**MEET THE OWNERS**

**Ashley Pedraza**

Hello Everyone! My name is Ashley Pedraza, and I am the proud owner of Kid’s Kastle! I am a mother to 4 beautiful daughters, a middle sister, an aunt to 4 adorable nieces and nephews, a wife to Mr. Antonio, and a teacher to all of our precious children enrolled at Kid’s Kastle. Although I spend most of my time in the office, I have the privilege of visiting every classroom throughout the day.

I first began my journey in the wonderful world of early education as a child in my mother’s home daycare. She was a 5th grade teacher, who adored children. I loved being her big helper and playing school with the children that were enrolled. Even though I was only 9 years old at the time, I dreamt of the day that I could grow up and be just like my mom. It was during my senior year of high school that I decided to start my own daycare at home. I began caring for children of all ages, 24 hours a day. With great success and popular demand for my services, I expanded my business to Kid’s Kastle. My dream came true June 5, 2006.

Since that fifth day of June, my life has changed forever. I have dedicated the last 14 years of my life to building a successful childcare business. I have faced and overcome many obstacles. I have also met some amazing families, formed new friendships, and learned a lot about myself, and the world of Early Education. After many years of late-night studying and seemingly endless homework, I graduated from St. Louis Community College in 2013 with an Associates of Applied Science in Early Childhood Education Degree.

I take great pride in operating a childcare center with a very personable staff. I want every parent to know that their child is special in our program and that they can trust us to provide quality care while they are away. We make every effort to meet the needs of every family and each individual child within our program. It has truly been a blessing raising all 8 of my own babies at Kid’s Kastle with the very diverse group of children that we have had over the years and being together every day. I am very proud of the center that we have developed and hope that you will be too! Although my mother is no longer here to share this journey with me today, I know that she is with us every step of the way!

** Antonio Pedraza**

Hi, my name is Antonio Pedraza. I am originally from Jocotitlan, Mexico. I first moved to the United States in 2001. Since then I have learned English as a second language, married my wife, started a family business, and now have 4 daughters

Here at Kid’s Kastle I primarily work with our school age children, but do not be surprised if you see me on the roof, mowing the grass, or in the kitchen cooking! I stay busy making sure our center is always safe for the kids. I spend my weekends going to garage sales and finding more fun things to do with the kids. Many people say I am a big kid myself. We stay busy in my classroom and love to play outside. Summer camp is our busiest time, but it is also the most fun! I look forward to meeting you very soon!



**What should you bring on your first day?**

1. Tuition payment
2. Completed enrollment packet
3. Current Immunization records/School physical form
4. Complete change of Clothes (Children of all ages)

(Shirt, Pants, Socks, Underpants) All seasonally appropriate and labeled

1. Crib Sized sheet& blanket for nap time properly labeled.
2. Diapers (If applicable)
3. Formula, bottles, Gerber (If applicable)
4. Any supplies you think we will need to properly care for your child

Please Do not send any medication without proper documentation on file

* If your child would like a small pillow or soft sleeping toy, such as a teddy bear, please label all personal belongings with first and last names. We discourage all other toys and food items.
* If your child has any special medical or dietary needs, please be sure to discuss with his/her teacher the first day before before drop off.
* The medical exam must be filled out prior to enrollment and all immunizations must be up to date. If your child has had a physical within 1 year prior, it is possible to have their pediatrician fax it directly to our office.
* Please make sure all forms in the enrollment packet are filled out thoroughly and accurately for your child’s first day. These forms help us get to know each child and help us to be completely prepared in the event of any emergency.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE LET US KNOW!**

**PHONE # 314-892-2004**

**ADDRESS 4710 South Dr, St. Louis, Mo 63129**

**FAX 314-892-2004**

 ***Welcome to the Kastle Family!***

**ABOUT US**

Kids Kastle is a state licensed, family owned childcare facility. We provide care for children from birth through 12 years old. We focus on developmentally appropriate learning using games, art, dramatic play, story time and much more. We have a large outdoor playground to stimulate the children’s physical development! We offer a nutritious menu and serve breakfast, lunch, and afternoon snacks prepared in Kids Kastle kitchen. Kids Kastle is a year-round program. School age children attend before and after school, days schools are closed, as well as all summer long for days filled with fun! We are located in the Mehlville School District.

