



Application Form ***Kiddie Academy II***

Name of Child	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	(Day) _____ (Month) _____ (Year) _____

Mothers Name	
Home Address	
Employer	
Work Address	
Home Phone	
Work Phone	
eMail Address	

Fathers Name	
Home Address	
Employer	
Work Address	
Home Phone	
Work Phone	
eMail Address	

I/We are applying for a spot for my/our child :	Commencing (Month) _____ (Year) _____
	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>

Signature _____ **Date** _____

For Official Use Only






Kiddie Academy School Policies

As part of the new Health Department regulations each parent must be supplied with the following list of policies.

Parents are required to review these and print, sign and return those noted with a .

These signed documents are **required** before your child commences at Kiddie Academy.

Title

Operation Policies - Hours of Operation and General Policies	Handbook
Discipline Policy and Guidance 	Appendix A
Field Trip & Transportation Policy	Appendix B
Accident/Incident Report Information	Appendix C
Complaint Order	Appendix D
Open Door Policy	Appendix E
Sick Policy for Staff & Students 	Appendix F
Medical Policies - Permission Slips, Medications 	Appendix G
Medical Treatment  <i>Permission to call 911, Administer CPR, Transport child to KEMH</i>	Appendix H
Media Policy <i>Only required for children under 2.</i>	Appendix I
Safe Sleep Policy <i>Only required for Baby Class</i>	Appendix J
Body Safety Rules <i>Prevention Code of Conduct/Community Resources</i>	Appendix K
Hurricane Emergency Plan	Appendix L
School Policies Checklist 	Appendix M



Must be signed and returned before child commences





Discipline and Guidance Policy

Discipline and Guidance Policy for *Kiddie Academy*

- Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

Parent/Guardian

Employee/Caregiver



KA TRANSPORTATION POLICY

Kiddie Academy staff should communicate to parents plans for transporting students on field trips or school events and they should know the authorized persons to transport children in a case of emergency.

When children are being transported in connection with the activities organized by the staff at Kiddie Academy, the teacher should ensure:

- **All children 2 years of age and under, should be seated in suitable safety Carriers**
- **The number of children does not exceed the number of seats at any time.**
- **Children are not left unattended in vehicles at any time.**
- **Sharp, heavy, or potentially dangerous objects shall not be transported, or shall be securely restrained.**
- **Children are loaded from curbside or at a safe off-street area away from the flow of traffic so they are protected from all traffic hazards**
- **Children are delivered to the teacher, school or to the parent**
- **Legislation does not require a child in a mini-bus or other public service vehicle to wear a seatbelt, but they must have a seat. For infants and toddlers, the provider should, however, have an age-appropriate seat for transport on a minibus.**
- **Accessibility to first aid kit, emergency ID/contact and pertinent health information for passengers, and a cell phone,**
- **When transporting children on a public bus, the provider must ensure they have a seat and they will not be required to stand for adults.**
- **Any person/parent/guardian volunteering to help with transporting an individual child on a field trip, should ensure the child is sitting in the back seat of the vehicle to reduce any concerns for inappropriate interaction with the child.**
- **Safety rules:**
 - **Staff members must be in the vehicle when children are present to maximize supervision.**
 - **Stay in your seat while the vehicle is moving**
 - **Always keep your body (hands and head) in the vehicle**
 - **Children must listen to the driver and the teacher and follow instructions, and stay close to their buddy or partner**
 - **Plan for communication between the driver and the childcare facility staff.**
 - **Maximum travel time for children (no more than forty-five minutes in one trip).**
 - **Procedures to ensure that no child is left in the vehicle at the end of the trip or left unsupervised outside or inside the vehicle during loading and unloading the vehicle.**



Accident/Incident Reports

An Accident/Incident Report should be **completed immediately** after an incident occurs and a copy given to the family member who picks up the child. Often that family member will be required to sign the form acknowledging that they received a copy and are aware of the incident.

