

KidCove Wellness Coaching Center Parent Handbook



Welcome! This Parent Handbook will acquaint you with the mission, philosophy, policies, and rules of the KidCove Wellness Coaching Center. We hope it will give you a clear picture of the Center and what you and your children can expect while in our care.

I. INTRODUCTION

Overview

We believe every kid shines. Here at KidCove they can feel safe, included and confident! We enrich the ever changing MIND, BODY AND SOUL of students in grades 5 - 9.

Non-Discrimination Policy

KidCove Center prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

Philosophy and Mission Statement

A key word in our program is integrity. We foster respect for self, respect for others, and respect for materials in developmentally appropriate ways. In a secure and nurturing environment, our curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive. We believe that children learn through active exploration and interaction with adults, other children, and materials. This age group also needs confidence to withstand threats to their stability and well being.

We recognize that the child is an individual as well as a member of a larger unit, his/her family. Strong, viable parent/teacher relationships promote effective communication and participation.

KidCove provides a carefully designed schedule of activities that are grounded in evidence-based programs and strategies and focused on: 1) academic support; 2) life/social skills wellness and development; and STEM (Science, Technology, Engineering, Mathematics) programming.

As soon as students arrive at our Center, they will follow our "Wellness Circuit" fostering their whole body wellness. It is divided up into Mind, Body and Soul. As we get to know

each individual child, we will customize what their needs are at the time. It will be ~30-60 mins of each area.

Here is an example of what the programs generally look like. ->

The Learning Dock: Customized Courses include: Homework and Organization Club, Enrichment, Study Help (in a certain subject area), Online Interactive Math/Reading/Science Practice, STEM projects...

Workout Wharf: Customized Workout classes include: Yoga class, GoNoodle, Dancing and Music, going outdoors, healthy foods, boot camp activities...

Mindful Bay: Customized Guidance, Meditation, Silent Reading, Self-Esteem Boosters, Growth Mindset activities, listening to music, journaling, arts and crafts, community service activities...

Staff Qualifications

The staff at the KidCove Center consists of a Center Site Director, Mentors, and assistants. All staff have had experience working with children and their families, and have approved certification in First Aid and CPR. The staff enjoys and understands how children learn and grow. They actively engage with children by providing responsive, attentive, supportive, and cultural sensitivity.

In order to ensure that employees or other persons regularly providing child care or support services with potential for unsupervised contact with children at KidCove are appropriate for serving in their positions, a Department of Social Services (DCF) Background Record Check shall be performed on all candidates for positions before an offer of employment is confirmed.

Hours and Days of Operation

The Center is open Monday through Friday 10:00am - 5:00pm, through the Warwick Public School year calendar, excluding the school holidays and occasional professional development/in-service days.

[Here is an updated copy of the Warwick Schools Calendar for the 2022-2023 school year.](#)

II. ENROLLMENT

Process

Parents interested in enrolling their child(ren) should call the Center Site Director and arrange for a visit. There is a \$25.00 non-refundable application fee to cover record keeping costs and to maintain the application if there is a waitlist. Checks for the application fee should be made payable to *KidCove LLC*.

Capacity

The center's after-school capacity changes with the number of staff. It will be a 1:14 ratio.

Orientation

A general information form must be completed by a parent prior to your child's first visit day.

Scheduling

Schedule changes may be possible provided that space is available. If you are reducing the number of days your child attends, a month's notice is required so that we may fill the available opening.

When the maximum capacity is reached, an internal waiting list will be established. The order in which children are enrolled is directly dictated by the requested schedule and the spaces available.

III. FINANCIAL POLICIES

Application Fee: \$25.00 is required when submitting an application; this fee is non-refundable.

Payment Policies

The amount received is based on your child's predetermined schedule and has no bearing on your child's actual attendance, (i.e. sick days, vacation days, and holidays, etc.)

Families may request extra, on demand days in addition to their scheduled days. Please note, extra days may not always be available due to enrollment, staffing, or program operations to ensure a best practice experience for all children. You must pay for the extra time that is not included in your child's predetermined schedule. For example, if your child's schedule is T/Th and you request an extra day that week, you will be charged

for the extra day.