**PHILOSOPHY**

Kids Kastle will strive to meet the individual developmental needs of every child. We believe that children pass through predictable stages of development in their social, physical, emotional, and cognitive growth. It is our role to recognize these stages in each child and assist them to grow to their fullest potential by providing an environment which offers exercises for the growing body, encourages self- help and life skills, social skills, and challenges the young developing mind.

**CURRICULUM**

“Project Construct” is a process-oriented curriculum and assessed framework for working with children ages 3-7. Project construct is based on the constructive theory, which states that children construct their knowledge and values as a result of their interactions with the physical and social world. Project construct is organized for academic learning in the social and physical environment and is integrated into contexts that are meaningful to young children and appropriate to their development. The state of Missouri has chosen the Project Construct Theory as their idea for young children’s development. The Mehlville School District has also adopted this theory for the educational development for all of the Mehlville elementary schools.

**DISCIPLINE**

Positive redirection as well as natural consequences are the form of discipline in our classrooms. Time outs are a last resort, where the child is removed from the situation and sits quietly to calm down. Time outs are given to children whose behavior is dangerous to others. In rare instances, the children make a visit to the director’s office. At the director’s discretion a call home may me made. A child’s behavior must remain compatible with our program. Excessive behavior issues may result in disenrollment. Kids Kastle reserves the right to make that determination.

We strongly believe in positive reinforcement, which includes positive verbal phrases, incentives, awards, and modeling behaviors.

Changes at home can affect your child’s behavior. Open communication is essential to helping us understand each child’s needs. We are here to support and comfort all of the children and families confidentially. We will always be sure to inform you of any unusual behaviors observed.

**DAILY REPORTS**

Each classroom is designed differently to make sure that parents get an overview of their child’s day. Our Infant/toddler teachers record feedings, and diapering on a dry erase board, as well as notes indicating if any supplies are needed. Pre-k classrooms have daily folders where daily reports, notes, and schoolwork can be reviewed. All of our classrooms participate in Classroom DoJo. It is an app that allows teachers to have open communication with parents and share highlights of our fun filled days. Participation is by invite only and restricted to the parents of each individual classroom only.

**HOURS OF OPERATION**

Kids Kastle is open Monday – Friday **6:00am to 6:00pm**. Early arrivals and late pick ups are not permitted. Please notify us if you are running late to pick up due to unforeseen circumstances. A late fee may be assessed if more than 10 minutes passes, up to $1.oo per minute. Please avoid dropping children off and picking up between 12:00 -2:30pm as that is our quiet time. Please report any absence to the office as early as possible. State licensing regulations allow each child to remain in the center for a maximum of 10 hours per day.

**DROP OFF & PICK UP PROCEDURE**

Children must be walked inside and dropped off inside his/her classroom. Please do not drop your child(ren) off and allow them to walk in alone. Please come inside and clock your child(ren) in at our tablet station. Every parent, guardian, family member and friend must be registered and authorized to use our system in order to clock children in and out. Children will not be released to anyone who is not listed on the enrollment form as authorized. If it is necessary to send someone who is not listed, please notify us as soon as possible. A government issued ID will be requested before any child can be released. Children cannot be released to older children under the age of 18 and will not be allowed to walk home without adult supervision.

**NAPTIME/BEDDING**

Please provide a fitted crib sheet and a small blanket for naptime. Children may bring a small pillow or stuffed animal as well. Please label all items. We will send all naptime items home at the end of each week to be washed. Please promptly return them. Each child will have their own cot or crib and items will not be shared.

**PERSONAL BELONGINGS**

Please label all personal belongings with your child’s name or initials. Please keep a spare change of clothes in your child’s cubby appropriate for the season, including pants, shirt, socks, and underpants. Please keep your child’s cubby clean and free of clutter. Please avoid storing any food or other items inside your child’s cubby that could be hazardous to other children. If sending medication is necessary please refer to our medication policy and speak to your child’s teacher directly.

