

Kid Zone Enrollment Policies and Procedures

Kid Zone offers the following enrollment options:

- 1. Drop off care**
 - Provides short term child care coverage
 - No minimum or maximum

- 2. Total Health Free Childcare**
 - MJCCA Ultimate and Preferred Members receive two free hours of Kid Zone childcare per family per day, for all children on the membership, while working out at the MJCCA Zaban Park campus.

- 3. Preschool wait list care**
 - Priority option for families registered but wait listed in MJCCA preschools. When preschool space is available, families are required to move to preschool.

***Kid Zone programs are designed to provide a service to families in need of short term care when our preschools cannot accommodate you. Kid Zone is not intended to compete with our preschool programs. Families who use Kid Zone consistently when we have preschool options available may be referred to enroll in the preschool.**

Membership:

Kid Zone is a benefit to MJCCA members. Non-members may use Kid Zone on a trial basis at a non-member rate for 10 days service used.

Registration:

Families are required to complete the Kid Zone Registration Form found online prior to the first reservation.

Cancellations & Late Arrivals:

Families are required to notify Kid Zone of cancellations no later than 2 hours prior to reservation. Failure to provide required notice will result in a \$5 fee. Repeated occurrences of cancellations without notification will result in loss of Kid Zone privileges. Reservations will be forfeited if a child is dropped off more than 30 minutes late after the reservation time without notification.

Schedule and Closing:

Kid Zone is open Monday - Thursday 8 am – 7:00 pm; Friday 8 am-6 pm and Saturday and Sunday 8:00 am – 1:30 pm. For a list of days Kid Zone is closed, please check our website. Please note the hours may change based on enrollment.

Sick Policy:

Children are expected to come to Kid Zone healthy. Parents will be contacted and asked to pick up their child if:

- Child has 99 degree temperature or higher
- Child has 3 loose stools in a 4 hour period
- Child vomits
- Child exhibits any unusual rash or skin condition

Further, if a child behaves unusually, appears to be uncomfortable or is inconsolable for an extended period of time, parents may be requested to retrieve their child.

Medication and Sunscreen:

When a child becomes ill in Kid Zone, a sick child report will be completed by the caregiver and must be signed by an authorized adult before leaving. Children will be admitted back to Kid Zone when the above symptoms disappear or a health care provider states in writing that the child is no longer contagious and may return.

Medications will be administered to children only with daily signed authorization. All medications must be in the original container with the child's name, prescription number and current expiration date. The staff will administer no more than the dosage of medication printed on the label. Over the counter medication will be administered with parental authorization along with a standing order from a licensed health professional along with details and instructions on dosage. Any noticeable adverse reaction to the medicine will be reported and communicated to the family.

Bright from the Start does not permit Tylenol, Motrin, or over the counter cold medicines to be left on the premises to be used "as needed".

Sunscreen with UVB or UVA protection and SPF of 15 or higher must be provided. When public health authorities recommend the use of bug repellent, only those containing DEET may be provided. We ask you to apply sunscreen to your children prior to dropping them off at Kid Zone during the summer months. If your child is with us more than 4 hours, we will reapply before going outside.

Food Prep:

Kid Zone is **peanut free** and **seafood free**. Kid Zone does not provide food for children although occasionally activities or projects may include food. All food provided by Kid Zone is strictly kosher.

Families are expected to provide snacks and meals for their children while in Kid Zone. **Children will not be permitted to share lunch or snacks brought from home.** Families MUST notify Kid Zone staff of any food allergies and complete provided allergy form.

Kid Zone Staff & Schedule:

Our staff is CPR certified, background checked and maintain 10 continuing education credits annually. Kid Zone maintains a ratio of 1:6 on the toddler side and 1:4 on the infant side. Kid Zone also provides a variety of activities daily including arts & crafts, music, sensory bins, table toys, playground time and more. Check our activity calendar on our website for an idea of what the daily schedule is. Monthly lesson plans are posted on the bulletin board in Kid Zone.

What to Bring:

- Diapers and wipes
- Change of clothing
- Sheet and blanket (if needed)
- Food/bottles

★Your child's diaper bag will be hanging under cubbies and may be reached by small children. A bag check will be completed upon arrival and any items not allowed will be removed from your bag and stored in the Office for pickup.

Please make sure everything is clearly labeled with your child's first and last name.

Behavior and Discipline:

Staff uses redirection to guide the children.

Biting:

Our Kid Zone program understands that biting occurs in groups of children on the verge of language attainment. The teachers and staff in our program make every effort to prevent biting incidents by intervening, distracting or redirecting the children before biting results. We are always upset when a child is bitten in our program and we recognize how upsetting it is for parents. Our program focuses on techniques that address the specific reason for the biting. When biting occurs, we respond with the following:

- We give immediate attention and comfort to the child who was bitten.
- Work with the child who bit to learn different appropriate behaviors and examine our intervening methods to stop the biting. Our teachers express strong disapproval of biting via tone of voice and redirection.
- When a child is bitten, their parents are informed personally that day with the Bite Report document which is completed and signed by a teacher and an administrator. One copy is given to the parents and to the Director of the program. A Bite Report also goes home with the bitee to inform the parents of the incident.
- As required by the State, we keep the name of the child who bit confidential. It is our policy to discuss a child's behavior with their family and we ask that you adhere to this policy as well.
- The teachers and Director will monitor the frequency and severity of the bites. If the biting persists, our next step is to have the Director and parents meet to work together on strategies to help the child through this phase. If after a two week period of the continued behavior, a "shadow" is engaged in the classroom, whose purpose is to

- monitor the biter's actions and make sure they remain appropriate. The Director will also determine if the biting incident warrants sending the child who bit home for the remainder of the day. Each situation is reviewed on a case-by-case basis.
- In extreme cases of high frequency and severe biting, additional actions may have to be taken, up to, but not limited to asking that the child be removed from the Kid Zone program.
 - Once a year, our Lead teachers attend a training session on biting.

Preschool Waitlist Families in Kid Zone
Supplement to Kid Zone Enrollment Policies and Procedures

As a family on the waitlist of The Weinstein School, special accommodations are being made to provide your family with the child care needed during this interim period. During this time, it is important for you to understand the following:

- Your reservations/rate is based on the preschool rate and does not change.
- No credits are given for unused time.
- Provides you with flexibility because we do not release your space when your child is not here.
- You will be charged the regular Kid Zone rate for any hours used beyond your scheduled time.

What to Bring:

- Crib sheet and blanket
- Diapers and wipes
- Change of clothes
- Bottles