If a family is in regular need of requesting extra days, please speak to the Center Site Director about the possibility/availability of a formal schedule change.

Receipts of tuition payments will be provided upon request. Payments not received by the beginning of that week will be considered delinquent. There will be a charge of \$10.00 per day for each day the tuition remains unpaid. In the event you do submit your tuition late, please include your late fee with your tuition payment. Extraordinary circumstances should be discussed with the Center Site Director promptly. Several late payments may lead to the termination of your child's enrollment.

Sibling Discount

A discount may be given on tuition for families enrolling two or more children. *Also, adding siblings of currently enrolled children will have first priority.*

Arrivals and Departures

There is no transportation provided at this time.

It is imperative that children are picked up by their scheduled pick up time. We suggest planning to arrive just prior to your scheduled pick up time so that you will have ample time to speak with your child's teachers, gather your child's belongings and depart from the center in a timely manner.

Only those people authorized in writing by the parent or guardian may pick up a child from the center. The center must be notified in advance if someone other than a parent will be picking up the child, and this person will be asked to present identification. Under no circumstances will a child be released to anyone without prior written permission.

Parents arriving after their scheduled pickup up time will be charged a late fee of \$1.00 per minute, per child. Chronic late pick up may result in the termination of your child's enrollment.

IV. GENERAL INFORMATION

Absences and Late Arrivals

Please call the Center as early as possible on a day your child will be absent or if your arrival will be delayed. If your child is absent due to health reasons, please let the center know.

If the prolonged absence of a child is due to a serious illness and/or extended hospitalization, the director will make every effort to work with families regarding holding an enrollment slot and making tuition payments.

If a child does not attend the center for an extended period due to a non-medical reason, a parent is expected to pay the regular tuition in order to hold the child's scheduled days. A parent can give one month's notice of the child's termination date and go on the waiting list if re-enrollment is desired. There will be no guarantee that a slot will be available at the time of their return.

Program Evaluation

The Center conducts a semi-annual program survey in order to get feedback from enrolled families. The survey is anonymous and is a way for families to provide the Center their comments, compliments, ideas, and suggestions.

Behavior Management Policy

Code of Conduct~

- I will be respectful of the KidCove community by following all of its rules.
- I will protect and care for supplies and materials used.
- I will show pride by cleaning up after myself and respecting all spaces, both inside and outside.
- I will not engage in behaviors that are unsafe, harmful or hurtful to other children or staff in the program – including physical fighting, hitting, pushing, biting, running away or threatening language.
- I will be respectful of staff and other adults involved in the programs.
- I will show consideration for others by using an appropriate voice level and language by listening and demonstrating respect at all times.

Our policy concerning this code of conduct is based on the individual need of the child, the ability of each child to understand what he/she is doing and the consequences of their actions. A child is never made to feel that the outcome of an act will result in physical or verbal abuse. Positive reinforcement is always encouraged and children are told what they

are doing well.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, we may come to the conclusion that these classes are unfortunately not working out for them.

Confidentiality of Children's Records

In order to ensure the confidentiality of your child and family, staff members receive a confidentiality policy in their Employee Handbook that is reviewed upon hire. It states:

“Records of the children are confidential, may not leave the Center, and should not be discussed with other parents or in front of other children. Confidential information includes but is not limited to: children, their families, employment, payroll, fiscal, and management information.

Access to confidential data, including children's records, is permitted only when authorized and only in order to perform assigned tasks. Information contained in a child's record is confidential. This includes all written and verbal communication, which pertains to the child and/or his/her family. It includes but is not limited to addresses, telephone numbers, progress reports, learning disabilities, testing, financial information, behavior issues, attendance, etc.

Employees should recognize that sharing information that may be considered to violate the privacy of children and their families with others who do not have a need to know will be considered a violation of confidentiality that may be subject to disciplinary action up to and including immediate termination.”

Staff members sign an agreement that they have read and agree to adhere to all the policies in their handbook including the preceding policy.

Food

All children may bring a snack. As we wish to encourage sound nutrition, we ask that parents send snacks that are well balanced. This includes grains/breads, protein and/or dairy, and fruits and/or vegetables. Some popular and nutritious ideas for snacks include crackers and fruit, cheese, hummus, yogurt, raisins, or applesauce.

