



KEHOE-FRANCE
Deo - Patriae - Disciplinae

**Children Center
Summer Camp
Handbook**

(One, Two, and Three-Year Olds)

Kehoe-France Southshore

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**Kehoe-France Children Center Summer Camp
Handbook and Policy Manual
2018**

One, Two, and Three-Year Olds

Full-Time Campers - Monday through Friday (8:30 – 3:15)

Part-Time Campers (One and Two-Year Olds ONLY) –

Monday, Wednesday, and Friday (8:30 – 3:15)

Before and Aftercare Are Available (7:00 – 8:30 A.M. and
3:15 – 6:00 P.M.)

Summer Camp: 6 week regular session (June 11th - July
20th) or 8 weeks session (June 11th - August 3rd)

Schedule a Tour Today! 504-733-0472



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WELCOME!

We are very excited and honored that you have chosen the Kehoe-France Children Center (KFCC) Summer Camp Program for your child(ren). We hope you and your camper(s) are ready for a great summer! We have an open door policy and encourage families to ask questions and make suggestions at any time. Please read this handbook/policy manual thoroughly so that you are familiar with the KFCC practices, procedures, and policies. Be sure to ask questions if there are any details you do not understand or areas you need further information or clarification.

Introduction

This handbook and policy manual contains detailed information about our summer camp program. This handbook may be revised from time to time and at the discretion of the Kehoe-France Children Center.

The Kehoe-France Children Center's Summer Camp Program

Our Children Center Camp Program (One, Two, and Three-Year Olds) provides campers with a friendly environment and welcoming atmosphere. Campers are encouraged to be creative, confident thinkers. That means offering them opportunities for hands-on exploration and discovery that help build lifelong critical thinking skills and foster confidence. Our highly qualified and experienced staff encourage, support, and meet the needs of every camper. Our program is play-based, individualized, supportive, and FUN!

A consistent daily routine supports active learning and builds on children's interests. Our campers are provided with hands-on experiences that are supported by adults. The daily camp routine is broken up into both small and



large group meetings, choice time, where the children interact in play-based centers, snack and lunch times, read-aloud time, outdoor/physical play, music and movement, and rest time (12:30-2:30). Campers also participate in “Water Play Wednesdays”. During this time, your camper will engage in water play activities like water tables and sprinklers!!

The goals of the summer camp program at the Children Center are:

- To create a safe and fun learning environment for every camper
- To teach each camper how to socialize and show respect to others
- To expand each camper’s awareness of the world around them and aid in understanding the world
- To build confidence and independence in every camper

Kehoe-France Children Center Summer Camp Staff

The Children Center counselors are highly qualified professionals. Most have specialized training and degrees in early childhood education. All counselors are required to have experience in the early childhood field. The counselors work in teams to design and implement a developmentally appropriate camp program for your campers!

The Camp Environment

The camp environment supports children’s development by having age and developmentally-appropriate materials, and child-size furniture and equipment. The classroom space is divided into well-defined interest areas to encourage distinctive types of play and promote development in all areas. These areas are flexible to accommodate practical considerations and children’s changing interests. Materials in each room are typically labeled with pictures, drawings, outlines, and words that encourage children to categorize materials. The labels



also encourage children to be independent and take ownership of their classroom environment.

Daily Routine

A consistent daily routine supports active learning and builds on children's interests. Through active learning children construct knowledge through immediate hands-on experiences that are supported by counselors. The daily routine is broken up into both small and large group meetings, choice time, where the children interact in play-based centers, snack and lunch times, read-aloud time, outdoor/physical play (60 minutes), music and movement, and rest time (12:30-2:30). The day is filled with learning experiences that incorporate social-emotional strategies for building relationships and increasing children's comfort and confidence at camp.

Adult-Child/Child-Child Interactions

Counselors work hard to ensure that their classrooms serve as a learning community. They build a strong, positive relationship with each child, help the children learn to work and play with others, and aid children in developing positive peer relationships and friendships.

Counselors guide children's behavior using positive guidance strategies and support fun and learning during every part of the day. Camp rules that promote a classroom community are developed from the beginning. Social problem-solving skills are modeled and taught to the campers all day long. Counselors use a range of strategies and are intentional and responsive to the needs of the children providing them with a consistent, respectful camp environment.



