Kid Kare
Parent Handbook
2026-2027





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I: Introduction

Welcome

Welcome to Kid Kare at Logan Health. We are so glad you chose to join our family. We take ownership and pride in our program and want each person who is a part of our family to do the same. We look forward to a fun learning and growing experience with you. As part of our Kid Kare family, we are here to support you. Please do not hesitate to ask questions. This handbook is designed to acquaint all parents with the current policies and procedures of Kid Kare.

Mission & Philosophy

Kid Kare strives to provide an environment consistent with the mission and core values of Logan Health. Our Mission Statement was chosen by the Kid Kare team:

> The mission of Kid Kare Learning Center is to provide safe, affordable, high-quality childcare. We provide a home-like environment where children are encouraged to develop at their own pace. The Kid Kare team is committed to the families we serve, providing support and encouragement. Our core values of integrity, compassion, service, excellence, and ownership are woven into every aspect of what we do.

Facility

Kid Kare Learning Center is a state licensed facility with a capacity of 204 children. The main center utilizes both levels of the building located at 66 Claremont with a capacity of 172 children aged 1-6. Kid Kare Infant Center, located at 1279 Burns Way, is licensed for 32 infants ranging from 6 weeks - 13 months old. Kid Kare Learning Center, along with Kid Kare Infant Center, operates as a private, 501 (c) (3) non-profit organization.

What you can expect from Kid Kare:

- An open-door policy which welcomes you to visit your child any time during the day.
- A caring, loving, warm atmosphere.
- Knowledgeable staff who have been trained to work with the age group to which they are assigned.
- A carefully designed, responsive and developmentally appropriate curriculum.
- Daily communication regarding your child.
- Opportunities for parent participation.
- Collaborative relationships between parents and staff members which foster children's development both at home and in the center.

II: Program Information

Hours of Operation

Kid Kare is open Monday - Friday from 6:30 a.m. to 6:00 p.m. year-round to meet the needs of the families we serve. The center is closed during the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving	Christmas

The following days will be available with altered hours:
Friday after Thanksgiving: 8:00-4:00
Christmas Eve: 6:30-4:00
New Year's Eve: 6:30-4:00

When any of the holidays falls on a Saturday the center will be closed the Friday prior; should they fall on a Sunday, the center will be closed the following Monday.

Group Size and Ratios

Our program adheres to the group size and ratios set forth by the Montana Quality Assurances Division, Child Care Licensing. Group size is determined based on room size with a minimum of 35 sq. ft. of usable play space available per child.

- Infants (6 weeks to 12 months) adult to child ratio 1:4
- 12-23 months adult to child ratio 1:6
- 24- 35 months adult to child ratio 1:8
- 3 years to 5 years adult to child ratio 1:10

Enrollment

Required Forms for Enrollment:

1. Child Care Contract
2. Emergency Contact and Parental Consent
3. Child and Family Information
4. Certificate of Immunizations
5. Over the Counter Non-ingestible Medication Authorization Form
6. CACFP Meal Benefit Income Eligibility Form
7. Marketing Communications Release
8. Communication Preference
9. Outing Authorization
10. Safe Sleep in Child Care (Infants Only)
11. Pediatric Health Statement (Infants Only)
12. As applicable, legal documents regarding child custody
13. Handbook Acknowledgement
14. Guidance Policy Acknowledgement

There will be a non-refundable $50 application fee due at submission of enrollment paperwork
The center must receive all completed paperwork 2 business weeks prior to child's start date.

Probationary Period

To ensure safety, well-being, and positive development of all children in our care, Kid Kare implements a two-week probationary period for all newly enrolled children. The probationary period allows time for:

- The child to adjust to the childcare environment routines and caregivers
- Educators to assess whether the center can safely and appropriately meet the child's needs
- Open communication between parents and staff regarding the child's experience.

This period is designed to be supportive and developmental, not disciplinary.

The probationary period is the first two weeks of care provided. In some cases, the probationary period may be extended with mutual agreement between the center and parents. Educators will observe and support the child's:

- Emotional adjustment and separation from family
- Social interactions with peers
- Participation in daily routines (meals, rest, transitions)
- Behavior related to health and safety
- Any additional care, developmental, or support needs

At the completion of the probationary period one of the following will occur:

- Successful completion – the child continues enrollment as planned.
- Extension with a support plan – probationary period is extended with additional strategies agreed upon to support the child.
- Discontinuation of care – the center determines it cannot safely or reasonably meet the child's needs at this time. If care is discontinued, parents will be informed respectfully and, when possible, provided with reasonable notice.

