



Kids Crossing Daycare

PARENT HANDBOOK

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About our Program

Welcome

Welcome to Kids Crossing Daycare! We are honored that you have chosen the staff of Kids Crossing to care for your child(ren). We consider it a joy and privilege to partner with you. We consider the responsibility of child care to have highest priority, and strive to make Kids Crossing a positive, encouraging, and peaceful place of learning, development, and growth. We are committed to helping your child reach their full potential and show them that they are valued, loved, and important. If you need anything, please do not hesitate to contact us.

Philosophy

Kids Crossing believes preschool and daycare programs play an essential role in the lives of young families - both in providing necessary care and in supporting children in their development - and we take that responsibility to heart. Our program is designed to meet the cognitive, language, fine and gross motor, social and emotional, and spiritual needs of each child. It is our belief that children learn best through play and when they feel safe and loved. Our goal is to provide opportunities for children to be curious and creative, to form friendships, to exercise initiative, to develop self-control, and to gain self-confidence in a fun but structured environment - all while building a solid educational foundation.

Parent Partnership

We believe in partnering with parents to ensure each child has a positive experience at Kids Crossing. As such, communication is an integral part of our program. Teachers provide daily communication, and the directors will also keep you informed of programming throughout the year. Daily communication is sent by ProCare. Program-wide communication is sent by ProCare. We ask that you also keep us apprised on anything pertinent to your child, and we encourage you to be involved in your child's education. There will be several opportunities for you to participate in meetings and school events. We hope you will take advantage of them.

Licensing Agency

Kids Crossing is licensed by the South Dakota Department of Social Services and follows their rules for childcare centers to ensure a safe and quality environment for children. The full licensing rules can be accessed at dss.sd.gov/childcare/licensing/.

Non-Discrimination Policy

Kids Crossing does not discriminate on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, or ancestry.

About our Program

Staff Organization

Staff changes can be made at any time to ensure proper staff-to-student ratios and a quality experience; however, at the time of publishing this handbook, our administrative staff includes:

Jen Bauchspiess
Director
director@kidscrossingdaycare.com
605-271-1471

Aubrey Fodness
Assistant Director
aubrey@kidscrossingdaycare.com
605-271-1471

Alli Bauchspiess
Administrative Assistant
alli@kidscrossingdaycare.com
605-271-1471

Gabe Trevino
Kids Crossing Board President
Lead Pastor - Crosswalk Community Church
gabe@crosswalkcc.com

Classroom Organization

Kids Crossing is split between full-time and part-time classrooms. Below are the classrooms and the typical ages in each room:

Full Time Care

- Sloths - Non-mobile infants (4 weeks-8 months)
- Tigers - Mobile infants (8-14 months)
- Otters - 14-19 months
- Rhinos - 19-24 months
- Giraffes - 2 year olds
- Gorillas - 3 year olds
- Panthers - 4-5 year olds

Part Time Care

- Pandas - Non-mobile infants (4 weeks-8 months)
- Lemurs - Mobile infants (8-14 months)
- Toucans - 14-36 months
- Fireflies - 3-5 years

Tuition & Fees

Tuition Payment Plans

Full Time Care	Infant (0-14 Months)	Toddler (14-36 Months)	Preschool (3-5 Years)
5 Days/Wk	\$290/wk	\$280/wk	\$250/wk
4 Days/Wk	\$270/wk	\$265/wk	\$235/wk
Part Time Care			
3 Days/Wk	\$225/wk	\$220/wk	\$210/wk
2 Days/Wk	\$165/wk	\$160/wk	\$150/wk

Parents may select the payment plan that works best for their family from the above choices. Tuition must be paid in advance. Payments may be submitted via ACH (automatic withdrawal) through ProCare only. Payments are due on the Friday of the previous week. If payments have not been turned in by Monday, a late fee of \$20 per day will be applied. If tuition becomes 2 weeks delinquent, you will be asked to immediately withdraw your child. If an overpayment has been made, it will be credited to your account.

Kids Crossing offers a 10% sibling discount on tuition for the oldest sibling enrolled.

It is our policy to advise parents of any tuition rate increases at least 2 weeks in advance of the increase.

A service fee of \$30 will be applied for all returned checks. A pattern of returned checks can be grounds for termination. Kids Crossing will, if necessary, use agencies to collect any outstanding balances.