This report gives **specific information and full disclosure** about how and when the incident occurred, and any injuries that resulted from the incident. Refer to your center's policy regarding this procedure when completing this important form.

It is important to provide all the details regarding the incident. For example, write truthfully that Patrick cut his fingers after he played with a pair of scissors used by the teacher. Provide the facts of the entire incident. Secrecy will only strain your relationship with the family.



Kiddie Academy **Complaint Process**

1

Submit initial complaint to the child's teacher.
This should be done either in person, by phone, letter, or e-mail.



2

The child's teacher will review and assess & resolve the complaint.
This resolution will be provided to the parent along with an explanation as to reasoning.



3

Internal Review (optional).

A review can be requested if a satisfactory outcome was not received from the teacher or there is a belief the matter was not handled properly. The Head Teacher (PIC – Person in charge) will discuss the matter with both the child's teacher or other staff members involved and will seek guidance from the Owner to ensure an appropriate resolution can be reached. This will then be discussed with the parent and any further dialog necessary can take place at that time to reach a favorable outcome.





KIDDIE ACADEMY OPEN DOOR POLICY 2022/2023

Families and staff should work together as partners in providing care for our students. For this reason, Kiddie Academy has an “open-door policy”:

Parents are welcome to visit the premises at any time their child is in attendance.

Family or parent volunteers are also encouraged and welcome to assist the teachers with field trips, arts and crafts, reading to the class or outdoor play. Please discuss your availability with your child’s teacher.

HOWEVER: THESE POLICIES WILL REMAIN INACTIVE (for an additional 12-month period) DUE TO COVID-19 POLICY CHANGES.

PARENTS WILL NOT CURRENTLY BE ALLOWED ONTO THE PREMISES DURING NORMAL SCHOOL HOURS. (8:00 a.m. – 5:30 p.m.)

ALL TOURS OF THE FACILITY FOR PROSPECTIVE CLIENTS WILL ONLY BE PERMITTED AFTER 5:00 p.m. ONCE THE CHILDREN ARE OUTSIDE FOR PICKUP.

Exceptions:

ALL PARENT TEACHER CONFERENCES WILL BE SCHEDULED BETWEEN THE HOURS OF 4.30 – 5.30 p.m. ON SITE, OR VIA WEB-EX.

FAMILY OR PARENT VOLUNTEERS MAY ASSIST WITH FIELD TRIPS OR WITH SUPERVISION OF OUTDOOR PLAY (from 10.30 – 11.00 a.m. or 3.30 – 5.30 p.m.), **UNFORTUNATELY, WE WILL REFRAIN FROM HAVING PARENTS/GRANDPARENTS COMING IN TO READ TO THE STUDENTS OR TO HELP WITH ARTS & CRAFT ACTIVITIES FOR NOW.**

Please discuss your availability with your child’s teacher.

We have discussed these revisions with the Department of Health and as such we will continue with this revised policy during the 2022/2023 school year.



Sick Policies for Staff and Students

We require all sick children and staff to stay home.

To reduce the spread of germs we will be taking a FIRM STANCE on these policies:

All parents must be mindful of the importance of keeping children home when they are sick. If you did not print and sign a copy of this letter in September or upon receiving your child's student file, please do so immediately.

Sick/Wellness Policy

All parents of the students at Kiddie Academy will need to review these updated and implemented sick policies.

All parents will be required to print and sign a copy of this document to confirm that they are aware of the following updated policies outlined in this document.

All parents must also update their child's emergency contact list and speak with other family members or persons about securing alternative care, in the event their child is sick and unable to attend school, or there is an emergency which requires the school to temporarily close.

Exclusion from childcare or school

The primary reasons for exclusion from childcare or school are that the condition:

- Prevents the child from participating comfortably in activities
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful disease to others (*see list of these conditions below*)

A child with respiratory symptoms (cough, runny nose, or sore throat) and fever should be excluded from their childcare program. The child can return after the fever associated with these symptoms has resolved (without the use of [fever-reducing medicine](#)).

