a mark we will do a form and get your signature. If a child has to be seen by a Dr over a boo boo we will do a serious incident form.

\*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.

Any child that needs behavioral mediation we ask that the parent make arrangements to give it, use time released or keep the child out during breaks.

### **SUPPLIES**

Your child will need the following items labeled:

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)

We do not accept cloth diapers due to sanitary reasons.

#### Preschool

Change of weather appropriate clothing  
Crib sheet and blanket

\* During pandemic times, **it is suggested but not required**, that children in preschool should wear a mask.

\*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 bring one, 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 1-2 open house a year in December & possibly 1 in July, during non-pandemic times. 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 2-3X 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 or smart care email 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 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. Parents are welcome to make suggestions for lesson plans as well as the parent advisory makes suggestions for curriculum. Each August sites will have individual or combined pool parties.

We also post class schedules and lesson plans for parents to view in the foyers or classrooms.

#### **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 15 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 Schools are closed due to snow or ice we will be open 830-5. If weather turns bad during the day, we will do as the schools do and close early. We will post on FACE BOOK as well as send an email out via SmartCare. Please do not call us in the 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:

**Bus Info Kingston:** Megan 865-603-7662

**Athens:** Megan Henley 423-333-0877

**Clinton:** Wendy 865-466-3566

**Wartburg:** Diane 865-591-6649

**Powell:** Cayla 865-850-9816

**Madisonville:** Raven 423-716-1906

**ER Rock, Madison & Athens:** Alexis

**Maryville, LC, Powell & Clinton ER:** Bri

**Kingston/Wartburg ER: Brandy 865-773-5760**

Kingston top: Madi 865-985-6751

Maryville: Lindsy P. 865-469-1663

LC: Jessica 423-368-1814

Rockwood: Penny 865-851-5402

865-771-4739

865-235-5349

Closings 2024		
Nov. 28 <sup>th</sup> 29 <sup>th</sup>	Thanksgiving	1 paid day/ 1 non
Dec. 23-27 <sup>th</sup>	Christmas Break	3 paid/2 non
Closings 2025		
Jan. 1	New Years	Paid day
Feb. 17 <sup>th</sup>	Presidents Day	Paid day
March 10 <sup>th</sup>	In service	Not a paid day
April 18 <sup>th</sup>	Good Friday	Paid day
May 26 <sup>th</sup>	Memorial Day	Paid day
July 3 <sup>rd</sup> & 4 <sup>th</sup>	4 <sup>th</sup> of July	1 Paid/1 Non paid
Sept 1 <sup>st</sup>	Labor day	Paid
Nov. 26 <sup>th</sup> -28 <sup>th</sup>	Thanksgiving	1 Paid/2 non paid
Dec. 22 <sup>nd</sup> -26 <sup>th</sup>	Christmas Break	3 Paid/2 non paid

### 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 Sout West Point Church or New Midway Church if not the opposite building. 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. Powell would evacuate to the Josie's boutique parking lot or other Clinton location. Clinton would evacuate to the lawyer's office parking lot or the park across the street. Last LC would go across the street to Fitness center or Kiddie Korner Kingston.

### **ENROLLMENT INFORMATION**

Upon enrolling you and your child must take a pre-admission (virtual) tour, pay required deposit (full weeks tuition), 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 the 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 1<sup>st</sup> program pays about 75%. Transitional childcare pays about 50-60%. Military certificate for active-duty parents. 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. (except pandemic years)

Return check fee :\$35                      Late fees:\$10 weekly

### **State & Accreditation**

- Policy 1:

Children attending 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

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. Parents are welcome to breast feed on site.

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 5

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

Childcare 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. Childcare 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 6

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.

- Policy 7

Childcare staff as of 2025 are not allowed to use phones or smart watches while supervising children. Smart care and land line communication is allowed as well as calling directors.

## **Kiddie Korner Contact Numbers**

**Kingston 865-376-0333(Main office)**

**Rockwood 865-354-1955**

**Madisonville 423-420-9925**

**Wartburg 423-346-3355**

**Business questions: 865-335-0087**

**Athens 423-453-5445**

**Clinton 865-457-3903**

**Lenoir City 865-635-8233**

**Powell 865-947-3080**

**Maryville 865-681-6655**

### **Board members /Upper management**

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- **Melissa Agee-Duff 865-805-5733**
- **Bambi Lambert 865-335-0087**  
**Megan Feiore 865-603-7662**
- **Kim Sims 865-773-3311**
- **Jennifer Phillips 865-776-5798**
- **Tonya LaRue-Oran 865-567-9837**
- **Alexis Luna 865-771-4739**
- **Vivian Duran 240-472-9544**
- **Brandy Harris 865-773-5760**
- **Raven Owens 423-716-1906**
- **Skye Steppe 423-333-2017**
- **Kerri Hutson 719-337-4043**
- **Cayla Brown 865-850-9816**
- **Barbara Cavins 865-851-1707**
- **Kristy Cleere 865-235-6497**  
**Hannah Barnes- 423-435-2465**  
**Lindsey Perry 865-469-1663**  
**Jessica Williams 423-271-0842**  
**Penny Buckman-865-851-5402**

- Tara Dalton 865-466-2384**
- Wendy Pierce 865-466-3566**
- Courtney Allen 423-405-8634**
- Andrea Ladd 865-313-3711**
- Vickie Mills 865-696-0598**
- Melanie Goldstine 630-913-4900**
- Bri Scalf 865-235-5349**
- Olivia Akers 865-456-4308**
- Megan Henley 423-333-0877**
- Bri Garrett 865-466-5228**
- Kristen Jameson 865-399-7216**
- Amber Miller 423-836-2724**
- Jessica Baker 423-368-1814**
- Michelle Woods 865-247-2076**
- Madi Webb 865-985-6751**
- McKayla Allen 865-384-9056**
- Abby McClure 865-816-0218**
- Rebecca Dergostis 865-242-2998**
- Madison Amend 865-202-0079**

[kkdcd daycare@comcast.net](mailto:kkdcd daycare@comcast.net), [kkdcd daycare rockwood@comcast.net](mailto:kkdcd daycare rockwood@comcast.net)

[kkdcd daycare athens@comcast.net](mailto:kkdcd daycare athens@comcast.net), [kkdcd daycare madisonville@comcast.net](mailto:kkdcd daycare madisonville@comcast.net)

[kkdcd daycare wartburg@comcast.net](mailto:kkdcd daycare wartburg@comcast.net), [kkdcd daycare clinton@comcast.net](mailto:kkdcd daycare clinton@comcast.net),

[kkdcd daycare powell@gmail.com](mailto:kkdcd daycare powell@gmail.com)

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

Instagram: [kiddiekornerdaycare](https://www.instagram.com/kiddiekornerdaycare)

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

### **Other important Community Resource Number's**

- **DCS 865-376-3423**
- **D. Cherokee 1-800-362-8004**
- **Certificate Supervisor 423-434-6969**
- **Health Dept. 865-354-1220**
- **TEIS 1-800-852-7157**
- **Food Bank 865-717-9885**
- **New Midway church in Kingston has a food pantry.**

- Child Abuse Reporting 877-237-0004
- Families First 865-717-5095