



Handbook
2023–2024

OWNER

Kiddie Academy II is owned and run by Mrs. Sharon DeSilva. She will be introducing the children to The Montessori Philosophy and Methodology and has trained with The Montessori World Educational Institute in California, Alameda College and University, and our very own Bermuda College. If you need to contact her for any reason, feel free to call her at 292-4124 or 505-7937 or via e-mail at **kiddieacademy@transact.bm**. I recognize that parents may have questions about the school, but suggestions and constructive criticism are also welcome. Tours of the facility are available upon request.

OUR HISTORY

Due to my extreme passion for teaching and my genuine love of children, “Kiddie Academy” was founded in September 1996.

My first location was in Warwick, across from Lindo’s Family Foods. The school soon became so popular that I was unable to house all of our applicants. Three years later I opened its sister school “Baby Steps Daycare Centre”, which was on Fractious Bay Corner in Bailey’s Bay. As our popularity continued to grow, it was time to look for a third location and “Kiddie Academy II” was established in our current location on 7 Laffan Street, Hamilton, behind Pasta Basta Restaurant.

Unfortunately, a few years after opening the third school my eldest daughter was diagnosed with Cancer and required overseas treatments on a regular basis. It became very difficult for me to continue to run all three schools efficiently whilst traveling back and forth to Boston and caring for my sick child. In August 2006, Kiddie Academy in Warwick and Baby Steps were closed.

I can now focus all of my attention on Kiddie Academy II and continue to make a difference in the lives of so many wonderful little people. Each age group of children has its own dedicated classroom area, all of which has been designed for age- appropriateness and is continuously being refurbished.

MAKE LEARNING FUN!

We are a play-based, hands-on learning centre. Our students are provided with active, relevant, hands-in and hands-on investigations in an effort to stimulate their five senses every day. Sorry; but we promise to get them dirty, so please send your child to school in play clothes each day.

BABY CARE (3 - 12 months)

Each baby will have his or her own crib which will be supplied by the school. The parents will be responsible for supplying the crib sheets for their child's crib. Two sheets should be supplied at the beginning of each week. When one has been soiled, it will be sent home to be laundered and we ask that you supply us with a replacement supply the following day. You will also need to supply pre-made bottles of formula for the entire day, and any food that your child may require for lunch or snack. The staff will wash the bottles after each use, but sterilization of the bottles will remain the responsibility of the parents. We ask that you kindly label all articles of clothing, linen, food and bottles, diapers, wipes etc. We will have a marked station for your child's diapers and any other supplies that you wish to send for your child, i.e. lotions, powders, wipes. etc. We will have your infant care provider available from 8:00 a.m. each day, for your convenience. She will remain on the premises until 5:30 p.m., so please be punctual when picking up your child at the end of the day. This will enable us to provide the proper supervision of all children, at all times.

TODDLER CLASS (1 - 2 years old)

In this class we will be providing the children with an environment where each child can learn naturally and freely at his or her own pace. The activities will include practical life, sensorial, movement, language development, and development of their social skills. Personal care (washing hands), practical activities (pouring dry materials,), courtesy (when to use our quiet or loud voices), sharing, manners, greetings. We will also be developing awareness of the senses. A few examples would be for sight (shape and colour sorting or matching), for touch (rough or smooth), for sound (identification of sounds of objects in the environment), taste and smell (using fruits and vegetables). The activities to develop coordination and strength will be walking, running, stair climbing, lines, and balls. Through clearly speaking to the children, story telling, singing, and rhymes, we aim to promote their language development.

We ask that you send an extra set of clothing, and the required number of diapers / pull ups for your child at the beginning of each week. Please ensure that all articles of clothing are clearly labeled and stored in a draw string bag to hang on your child's hook. You will also need to provide a towel for nap time. This will be placed on top of the cots for sanitary purposes.

TRANSITION CLASS (2 – 3 years old)

In this class we will also be providing the children with an environment where each child can learn naturally and freely at his or her own pace. The activities will include practical life, sensorial, movement, language development, and development of their social skills, etc. At this stage it is very important to promote their fine motor skills and develop their attention spans. In this class most of their teachings will be with the Montessori Practical Life and Sensorial activities. This will enhance their ability to eventually hold and use a pencil with good muscle control and allow them to be able to concentrate on an activity or a lesson with great maturity. Number recognition, shapes, color reinforcement, and phonetic letter sounds will also be introduced to them at this stage.