Kids Crossing does not issue refunds or credits based on illness, acts of nature, or any other reason. Regardless of your child's actual attendance, parents are obligated to pay the full tuition amount according to your payment choice.

Other Fees

- Late Payment Fee: \$20 per day
- Late Pick-Up Fee: \$5/minute
- Returned Check or Declined Auto Draft Fee: \$30
- Lost Key Card/Fob Fee: \$5
- Late Schedule (Part time care only): \$20

Tuition & Fees

Contract by Hour

Kids Crossing offers a part-time “Contract by Hour” scheduling option; charging \$9.90 per hour for children ages 0-2 years and \$9/hour for children ages 3-5 years. A minimum of 10 hours will be charged per week, and children may not exceed 30 hours per week. A sibling discount of \$0.50 per hour will be applied to the eldest child(ren)’s hourly rate.

Contracted schedules are due by 10am on Monday of the week prior. Schedules must be emailed to the director (director@kidscrossingdaycare.com). Any late contract will be charged a \$20 late fee.

Contract Changes

Parents who need to make any changes to the scheduling/pricing contract of their child must give two weeks notice and are subject to availability. Parents must maintain that schedule for a minimum of four weeks before requesting other contract changes.

Vacation Days

Every child receives vacation days as follows:

Full Time Care	Part Time Care	Contract by Hour
10 days/year of enrollment	5 days/year of enrollment	10 hours per year of enrollment

Vacation requests must be submitted via email or vacation request form at least 2 weeks prior to the date(s) of vacation.

State Assistance

Kids Crossing does accept State Assistance for childcare. Families who qualify for state assistance must have an active certificate for childcare prior to receiving the discounted rate. If a director has not received a copy of the certificate, the parents must pay the weekly full tuition rate each Friday until a certificate has been received. The parent/guardian is responsible for any discrepancies in funds.

Enrollment

Registration

In order for a child's spot to be fully secured, parents are required to submit:

- Completed registration form
- Completed free/reduced lunch form
- Copy of child's immunization records (signed exemptions are accepted)
- Registration fee of \$125

Registration Fee

A registration fee of \$125 is required to secure your child's spot. This is a non-refundable fee. Cash, check, or debit/credit cards are accepted.

Waiting List

If no spot is available at the time of inquiry, a family may choose to place their child on the waiting list for a fee of \$125. This fee is nonrefundable. If a spot becomes available, the Director will contact the family by telephone and email. Parents have 24 hours to contact the Director back before the spot is offered to the next child on the waiting list. To avoid missed communications, please maintain up-to-date contact information. If after 72 hours the parent has not responded, the child may be removed from the waiting list.

Waitlist spots are filled in the following order:

1. Children of staff members
2. Siblings of currently enrolled students
3. Other applicants in the order that their registration forms/waiting list applications and fees were received

Changes of Circumstance

Kids Crossing will report any changes of circumstances which may affect the ability to comply with licensing standards such as a new location of the program, renovations/remodeling of the building, suspected in-house child abuse/neglect, employee felony convictions, ownership change, or new director.

Enrollment

Withdrawal

Parents are required to give a written notice of their intent to withdraw a minimum of two weeks prior to withdrawing from the program. Charges will stop two weeks after the date of the written notice or on the last day the child attends (whichever comes last). Any unpaid balance at the time of withdrawal will continue to incur late payment fees, and parents are still required to submit payment. Before leaving, please return key cards to the front office.

Dismissal

Kids Crossing reserves the right to terminate services for any child when such action is considered necessary. The following circumstances warrant termination of services:

- Failure to abide by the payment contract and/or late fee policy
- Failure to abide by the policies outlined in this Parent Handbook
- Behavior from a child that is hazardous to the health and safety of other children or staff members (cont. on page 15)
- Physical or verbal abuse of staff or children by a parent

If services are terminated, two weeks of tuition fees will be still be applied.

Attendance

Hours of Operation

Kids Crossing is open from 6:30am-6pm, Monday through Friday.

Scheduled Attendance

If your child will be absent, please notify the teachers via ProCare message or by phone call. If you would like to bring your child an additional day that is not on their original schedule, please verify with a director prior to dropping off.