Child Guidance

DISCIPLINE POLICY/STRATEGIES

Respectful and trusting relationships between adults and children are the cornerstone of the KFCC Summer Camp Program. Positive, guiding communication is our primary method of helping campers to develop a sense of independence, confidence and competence in their own abilities and to get along with peers and adults during camp activities. Daily schedules, classroom arrangements, and camp staff are chosen to promote positive and pro-social learning experiences. Corporal punishment is NEVER allowed, nor will they be deprived of food or beverages. No child shall be subjected to physical punishment, verbal abuse, or threats.

Strategies that have been shown to work effectively are:

- Setting clear and consistent expectations and limits
- Assisting children in social competence and impulse control
- Calmly acknowledging children's feelings before beginning to deal with conflicts and solutions
- Posing choices that give the child control over the situation
- Modeling the expected behavior – act as we expect children to act
- Telling children what to **DO**, instead of what **not to do**
- Observing and analyzing behavior (adult's and children's) to better understand it
- Adjusting environments so that challenging behavior is not needed
- Teaching appropriate behavior that helps children participate fully
- Naming the behavior you want to reinforce (“You put the puzzle on the puzzle shelf all by yourself!”)
- Avoiding comparisons between children
- Helping children appreciate their own behavior and achievements (“You

must feel proud of the way you shared the markers with Sam,” rather than “I like the way you...”)

- Remaining calm and respectful, not angry or threatening.
- Viewing challenging behavior as an opportunity to teach.
- To encourage sharing, providing sufficient toys, showing our own generosity toward others and acknowledging children when they do share.
- Avoiding situations where children must wait beyond their ability.
- Preparing a safe environment.
- Trusting children to succeed.
- Adequately preparing children for transitions and changes in their lives.
- Stating rules simply – “I cannot let you throw the blocks.”
- Expressing interest in children’s play or work – commenting on specifics.

Below are some other important discipline policies at the KFCC:

BITING POLICY

Biting is a behavior that sometimes cannot be prevented. However, the staff at the Children Center will use the situation to teach the children that biting is inappropriate and must not be done. Biting is scary for all who are involved and moreover it hurts. Both families will be notified with a phone call.

Action Plan:

- 1) “Treat the victim” –
 - clean the area with soap and water, use ice to reduce swelling, offer child loving care, and call parents to notify of incident
 - the “biter” will aid in this process because we want the child to understand biting hurts

*If the skin is broken, then:

- clean the wound with soap and water, use ice to reduce swelling, offer TLC, and notify parents.
- The biter's parent(s) must seek advice from a pediatrician or health care provider if the bite breaks the skin or is on the face or hand.

2) "Protect the victim" –

- if it is the first time the child bit, a staff member will shadow the biter
- if it happens more than once, the child will be separated from all other children until he/she recognizes the harmful nature of biting:
 - 1-2 bite(s) = removal from group and discussion
 - 2-3 bites = child goes home for the day; parent contacts pediatrician for advice
 - 3-4 bites = child goes home for the week; parents meet with staff to discuss behavior plan, etc.

Children may bite due to frustration, anger, excitement, fear or an attempt to gain control over another child. Biting normally subsides after the second year. If a child is 3 years old, biting may indicate other behavioral concerns, especially if the biting incidents are frequent. It is very important not to let this type of behavior progress. We ask for cooperation from parents and caregivers in addressing the issue immediately. A quick and consistent response from the staff, parents, and caregivers can help the children who bite learn to express their feelings in words so that they can become better at controlling this behavior.



HEALTH AND MEDICAL POLICIES

Forms

Children may not attend camp if all forms have not been returned.

The best prevention for infectious diseases and the spreading of germs is adhering to the State's immunization schedule, hand washing, and sanitation of toys and surfaces. We want all of the children to attend camp as much as possible, but not when they are sick and/or contagious. Children should **NOT** come to camp if they are too ill to participate, they need greater care than the staff can offer, or they have a harmful infectious disease. Children who cannot participate in the regular setting of the day may not attend camp regardless of the nature of the illness.

Exclusion Criteria:

- Fever (100 F or greater)
- Severe Illness Signs (unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, other unusual signs)
- Uncontrolled Diarrhea (increased number of stools, uncontained diarrhea, blood or mucus in stool)
- Vomiting
- Mouth Sores with drooling
- Discharges of the eyes or ears
- Heavy nasal discharges
- Persistent cough
- Unidentified rash
- TB
- Impetigo
- Bacterial Infection
- Lice

- Strep Throat
- Chicken Pox
- Pertussis
- Mumps
- Hepatitis A Virus
- Measles
- Rubella
- Unspecified Respiratory Illness, Shingles, or other Conditions

If your child is sent home from camp because of any of the above criteria, they must remain at home for the specified amount of time listed below. This list is meant as a guide to help you decide if your child is contagious or not. Your child's pediatrician should make the final determination. All children missing more than three consecutive days of camp are required to have a doctor's certificate stating they are free of contagious diseases and may return to camp.