We strongly discourage parents from allowing their children to bring toys, games, hand held devices, cell phones, tablets, and other items from home. Kids Kastle will not be responsible for any broken, damaged, stolen, or misplaced items. NO weapons real or imitation are permitted under any circumstances. Due to many food allergies Outside food is discouraged. If allowed all food must be PEANUT FREE.

**BIRTHDAY FUN & HOLIDAY PARTIES**

Kids Kastle have classroom parties for Halloween, Christmas, Valentine’s Day, and other special occasions. Parents may be asked to make small contributions as these dates approach. All treats sent in for these occasions must be store bought, individually packaged, and most importantly PEANUT FREE. Unfortunately, we cannot allow homemade goodies.

**ATTENDANCE STATUS**

At Kids Kastle, full time status is considered five days per week. Part-time is any less than 5 days per week. Part time children must attend on a consistent schedule only on the days that they are scheduled to attend. We do not offer an hourly rate. Tuition is based off of weekly or daily rates.

**PLAYDATE**

Kids Kastle welcomes all children to participate in a 4 hour playdate before enrollment obligation free! This playdate provides an opportunity for your child to join us and meet their teachers as well as new classmates. We would love to make sure that Kids Kastle is a perfect match for your family!

**2020 TUITION SCHEDULE**

Infants (0-24 mos) 215.00 Weekly 55.00 Daily

Toddlers (24-36 mos) 185.00 weekly 45.00 Daily

Pre K (3years-5years) 155.00 weekly 40.00 Daily

School Age-

Before School 90.00 Weekly 25.00 Daily

After school 90.00 Weekly 25.00 Daily

Before & After 125.00 weekly 30.00 Daily

Summer Camp 140.00 Weekly 35.00 Daily

**TUITION**

Tuition is calculated based on fulltime or part time status. Tuition is due on the first day of care each week. Tuition is due in full whether your child is in attendance or not. Kids Kastle accepts cash and checks in the office, as well as electronic payment through Venmo, Zelle, Cash App, Apple pay, and Messenger. Pay pal is an option as well, however 3% must be added to cover fees. Please make all checks payable to Kids Kastle. Please be sure to always obtain a receipt for any cash payment made. There will be a $30 fee assessed for any returned payment. Please connect Mrs. Ashley for additional information to use electronic payments. A year end receipt will be provided to claim daycare expense for tax purposes.

**PAYMENT POLICY**

Payment is due Every Monday for full time children, and the first day of care for the current care week for part time children. The tuition due is determined at the time of enrollment and is stated on the contract for care. Payments are considered late as of Wednesday and a $15.00 late charge may be assessed. Families using state assistance are subject to the same policies. All copayments must be made by the due date. Parents are responsible for full tuition until an approval notification is received from the state office.

**FINANCIAL ASSISTANCE**

Families may apply for assistance with childcare expenses by contacting your local Family Support Division (FSD office) at 855-373-4636 or online at [www.dss.mo.gov](http://www.dss.mo.gov). to find our more information. Paper applications are available at Kids Kastle but must be submitted to the FSD office either in person or mailed to 615 E. 13th Street. Kansas City, Mo 64106 for approval. You will need to provide our DVN number 001689534 in order for them to send your letter of authorization to our center. Depending on your sliding fee, Kids Kastle will calculate a weekly co payment.

**KIDS KASTLE CLOSURES**

Kids Kastle will be closed for the following Holidays

Memorial Day Christmas Eve

Independence Day Christmas Day

Labor Day New Years Eve (Close at 5pm)

Thanksgiving Day New Years Day

Black Friday

Based on the timing of certain holidays, Kids Kastle may close on the Friday before or the Monday after the Holiday.

**KIDS KASTLE SUMMER VACATION**

Kids Kastle will **CLOSE** 1 full week every June for Summer VACATION!