Inclement Weather

It is at the director's discretion to close the daycare for the day, close early, or have a late start time due to weather conditions. If Kids Crossing will be closed, an announcement will be posted on the ProCare app. If Kids Crossing closes mid-day, parents will be messaged via ProCare and may be called to pick up their children immediately.

Other Closings

In the event Kids Crossing has to close temporarily due to an outbreak of contagious illness within the program, pandemic, prolonged power outage, natural disaster, or other force majeure, Kids Crossing will communicate with you via ProCare or phone call.

Date	Event
January 1st, 2024	New Year's Day
March 29th, 2024	Good Friday
May 27th, 2024	Memorial Day
July 4th, 2024	Independence Day
August 23rd, 2024	Closed for cleaning/staff training
September 2nd, 2024	Labor Day
November 28th, 2024	Thanksgiving Day
November 29th, 2024	Friday after Thanksgiving
December 24th, 2024	Christmas Eve
December 25th, 2024	Christmas Day

Arrival & Departure

Entrance

Parking is located on the East and West sides of the building, and you may enter through the main doors using your key card. For security, please use only the main entrances/exits; do NOT use any side doors. Each family must use their own specially issued key card so that Kids Crossing can monitor access to the building.

Drop-Off Procedure

Sign your child in every day in ProCare by providing a signature and accurately documenting the time.

Walk your child to their classroom or group location and make sure the teachers sees you dropping your child off. Feel free to briefly share any pertinent information about your child to the teacher before leaving.

Strollers, car seats, or other bulky items can be stored by the classroom door. Please be sure everything is labeled with your child's name.

Pick-Up Procedure

Kids Crossing closes at 6:00pm. Please have your child picked up no later than 6:00 daily.

Sign your child out every day in ProCare by providing a signature and accurately documenting the time. Please make sure your child's teacher sees you picking up.

Children will only be released to parents and other adults listed on the authorized pick-up list (located on the child's registration form). Please inform teachers ahead of time by phone or ProCare message if you have made arrangements for someone to pick up your child other than those listed. Please notify anyone picking up your child that an ID will be required. All persons, including parents, may be asked to show valid picture identification until staff become familiar with them.

A quick note on cell phone usage: please try avoid using your phone during drop-off and pick-up. Children are often excited to see their parents and would love to receive a warm welcome upon being picked up. Additionally, teachers use these face-to-face times to briefly exchange information, and you are certainly welcome to use this time to ask questions about their day as well.

Arrival & Departure

Late Pick-Up

Kids Crossing closes promptly at 6:00pm. Give yourself plenty of time to pick up your child prior to close. If you arrive after 6:00, a late fee of \$5 per minute will be billed to you. Excessive tardiness in picking up your child may result in dismissal from the program. If you are more than 30 minutes late and we are unable to reach you or your child's emergency contact, Kids Crossing will contact the local police and/or Child Protective Services. Staff are not permitted to give children rides home unless the staff member is off the clock, not working in any professional capacity, and is on the child's authorized pick-up list.

Part-time families are offered a 15 minute grace period to pick up their child after their contracted hours. If the child has not been picked up within the 15 minute grace period, late fees of \$1 per minute will be applied until 6:00pm. If the child has not been picked up by 6:00, regular late fees will be applied.

Parenting Plans

If a family has a parenting plan, please inform the Director. A certified Custody Order must be submitted in order for Kids Crossing to enforce any order that requires restricting one parent's access from the child.

Programming

Curriculum Overview

Kids Crossing believes children learn best through play and exploration. We work to engage children's natural desire to learn by providing experiences that spark curiosity. We keep in mind that not all children process information the same way, so care is given to plan activities that engage visual, auditory, and kinesthetic learners.

Kids Crossing is a Christian-based daycare. Lessons can include Bible stories, prayers, Christian songs, and other Christian-centered activities.

- Infant teachers provide enriching experiences for the children through reading, singing, play, and walks. However, no curriculum is followed, as the day's activities are developed in real-time response to each baby's specific cues and interests - diapering, feeding, and rocking children when needed. Our infant teachers focus on providing a loving, nurturing environment that is flexible to each baby's individual needs.
- Toddler children's curriculum is developed based on weekly themes. Common themes might include "5 Senses," "Weather and Seasons," "Community Helpers," and more. Teachers read books, sing songs, and plan activities centered around these themes.
- Children in preschool continue to have weekly themes, though the lessons will go much more in-depth. Center time is employed on a daily basis, and there is also a greater emphasis on writing, literacy, numbers, and other academic foundations for Kindergarten.