Please note that if you are called to pick up your child due to any of the conditions listed below and are unable to do so, it is necessary that arrangements be made for an authorized person to pick up your child as soon as possible.

FEVER: May not return to camp until they are symptom free for at least twenty-four (24) hours, without the help of a fever reducer.

VOMITING: May not return to camp until they are symptom free for at least twenty-four (24) hours.



UNIDENTIFIED RASH: needs a Doctor's note to return stating they are not contagious.

COLDS: Children are contagious for three to four days after symptoms appear (and one day before).

BACTERIAL INFECTION: Exclude until 24 hours after initial antibiotic treatment or cessation of fever.

STREP THROAT: From one day before children are sick until 24 hours after they have started antibiotics.

CHICKEN POX: Until all lesions are crusted over, about seven to ten days. Children are most contagious a day before the rash appears.

FLU: If diagnosed with any strand of the flu, children must have a Doctor's note to return to camp.

STOMACH "FLU:" Generally for as long as the child has diarrhea or fever and for 24 hours after.

DIARRHEA: If bowel movements cannot be contained in underwear or diaper, we risk possible environment contamination. Should this happen, the child will be sent home and must remain at home until the child is 24 hours symptom free.

CONJUNCTIVITIS: If the infection is bacterial, from the time the child's eyes are red and oozy until 24 hours after the child starts antibiotics. Viral conjunctivitis is contagious for five to seven days.



MOLLUSCUM CONTAGIOSUM: Should not prevent a child from attending camp. Bumps not covered by clothing should be covered with a watertight bandage at all times. Covering the growths will protect other children from getting Molluscum.

HAND, FOOT AND MOUTH: If your child is diagnosed with HFM, they must have a doctor's note to return to camp. In addition, they must also be fever free for 24 hours without the help of a fever reducer. Your child must remain home if blisters are still visible in the throat or mouth area. If blisters are still visible in other areas, they must be covered by clothing and water tight bandages. Children that remain home until all blisters are scabbed over are less likely to spread HFM.

RSV: This virus begins like a common cold but can cause difficulty breathing. Children may return to camp when they are fever free for 24 hours without the help of a fever reducer. It is our policy that breathing should return to normal and all other cold-like symptoms are gone.

LICE: A child who exhibits symptoms of head lice (pediculosis) or nits will be excluded from the classroom until:

- The child has received the appropriate treatment (prescribed shampoo).
- There are no lice or nits on the child's head or hair.
- The child has been seen by a public health department professional or physician and a letter from a physician stating that the child is free of lice or nits has been procured and returned to the KFCC.

PERTUSSIS: Exclude until 5 days of antibiotic treatment have been completed.

MUMPS: Exclude until 9 days after onset of parotid gland swelling.

HEPATITUS A VIRUS: Exclude until one week after onset of illness or as directed by physician when treatment has been administered.

MEASLES: Exclude until 6 days after onset of rash or as directed by physician.

RUBELLA: Exclude until 6 days after onset of rash or as directed by physician.

UNSPECIFIED RESPIRATORY ILLNESS, SHINGLES, OR OTHER CONDITIONS: Exclude without sufficient documentation from physician.

Medication

If your child is taking prescription medication, please send the prescription medication to camp in the original container with the updated prescription label. You will also need to fill out a form authorizing us to administer the medication. These forms can be found with Janet. Medication cannot be kept in a child's backpack or cubby and must be left with the counselor.

Allergies

A First Aid form was sent out via email. On this form there is a section in which you should list any allergies your child may have. If you have more information on your child's allergies or conditions, please communicate this to the head teachers as well as the front office. We will ask you to complete an Allergy Action Plan for your child to be posted in the classroom in the case of severe allergies which require the use of an Epi-Pen. Like other prescription medications, Epi Pens must come with the original updated prescription.



Vaccines/Well Visits

If your child has a Well Visit which requires vaccines, he/she may not return to camp on the same camp day. They should be monitored at home for reactions to the shots.