**2021 June 7-11 2024 June 3-7**

**2022 June 6-10 2025 June 2-6**

**2023 June 5-9**

**VACATION POLICY**

After 12 months of continuous full-time care, families are eligible for 5 “vacation days” meaning that no tuition is due. Parents may use those days at their own discretion. Please notify your child’s teacher if your plan to use vacation time. For families with less than 12 months of attendance, full payment must be paid prior to vacations, all unpaid accounts are subject to fees and penalties noted in the payment policy. The vacation policy only applies to children who are enrolled with full time status. Part time students are ineligible for this discount. Part time tuition is set, regardless of absences, school closures, and holidays.

**DISCOUNTS**

Kids Kastle offers a 10% discount for families with two or more children. 10% will be deducted off the oldest child’s weekly tuition.

***Military***

Kids Kastle is proud to support Military families. We offer $25 off weekly tuition for any active military member!

***First Responders and Law Enforcement***

Kids Kastle is proud to support our first responders and police officers. We offer $25 off weekly tuition to all paramedics, police officers, and fire fighters!

**INCLEMENT WEATHER POLICY**

The center rarely closes due to inclement weather. However, we do close, dismiss early or start late if the weather is severe enough to present a threat to the safety of the children or the staff. Every reasonable attempt will be made to notify the parents in the event of a schedule change. Kids Kastle will be announced on the local news stations listed as MEHLVILLE R9. Please note due to certain holidays and Mehlville school district’s scheduled days off, the center director may have to make the center closing determination. The director also reserves the right to overrule Mehlville’s decision and open according to normal schedule. In the event of any confusion please contact our office at 314-892-2004 or Mrs. Ashley directly at 314-779-8391.

**SICK CHILD POLICY**

If your child has any of the following symptoms, please keep him/her home for the day

Running a fever of 100\* or higher

Vomiting or Diarrhea

Headlice or scabies

Unidentified rash or skin infection

Any Communicable illness including but not limited to chicken pox, strep throat, pink eye, ring worm, flu, pneumonia, etc.

If you are any member of your household has seen suffering symptoms of COVID 19 or been exposed, please contact your physician as soon as possible and notify the center director.

Please understand that the health and well being of all the children is our number one priority. We cannot make any exceptions. Children must be symptom free without any medication for at least 24 hours before returning to Kids Kastle. Should your child develop any symptoms during the day, we will notify you immediately to arrange pick up. Please make sure that emergency contact phone numbers are always up to date. Any medical attention for boo boos and accidents that happen at Kids Kastle will be recorded on an incident report to be reviewed and signed with your child’s teacher. You will be provided a copy for your own record.

**IMMUNIZATIONS**

Missouri State Law requires all children attending public, private, child care centers, preschools, & Nursery schools to be adequately immunized, in the process of being immunized, or to have written exemption on file signed by both the pediatrician and the parent. It is possible that some children at Kids Kastle may be immunization exempt.

**MEDICATION STORAGE & ADMINISTRATION POLICY**

Medications should be given at home whenever possible. In the event that a medication needs to be administered at our facility, A medication consent form must be completed by a parent/ guardian. Please give the medication to your child’s teacher and do not leave any medications in their backpacks or cubby storage areas. Any medication found without proper labeling and permission slips will be confiscated and disposed of.

Prescription medication must be brought to the center in the original container clearly labeled. and not expired. We do not allow medication on an “as needed” basis unless accompanied by a doctor’s note stating when to use the medication.

For all Over the counter medications such as Tylenol, Ibuprofen, Benadryl, gas drops, etc. a medication form may be kept on file for a maximum of 1 week. In any event that your child needs OTC medication for longer than one week, a new form must be filled out.

A written action plan is needed for any child with Asthma. The detailed plan should include specific instructions including when, where, and how to administer the medication. If required in the action plan, an inhaler must always be left at the center while your child is in care. Teachers may administer nebulizer breathing treatments if medication authorization is on file. In the event of an emergency, 911 may be called and parents will be notified immediately.

Any child with severe allergies must have a written action plan on file. If an Epipen is required, we must have one at the center at all times. Specific instructions detailing how to administer the Epi pen must be on file. In the event of any allergic emergency, 911 will be called and the parent will be notified immediately.

All Staff members have had First aid and CPR training certification.