To reduce the risk of becoming sick with the flu, child care providers and all the children being cared for should receive all recommended immunizations, including the [flu vaccine](#). The single

best way to protect against the flu is to get vaccinated each year. This critically important approach puts the health and safety of everyone in the childcare setting first. The flu vaccine is recommended for everyone 6 months of age and older, including childcare staff.

Note: Children 6 months through 8 years of age may need two doses spaced one month apart to get the full benefit. These children should receive their first dose as soon as the vaccine is on hand in their community.

Conditions that require exclusion include:

- When the child appears to be severely ill, is not responsive, irritable, persistently crying, having difficulty breathing, or having a quickly spreading rash.
- Fever (temperature above 101°F [38.3°C] by any method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea). For infants less than 2 months of age, an unexplained fever should be evaluated by a health professional. For these infants younger than 2 months of age, get urgent medical advice for temperature above 100.4°F [38.0°C], whether other symptoms are present.
- Diarrhea—Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents," and for children whose stool frequency exceeds 2 stools above normal per 24-hours for that child while the child is in the program or whose stool contains more than a drop of blood or mucus. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.
- Vomiting 2 or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.
- Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.

Other conditions with specific diagnoses:

- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart.

- Head lice, scabies, ringworm until after the first treatment (Exclusion is not necessary before the end of the program day.) Treatment may occur between the end of the program day and beginning of the next day—not requiring any exclusion.
- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
- Rubella, until 7 days after the rash appears
- Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated)
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department

Make Sure That You Are Reachable at All Times:

Parents will be contacted right away when their child shows signs of illness.

Your child may be allowed to continue the regular program if they can take part in most activities and do not have a condition that requires exclusion.

Either way, please be certain that the school or caregiver always has a way to reach you.

I _____ (please print your name)

the parent of _____ (please print your child's name)

have read and understood the updated (2020) sick policies for Kiddie Academy.

I will adhere to the SICK CHILD PROCEDURES outlined in this document

_____ (parent signature)

Kiddie Academy

Medication Policy Form



If your child has a common cold (slight cough, sneezing, clear runny nose and/or a slight temperature your child may attend daycare. However, if your child reaches a point when he/she requires constant attention, will not play, cries continuously, whines and wants to be held constantly, then your child will need to stay home, or parent will be contacted to come pick up the child.

Any child requiring prescription medication for something contagious will need to be kept at home for a period of at least 24 hours until no longer contagious, unless accompanied by a signed note from the child's medical Dr. or practitioner.

Please dispense all medications at home whenever possible. For times when this is not possible, a **Medicine Consent Form** must be filled out for us to dispense any medications.

All prescription and **over-the-counter** medications must be in their original container(s), and prescriptions must display the pharmacist's label with the doctor's name.

If you have any questions, please feel free to discuss them with us at any time.

Signatures below indicate acknowledgement of receipt of this form and agreement to adhere to these policies.

Parent/Guardian:

Provider:

Kiddie Academy

Medical Care Policy Form



Childs Name

D.O.B.

Medical Care Permission Slip

In the event of a Medical Emergency whilst my child is under the care of Kiddie Academy or on a Field trip with a staff member of Kiddie Academy

I hereby grant

ANY/ ALL CPR TRAINED STAFF MEMBERS of KIDDIE ACADEMY permission to:

- ADMINSTER CPR IF NEEDED
- CALL 911
- TRANSPORT MY CHILD TO: KING EDWARD MEMORIAL HOSPITEL, PAGET, BERMUDA.

Signatures below indicate acknowledgement of receipt of this form and agreement to adhere to these policies.

Signature

Date



SCREEN TIME RECOMMENDATIONS



Under 2 years

ZERO screen
time.