Developmental Milestones

Kids Crossing monitors each child's development through observation and daily interaction.

Teachers may recommend evaluations in speech, occupational, physical, or behavior therapy, if they notice that the child is having difficulty in one of these areas. Depending on the therapy provider, parents may be able to arrange therapy sessions on-site during the school day.

Programming

Schedule for Infants

Infants do not follow a schedule based on specific times. However, the day includes bottles/solid foods, naps, and activities - all of which are centered around each individual child's needs. Teachers observe the children carefully for cues to help them know when to feed or put a child down for a nap.

- **Bottles & Solid Foods:** Teachers will offer bottles at three-hour intervals or when the infant shows hunger cues. We do not prop up bottles. Parents can let teachers know when they wish to introduce solids at daycare, and the teachers can offer these solids around lunchtime. All solid table food will be cut into small, bite-size pieces, and infants are closely monitored while they eat. Infants must be eating table food prior to transitioning to our mobile infant classroom. While breastmilk is welcomed in any stage of life, bottles will no longer be offered after the child is 14 months old.
- **Nap Time:** Infants are encouraged to sleep whenever they are tired. Teachers will watch for sleep cues. However, when the child turns 1 year old, the teacher will begin to transition the child to adopt one long nap around noon in order to prepare them for a set nap schedule in the Toddler Classrooms. Each child has their own crib and will be placed on their back to sleep.
- **Activities:** The classroom is set up to provide enriching experiences for infants. Toys, board books, and tummy time rugs are available. Some teacher-led activities may include reading books to the children, singing songs, and taking them for walks outside in the stroller (weather permitting).
- **No Shoe Policy:** To help keep our littlest ones safe, shoes are not permitted in our infant classrooms. It is very easy to track in dirt and debris on shoes, and we want to keep the floors as clean as possible. All parents and visitors will need to remove shoes or put on a pair of booties over feet/shoes. Booties will be provided by Kids Crossing.

Programming

Schedule for Toddlers and Preschoolers

Toddler and preschool classrooms follow a schedule. A typical day consists of free choice/center time, planned activities, recreation, snack and lunch times, and rest time. Each classroom has their own daily schedule, which is displayed in the classroom.

- **Free Choice/Center Time:** During free choice and center times, materials within centers are available to use, and children have the freedom to choose what they would like to do. Centers are stations in the classroom that contain activities and toys that focus on a particular area. Typical centers include art, reading/literacy, science/math, games/puzzles, blocks/manipulatives, dramatic play, and music.
- **Planned Activities:** Each week, teachers will introduce a new theme. At least once per day, the teacher will introduce a special activity centered around the theme that hits learning objectives or provides practice in specific skills. For young children, this might be a simple arts and crafts activity that encourages fine motor movements, or for older toddlers, this might include a tactile, hands-on activity that develops letter recognition.
- **Recreation:** Exercise and fresh air is an important part of our program. Please dress your child accordingly in layers for comfort and appropriate shoes for running/playing. If all of the following conditions are present, then staff and children will go outside: absence of rain or other extreme weather condition, and temperature is between 20-95°F (taking into consideration wind-chill and the heat-index). If conditions dictate staying indoors, children will play in the indoor play area.
- **Snacks & Lunch:** Children will have a morning snack, lunch time, and an afternoon snack after rest time. No outside food is allowed for meals and snacks without a doctor's note. Please be aware if child is brought to daycare after their class has had their meal, your child will not be served. Meal times can be found on each classroom's daily schedule.
- **Rest Time:** Rest is integral to a child's overall wellness, so all children have rest time built into their day. Though we certainly encourage it, we know not all children may sleep during this time; older children who have dropped napping can rest on their nap mats for a minimum of one hour. If they are still awake going into the second hour and have remained quiet, they may be offered a book or quiet activity. If a child continues disruptive behavior during quiet time, they will go to the director's office. If they continue to be disruptive, the child will be sent home.
- **Field Trips:** Preschool and Toddler classrooms will schedule occasional field trips. Prior to the field trip, parents will be notified via ProCare and newsletters, and all parents must sign permission slips prior to going on the field trip. Alternative care will not be provided for children that do not go on the field trip. If parents choose to volunteer, they must still pay for daily care to be provided.