We ask that you send an extra set of clothing, and the required amount of pull ups (if required) for your child at the beginning of each week. Please ensure that all articles of clothing are clearly labeled and stored in a draw string bag to hang on your child's hook. You will also need to

provide a towel for nap time. This will be placed on top of the cots for sanitary purposes.

PRE - PRIMARY CLASS (3 - 5 years old)

In this class the children will be provided with an environment where each child can also learn naturally and freely, at his or her own pace. The intent is to foster independence through several exercises whereas the children will basically be imitating adult tasks (doing it myself philosophy) i.e. pouring the water, buttoning or fastening clothing, carrying items. We will start off by reinforcing what they have already learned in the toddler and transition classrooms, then move on to activities which will complement and extend these skills and enable the children to better understand their world and their place in it. A few examples of their practical teachings will be with dressing frames, but the emphasis that had been placed on developing their fine motor skills will be utilized at this time, and they will soon have enough strength to control a pencil with such skill and be able to start writing words and numbers. We will continue with several Practical Life Activities (i.e. squeezing, stirring, spooning) to enhance muscle strengthening. At this stage in his/her life, your child will become more sociable, articulate, and better coordinated. They will love the world of pretend. Their hand and finger control are improving, together with their wider understanding and imagination. This will enable them to enjoy things like painting, model or block building, and rod stacking etc. We believe that with helpful interaction and instruction, and lots of praise and encouragement, we can make this an enjoyable time in their lives. They will also be learning phonetic letter sounds through listening and seeing, and letter recognition, Simple math techniques using the value of numbers will develop recognition of numbers. An introduction to simple musical instruments will help them to recognize different sounds.

We ask that you send an extra set of clothing, and the required amount of pull ups (if required) for your child at the beginning of each week. Please ensure that all articles of clothing are clearly labeled and stored in a draw string bag to hang on your child's hook. You will also need to provide a towel for nap time. This will be placed on top of the cots for sanitary purposes.

GENERAL INFORMATION

ADMISSION

Applications for children between the ages of 3 months through 4 years will be accepted. There are currently 8 spots available for children in the Baby class, 12 spots available in the Toddler class, 14 spots available in the Transition classes, and 20 spots available in the Pre-primary classes.

Regular admission procedure includes a parent visitation to the school.

HOURS

The hours of operation will be Monday through Friday, from 8:00 am. to 5:30 p.m. (Since Covid, there are extensive cleaning requirements that all staff must adhere to at the end of the day. We now ask that children to be collected by 5.15 p.m. if possible).

Full day programs: Children may be picked up from 3:00 p.m. through 5:15 p.m.

Any child picked up later than 5.30 p.m. will be charged an additional \$5.00 per minute.

DAYS OF OPERATION

The school will be open Monday through Friday, for 12 months of the year. However, the school will honor all public holidays, and will be closed at such time. On occasion a “Teachers Day” holiday or workshop may be scheduled either prior to that day or the day after the public holiday. We will be closed for a week prior to the “Cupmatch Holiday” each year, for extensive cleaning and maintenance to the school. In the event of bad weather conditions i.e., Hurricane or windstorm, please listen to the EMO updates via the radio station, social media platforms, or our Hi-Mama App. They will announce school closings. If school is already in session and the weather has taken a turn for the worse, please pick your child up immediately. Again, check with the radio station for announcements or our Hi-Mam App. In either case, please use your own discretion. **DON'T TAKE UNNECESSARY RISKS.**

MATERIALS

We supply the highest quality materials possible. Students are allowed to interact with the materials of their own choosing. However, willful damage of the equipment will not be allowed, and the parents will be held responsible for the replacement of that item at their own expense.

DISCIPLINE POLICY

We wish to foster self discipline by helping children understand that they have choices to make, not only through activities but behavior as well. In rare cases, it may be necessary for a child to take “QUIET TIME” or “TIME OUT” from the group to regain control. During this period, a child is directed to our calm down areas (tent, couch or chairs in a quiet area in the classroom) for a short period of time to allow them to calm down. At no time will any corporal punishment ever be administered upon a child in our care.

Kiddie Academy may refuse or withdraw a child the privilege of attending the school due to behavior that may be physically harmful to themselves, their peers, or staff members. At no time will any biting of others be permitted. In the unfortunate event that a biting episode has occurred, the parents will be notified on the first occasion. If however, this behavior continues from the same child, we will have to ask the parents to assist us in reminding their child that biting hurts. Please help us to enforce the fact that this is totally unacceptable behavior at any time.