Injuries

The safety of your children is very important to us at KFCC. At least 60% of staff are required to be certified in Infant and Child CPR, Medication Administration, and Pediatric First Aid.

If a child suffers an injury while at the Center, the staff member present at the scene will complete an incident/accident report. Depending on the severity of the injury, child's parent will sign the accident report when they pick up their child.

Parents will be contacted immediately in the event of a head injury, no matter how big or small.

Family Involvement

We know families are BUSY! We value any level of input and participation that you are comfortable providing!

Informal exchanges: One way that we share information with family members is during informal exchanges daily. Every child will have a daily report. Parents should check their camper's bag daily for notes from the counselor, snack calendars, event reminders, etc. Parents may also place notes with questions or comments to camp counselors as well. Email is also a great way to communicate informally.



End of Summer Camp Program: Our End of Summer Camp Program will be held on Thursday, July 19th. Two and Three-Year Old groups perform on stage, sharing some of their favorite songs they learned with our music and movement instructor! We hope you will join us for this special event!

Family Members as Volunteers – Families can participate in many ways at the KFCC – in classroom activities, sharing your special expertise, storytelling, etc. We appreciate your support!

Snack and Lunch Program

Snack

Your camper will be given a snack calendar each month where he/she will be assigned one or two snack days. On these days you are responsible for providing enough snack and drink for the number of campers in your child's group. If your snack requires plates, spoons, cups, etc, please send that to school as well. We ask that parents try to send healthy snacks. Please do not send foods that are implicated in choking incidents, such as hot dogs cut in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, etc. When it is your child's birthday you are welcome to join the class for snack. For birthdays, cake, cupcakes, doughnuts, and other sugary treats are allowed.

Lunch Program

Children can come with a home-packed lunch or they can order a hot Piccadilly lunch. If you want to do a little of both, you can order a 10-Day ticket where your child can order lunch on the days we are offering something they really like. Everyone is required to purchase a drink plan. You can get an order form and more information regarding the lunch program at the Kehoe-France website: www.kehoe-france.com



If you send a home-packed lunch, please note we do not have a refrigerator for lunch kits. We encourage you to put an ice pack. Also, please note that we do not microwave food items for safety reasons.

Nap Time

The one-year old and two-year old groups rest roughly from 12:30 – 2:30. The three-year old groups rest roughly from 12:45 - 2:15. We encourage the children to sleep, but if your child does not normally nap, please know that they will lie quietly on their mat. You should send in a mat, small blanket and pillow. We ask that you do not send in anything too large. Our cubby space is limited.

Morning Care and Extended Care

Both morning care (7:00-8:30 a.m.) and aftercare (3:15-6:00) are available. If your child attends either of these you must enter at the second blue awning towards the back of the KFCC parking lot. Someone will let you in. If your child does not normally attend aftercare, and you will need aftercare on a certain day, please send your child's counselor a note/phone call so that she can get him/her where he/she needs to be.

Please email Ms. Janet at jlandry@kehoe-france.com if you need more information.

Signing-Out Children

If you need to check your child out of camp early, please come to the front doors where Ms. Janet will let you in. She will get your child for you. It is important for you to sign your child out at the clipboard. Please legibly sign your FULL name and an accurate time.

Release of Child Policy



You will receive a form via email where you will list the people that are authorized to take your child home from camp. Please put yourself, spouse, and anyone else that will be picking up your camper. It is imperative that you fill it out and return it promptly. We CANNOT allow your child to go home with anyone that is not on your list. We will ID anyone we do not recognize. If they are not on the list, they will not be allowed to take your child. This is for your child's safety. It is extremely helpful if you send in photo copies of anyone listed on the authorization to release form.

In the event that a parent must send someone other than a person on the list, a written note or phone call indicating who will be picking up your child is required. At carpool, staff will release the child after checking proper identification to match the name provided by the parent/guardian.

Carpool

Morning Carpool

If your child is a little pioneer (8 weeks – 11 months), you will park in the designated Little Pioneer parking spots located in front of the Little Pioneer House and walk your child and their belongings inside. We ask that only Little Pioneer parents use these parking spots.