Student Policies

What to Bring

Infants (0-14 months) will need:

- Breastmilk (either frozen or fresh) or a can of formula
- Solid foods (purees), if you are ready to introduce them
- Pacifier or teether, if desired
- Sleep sack, if desired
- 3+ extra changes of clothes, labeled in a bag to be kept at KCDC
- Diapers and diaper cream, to be kept at KCDC

Toddlers (14-36 months) will need:

- Water bottle, to sent home on Fridays for washing
- Diapers and diaper cream, to be kept at school
- Standard sized nap pad, to be kept at school
- 3+ extra changes of clothes (more if potty training), labeled in a bag to be kept at school
- Nap blanket and/or stuffy, to be sent home on Fridays for washing, if desired

Preschoolers (3-5 years) will need:

- Water bottle, to sent home on Fridays for washing
- Standard sized nap pad, to be kept at school
- 3+ extra changes of clothes, labeled in a bag to be kept at school
- Nap blanket and/or stuffy, to be sent home on Fridays for washing, if desired

Items kept at school, such as diapers, will need to be replenished periodically.

Personal Items

All personal items should have a clear and easily readable name printed on it.

To keep personal belongings safe, please keep toys at home. The only exception is if your child requires a lovey to sleep with during nap time, he or she may take it out of their bag at that time only. Some classrooms have periodic “show and tell” times, children may be allowed to bring personal items only during that time. We are not responsible for lost, stolen, or broken items brought to Kids Crossing. If your child does lose an item, please check the lost and found box near the front door. At the end of every month, items in the lost and found box are repurposed or donated to a charitable organization.

Dress

Please dress your child in comfortable clothes and appropriate shoes. As outdoor play and hands-on sensory activities are a part of our regular programming, we recommend sending your child in play-condition clothing that will not be ruined if dirtied.

Student’s shoes and socks must be kept on at the daycare, unless if napping.

Student Policies

Birthday Celebrations

Parents who pre-arrange a date with your child's teachers are welcome to send a special treat for the class to celebrate their child's birthday (please be mindful of allergies and that all food items are nut-free). Celebrations will happen during the children's regular snack time.

Behavior Expectations

Kids Crossing knows that social and emotional learning is a major part of development at all ages. We approach behavior management from a place of love with the intention of teaching children the right thing to do so that they can make good choices in the future.

Teachers will communicate behavior expectations frequently and teach acceptable behaviors through modeling, positive discipline, and positive reinforcement techniques. If a child behaves outside our expectations, teachers may use some of the following approaches to guide the child to better choices:

- Redirection
- Reminder of expectations
- Warnings and logical consequences
- Time-out

Time out involves the child sitting away from the other children, within our supervision, for children ages 18 months and older. Peers will not be allowed to discipline, nor will children be humiliated, physically or verbally abused, or deprived from eating snacks/lunches. No cruel punishment will be tolerated.

Teachers will communicate your child's behavior to you on a daily basis. Parents will be contacted immediately regarding severe behavior issues. If a child exhibits aggressive behavior that involves repeatedly physically hurting a peer or teacher, the parent may be called to remove their child from daycare for the remainder of the day. Please have conversations with your child at home about school expectations, and at any time, feel free to share any techniques or tips with your child's teacher about what's working well at home.

In the instance of recurring behaviors that require continual one-on-one attention, Kids Crossing might call a parent conference to address the behavior and ask the parents to help create a plan for encouraging future success of the child in the program. Depending on the frequency or severity of the behaviors, the Director may, at their discretion, suspend or terminate care for the child.

If a child repeatedly (no more than 3 times) exhibits behavior that requires the child to be picked up by a parent/guardian, the child may be removed from the program.

Student Policies

Biting Procedure

Kids Crossing takes measures to address biting. If a biting incident occurs, the teacher will comfort the child who was bitten while addressing the child who bit. The teacher will wash and care for the bite, then fill out an incident report for both children. The child will be shadowed to help prevent further biting incidents. Due to confidentiality, Kids Crossing will not disclose the name of the biter to the family of the child who was bitten.