Un-Enrollment of a child

Parents/ guardians are required to provide a **minimum 2 week** written notice prior to withdrawing their child from Kid Kare. Notice should include child's full name and intended last date of attendance. Full tuition is due for the entire two weeks' notice period regardless of attendance. On the child's last day please ensure all of children's belongings are taken home.

Current Forms and Phone Numbers

Please keep Kid Kare updated regarding all information included on enrollment forms. Any changes in address, emergency information, contact information or authorization to pick up your child must be reported to the Kid Kare office as soon as possible. Kid Kare requires some forms to be updated on an annual basis.

Tuition and Payment

Kid Kare operates on a monthly billing cycle. The amount of tuition is based on your child's predetermined schedule, not on your child's actual attendance (i.e. sick days, vacations, and holidays, etc.). The monthly rate is based on 20 days per month for 5 days per week contract, 16 days per month for 4 day per week contract, 12 days per month for 3 days per week contract, and 8 days per month for 2 days per week contract.

Increases in tuition or changes in policy will be announced at least 30 days before going into effect. Payments can be made via Logan Health payroll deduction, check or credit card.

Payroll deductions will be made at the end of each pay period. Credit card payments can be made in person or over the phone. Receipts and tax documents are available upon request.

Fee Structure

Application Fee:	$50 due upon enrollment (per child)
Annual Activity Fee:	$50 charged each year in March (per family)

Billing Cycle

Billing is done 2 weeks in arrears. For those not on payroll deduction, payment must be made by the scheduled due date in order to avoid an interruption in childcare services. If payment is not paid in full by the end of the week following the billing period, a $20.00 late charge will be added. Should payment not be received by the next billing period the child will not be able to attend Kid Kare until the balance is paid in full. Questions about billing or payment should be directed to the biller/scheduler or manager.

Sibling Discount

10% off the older/oldest child's rate only.

Late Pick Up Fee

The center closes at 6:00 p.m. Unless there is an emergency situation, the expectation is that children will be picked up from their classroom by 6:00 p.m. If children are picked up later than 6:00 p.m. parents will incur a $1.00 per minute late pick-up fee. If a provider is unable to make contact with a parent (regarding plans to pick up) the child's emergency contacts will be called. In an event where parents nor emergency contacts can be reached, the local police department will be contacted. (See Policy KK114)

Schedules and Schedule Changes

Kid Kare offers a set number of contracted days, between 2, 3, 4 and 5 days. When scheduling, enrollees must have a minimum of 2 days per week. Days are not changeable once contracted. Contract changes may be possible if space is available. Please contact the front desk to discuss any changes. We will attempt to accommodate your request and appreciate you're understanding when we are unable to do so. All contract changes will incur a $50 contract change fee.

Drop-In Days/ Rate

Families may request a drop-in day on non-contract days with the office administrative staff. If the requested drop-in day is no longer needed on the date of service, the family will still be charged, Unless the cancellation is made 2 weeks or more prior to the date of service.
An extra $5.00 charge is added to the contracted rate when drop-in days are requested.

Logging In and Out

It is critical that we have accurate records of who is in attendance. Parents who fail to log their children in and out will be charged a $10 fee each missed clocking. Authorized adults must complete the procedure of logging in and out. If someone else is picking up or dropping off your child, please have them sign in/out at the office. Non-parental authorized pickups are required to provide photo ID.

Attendance

Please call Kid Kare as early as possible on any day your child will be absent. If your child will have delayed arrival, **please notify Kid Kare by 10:00am** to ensure space is available for their arrival. Kid Kare staffing is based on children's attendance and providers may be dismissed due to lack of attendance. If your child is absent due to health reasons, please alert office staff.
If a child does not attend the center for an extended period of time, parents are required to pay the regular tuition to hold the child's scheduled hours and days.

Classroom daily schedules are posted outside the classroom door. Although teachers try their best to ensure children don't miss out on critical components of learning, it cannot be expected that children who arrive late will have the same opportunity as children with punctual full-time attendance. Please communicate with your child's teacher about what works best for you and your child.