For children in our one, two, and three-year old groups, we strongly encourage parents to use the carpool line. It makes the transition much easier for the children. We do understand, however, that sometimes you may need to walk your child into school. Carpool gates open at 8:30 and close at 9:00. Please pull all the way up as far as you can into the driveway and get your child out of the car. We ask that you do not get out of your car until your entire vehicle is in the driveway. This is for the safety of you and your child. We also ask that you wait



by your car for a KFCC counselor to come get your child from you. They will walk your child to their classroom. For the first few weeks of camp please have a name tag on your child with their name and group name. **Please refrain from using your cell phone during carpool.**

If you are late, and the carpool gates are closed, you may park in the KFCC parking lot and walk your child in through the front doors ONLY. Please be sure to order your child a drink/lunch with Janet. She will walk your child to their classroom unless you have a need to go to the classroom.

Afternoon Carpool

If your child is a little pioneer (8 weeks – 11 months), you will park in the designated parking spots located in front of the Little Pioneer House and walk inside to get your child and their belongings. Please be sure to sign your baby out. When leaving campus please exit towards Airline to avoid carpool congestion. Your child will be checked into aftercare after 3:15.

For children in our one, two, and three-year old groups, carpool gates open at 2:45 and close promptly at 3:15. Please pull all the way up as far as you can into the driveway. We ask that you do not get out of your car until your entire vehicle is in the driveway. This is for the safety of you and your child. We CANNOT release your child if you are not all the way in the driveway. Please have a large sign on your dashboard with your child's first and last name and group name. This really helps carpool to flow quickly and smoothly. We ask that you **not use your cell phone during carpool time. You will find your child's group clipboard on the bench and legibly sign them out putting the time and your full name.** Lastly, carpool is not a time to ask your child's counselor questions. This holds up the line and causes major traffic congestion. Please email your counselor or set up a conference if necessary.



If your child does not normally go to aftercare but needs to attend, and you know this information ahead of time, please write your child's counselor a note or call to let us know so that they go to aftercare at the start of carpool. When they sit in the carpool line, they think they are going home and can become upset when we have to walk them to the back. It makes the transition easier if we walk them to aftercare from the very beginning.

What to Bring to Camp and What is Prohibited

Please be sure your child has the following items for camp:

- Their bag and/or lunch kit should come to camp every day.
Remember to have your child dressed in swim attire on "Water Play Wednesdays" and have all the necessary items packed for changing after water play.
- Children are required to wear a KF camp shirt and tennis shoes. They may wear any type of shorts. Please send a complete change of clothing in a bag labeled with the child's name, which will be stored in your child's cubby. The extra outfit does not have to be a KF camp uniform.
- A rest time mat, blanket and pillow. Please wash and return these items when they are sent home to be cleaned.
- Diapering ointments (if necessary). **Prescription diaper creams require that a medication form be completed and signed by physician and parent.

Please be sure your child DOES NOT bring the following to camp:

- Please leave all personal items at home. This includes stuffed animals, dolls, toys, etc. We find that these toys distract the children and often they are misplaced. It also causes conflict among the children. We have plenty of toys here for the children to share.



Protection from Hazards and Sanitation

Maintenance of Environment and Equipment

Staff monitors the condition and safety of indoor and outdoor play environments and operating equipment on an ongoing basis. For example:

- Outlet covers are used on each electrical outlet not in use
- Cords for equipment such as CD players and computers are placed behind equipment
- Blind pulls are wrapped out of reach of children
- Slipping hazards (e.g., near water tables or in restrooms) are addressed
- Rugs are secured, classroom shelves are affixed to walls when possible

If any equipment is found to be in disrepair and presents a hazard to children, staff, or visitors, staff do whichever of the following is appropriate:

- Repair the item if feasible
- Report the hazard to Sarah Ficarra (ficarras@kehoe-france.com)
- Contact maintenance to resolve the issue

When reports are made to Sarah, decisions will be made as to the disposal or repair of equipment. Hazardous items awaiting repair or replacement are removed or placed out of reach or harm's way.

Storage and Handling of Hazardous Materials

All hazardous materials (including cleaning supplies) are locked up in a closet and out of the reach of children, and away from food.

SANITATION

Toys and Equipment



Camp staff are responsible for regularly washing and sanitizing classroom toys and equipment. (Toys and items from home should not be brought into the classroom because sanitation cannot be assured).

Toys that children have placed in their mouth are removed to an out-of-reach container in each classroom and are sanitized at the end of the classroom session prior to being returned to the classroom.