However, if the biting becomes a repeat behavior, we may call a conference with the parent of the biter to discuss additional mitigating measures. When a child bites three times on a given day, the child's parents may be called to remove their child from daycare for the remainder of the day. If the biting continues, the Director may, at his/her discretion, dismiss the child from the program.

Potty Training

Children in our program typically begin potty training between 24-30 months. Teachers watch for common signs of readiness such as:

- Child has interest in the potty or in underwear
- Child is keeping the diaper dry for at least two hours at a time
- Child is communicating when the diaper is dirty
- Child is communicating when they are going or about to go pee/poop in the diaper
- Child is turning away or going somewhere private to poop

When it is time to begin potty training, please keep in frequent communication with the teachers about what is working/not working at home and your preferred method (if you have one).

Once your child begins potty training, the child should wear loose, easy-access clothing. Onesies, overalls, and tight-fitting pants are not ideal during this time, as they slow down a child's ability to undress in a hurry. During this time, we recommend a regular t-shirt and pants with an elastic band around the waist (no buttons or zippers). Please send extra clothing during potty training in case of accidents. Additionally, until your child is unable to stay dry while sleeping, please send pull-ups or diapers for nap time.

All children must be potty trained by the time they enter the preschool classroom. There is a 6-week grace period after the child's third birthday for the child to demonstrate that they are fully potty trained. We define potty trained as having fewer than 2 accidents per week, without the use of pull-ups during nap time. If the child is not able to demonstrate being potty trained within the 6-week grace period, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at this time.

Health

Illness

Children experiencing illness must remain home. Kids Crossing is not a suitable environment for a sick child and needs to be able to rest.

If a child is experiencing symptoms while at Kids Crossing, the teacher or director may call the parent and require them to be picked up immediately, within 60 minutes. If the child is not picked up within 60 minutes, emergency contacts will be called and late fees of \$5 per minute will be applied to the account. This is for the child's personal health, as well as to safeguard other children and staff from illness. Examples of symptoms that require a child to remain at home include:

- Fever over 100.4°F: child may return after being fever-free for at least 24 hours without the aid of fever-reducing medications
- Unknown rash and change in behavior: may return with a doctor's note stating the child is not/no longer contagious
- Two or more diarrhea incidents within two hours: allergies/food intolerances will be taken into consideration; may return 24 hours after the last time runny stool
- Vomiting: may return 24 hours after the last time vomiting
- Persistent cough or runny nose: may return 24 hours after coughing stops without the use of a cough suppressant
- Pink eye(s) or eye discharge: may return with a doctor's note stating the child is not/no longer contagious

Parents must contact Kids Crossing if they have been diagnosed with a highly communicable disease such as:

- Hand, Foot, and Mouth Disease
- Lice
- Measles
- Strep Throat
- Croup
- Scarlet Fever
- Chicken Pox
- RSV
- Ringworm
- Mumps
- Impetigo
- Pin Worms

Nutrition

A wide variety of food choices are served to help your child begin a lifetime of healthy eating habits. We recognize that all children will not eat all types of foods, but we feel exposure to a wide variety of foods at an early age is important. Kids Crossing participates in the Food Program Free and Reduced Meals. Every family needs to complete an application once per year. All food and milk substitutions require a doctor's note, and no outside food is allowed without a doctor's note.

Kids Crossing is a peanut free facility.

Health

Minor to Moderate Injuries

Every effort will be made to ensure the safety of children within our care. Should an injury occur, teachers will attend to the child with a bandage, ice pack, or other first aid supply. Parents are notified of minor bumps and bruises at pick-up. Some injuries may require that we notify the parent immediately. Those instances include:

- A bump to the head
- A bite from another child that breaks skin (draws blood)
- A moderate amount of bleeding (more than a small scratch or cut)
- Follow-up medical treatment may be required
- The child is complaining of more than mild discomfort

Whenever there is an injury, the teacher will fill out an incident report, which the teacher signs. The parent will also be asked to sign the report upon pick-up, and a copy will be made available.

Emergency Medical Care

In the instance of a medical event, staff will first attempt to contact the parent, then the emergency contact(s) if the parent cannot be reached. If the emergency requires immediate medical care, staff will call an ambulance while also contacting the parent. Staff will ensure the child receives care until the parent or medical professionals arrive. All of Kids Crossing staff are certified in Pediatric First Aid/AED/CPR and are authorized to provide care if the situation dictates immediate care and first responders have not yet arrived.