MEDICAL OR DENTAL FORM

The school requires the filing of a medical / dental form on an annual basis, and an updated information sheet for all students. Any change in the health of a student or any social conditions of a student, i.e. asthma, must be reported to the school. This information will be kept confidential.

SICK DAYS

If any child is absent for any reason, the parent must notify the school and report the problem. Should the problem be contagious, the teacher will take the appropriate action and inform the parents of the other students. If a child becomes too sick to remain in school, the parents will be notified immediately for pick up.

INFECTIOUS DISEASES

Infectious diseases can spread quickly, being a threat to students and teachers alike. Diseases such as CONJUNCTIVITIS, MEASLES, RING WORMS, CHICKEN POX, IMPETIGO or MUMPS must be reported to the school immediately. A doctor's certificate will be required upon the child's return to school.

SICK/WELLNESS POLICY (COVID POLICY UPDATES)

We require all sick children and staff to stay home.

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

All parents will be required to sign a copy of this document (which you will receive in your child's student file upon commencement) to confirm that they are aware of the following updated policies.

All parents must also update their child's emergency contact list whenever a change occurs 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.

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 their child/children at home when they are sick.

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*)

EXCLUSION FROM CHILDCARE OR SCHOOL CONTINUED

A child with respiratory symptoms (cough, runny nose, or sore throat) and fever should be excluded from our 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, our staff and students should consider receiving all recommended immunizations, including the [flu vaccine](#). The single best way to protect against the flu is to get vaccinated each year. 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).**
- **Diarrhea—Exclusion is required for all diapered children whose stool is not contained in the diaper**
- **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.**

PARKING FACILITIES / DROP OFF AND PICK UP

Parents are asked to park in available spots on Laffan Street. Please avoid double parking as this may cause traffic congestion. The children will either be playing in their designated classrooms, or in the playground areas.

LATE ARRIVALS

The school day will begin at 9.00 am. Students are expected to be in on time. Late arrivals are disruptive to the class.

TOYS FROM HOME

Please encourage your child to leave his or her own personal toys at home. We will have plenty of things to entertain your child, whilst on the premises. This will ensure fewer disruptions in the classroom and no lost “treasures”.

LUNCH BOX

All students need to bring a packed lunch each day. Please encourage healthy eating. Please do not send junk food such as chips, gum, candies, or chocolate bars. If everyone eats healthily, no one will have to feel different.

BIRTHDAYS

Birthdays may be celebrated at school. Please refrain from sending in horns or candy.

SCHOOL NOTES

Any correspondence will be made via our Hi-Mama App and /or a note in your child's school bag/lunchbox. Please check your child's bag daily for any notes.

PURE WATER

Whenever your child is supplied with an extra drink at school, we guarantee that it will always be "PURE WATER" drinking water.

MOVIE DAY

Friday is our "relaxation day". We feel that the children have worked hard all week and deserve a little "down time. The children will be allowed a short period of time throughout the day for T.V. /DVD watching. This will only be allowed on Fridays during the academic year. This allows the teachers some time to sterilize all toys and classroom materials.

PARENTS OFF ISLAND OR ALTERNATIVE PICKUP ARRANGEMENTS

If at any time you will be off the Island, or for any reason have made alternative arrangements for the collection of your child, please advise us of the name and contact numbers for the person or persons whom you have given the responsibility of the care of your child. **Your child will not be released to a stranger without your consent.**

BULLYING

Kiddie Academy has a no tolerance policy for BULLYING. This applies to staff, students, parents/clients, and their family members.

NAEYC:

We, the management and staff of Kiddie Academy follow the principles from the: NAEYC (National Association for the Education of Young Children) CODE OF ETHICAL CONDUCT.

IN SUMMARY THIS CODE TEACHES THAT:

- Above all, we shall not harm children.
- Early Childhood professionals have ethical responsibilities to many people and need to behave in a manner that reflects best practice for all.
- All decisions must be made within the scope of what is safe (physically, mentally, or otherwise) for children.
- Decisions are not isolated. When a teacher makes a decision it can impact the other children in the classroom, the school, the families, the other staff, licensing, accreditation, and funding.
- Decisions deserve deliberate thinking. Using the Code allows teachers to slow down and consider all the options.
- We shall not participate in practices that discriminate against a co-worker or client because of sex, race, national origin, religious beliefs or other affiliations, age, marital status/family structure, disability, or sexual orientation.
- To establish and maintain relationships of respect, trust, confidentiality, collaboration, and cooperation with co-workers and clients.

