

North Idaho Kids Academy Policies & Procedures

Scheduled Closures

- Holiday closures shall consist of the following:
New Year's Eve
New Year's Day
President's Day
Memorial Day
4th and 5th of July
Staff Work Week (Monday-Friday before school starts)
Labor Day
Veteran's Day
Wednesday, Thursday, and Friday of Thanksgiving
Christmas Eve and Christmas Day
- If a holiday falls on a weekend NIKA will take Friday and/or Monday off for observance of the holiday.
- A yearly calendar will be provided to each family.
- Check Wonderschool app for all upcoming closures

Emergency Closures

- NIKA will follow CDA School District #271 emergency closures. Including snow days and unexpected emergencies.
- If NIKA loses power or heat families will be notified as soon as possible, all children must be picked up immediately.
- If NIKA is unable to provide care due to illness or a family emergency, families will be notified as soon as possible. The monthly fee includes days that either child or providers are ill. Families will be responsible for finding alternate care for your child for these days.

Child's Schedule

- Monday _____ am to _____ pm
- Tuesday _____ am to _____ pm
- Wednesday _____ am to _____ pm
- Thursday _____ am to _____ pm
- Friday _____ am to _____ pm
- Parents/Guardians are to provide a firm schedule, as far in advance as possible of the needed care.
- Families who are enrolled acknowledge their responsibility to pay for Statutory Holidays where the day falls on a normal workday. If the need arises when different contracted days are needed this contract may be amended.
- Children must arrive by 10:00am or care will not be provided for that day, unless other arrangements have been made.
- Children will not be allowed to be in care for more than 10 hours per day.

Meal Policy

- All children will be required to bring a cold lunch every day, brought in a lunchbox labeled with the child's name.
- We do have a no candy policy. Please do not send any candy with your child or they will not be able to eat it while at school.
- Please provide breakfast at home, before your child arrives at school.
- Every child will be included in the food program for both am and pm snacks.
- Bring a water bottle labeled with the child's name to leave at the center.

Staff Work Policy

- NIKA will be closed for one week to allow staff to prepare for the next school year.
- NIKA will be closed the week prior to CDA SD #271 first day of school.
- A yearly calendar will be provided with all scheduled closures.

General Information

- Parents/Guardians may visit or call at any time during normal school hours to discuss or check on their child/ren. Please be aware of nap time/quiet time and try not to disrupt during these hours.
- Parents/Guardians will inform NIKA when child/ren will not be attending that day. The Parent/Guardian must call or notify by Wonderschool app by 8:00am to inform when child/ren will not be attending.
- Each family is responsible for supplying their child's diapers, wipes, cream etc.
- There will be an extra charge for the following supplies when not provided by the parent/guardian, based on store prices: Diapers, Wipes, Diaper Cream, or any special supplies needed by your child.
- If your child intentionally damages North Idaho Kids Academy property through destructive behavior or roughness, the Parent/Guardian will be liable for the damages.
- North Idaho Kids Academy will give at least 1 month notice of any temporary closings of the school.

Nap Time Policy

- All children regardless of age are required to nap or lay quietly.
- Each child will have a nap cot to sleep on.
- Your child may bring anything necessary to help them rest. Example: blanket and small pillow, everything must fit in their cubby.
- Take home all blankets and pillows to be washed on Friday of each week (if your child's last day of the week isn't Friday, please take home on their last day of school for the week.)

Birthdays

- When your child's birthday is approaching, please remind the teacher.
- You are welcome to bring in a special treat for the children (check with the classroom teacher for allergies).
- Store-bought treats are highly encouraged by the Idaho Health Department.

Arrival/Departure

- Each family is required to sign in/out their child daily.
- When departing from school, please make sure your child’s teacher knows you are leaving.
- Do not let your child leave the center without their Parent/Guardian or approved adult.
- Each child needs a pair of slip-on shoes (ex. Crocs) to leave in their cubby. This helps to protect our floors and play equipment. They will only wear these shoes while inside the center.

Cubbies/Mailboxes

- Each child is assigned a communication mailbox or cubby, located just inside or outside the classroom door.
- Please check these mailboxes for important communication, bills, and artwork the teacher may send home with your child.
- Please check mailboxes/cubbies daily.
- We do not regularly mail items to the home.

Discipline

- Our desire is to reinforce positive, acceptable behavior in all children as we model appropriate actions, set reasonable expectations, respect, and trust children, offer good choices, and calmly talk about problems.
- A short “stop & think time” (like a “time out”) might be used, and Parents/Guardians will be notified of any on-going problems.
- A behavioral plan may be used if the on-going problems cannot be resolved. The teacher(s), Parents/Guardian, and director will be involved in the plan.
- NIKA reserves the right to dismiss any child for whom discipline matters may not be resolved.
- Behaviors such as biting, hitting, scratching excessive fighting, on-going violence against other children, on-going use of profane language, physically assaulting a faculty member, or bringing a weapon to school will result in a parent being notified and immediate pick-up of the child. On-going violent behavior will not be tolerated and may result in the child being dismissed from the center.

Classroom Celebrations/Holiday Parties

- At some point during the year the classes will be having celebrations.
- Please look for sign-up sheets during these times that will be posted on the bulletin board.
- Check with your child’s teacher for ways you can help during these special times.

Personal Liability Waiver

I _____ (parent/guardian) hereby release North Idaho Kids Academy and its employees from any and all personal liability if my child(ren) _____ is to get hurt while in their care. I release North Idaho Kids Academy and its employees from all claims, causes of action, damages, judgments, cost, or expenses including legal fees, which may arise while at the childcare. I cannot personally or legally hold North Idaho Kids Academy or its employees responsible and understand that I am responsible for all medical bills that may occur while in their care. If in the event that injury to the child happens while at the center, I give consent for medical attention and am responsible for all the bills that have acquired for my child(ren).

X _____

Dress Code

- Each child needs to dress in comfortable clothes that are appropriate for both indoor and outdoor play.
- Please remember that we will be painting, playing in the sand, playing on the ground (both indoors and outdoors) and doing other messy activities.
- Every effort will be made to use smocks and paint shirts for indoor painting activities and all paints, markers, crayons, etc. are washable.
- Closed toed shoes are preferred. Sandals (including flip-flops) must have an ankle strap. (These will be worn outside)
- Each child needs a pair of slip-on shoes (ex. Crocs) to leave in their cubby. This helps to protect our floors and play equipment. It will also help to keep our floors dry during wet weather. They will only wear these shoes while inside the center.
- We require that each child have gloves, snow pants, jackets, and hats each day. All clothes brought to school should have your child’s name printed clearly on the tag.
- Please bring a change of clothes including pants, socks, shirt, and underwear to keep here at school. Please bring this in a zip-lock bag, with your child’s name clearly printed on it, on the first day of school.

Revisions to Agreement and Contract

- There will be a yearly revision to this agreement and contract in September.
- Tuition rates are subject to change in September when a new agreement is signed.
- \$100 yearly registration fee due in September each year.
- All families will sign a new contract each year. North Idaho Kids Academy reserves the right to make changes in rates and policies, as we deem necessary.
- You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks’ notice of changes.

Reporting Child Abuse

- All personnel of North Idaho Kids Academy are required by law to immediately report to Child Protective Services any instance where there is reason to suspect the occurrence of physical abuse, sexual abuse, and/or child neglect or abandonment.
- The notification and recommendations of Child Protective Services will be followed in all instances.

I have read the North Idaho Kids Academy Handbook, and I agree to abide by the policies listed including the Policies & Procedures Contract.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Child’s Name _____

Child’s Name _____