Medications

Teachers can only administer non-invasive prescription medications with written instruction (time, amount, signature) from the parent. The medication must be brought in its original dispensed container. Over-the-counter medicines cannot be administered without written instruction from the parent.

Teachers may refuse to perform medical procedures or admit children requiring specialized care, as a nurse or medical professional is not on staff. If necessary, the parent is welcome to return to the facility to provide those treatments on-site.

Parents with children who have severe allergies are required to provide an EpiPen to be kept in the classroom and/or front office.

No medications - even over-the-counter medications - may be stored in a child's personal belongings.

Safety

Campus Safety

Safety is Kids Crossing's top priority. We take safety seriously and have implemented a number of measures such as cameras, key cards for building access, and monitored entrances and exits to create a secure environment. Cameras are located in all classrooms, but are only accessible by the director and board president. Parents can help by calling the director immediately to report any suspicious activity, not holding the door open for anyone when entering or exiting the building, and communicating any changes to pick-ups to the teachers.

Smoking, vaping, e-cigarettes, and alcohol are not permitted on the premises. Open-carry firearms and weapons are also not permitted anywhere on the premises, including in vehicles (the sole exception of law enforcement officers).

Non-Medical Emergencies

In addition to the Director, all staff are authorized and expected to immediately call 911 if they discover a threat to safety. Kids Crossing utilizes landline phones between staff, so the staff member can signal evacuation or lockdown procedures for the entire facility.

In the event an evacuation is needed, staff and children will exit the building through the nearest exit. The Directors will conduct a "sweep" of all areas, including the restrooms, classrooms, and hallways to make sure that all children have exited the building safely. Groups meet outside at the main field south of the building. Staff will take attendance.

If a lockdown is necessary, staff will quickly gather nearby children into the closest room, lock the doors, turn off the lights, and remain quiet and out of sight, away from windows and doors. If the threat is outside, the Director will lock the exterior doors.

Should an emergency occur, staff will notify parents as soon as it is safe to do so. The Director will send out a mass email to parents. If necessary, staff will aid in communication by calling/texting parents, notifying them of the situation and, if applicable, informing them of the new meeting spot for pick-up.

In addition to procedures for evacuation, lockdown, and reunification of parents and children, Kids Crossing maintains a comprehensive emergency plan that addresses the following situations: fire, tornado, power outage, and intruder.

All natural disaster drills are each practiced at least two times per year. Staff receive training on all emergency procedures regularly.

Safety

Media Policy

Parents may deny permission for Kids Crossing to take photos, record, or interview their child for promotional materials by signing the necessary section of the registration paperwork or informing the Director. We do our best to comply with these wishes; however, note that public events may be photographed or recorded.

Abuse & Neglect

By South Dakota law, all staff are considered mandated reporters. Kids Crossing recognizes our responsibility to report reasonable suspicion of abuse and/or neglect.

Insurance

Each child enrolled at Kids Crossing will be covered under a liability insurance policy. The daycare does not carry accident insurance for children enrolled.

Transportation

If your child goes on a field trip, parents/guardians are responsible for providing a car seat. The daycare will follow state laws regarding the use of seat belts and car seats. A signed consent form is required prior to participating in any field trips. If a parent is driving on the field trip, verification of vehicle liability and a valid driver's license will be reviewed by a staff member.

Staff Training

All staff members are required to complete the SD Orientation to Childcare Training along with First Aid and CPR training within 90 days of employment. Part of the orientation includes specific training on the prevention of shaken baby syndrome and abusive head trauma. All full-time staff are required to complete 10 hours of professional development training per year.

Parent Code of Conduct

Kids Crossing always required the parents and guardians of enrolled children to behave in a manner consistent with decency, courtesy, and respect. Achieving an ideal environment is not only the responsibility of the employees of Kids Crossing, but also each parent, guardian, and adult who enter the premises. Parents are required to behave in a manner that fosters kindness and respect. Those who violate the Parent Code of Conduct will not be permitted on Kids Crossing property thereafter. No adult is permitted to curse or use other inappropriate language at any time on the premises, whether or not in the presence of a child. At no time shall inappropriate language be directed towards members of the staff or children.