We cannot accept any medication without a complete and accurate medication form on file. Please allow yourself sufficient time at drop off to complete the appropriate form. In order to save time, a copy may be printed from our website at www.kidskastlelearningandactivitycenter.com.

In addition to the above mentioned medication policies, Kids Kastle will never administer the first dose of any new medication.

**SUNSCREEN & BUGSPRAY**

Kids Kastle offers both Sunscreen and Insect repellent for the entire season for a one time fee (See permission slip). Both Sunscreen and Insect Repellent are considered medication and every child must have signed permission slips on file to use them. Kids Kastle prefers that all children use our Sunscreen and Insect Repellent options unless there is a medical reason that prohibits, such as an allergy or sensitivity. In any case, a parent may provide their own to be applied during outdoor play times.

**TERMINATION POLICY**

Should you decide to terminate your child’s enrollment at Kids Kastle, please provide a 2 week written notice. Doing so helps us to maintain a full roster and allow new children on waiting list to enroll. Failure to provide such notice may result in further tuition charges.

Kids Kastle reserves the right to disenroll any child at any time. Failure to comply with the rules in our parent handbook, noncompliance with Missouri Department of Health and Senior Services rules and regulations, delinquent tuition balances, personality conflicts, excessive behavior issues, parent’s conflict of interest, verbal and or physical abuse, any form of sexual harassment, along with any reason a child or staff member may feel threatened will all lead to an immediate investigation that could result in termination of enrollment.

**USDA NONDISCRIMINATION STATEMENT**
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basic of race , color, national origin, sex, age, or disability. A person with disabilities who require alternative means for communication of program information (Braille, large font, audiotape, etc.) should contact USDA’s Target Center at 202-720-3600 (Voice and TDD)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington DC 20250-9410 or call 800-795-3272 or 202-720-0382 (TDD). A USDA is an equal opportunity provider and employer.

Programas del USDA declaraciones de no discriminacion conforme a la ley federal y al la politica del Departamento de Agricultura de Los Estados Unidos, se prohibe a esta institucion discriminar por raxa, color, origen nacional, sexo, edad, o incapacidad..

Para presenter una queja por discriminacion, escribe a USDA, Director, Office of Civil Rights, 1400 Independence Ave, SW, Washington DC 20250-9410 o llame al 800-845-6136 (voz) o 202-720-0382( Dispositivo de Telecomunicaciones para sordos). El USDA es un proveedor y empleador que ofrece igualdad de oportunidades..

**KIDS KASTLE CLASSROOMS**

**INFANTS & TODDLERS**

This room is designed for children ages birth through 24 months. The ratio in this age group is one teacher for every 4 children. Teachers in this classroom strive for consistency by working closely with parents to understand each child’s individual routine and developmental needs. As the children grow it is important to discuss changes in feeding and care preferences and always keep your child’s file up to date with such changes as well as immunization records. Kids Kastle offers formula, please see current feeding preference form for details, as well as infant cereal, whole milk, and all table foods as the little ones develop. We also provide Huggies wet wipes for all children. Parents may choose to provide their own formula, or breast milk. Parents also provide diapers, and Gerber. While children are all unique and develop at their own pace, many ages and stages are predictable. Out nurturing teachers create a safe environment in their classrooms and facilitate activities to stimulate our little one’s growth and help them develop to their fullest potential.

**TWOS**

Children in this age group are introduced to the preschool routine. We focus on working with families to potty train the little ones! Children begin to nap on a cot, eat in our cafeteria area, and play on our big playground outback! Similar to their toddler class, they will have their own storage cubby where we ask parents to keep all necessary supplies. Please make sure that your children always have appropriate spare clothing as well as naptime sheets and blankets. Children will also have a daily folder to share communications from their teachers as well as progress reports and completed schoolwork! Please check these folders daily but make sure they stay in the classroom.

**PRESCHOOL**

This is a mixed age group of children between 3 and 5 years old. There is 1 teacher for every 10 children. In this classroom children begin to practice our hands-on curriculum. Their classroom is designed into learning stations that provide endless opportunities and developmentally appropriate activities to enhance their learning. Daily lesson plans are implemented to prepare the children for Kindergarten entry. Please see a sample of our daily classroom schedule.

