



**DROP-OFF CHILDCARE**

**Kid Zone  
Policies and Procedures  
Manual  
2022-2023**

## **WELCOME TO KID ZONE!**

Dear Families,

Welcome to the Marcus Jewish Community Center of Atlanta Kid Zone program. It is our commitment to provide your child with a fun, enriching and nurturing drop-off childcare experience for children from 3 months through eleven years old.

Our goal is to build trusting relationships with each child and their families, engaging regularly in meaningful and extended conversations and experiences.

Staff-child interactions are key in a child's development. We foster children's emotional well-being by demonstrating respect for each child. Staff members create a positive emotional environment reflected by frequent social conversations, joint laughter, and friendship. Kid Zone uses an enrichment curriculum designed to empower children to create, learn, grow, and have fun in a supportive and engaging environment!

This manual summarizes **general** policies and procedures of the Kid Zone program as well as those policies and procedures that are specific to the COVID-19 pandemic.

We always welcome your feedback and look forward to our growing relationship with you.

Warmly,  
Kara

**Kara Wilbourne**  
Kid Zone Director  
678-812-4094  
Kara.Wilbourne@atlantajcc.org

## **PROGRAM OVERVIEW**

### **AGES SERVED**

3 months – 11 years old

### **MONTHS OF OPERATION**

January – December

### **DAYS OF OPERATION**

Monday – Sunday

### **HOURS OF OPERATION**

- Monday-Friday: 8:30am-12:30pm
- Saturday-Sunday: 8:30am-11:30am

### **CLOSURE DATES**

Kid Zone is closed on the following days:

- Labor Day
- Rosh Hashanah (two days)
- Yom Kippur
- Sukkot (two days)
- Shemini Atzeret/Simchat Torah (two days)
- Thanksgiving (Thursday and Friday)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- MLK Day
- Presidents Day
- First two days of Passover
- Memorial Day
- Shavuot (two days)
- Independence Day

**Kid Zone reserves the right to close the program to support other agency programming. Ample notice will be given.**

### **SEVERE WEATHER CLOSINGS AND OTHER CONTINGENCIES**

Weather closings will also be communicated through Email Alerts. In the event of severe weather during Kid Zone hours, children will proceed to the most inner hallway away from windows and doors. This policy is posted at the main entrance as well as in the office. In the event of a fire or any other dangers, the children will be evacuated immediately to a safe distance away from the building. Fire evacuation routes are posted in the main entrance as well as in the office. In case of any emergencies, please call the Kid Zone office.

## **PROGRAM FEES**

- Fees: \$9/hour per child
- Additional Sibling: \$5/hour per child
- Payments will be charged **to designated credit card upon registration**
- Credits will be given for properly cancelled reservations
- Late Pick-Up Fees: Should a child not be picked up on time, a late pick-up fee of \$2.00 per minute will be charged

## **DAY TO DAY**

- Clothes should be comfortable, sturdy, washable, and **labeled**.
- Rubber soled shoes and sneakers are important for safety in both indoor and outdoor play.
- We do go outside every day and take advantage of the playground experience, so please make sure your child has the appropriate clothing for the weather.
- Each child will have a cubby to leave extra clothes, diapers, pull-ups, and wipes if needed, and other personal items during their time at Kid Zone. Remember to **LABEL** everything.
- Children aged one and older are encouraged to bring a labeled water bottle.
- Please do not bring toys or precious items from home. These often create sharing difficulties and can end up lost.

## **HELPFUL HINTS ABOUT SAYING GOODBYE**

- Once you decide to leave, do not hesitate; say goodbye quickly and tell your child you will see them later.
- ALWAYS say goodbye to your child – never sneak out. Don't expect a good-bye back.
- DO NOT ask your child permission to leave – a definite "I'm leaving now" is most helpful to your child.
- Giving your child a transitional object can be helpful.
- Smile and relax.