- We shall inform families of program philosophies, policies, curriculum, assessment system, cultural practices, and personal qualifications, and explain why we teach as we do-which should follow our ethical responsibilities to children.
- To ensure that each child's culture, language, ethnicity, and family structure are recognized and valued in our program.

WE ARE ASKING THAT ALL OF OUR CLIENTS DO THEIR PART IN AVOIDING ETHICAL DILEMMAS BY PRACTICING THE FOLLOWING BEHAVIORS:

- All our clients and their families have ethical responsibilities as well and will behave in a manner that reflects best practice for all.
- All interactions with our staff members must be made within the scope of what is respectful and safe (physically, mentally, or otherwise).
- Our clients shall not participate in practices that discriminate against a staff member because of sex, race, national origin, religious beliefs or other affiliations, age, marital status/family structure, disability, or sexual orientation.
- Our clients will establish and maintain relationships of respect, trust, confidentiality, collaboration, and cooperation with our staff members.
- Our clients will ensure that each staff member's culture, language, ethnicity, and family structure are recognized and valued.

We thank you for your cooperation and consideration of the above matters!

COVID GUIDELINES FOR PARENT PICK UP/DROP OFF

To reduce congregating or pooling of parents at the two entrance gates, please follow these guidelines:

All pick- ups and drop offs should be conducted at either gate/entrance door.

- **Drop off times will be between the hours of 8.00 – 9.00 a.m. and**
- **Collection times will be between the hours of 3.00 – 5.00 p.m.**
- More time will need to be allotted for drop off /pick up, so please be patient.
- Upon arrival, a passive wellness screening will be observed. A reading of 38 degrees Celsius or greater indicates that your child should return home.
- One teacher will be stationed at the FRONT GATE (on the Western side of the school) to greet and receive any students from the BABY and TODDLER classes.
- A second teacher will be stationed at the WOODEN GATE on the LAFFAN STREET ENTRANCE (Northern side of school) to greet and receive any students from the TRANSITION and PRESCHOOL classes.
- Children must have a pair of indoor shoes to change into before entering the classrooms. These shoes should remain at school.
- Since we have no alternative location for inclement weather, staff umbrellas will be used.

FEES

Schedule of fees for September 2023 – August 2024

All fees are *due and payable on the first of the month*. A late fee of \$100.00 will be charged for fees paid after the 10th of the month.

Failure to pay fees by the end of the month will result in you being asked to remove your child from the school; the remaining unpaid fees will still be due and payable. If we are not in receipt of one month (30 days) written notice of your intentions to withdraw your child from our program, you will be charged for the next month's fees.

FEES AS OF SEPTEMBER 1, 2023

BABY & TODDLER CLASSES: \$1350.00 per month / 5 full days
 \$1000.00 per month / 5 half days
 \$1250.00 per month / 4 full days
 \$1150.00 per month / 3 full days
 \$1050.00 per month / 2 full days

TRANSITION & PRE-SCHOOL: \$1350.00 per month / 5 full days
 \$1000.00 per month / 5 half days
 \$1250.00 per month / 4 full days
 \$1150.00 per month / 3 full days

DEPOSIT

Upon acceptance of your child, a \$350.00 non-refundable deposit will be required to hold your child's place.

SIBLING DISCOUNTS

We offer a 10% sibling discount for two or more students from the same household/immediate family.

VACATIONS

If your child will be away on vacation at anytime throughout the school year, his/her school fees will still be due and payable.

PART TIME STUDENTS

Due to strict ratio regulations from the DOH, the days/times that you select for your child to attend each week **MAY NOT** be substituted should your child be out sick on the day that they would normally attend, or a public holiday happens to fall on one of those scheduled days.

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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

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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 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.

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.

Please discuss your availability with your child’s teacher.

We have discussed these revisions with the Department of Health and as such have been advised that having an open-door policy may require limitations. Although you are free to visit the school whenever your child is in attendance, we must ask that you be considerate of the other students in the classroom. Our younger students appear to be very uncomfortable with any changes in their daily routines, so to avoid chaos, we are unable to permit you extended visits with your child, unless you are willing to spend some one-on-one time with them outdoors.



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:

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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**

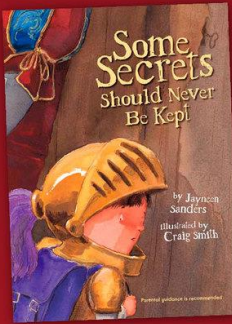
Right from the start

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.**

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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