Arrival and Departure

Arrival: We recommend that this process remains quick (under 5 minutes) to help the child transition easier. Walk your child into the room, greet the teachers and friends then help wash their hands. When it is time to say "Goodbye," if your child is having difficulty separating, signal a teacher for assistance. Feel free to call us later and we will provide an update on how your child is doing.
Departure: We recommend that when you arrive, you tell your child to wrap up the ongoing project or activity, ensuring that they clean up what they are working on. For attendance and safety reasons, please be sure your child's teacher acknowledges that you are taking your child home.

Please be courteous of our center's schedule. Please avoid pickup/ drop-off between the hours of 1-3pm and remain mindful of our center mealtimes.

Security Measures

Children may arrive after 6:30 a.m. An authorized pickup MUST accompany the child into and out of the building. Authorized pickups must be prepared to show a picture I.D. (Driver's License) if requested. If someone we do not know is picking up your child, the person must be listed as an authorized pickup on your child's enrollment paperwork. Children will not be released to anyone not listed as an authorized pickup or to individuals who fail to provide proper identification. Children will not be released to any parent, guardian or escort who is suspected to be under the influence of alcohol or drugs.

Emergency Closures

The center will remain open to allow the medical personnel we serve to continue to provide the vital services they perform during inclement weather and other emergency situations. In the event of an exception, employees and parents will be notified of the center's closure as far in advance as possible.

Transitions

The center utilizes a staffing plan, wherein each child will have an assigned primary caregiver to help ensure that children are experiencing the benefits of consistent relationships with familiar adults at the center.

Classroom Moves: Your child will be assigned a new classroom/teacher several times throughout their journey at Kid Kare. Factors taken into consideration when moving students include age, developmental readiness, weekly schedule, and relationship with peers. We ask that parents are patient when children transition classrooms as it can take anywhere from 2-6 weeks for children to acclimate to the new environment (especially in children with part time attendance).
Teachers utilize readiness assessments to verify when children are developmentally ready to move into the next age group. Teachers complete an information sheet on each child for the new teacher with pertinent information regarding specialized care for each child. Center moves do not occur on prearranged dates; however, parents will be informed as soon as possible about upcoming moves.

Please Note: The center is required to maintain State ratios in the classrooms. In the event of changes in enrollment, staffing, or program operations, transition plans may need to be altered to ensure compliance with State regulations, and/or to provide the optimum experience for children. Students become very familiar with neighbor teachers and may spend a day visiting a nearby classroom.

Provider Qualifications

The staff at Kid Kare consists of a site Director, lead teachers, assistant teachers and front office personnel. All staff meet the DPHHS Child Care Licensing (CCL) requirements for formal education. All staff have experience working with young children and their families, and CCL approved certification in CPR and First Aid.
Kid Kare staff demonstrates an on-going commitment to staying abreast of the most current practices and evidence-based strategies through regular professional development (minimum of 16 hours annually). A Criminal Offender Records background check and a Department of Family Services (DFS) background check is performed on all candidates for positions before an offer of employment is confirmed. Further, recurring background checks will be performed on all employees as required by CCL.

Mandatory Reporting of Suspected Child Abuse and Neglect

All staff of Kid Kare and Kid Kare Infant Center are required to take Mandatory Reporting training within 30 days of their start date. Any staff member who has reason to suspect that any child is or has been abused or neglected is required by law to personally report the matter promptly to the state abuse hotline. All reports must be made within 24 hours of receiving information or making observation concerning suspected child abuse or neglect. The staff/ management is under no obligation to inform parents that a report has been made.

III: Program Procedures

Supervision of Children

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times. This includes conducting regular and accurate headcounts. Any time a group moves from one area to another, a headcount will be taken multiple times to ensure all children are accounted for. Classroom teaching staff are aware of where children are at all times and remain in sufficient proximity at all times in order to intervene quickly if/when necessary.

Nap/Rest

Nap/Rest time looks different in our Infant Center and our main center. Infants nap based on each individual child's sleep schedules and needs. Infants have assigned cribs to sleep in. Kid Kare supplies and washes the crib sheets and sleep sacks at least once per week, and on an as-needed basis. **Infants may not be swaddled, and blankets may not be used for nap for any infant under 12 months.** Infants will be placed in an approved sleep sack, on their back, in a crib to rest.