Hand Washing

Staff use the following hand washing procedures:

- Wash hands with soap and running water
- Dry hands on paper towel
- Dispose of paper towel without using it on any other body part or on the surface of any play items or equipment

Hand washing procedures are used at times of food preparation, diapering, and toileting and also at other times when sanitation is deemed appropriate for the health and safety of children, other staff, or visitors.

All staff, visitors, parents and family members are asked to wash hands when entering a classroom and interacting with children and materials.

Emergency Preparedness

In the event of severe weather, such as a tropical storm or hurricane warning, please seek the following sources for official information regarding camp closure:

- Check emails for a message from Kehoe-France Business Office
- Be on the lookout for a phone call or message from Kyle France
- Check the Kehoe-France website: www.kehoe-france.com



- 504-733-0472 is a designated line for Kehoe-France emergency information
- WWL-TV, WWL- Radio 870 AM or 105.30 FM OR www.wwltv.com

Evacuation

Check the website daily for announcements and updates.

Return to Camp

Kehoe-France will issue all information regarding the reopening of camp in the following ways:

- www.kehoe-france.com
- Contact emails
- Phone announcements
- WWL-TV and WWL-Radio (870 AM or 105.3FM) or www.wwltv.com

Kehoe-France Camp will make its decision to reopen school based upon the condition of the city and our campus. The Children Center will follow that decision.

Lastly, the KFCC is fully prepared for other emergency situations such as fires, severe weather, and lockdown emergencies. The KFCC staff has specific instructions and procedures to follow in the event that any of these situations take place. You child's safety is our first priority.

Additional Policies:

Abuse and Neglect

All Center Staff are considered mandated reporters. The Center Staff shall report any suspected abuse and/or neglect of the child to the Child Protection Statewide Hotline's telephone number is 1-855-452-5437.



Non-Discrimination Policy

Discrimination by the child care providers on the basis of race, color, creed, sex, national origin, handicap, ancestry, or whether the child is being breast-fed is prohibited.

Licensing

Parents may at any time check our licensing survey online at louisianabelieves.com under the Early Childhood tab.

Complaint Procedure

Parents may call or write the bureau if they have significant, unresolved licensing complaints. You may email the department at LDELicensing@la.gov.

Address and Phone number:

LDE Licensing
Post Office Box 4249
Baton Rouge, LA 70821
Phone number: (225)342-9905

Parental Access Policy

Parents are welcomed to visit the center anytime during regular hours of operation as long as your child is enrolled.

Parental Involvement Policy

Parents will have opportunities for involvement at the Center during the camp season (i.e. storytelling, End of Camp Program).

Behavior Management Policy

Respectful and trusting relationships between adults and children are the cornerstone of the KFCC. Positive, guiding communication is our primary method of helping children to develop a sense of independence, confidence and competence in their own abilities and to get along with peers and adults during classroom activities. Daily schedules, classroom arrangements, and staff are chosen to promote positive and pro-social learning experiences.

Physical and corporal punishment is NEVER allowed nor is a child denied snack, lunch, or drink.



Our behavior management policy shall prohibit children from being subject to any of the following: 1. physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position. 2. verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children. 3. the threat of a prohibited action even if there is no intent to follow through with the threat. 4. being disciplined by another child. 5. being bullied by another child. 6. being deprived of food or beverages. 7. being restrained by devices such as high chairs or feeding tables for disciplinary purposes. 8. having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

Time out shall not be used for children under the age of 2. We use “I” messages, i.e., “I like it when you play nicely with your friends. I am so happy that you are being a good friend.” Limits need to be set and routines should be established and adhered to. One should model appropriate behavior for the child. Positive attention encourages positive behavior. One should have clear expectations, be concrete, and very specific. Reduce boredom and plan transitions. Use humor as a distraction or change the environment.

Physical Activity

Children will engage in a minimum of 60 minutes of physical activity every day. Some physical activity will be through free play and others teacher-led.

Rest Time

Children one-year or older are given a minimum of seventy-five minutes of nap/rest time.

Electronic Devices Policy

Children do not use electronic devices at the KFCC.

Computer Practices Policy

Children do not have access to computers at the KFCC.

Programs, Movies and Video Games Policy

Children do not have access to programs, movies, or video games during regular school hours.



Children (Pre-K – 7th grade) attending aftercare hours watch less than 30 minutes of “G” rated programs or movies on a given day.

At no time during regular school hours or aftercare hours are children exposed to video games.

Prohibited Items

This center prohibits the use of alcohol, tobacco, and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) on the child care premises.