THINGS TO KNOW AND REMEMBER

No soda or high sugar drinks

If you have found nutritious items that are very popular with your child, please share your experiences and ideas with Teachers and other parents for supporting healthy

nutrition and happy meal times.

Parents should alert their child's teacher to any food allergies or sensitivities. Please note that KidCove is not a peanut-free or nut-free environment (at the moment); please note that foods children bring from home and consume at the Center may contain nuts and nut products.

Inclement Weather Operations

In the event that program operations must be altered, parents will be informed with as much notice as possible. Example- Public Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of the Program site.

Parent Information Area

There is a parent information area located next to the front entrance to the Center where we post information regarding parent workshops, classes for children, and other events happening throughout the community. Please feel free to post information that you think other families might find useful!

Photographs

No outside agency will be allowed to photograph the children without parental consent. The staff reserves the right to photograph the children for curriculum purposes without specific parental consent. Please inform the Center Site Director if you do not want your child to be photographed in these instances. KidCove also has a Facebook and Instagram site that may post pictures, with your consent. Please fill out a photo release form.

Behavior Plans and Procedures

The KidCove Center is committed to the cognitive, physical, social and emotional development of each child. Teachers observe children's behavior on a daily basis. If a child appears to have difficulty with any area of these types of development, an initial assessment will be made by all the teachers who have contact with the child. The staff will begin to record written observations of the behavior by addressing how, when, and where the behavior takes place and the efforts the staff has made to assist or accommodate the child's needs.

If a particular behavior is of immediate attention or a child continues to have difficulty, the teachers will bring their concerns and written observations to the attention of the Center Site Director. A conference with the parents will be arranged in order to share the observations of the teachers and discuss behaviors the parents have witnessed at home. Together the parents, teachers and Center Site Director will formulate a plan of action. A follow-up meeting will be arranged.

Teachers will continue to record observations of the child. At the follow-up meeting, if the behavior or concern has not improved, it will be determined if a specialist should be

consulted for additional insight on the issue. A current list of referral resources in the community for social, mental health, educational and medical services will be given to the parents.

Caring for Children with Special Needs

The KidCove Center accepts applications for children with special needs. We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them. Communication is the key aspect to successfully support a child with special needs. The parents, teachers and specialists who work with the child with a disability are all equally involved in sharing information, communicating their needs and listening to each other.

At the initial meeting, the Center Site Director will meet with the parents/guardians to discuss the child's disability/special needs. The child's IEP or other information will be discussed. With parental permission, specialists may be requested to attend. The Center Site Director, with parental consent, will identify in writing the accommodations the center would have to make to meet the needs of the child, including: 1) change or modification in regular center activities 2) size of group and appropriate staff/child ratio 3) if we have the special equipment, materials, ramps or aids and they are accessible.

If it is determined that KidCove can accommodate the child, the parents, child and classroom teacher will meet to determine how and when the child will transition into the program if the child is new to the program. If the child has been enrolled, the staff and parents will discuss the new information. All records, screening/assessment information, IEP/IFSP, and observations will be placed in the child's folder and remain confidential. Parents may access their child's file at any time.

Supervision of Children

Directors, Assistant Directors/Education Coordinators and Mentors are **responsible for the supervision and whereabouts of the children assigned to their care at all times**, which entails conducting regular and accurate *name to face* headcounts, including room and area sweeps, any time a child or group moves from one location to another, such as but not limited to, when a group is on a field trip or on a walk, **to ensure children are not hiding or left behind.**

- Accurate headcounts of children must also be verified and communicated between staff members when staff coverage changes take place – for however brief or long - such as bathroom breaks, lunch breaks, planning time, etc.
- Room and area sweeps are conducted thoroughly to ensure children are not hiding or left behind. .
- Staff must be aware of where children are at all times and must be in sufficient proximity at all times in order to intervene quickly if/when necessary.

- Classroom teaching staff must not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children.

V. PARENT COMMUNICATION / PARTICIPATION / RIGHTS

Newsletter

To keep you informed about center activities, upcoming events, reminders and general announcements, we have a facebook, instagram and email newsletter. We urge you to read it carefully.