Main Center Nap Time: 1:00-3:00pm Daily
(9:00-10:00am under 18 months as needed)

At the main center, children under 18 months old will be provided with a crib as well as a morning nap as needed. Permission slips will be offered to children under 18 months who are developmentally ready to sleep on a cot. All children 18 months and older will be provided with a cot and fitted sheet and are welcome to bring a small blanket/ small stuffed animal to keep in their cubby. Nap items are washed at least once a week and on an as needed basis. Children are encouraged to nap but are never forced to nap. Children who do not nap will be offered a quiet activity (books or coloring) on their cot after a designated period of quiet time.

Pacifier/Comfort Object

Pacifiers and related comfort items (blanket/ stuffed animals) are permitted for infants and toddlers for the purpose of comfort/ rest/ self-soothing. The use of these items will be limited/ discouraged as children get older to promote positive speech patterns and social development. Items shall not interfere with the daily operations of the classroom or a child's participation in activities.

Confidentiality

All information gathered about a child is kept confidential. Records are kept in a secure area with limited access by authorized personnel only.

- Information obtained and collected by the center will be shared only on a "need to know" basis with Kid Kare staff members.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate, the classroom teacher, parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.
- No information shall be shared with an outside agency without the written consent of the parent or legal guardian.
- On request, regulatory authorities (Montana Childcare Licensing and the Flathead County/City Health Department) may have access to confidential materials.

Transportation

Kid Kare does not transport children off the hospital campus. Children often go for walks with their class and visit surrounding departments during which ratios are maintained. A walk permission slip must be signed annually.

Toys from Home

We ask that children's toys stay at home, unless they are brought in for a pre-arranged sharing at group time. Toys from home are difficult to share at other times, and we cannot be responsible if they become lost or broken.

Clothing

Please label all items with your child's first and last initial.
The activities at the center can be messy. Please dress your child in play clothes. Although we do use smocks and roll up sleeves, we cannot guarantee that your children's clothes will not get stained or soiled. Please be sure to provide two sets of spare clothing in the event a change is needed. Clothing should be clearly labeled with your child's first and last initial.
Part of **EACH DAY** is spent outside, weather permitting. Please dress your child accordingly. Kid Kare is not responsible for lost articles.

During the cold weather, please make sure your child has boots (that slip on and off easily), a warm coat, snow pants, a hat, mittens and inside shoes. During summer months, please provide children with a swimsuit, towel, hat, and sunscreen.

Accessories and Jewelry

We ask parents to be safety conscious when choosing classroom attire. Kid Kare does not permit the following type of jewelry:

- Dangly earrings (small, snug-fitting pierced studs are permitted).
- Necklaces of any kind.
- Bracelets with beads or charms (rubber, cloth or thread bracelets are permitted if they do not contain attachments or charms).

Toileting and Diapering

At Kid Kare, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. We will continue the toileting process at Kid Kare once **several weeks** of success have been demonstrated at home. Children must be ready to participate willingly in the process of toilet learning. Kid Kare will not force a child to use the toilet. Children in the potty-training process are required to wear some type of undergarment (underwear/pullup) under their pants to help contain accidents. Clothing should be easy for children to remove on their own. No onesies, rompers, overalls or hard-to-remove pants should be worn during this learning period. Please be sure to provide spare clothing during this learning phase.

Biting

Kid Kare recognizes that biting can be upsetting for a child and their family when on the receiving end of the behavior. Kid Kare also understands that biting is a developmentally appropriate behavior. Children can bite for many reasons including teething, lack of verbal communication skills to express anger, the need for attention, or to defend their space/ materials. Kid Kare teachers intervene as much as possible to prevent this behavior from harming other children. Students can be offered teething toys/rings, redirected to play with alternative materials, and provided additional comfort/attention. Teachers put focus on providing children with verbal skills to help them communicate their needs. If a biting incident occurs, the parents of both children involved will be provided with an injury/incident report at pickup. All confidentiality measures will be maintained to protect our students.

Birthdays and Other Special Days

We would love to celebrate your child's birthday or another special event at school. Parents may bring in a special snack for the day and are welcome to join us to celebrate. A low-key approach is best in group care, so we ask you to save the party favors, balloons, etc. for home. If preparing homemade treats for the class, please be sure to send the ingredient list.