**SCHOOL AGE**

Children attend Kids Kastle before and after school, on days when school is closed, and for Summer Camp. One teacher cares for 16 school age children. We provide nutritional breakfast, lunch, and afternoon snacks. Children spend their days having endless fun and activities in our large outdoor space. Kids Kastle is proud of our very diverse group of children. It is a relaxed environment where all children feel welcome!

**POPULAR PRESCHOOL STATIONS**

**BLOCKS**

This area includes many types of building blocks, legos, Lincoln logs, and other building materials where children can be creative, work on social skills as well as fine motor development, and develop a sense of accomplishment.

**PLANES TRAINS & AUTOMOBILES**

This area is designed to enhance the children’s imagination. Children can explore all forms of transportation and use their imaginations to travel abroad!

**DRAMATIC PLAY**

This station is designed to learn real life skills. Children take on the role of important professionals as well as everyday people. They use their imaginations and pretend. In this station children learn skills that will last a lifetime.

**QUIET PLAY**

This area contains books, cushions, puppets, and puzzles. Children may need a break from the busy environment and are sure to find comfort in our cozy corner.

**ART**

A wide variety of art supplies including materials like paper, scissors, glue, paint, markers, crayons, chalk, and more are available for crafts. Some supplies are always accessible to children, while others are used during closely supervised periods.

**WRITING**

This area is designed to help children with literacy skills. Here children may illustrate their own books, fill out forms, write notes, stamp and mail, their own letters and cards, practice hand writing, and develop their own spellings. Children learn to use pencils. Dry erase boards, chalk boards, as well as lined tracing paper are among the supplies used to perfect their skills.

**MANIPULATIVES**

Lacing beads, mini-dinosaurs, mini blocks, are among some of the choices in this station. The activities in this station are designed to develop fine motor skills.

**SCIENCE**

In this station the children are welcome to explore our sensory box. Children may use magnets, magnifying glasses, bug catchers, and much more to explore the wonderful world of science.

**PRESCHOOL SCHEDULE**

**6:00 – 8:30am Welcome All!**

**8:30 – 9:00am Breakfast**

**9:00 – 9:30am Circle Time**

**9:30 - 9:45am Drinks/Potty Breaks**

**9:45 – 10:30am Outdoor Play. Gross Motor**

**10:30 – 10:45am Drinks/Potty/Handwashing**

**10:45 – 11:30am Class Time/ Stations**

**11:30 – 11:45pm Clean up/ Ready for Lunch!**

**11:45 – 12:15pm Lunch Time!**

**12:15 – 12:30pm Potty/Get on Cots**

**12:30 – 2:30pm Nap Time (Quiet Please!)**

**2:30 – 2:45pm Wake up, Get ready for snack**

**2:45 – 3:15pm Snack time**

**3:15 – 4:30pm Arts & Crafts/ Outdoor play!**

**4:30 – 5:45pm Free choice / Parent pick ups**

**5:45 – 6:00pm See you all Tomorrow!**

* **Please notify the office if your child will be absent or running late for breakfast. Please avoid drop offs and pick- ups during our naptime!**

**Infant Safe Sleep Policy**

Kids Kastle Learning & Activity Center

Adopted April 12, 2016 DVN 001689534

Purpose:

The purpose of the Safe Sleep Policy is to maintain a safe sleep environment that reduces the risk of sudden infant death syndrome (SIDS) and sudden unexpected infant deaths (SUIDS) in children less than one year of age. Missouri Law ( 210.223.1 RSMo.) requires all licensed child care facilities that provide care for children less than one year of age to implement and maintain a written safe sleep policy in accordance with the most recent safe sleep recommendations of the American Academy of Pediatrics ( AAP). Missouri childcare licensing rules require licensed childcare facilities to provide parents and guardians who have infants in care a copy of the facilities Safe Sleep Policy.

Sudden Infant Death Syndrome is the sudden death of an infant less than one year of age that cannot be explained after a thorough investigation has been conducted, including a complete autopsy, an examination of the death scene, and a review of clinical history.