Parental Rights

The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent.

PROGRAM RESPONSIBILITIES

Reporting abuse or neglect

All center staff are mandated reporters. They are required to report suspected abuse and neglect to either the Department of Children and Families (DCYF) or to the program administrator.

Notification of Injury

The Program Administer must notify you immediately of any injury which requires emergency care. The Program Administer must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Policy and Procedures on Child Abuse and Neglect

How does DCYF define abuse and neglect?

Abuse means: An abused or neglected child is defined by Rhode Island law as

meaning a child whose physical or mental health or well-being is harmed when their parent or another person responsible for them:• Inflicts physical or mental injury. Or creates a substantial risk to be created for the result of a physical and/or mental injury. • Commits, or allows to be committed, an act of sexual abuse. • Fails to supply adequate food, clothing, shelter, or medical care even when financially able to or has access to other reasonable means. • Fails to provide a minimum degree of care, supervision, or guardianship. • Abandons or deserts the child. • Sexually exploits the child; commits or allows to be committed any sexual offense against the child.

A written report is to be submitted within 48 hours.

Withdrawal and Termination

The KidCove Center reserves the right to terminate services to children and families for the following reasons:

- If a child's individual behaviors cannot be managed effectively by the staff or which pose a potential threat to the safety and wellbeing of his/her self, the other children or staff.
- If a parent or family member displays inappropriate behavior, toward any staff member, child or parent, then termination/referral procedures can be initiated.
- If tuition payment is not received for an extended amount of time;

Parents will be notified in writing at a face-to-face meeting when possible, including the reasons for termination. A copy of this letter will be kept in the child's record. When a child's enrollment is terminated from the Center, whether initiated by the Center or the parents, the child's Mentor will prepare the child and family for their departure in a manner that is professional, respectful and developmentally appropriate with regards to the child's level of understanding.

Child Care Services Structure

The Center Site Director is responsible for daily administration of the center, including supervision of the staff and program.

The Center Site Director oversees the Mentors and staff to ensure consistency in programming throughout the Center.

VI. HEALTH CARE POLICIES AND PROCEDURES

Medical Policy

Mildly ill children will be permitted to attend the center on their regularly scheduled days. Mild cold-like symptoms are clear runny nose, slight cough, and no fever. For the protection of *ALL* children and staff, parents will be notified when their child presents with an undiagnosed condition, or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for making arrangements for their child to be picked up by someone from their list of emergency contacts.

Criteria regarding signs or symptoms of illness, which will determine whether a child will be included or excluded from the center:

- If a child has a temperature of 100.4 * or higher, he/she will be required to stay out of the Center until fever free for 24 hours *without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil)*.
- A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

* We are still working under the and Covid prevention guidelines issued by the State, until further notice.

Policies for when excluded children may return:

We have no separate facilities for long term care of a sick child, parents are asked to be especially aware of and plan for impending illness. If a child becomes sick while at the center, a staff member will contact the parent to ask that the child be taken home. We will ask parents to take their child home if we feel that he/she needs to see a doctor, if they present with an undiagnosed condition, is contagious, or has a greater need for individual care than staff can provide while providing care for the needs of other children. At the center, the child will be made comfortable on a mat in a quiet area away from the other children. Staff will provide the child with food and beverage as requested.

Some of the common conditions for which a child will be sent home are as follows:

1. Temperature - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours *without the use of*

acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu or Covid), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

2. Diarrhea - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff to this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.
3. Vomiting - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.
4. Impetigo - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.
5. Conjunctivitis - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken at least one dose of the prescribed antibiotics before returning to the Center, and all discharge must be gone.
6. Strep Throat - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
7. Scarlet Fever - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.
8. Chicken Pox - Children can attend the Center after exposure or during the incubation

period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness.

Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents. The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending if/when a vaccine-preventable disease is introduced into the program.

9. Ear Infections (Otitis Media) - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.

10. Respiratory Infections - Are very common and usually are caused by viruses. It is advised that your child remains at home and if fever is associated with the infection, must be fever-free for 24 hours *without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil)* before returning to the center.