Outdoor Procedure

We try to get the children outside each day. We are not staffed to keep children inside when everyone else is outside. Please make sure your child has the proper clothing to go outside every day. Our weather guideline contains the following:
Weather that prevents us from going outside includes heavy rain, high winds, hail, extreme cold, extreme heat, wildfire smoke or other severe conditions. We adhere to the following temperature guidelines: 2-year-olds and younger - temperatures below 25 degrees will necessitate staying indoors, 3 years and older- temperatures below 15 degrees will necessitate staying indoors. Wind chill will be taken into consideration.

Emergency Relocation

In an event where Kid Kare students and staff must evacuate the Kid Kare center building, Grace church will serve as the designated parent/child reunification location. Kid Kare maintains an up-to-date emergency binder with parent phone numbers and families will be contacted as soon as possible in this event.

IV: Learning Structure

Curriculum

Kid Kare uses The Creative Curriculum. The Creative Curriculum is a teaching approach that focuses on learning through play**,** exploration, and hands-on activities. It's designed to support the whole child—socially, emotionally, physically, and academically. Kid Kare uses the curriculum as a framework to build on the children's interests. Kid Kare believes in the power of "play" philosophy. Children's learning becomes the most meaningful and long-lasting when acquired through play.

Teachers carefully set individualized goals and plan activities offered through the curriculum and outside resources that reflect the goals for each child. Hands-on experiences, classroom discussion, small group work and individual centers are curated to enhance the understanding of predetermined learning topics. The Creative Curriculum focuses on building skills, knowledge and abilities to utilize for future learning and life. Documentation of children's growth and progress will be accumulated via observation of children's play, utilizing photos and work samples to create portfolios to reference, milestone-based assessments, anecdotal notes and parent input.

Children will learn about math, literacy, social emotional skills, and creative arts. We encourage children to be physically active in a variety of ways. Screen time is only permissible when it pertains to our learning objectives.

Extra-curricular classes have been added to the schedule of all downstairs classrooms (3 and older) including S.T.EA.M class, a cooking class, and Library. Kid Kare hopes to one day include a music/language class/winter indoor physical activity class as well.

Assessments

Kid Kare conducts authentic assessments as an integral part of our program. We use assessments to support children's learning using a variety of methods, such as observations, checklists, rating scales, and individually administered tests. Kid Kare utilizes the Ages & Stages Questionnaire. Children are assessed after three months of attendance and then continually assessed throughout their attendance at the center. We use parent teacher conferences and daily verbal communication to share any pertinent information with families. We work to achieve a consensus with families about assessment methods that will best meet each child's needs. We are sensitive to family values, culture, identity, and home language. All information compiled during assessments will be used to promote healthy developmental growth of the child. As appropriate, the classroom teacher, parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.

Learning Independence

At Kid Kare, we believe that developing independence is an essential part of a child's growth. Children thrive when they are encouraged to try new tasks, make choices, and participate in daily routines at their own pace. Our educators support independence by providing safe opportunities for children to practice skills, build confidence, and develop a sense of responsibility. Teachers guide, model, and encourage children to do things for themselves whenever appropriate. We celebrate with effort, not perfection. Mistakes are viewed as learning opportunities. Predictable routines help children understand what to expect and give them the confidence to take initiative. There may be times when you arrive to pick up your child, and they have inside out and backwards pants. They may have their shoes on the wrong feet and their pants unbuttoned. These are all indicators of a child learning independence. It may not be put on the correct way, but they put it on themselves!

Meeting Individual Needs of Children and Families

At Kid Kare, we recognize that each child is unique, with their own abilities, interests, temperament, cultural background, and developmental pace. We are committed to creating an inclusive environment where every child feels safe, valued, and supported. Our goal is to partner with families to ensure that each child's individual needs are understood and met. We believe that high-quality childcare is rooted in strong, respectful partnerships with families. Every family brings unique values, cultural traditions, parenting styles, and expectations. Our goal is to build open, collaborative relationships that support each child's well-being and honor each family's individuality.

Referral Plan and Procedures

Kid Kare is committed to the cognitive, physical, social and emotional development of each child. It is imperative for children to receive additional support, if required, at an early age. Early intervention is pivotal in providing necessary support, so children do not fall further behind on critical skills and abilities. Kid Kare staff are very knowledgeable and stay up to date on the latest research regarding developmental milestones for their specific age group. Teachers observe and document children's behavior daily. If a teacher feels that a child is not meeting the developmental expectations of the classroom, an assessment will be conducted. Teachers often partner with parents asking that an assessment be completed at home as well. Lead teachers will collaborate with the Kid Kare Director indicating any areas of concern. A conference between parents, teachers and Director will be conducted to discuss support and next steps.