## **ADMISSION REQUIREMENTS**

All necessary enrollment forms must be completed prior to admission. It is the parent's/guardian's responsibility to ensure all forms are updated immediately upon changes. Upon arrival at the facility, the parent/guardian, or adult dropping off the child, must escort the child in and out of the facility, sign the child in and out, and ensure that staff are aware of the child's presence.

## **FORMS REQUIRED FOR ADMISSION:**

- Child's Initial Registration
- Signed Parent Licensure Exemption Form
- **Medical forms if required**

## **ENRICHMENT CURRICULUM**

The Kid Zone enrichment curriculum is designed to empower children to create, learn, grow, and have fun in a supportive and engaging environment. Balancing child-initiated/play-based, active/quiet, and indoor/outdoor activities, the enrichment curriculum prepares children for life's experiences by

- helping them to develop social relationships through peer interaction
- fostering a positive self-image and a sense of personal achievement
- encouraging opportunities for independence and success

- encouraging creative expression and appreciation for the arts
- promoting sound health, safety, and nutritional practices

To promote each child's Jewish identity and sense of Jewish values, the program offers experiential activities in Jewish customs and rituals and a warm Jewish environment. Students are encouraged to develop respect for cultural diversity within and outside of Judaism.

**GENERAL INFORMATION ABOUT THE PROGRAM**

- Children may be enrolled in the program at 3 months of age to eleven years old.
- Children will be placed in age-appropriate groups as determined by the program director.
- It may also be necessary to combine ages during sessions. During this time, we continue to maintain safety protocols and ratios.
- The program is loosely structured as follows:
  - Arrival and free play
  - Morning/Afternoon greetings
  - Music/Body movement
  - Daily activity (may include art, special projects, centers, activities, etc.)
  - Playground/Outdoor activity
  - Story time, Yoga, games
  - Free play until closure
- We reserve the right to discontinue services at any time for any reason.

**DISCIPLINE**

Kid Zone Staff believe in consistent, understandable limits and respond to inappropriate behavior with insight, sensitivity, and skill. Staff establish predictable limits to help children understand the consequences of their actions. Staff act as role models and give ample praise for appropriate behavior. Positive techniques of guidance including redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement are used rather than competition, comparison, or criticism. Time out is only used as a last resort. Staff work to prevent behavior problems by arranging the rooms so that children can work in small groups and have a choice of activities.

Staff members use a pleasant voice level and move to the children rather than shout across the room to be most effective. Staff do not scream or use sarcasm. Disciplinary actions used to correct a child's behavior and guidance techniques are never detrimental to the physical or mental health of each child. Food or special activities are never withheld as a punishment.

When there are recurring discipline issues the director and staff member may request a meeting with the parents to work together on a plan to ensure child success. Staff assist children in resolving conflicts by helping them to identify their feelings and use their words to describe problems and help find alternative solutions.

**BITING POLICY**

While biting occurs as part of the natural progression of a child's development, it is a topic that tends to provoke strong feelings in the parents of both the injured child and the child who bites, regardless of the severity of the bite. At Kid Zone, we know that biting often occurs as a natural progression of a child's development. Intermittent biting in the toddler years may be the result of

any number of reasons and does not necessarily indicate a serious problem. Some of these reasons may include such things as teething, a lack of language, frustration, or attention seeking. We understand that while biting is developmentally age-appropriate, it is also not socially acceptable. Like other areas of behavior and discipline, we bring up the topic of biting together on an ongoing basis. We strive to provide children with the tools to express their feelings, provide an environment with enough toys to deter issues, and a lower ratio to assure excellent supervision.

We therefore have a biting policy which is designed to promote a positive and safe environment for all children and their families.

When an incident of biting occurs, the following steps are followed:

**For the biter:**

The child is immediately removed from the area where the incident occurred without providing any unnecessary feedback or conversation that might reward attention seeking behavior

1. A staff member then speaks with the child using age-appropriate tone and words conveying the idea that “Biting hurts” and “We treat our friends with kindness.”
2. The child is redirected to another area
3. An incident report is written up and the parents are called. The name of the child bitten is kept confidential.