2-5 years old

No more than 1
hour per day.



5-17 years old

No more than 2
hours per day.

No Screen Time Under 2 yrs. old



Kiddie Academy

Safe Sleep Policy



Follow the 
ABCs
of **Safe Sleep**

Baby should sleep

A **Alone**

On their

B **Back**

In a safe

C **Crib**

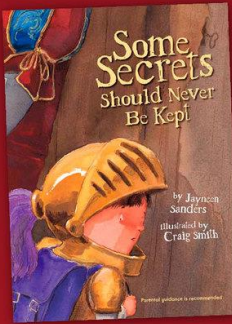
Right from the start

health.ny.gov/safesleep



10 Body Safety Rules

1. **Teach** children the correct names for their body parts.
2. **Explain** that our Private Body Parts (PBP) are those under our bathing suit (also include the mouth).
3. **Instruct** that no-one can touch your PBP; reinforce your body belongs to you.
4. **Explain** you must never touch another person's PBP even if an older child or adult asks you to.
5. **Discuss** Early Warning Signs (EWS), i.e. sweaty palms, racing heart, sick tummy; always act on your EWS.
6. **Shout**, "Stop" or "No!" (hand held out) if touched on your PBP or in a way you don't like.
7. **Tell** a trusted adult straightaway if you are: touched on your PBP, touched in way you don't like or your EWS kick in.
8. **Keep** on telling until you are believed.
9. **Never** keep secrets that make you feel uncomfortable or bad; only keep happy surprises.
10. **Be strong, be brave and ALWAYS speak out!**



Hurricane Emergency Plan



Pre-Planning.

1. **How will we communicate?**
 - a. Communication, in this case, must be clear between school staff and parents. The **most effective way to communicate with everyone** to ensure that all parties are on the same page is **via phone/hi-mama/e-mail**.
2. **Early dismissal or school closure**
 - a. When a hurricane threatens to make landfall, it's imperative that everyone knows that we may be forced to close the school and/or dismiss all students earlier than normal if the weather takes a turn for the worst during a normal school day.
3. **We will share this emergency plan with staff and parents via an e-mail and an update to our handbook.**
4. **Update emergency contact details**
 - a. **All parents and staff must ensure that their emergency contact details are always up to date.** Please e-mail any changes to both your child's teacher and the Owner/Operator.
5. **Owner and All Staff Will Prepare Exterior & Interior of School.**
 - a. Put away or secure any toys and equipment. All canopies should be taken down and secured inside the building.
 - b. Make sure all exterior doors and windows are secure.
 - c. Close all interior doors to minimize damage to one room spreading to another.
 - d. Turn off and unplug electrical equipment that could be damaged by a power outage.
6. **Post-Storm.**
7. **Owner and All Staff Members Will Inspect Exterior & Interior of School.**
 - a. Check for any structural damage to exterior doors, windows and equipment.
 - b. Make sure all essential systems (electricity, water and phone) are working.
 - c. Prepare classrooms and outside play areas for children's return.
 - d. **Contact Parents by Phone/Hi-Mama/E-Mail and advise them of expected return date.**



School Policies Check List

Student Information

Name *

Date of Birth *

Email *

Class

Title

Signature/Initials

Date

Operation Policies

Hours of Operation and General Policies from HandBook

Discipline Policy and Guidance

Field Trip & Transportation Policy

Accident/Incident Report Information

Complaint Order

Open Door Policy

Sick Policy for Staff & Students

Medical Policies

Permission Slips, Medications

Medical Treatment

Permission to call 911, Administer CPR, Transport child to KEMH

Media Policy

Only required for children under 2.

Safe Sleep Policy

Only required for Baby Class

Body Safety Rules

Prevention Code of Conduct/Community Resources

Hurricane Emergency Plan

I have read all of the above updated policies for 2022/2023

Parent/Guardian Information

Name *

Phone *

Email *

Signature

Date