Under age 3- For children under the age of 36 months, Benchmark Services will be the referral agency. Benchmark can come to Kid Kare for individual or group screenings. Kid Kare is happy to provide families with information on an as-needed basis.

Over age 3- For children over the age of 3, Family Outreach Services is the referral agency. Parents or teachers are welcome to put in the referral for assessment. Children who qualify for services with this agency will typically receive support via the Flathead Special Education Co-Op, or possibly the school district in which the child resides.

All support services that students require are welcome to conduct services at Kid Kare. Allowing services to come to Kid Kare allows for observation in classroom settings, individually, and minimizes the amount of time parents have to miss from work.

Caring for Children with Special Needs

Kid Kare is committed to providing an inclusive, safe, supportive, and developmentally appropriate environment for all children, including those with special needs or disabilities. The center aims to ensure equal access, dignity, and individualized care. Enrollment decisions are individualized and consider safety, staffing, and the ability to implement needed accommodations. No child will be denied enrollment solely due to a disability if reasonable accommodations can be made. The center will provide reasonable accommodations such as:

- Adjusting classroom layouts for mobility needs
- Offering sensory tools or quiet spaces
- Modifying activities or materials
- Allowing assistive devices (e.g., communication boards, wheelchairs)
- Providing visual schedules or simplified instructions
- Coordinating with therapists who visit on-site

We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them. However, we can only provide such services as are reasonable and beneficial to the class as a whole and do not cause undue burden to the program, staff and other children. Additionally, it may be necessary to turn down an application for enrollment or to terminate continued enrollment of a child with special needs when enrollment/continued enrollment may jeopardize the safety and well-being of the child, the other children in the classroom and/or the staff.

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.

The Director will set up an initial meeting between the parents/guardians, teachers, and any other support services (if needed) to discuss the child's disability/special needs. The Director, with parental consent, will identify in writing the accommodation the center would make to meet the needs of the child.

Daily Schedules

Daily schedules can differ from class to class; however, a general structure is maintained through the center. Daily activities typically include:

Arrival/Free Play: 6:30-8:00am

Breakfast: 8:00-8:30am
Circle/Welcome Activities: 9:00-9:30am
Structured Learning Time: 9:30-10:00/10:30am (age dependent)
Outside time: 10/10:30- 11:00am
Lunch: 11:00-11:30am
Centers/Free Play: 11:30-1:00pm (outside again weather dependent)
Center Nap: 1:00-3:00pm
Snack: 3:00-3:30pm
Centers/Outside: 3:30-5:00pm
Free Play/Pickup: 5:00-6:00pm

Each classroom adjusts the schedule due to the needs of the students and the developmental abilities of each group. Please ask your child's teacher for a copy of their classroom specific schedule.

V: Health

Illnesses and Exclusions

Kid Kare is not licensed to accept sick children. Your child's teacher completes a daily health check upon arrival. Children who arrive at the center in ill health will be asked to return home. If your child is too ill to participate in daily activities, including outdoor time, then they are too ill to be at school.

Children will be excluded from childcare for the following reasons:

1. **Fever-** A temperature of more than 100.4 degrees. They can return to care after they have gone 24 hours without an elevated temperature without the assistance of Ibuprofen or Tylenol.
2. **Vomiting and diarrhea-** Vomiting (2 or more episodes in 24 hours) or diarrhea. Diarrhea is considered 3 or more stools loose enough that they would be uncontained by a diaper. Children can return to care once they have gone 24 hours without incident of vomiting or diarrhea. 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 center community.
3. **Rash-** Any generalized rash, including those covering multiple parts of the body must be evaluated by a physician. The child may return with a note from a physician stating that the child is not contagious.
4. **Sores-** Mouth sores with drooling. Children can return to care once mouth sores have crusted over.
5. **Impetigo** - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When medication is 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.
6. **Respiratory Infections -** Children remain at home if they are experiencing lethargy, wheezing, labored breathing or any condition that makes the child too uncomfortable to participate in the regular activities of the day. Children can return to the center after medical evaluation indicates that the child can be included in the center's regular activities.