**For the child who was bitten:**

1. The child is separated from the biter.
2. First aid and TLC are administered as needed.
3. An incident report is written up and the parents are called. The name of the child who bit is kept confidential.

Should biting become more frequent than intermittent, we believe that by creating a partnership with the parents, resolutions are reached as a team with everyone’s best interest in mind.

## **HEALTH AND SAFETY**

### **HEALTH FORMS**

A current immunization record (form #3231) and health form signed by the child’s physician or health department must be submitted prior to the child’s first-time attending Kid Zone. **Only medical exemptions approved by the MJCCA will be accepted.** It is the parent’s responsibility to update the file should the health records change during the year.

### **EMERGENCY MEDICAL CARE**

In the event of an emergency with your child, first aid will be applied, parents/guardians will be called, and if necessary, the child will be transported by ambulance to the nearest hospital.

### **SICK / INJURED CHILDREN**

Parents/guardians of any child who becomes ill or is injured while in care of the facility will be notified immediately by phone of any illness or injury requiring professional medical attention, or

any illness/injury which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child. A child shall not be accepted nor allowed to remain at the facility if the child has the equivalent of one hundred (100) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea, or a sore throat. If your child becomes ill while at the facility, he/she will be removed from the daily activity and will be provided necessary treatment until the parent/guardian or authorized person arrives. Once notified, parents/guardians should ensure that their child is picked up from the facility within thirty minutes. Children will not be permitted back into the facility until he/she has been "symptom-free" **without the use of medication** for a period of twenty-four (24) hours.

If a child is diagnosed with a communicable disease, they will not be permitted to return to the program until cleared by their doctor. This facility will follow the protocol listed on the communicable disease chart for reporting the disease to the local Health Department. If other children in the facility have been exposed to a communicable disease at any time while in the program, parents will be notified by email.

If a child receives a minor injury, not requiring professional medical attention while in the care of the facility, first aid will be applied; and parents/guardians will be notified when they arrive to pick the child up from the facility. If a child receives a moderate to severe injury while in the care of the facility, first aid will be applied; an accident **report will be completed**; and the parents/guardians notified by phone of the injury. If the injury requires immediate professional medical attention, 911, in addition to the parent/guardian, will be notified.

### **COVID-19 POLICIES**

**The following procedures take precedence over general health and safety guidelines and will remain in place until such time as determined by the CDC, BFTS, and MJCCA.**

*We understand the importance of childcare to our members. While we cannot anticipate an interruption in service, it may be necessary for the program to close due to recommendations by the health department and/or CDC due to wide-spread illness. **We are doing our part** through increased cleaning and sanitization. Please **help do your part** by keeping your child home if they or anyone in close contact with your child becomes sick.*

*For the health and safety of all children and staff, it is imperative that you **keep sick children at home**. If your child has a pre-existing medical issue, such as asthma, we highly encourage you to consult with your health care provider to determine the best time for your child to re-enter a childcare environment.*

*The following guidelines will remain in place until such time as the CDC and/or BFTS issues new protocols:*

- *If your child has any of the following symptoms, the child may not attend Kid Zone:*
  - *A temperature of 99.5 or higher as read by an infra-red thermometer*
  - *Cough, runny nose, shortness of breath, signs of respiratory infection*
  - *Muscle aches*
  - *Headache*
  - *Sore Throat*
  - *Loss of taste or smell*
  - *Diarrhea*

- *If a child becomes sick at Kid Zone, s/he will be isolated from others and expected to be picked up within 20 minutes. Please be sure all parties listed as contacts are accessible to be reached by phone or email in a timely manner.*
- *If a child or staff member becomes ill and is NOT diagnosed with COVID-19, s/he may return to the program when they have been fever or symptom free, without the use of medications, for 24-hour period*
- *We will operate in accordance with public health and CDC guidelines.*
- *The MJCCA transitioned to a mask optional policy as of March 14, 2022*