11. Head Lice - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.

If a child is ill with a contagious disease (i.e., chickenpox, etc.) parents are to let the staff know so that other parents at the center may be informed. Center staff shall post notice of the type of communicable disease, symptoms, and precautionary measures that can be taken in addition to information on when an infected child can return to the center. In cases of highly contagious illnesses, the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

Emergency Medical Forms

Consent forms for authorization of medical treatment, emergency transportation and child release, must be signed by parents and kept in each child's file. ***FOR YOUR CHILD'S SAFETY, PLEASE REMEMBER TO NOTIFY THE CENTER IMMEDIATELY OF ANY CHANGES OF TELEPHONE NUMBERS OR ADDRESSES LISTED ON THE CONSENT FORMS.***

Emergency First Aid Procedures

All staff are required to have current training in either Red Cross or EEC certified First Aid and CPR. In cases of minor injury, the staff will administer simple first aid and will notify parent(s) in writing about injury and treatment

Emergency Medical Procedures

Depending upon the severity of the emergency, the center will contact parents or authorized persons, after calling 911. Transportation to the hospital will be by either ambulance or police when time is of the essence, or if parents are not available. Should immediate transportation be necessary, the Center Site Director or teacher will accompany the child.

Administration and Storage of Medication

- **Prescription Medication for Children:** When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.
- **Non-Prescription Medication for Children:** When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.

When the above conditions have been met, administration of medication to children shall be limited to the Center Site Director. **All medication is stored out of reach of children at all times.** Parents must provide a medicine spoon that correlates to the measurement type listed on the prescription. After the medication administration window is complete, all remaining medicine shall be returned to the parent.

When an antibiotic medication is needed, a child will be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

Procedure for Identifying Children's Allergies:

The initial conference with parents and the enrollment forms establishes existing allergies. Mentors and Staff throughout the center are informed by the Center Site Director of type of allergy, treatment, and if applicable, location of child's medication. Allergy lists are posted in each room. Children who develop allergies over the time present at the center will be added to the existing list of children with allergies.

PLEASE INFORM TEACHERS OF ANY FOOD EXCLUSIONS NOT RELATED TO ALLERGIES.

VII. EMERGENCY CONTINGENCY PLANS

Evacuation Procedures

- 1) Staff will remove the children for whom they are responsible from the building. Sign in/out sheets will be taken.
- 2) They will go to an evacuation site:
- 3) Center Site Director/Person in Charge checks all rooms including bathrooms for stragglers or sleeping children, taking sign in/out sheets that may be left behind and the office red Emergency Binder for phone numbers.
- 4) At the evacuation site, attendance of children and staff is taken.
- 5) Staff will be prepared to move the children to another site for traffic, weather, and/or emotional reasons.
- 6) A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander on the scene of the Fire Dept. and Security Services.
- 7) Parents will be contacted if circumstances warrant.
- 8) Evacuation drills are conducted monthly.

Fire Procedures

The Center's fire alarm procedure is to provide for the safe and speedy evacuation of the building during an actual or suspected fire. Employees are aware of the closest fire alarm pull station and fire extinguisher in their work area.

Natural Disasters – Hurricane, Tornado, Flood, Blizzard, Earthquake

- 1) If a natural disaster is forecasted in advance, the Center will close, open late, or close early based on the recommendations of the Governor, i.e. a State of Emergency.
- 2) If, during the day, the potential of a natural disaster was predicted with limited notice, the Center Site Director/person in charge would contact security regarding the best place to keep the children and staff safe.
- 3) If a natural disaster occurs unpredictably, the Center Site Director/person in charge would call for an evacuation (see above procedure); however, instead of bringing the children outside, the Center Site Director should consider the safest alternative, i.e. the middle room of the building, cafeteria, etc.
 - a) If possible, the Security Dept would be notified of the situation.

Loss of Power, Heat, Water

- 1) The Facilities Department will be contacted to report the situation and request immediate assistance. The loss of power would affect heat, hot water and light.
- 2) An estimate will be given of when the power, heat or water will return.
- 3) Based on the above estimate and weather conditions, the Center Site Director, in consultation with the Director of Child Care Services, will determine whether to close the Center. If the Center does need to close, the Center Site Director will call the parents as soon as possible.