Sudden Unexpected Infant Death is the sudden and unexpected death of an infant less than one year of age in which the manner and cause of death are not immediately obvious prior to the investigation. Causes of sudden unexpected infant death include, but are not limited to metabolic disorders, hypothermia or hyperthermia, neglect or homicide, poisoning, and accidental suffocation.

Childcare providers can maintain safer sleep environments for infants that help reduce the risks of SIDS. Our goal is to take proactive steps to reduce the risk of SIDS in childcare and to work with parents to keep infants safer while they sleep. To do so, Kids Kastle will practice the following Safe Sleep Policy:

**Safe Sleep Practices**

1. Infants will always be placed on their backs to sleep. When in the opinion of the infant’s licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file written instructions, signed by the infant’s licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Caregivers will put the infant to sleep as specified in the written instructions.
2. When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall initially be placed on their backs, but shall be allowed to adopt whatever positions they prefer to sleep. The American Academy of Pediatrics recommends that infants are placed on their backs to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer to sleep. We will follow this recommendation by the American Academy of pediatrics.
3. Sleeping infants shall have a supervised nap period. The caregiver will remain in close proximity of the infant while napping or sleeping in order to hear and see them at all times. The caregiver will check on the infant during naps every 10 minutes and never leave the infant unattended. The caregiver will be alert and prepared for complications or discomfort during napping and ready to tend to the

 infant as soon as they awaken.

1. Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment, with no more than one (1) layer more than an adult would wear to be comfortable in that environment.
2. All caregivers will receive in person or online training on infant safe sleep based on AAP Safe Sleep Recommendations. This training must be completed within 30 days of employment or volunteering and will be repeated every 3 years.

**The Safe Sleep Environment**

1.Room temperature will be kept no less than 68\* and no more than 85\*F when measured two feet from the floor. Infants are supervised to ensure that they are not overheated or chilled.

2. Infants heads and face will not be covered during sleep. Infants cribs will not have blankets or bedding hanging on the sides of the cribs. We may use sleep clothing (i.e. Swaddles, sleepers) that are designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.

3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation, or strangulation will be used in cribs.

4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. When indicated on the infant and toddler feeding and care plan or with written parental consent, pacifiers will be allowed in infants cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.

5. Only an individually assigned safety approved crib, portable crib, or playpen with a firm mattress, and a tight fitting sheet will be used for infant napping and sleeping.

6. Only one infant may occupy a crib or playpen at one time.

7. Sitting devices such as car safely seats, strollers, swings, infant carriers, infant slings, and other devices will not be used for sleeping time. Infants who fall asleep anywhere other than a crib must be placed in the crib on their back for the remainder of their sleep time.

8. No person shall smoke or otherwise use tobacco products, including vapor products, in any area of the childcare facility. This is a 100% tobacco free campus.

9. Home monitors or commercial devices marketed to reduce the risk of SIDS shall not be used in place of supervision while children are napping and sleeping.

10. All parents/guardians of infants shall be informed of the facility’s written Safe Sleep Policy at the time of enrollment.

11. The room will never be dark. The lights will remain on at all times when there are infants in care., along with natural light from the windows in the room.

12. To promote healthy development, infants who are awake will be given supervised “tummy time” for exercise and play.

**HANDBOOK ACKNOWLEDGEMENT**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received the 2020 edition of the Kids Kastle Parent Handbook. I agree to all policies and procedures. I understand the terms and conditions of my child’s enrollment at Kids Kastle.**

***(Please Initial)***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Operation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Drop Off/ Pick Up Procedure & Late Pick Up penalty**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Nap Time/ Bedding**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Belongings**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Holiday & Birthday Parties**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendance Status**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition, and Current Rates**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment Policies**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Vacation Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Holiday Closures**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclement Weather**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Sick Child Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Immunizations**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Medication Storage & Administration Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ USDA Nondiscrimination Statement**

**I understand that the 2020 Edition of the Kids Kastle Parent Handbook is the most current copy and prevails over any previous edition printed. All policies and procedures will be followed as noted in 2020 Handbook.**

**Parent/ Guardian Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent / Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**