**Facility Information:**

- *We will encourage extra hand washing and social distancing as much as possible*
- *Facility Cleaning & Disinfecting: The space will be thoroughly cleaned and sanitized daily. We will maintain the cleaning procedures during the day and each night. All cleaning supplies have specifically been approved for use in preventing the spread of the COVID-19 virus.*

**\*\*Kid Zone reserves the right to modify any policy to reflect changes in protocols as determined by the CDC, BFTS, or MJCCA.**

**MEDICATION**

- NO medications are permitted to be transported or stored in backpacks. Both prescription and over the counter medications must be passed directly between parent and staff.
- Medication will be administered to children only with daily signed authorization and corresponding forms completely filled out.
- All medications must be in the original container with the child's name
- ALL medications are stored in the director's office and administered by staff at assigned times.
- Expiration dates of medication must be current. The staff will administer no more than the dosage of medication printed on the label.
- Over the counter medication will be administered with the same parental authorization, as long as a standing order from a licensed health professional is provided with details on the specific circumstances and provides instruction on dosage.
- Any noticeable adverse reaction to the medication will be recorded and immediately communicated to the family.
- Medicine may not be left beyond its course.
- Bright from the Start does not permit Tylenol, Motrin, OTC cold medicines to be left on hand "in case".
- Sunscreen with UVB or UVA protection and SPF of 15 or higher must be provided with parental permission or sun protective clothing must be worn when in the sun.
- When public health authorities recommend the use of bug repellent, only those containing DEET may be provided, labeled, and given to the staff with written permission.

**SUDDEN INFANT DEATH SYNDROME**

To reduce the risk of SIDS, infants are required to be put down on their backs for sleep. Pillows, quilts, comforters, and blankets are not permitted in cribs. After being placed down for sleep on their backs, infants may then be allowed to assume any



comfortable sleep position when they can easily turn themselves from the back position.

### **HANDWASHING POLICIES**

Handwashing is required by all staff, volunteers, and children. Children and adults wash their hands upon arrival for the day, after diapering, or using the toilet, after handling body fluids, or before food handling. Adults also wash their hands before and after feeding a child, before and after giving medication, after assisting a child with toileting and after handling garbage or cleaning.

Proper handwashing includes using liquid soap and running water, rubbing hands vigorously for 10 seconds, including back of hands, wrists between fingers, under fingernails, under and around jewelry, rinsing well and drying with a single use paper towel and avoiding touching the faucet with just washed hands.

### **FOOD POLICIES**

We do not allow children to bring outside food into the Kid Zone facility. This assures children's dietary observances and the prevention of allergic reactions. Kid Zone will provide occasional snacks that relate to the enrichment curriculum activities. Families **MUST** notify Kid Zone of any food allergies.

The following are standard practices for feeding infants. If any of the below guidelines vary for your infant at the request of a parent, a doctor's note is required. Failure to adhere to these protocols may result in fines for the center, disciplinary action for the employee, and illness to the child:

- Breast milk or formula must arrive pre-mixed in bottles that are clearly labeled with the child's first name, last name, and date
- NO formula is to be stored overnight on site
- All leftover bottles are sent home at pick-up
- No formula will be fed to an infant if it has a date that is not current
- All bottles are heated in bottle warmers.
- Solids may not be placed in bottles.
- Bottles that have been standing must be discarded after one hour. They cannot be re-warmed or re-refrigerated after being warmed.

### **SECURITY**

The MJCCA believes that the safety and security of its members is of the utmost importance. Kid Zone staff members are trained and aware of our evacuation procedures. In the event of an emergency, the message on the office phone will be changed, as soon as possible, to inform parents of the situation. Our facility has a locked door system and only identified persons are allowed to enter. In the interest of safety for all our children, families, and staff, no firearms are permitted on the property or in the facilities.

***Last revised: November 2022***