7. **Communicable diseases -**The child has been diagnosed with a communicable disease. Children can return to the center after medical evaluation determines that they are no longer communicable and are able to participate in the center's normal activities. A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after administration of the first dosage. Strep throat is highly contagious and falls into this category. The fever guidelines still apply, even when a child is taking antibiotics. 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 may return to the center.
8. **Conjunctivitis -** This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When medication is prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the center; if no antibiotic, all discharge and redness must be gone.
9. **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 all live lice are gone, and they are nit-free.
10. **Scabies** - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the center after a physician determines they are free from mites.
11. **Hand-foot-mouth disease** - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. Children typically present with a low-grade fever 2-3 days prior to onset of blisters. Before returning to the center, all blisters must be healed (crusted over) with no development of new blisters or fever within 24hrs prior to the child's return. Children with any fluid-filled blisters will be excluded from care (regardless of location) until all blisters are healed.

Children sent home from care with any of the above illnesses may not return until they are symptom free, unassisted by medication for 24 hours. If your child becomes ill or is injured during the day, we will contact you and keep her/him comfortable until you arrive. Please have accommodations set up in advance so that your child can be picked up **within 30 minutes**. Kid Kare follows the health care requirements of Montana State licensing.

Doctor's Notes

If your child has been or has to be seen by a health care provider due to an illness and is cleared to come back to the center, please make sure the following information is listed on the note to return: Child's name, date and time seen, what they were seen for, date they can return to the center, and signature of health care provider (cannot be child's parent). The doctor's note must state that the child is not contagious to other children or staff members. Please remember, even if a health care provider authorizes your child to return, state regulations must be maintained which could prevent your child from returning to the center.

Immunizations

Montana state law requires that every child enrolled in a childcare program must be up to date with their immunizations or provide proper documentation for a medical or religious exemption. Update your child's immunization record regularly. Eligibility for enrollment at Kid Kare and Kid Kare Infant Center requires each child to have current screening tests and immunizations according to the recommended schedule.

Children must remain up to date on their immunizations to continue enrollment. If a child's immunizations become overdue (by 15 days or more), parents or legal guardians will be provided with a note requiring them to set up an appointment and follow through with that appointment. A copy of the update will be placed in the child's file.

Immunization records will be reviewed every six months and as each child enrolls into the program.
Children on a delayed schedule must have received at least the first round of required shots. A conditional attendance form may be placed on file with anticipated dates of vaccines (within 30 days) and a doctor's signature.

Daily Health Checks

Daily health checks are completed on each child upon arrival by the lead teachers. Daily checks are done to appraise a child's health and well-being, reduce the transmission of communicable diseases in childcare settings and enable the staff to plan for necessary care at the center.

Emergency First Aid Procedures

All staff are required to have current training in American Heart Association certified first aid and CPR. In cases of minor injury, the staff will administer simple first aid and will notify parents in writing about injury and treatment.

Emergency Medical Procedures

In the event of an accident or emergency, every effort will be made to notify the parents. It is extremely important that parents keep all phone numbers up to date so that they may be contacted in the event of an emergency. Children in need of emergency treatment by a physician will be transported by either ambulance or police when time is of the essence, or if parents are not available. Should immediate transportation be necessary, the Director of Kid Kare or an assigned Kid Kare representative will accompany the injured child. Kid Kare will not be held responsible for any medical bills incurred due to an accident, injury or illness that occurs while the child is at Kid Kare. Medical bills are the sole responsibility of the child's parent or legal guardian.

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 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 for each episode of illness. It must be in the original container and have child's name, current date, frequency to be given and amount to be given. The correct dosage for your child's age must be listed on the container.

**Medical administration forms for both prescription and non-prescription medication must include a specific time to be administered. Medication forms with "as needed" listed on the forms will not be administered regardless of whether all information is provided.

Over the Counter Medication:
Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.
MEDICATION OF ANY KIND IS PROHIBITED FROM BEING PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY.

Incident Reporting

An incident/accident report will be filled when a child is injured at Kid Kare. If a child has inflicted injury upon another child both children will receive a report for parents to acknowledge. Student confidentiality will be guarded in this process. If a child has sustained an injury more severe than age-appropriate bumps and scrapes, the child's parents or other person authorized by the parents will be notified as quickly as possible.

IV: Nutrition

Food Policy

Kid Kare's goal is to have a positive influence in broadening children's food experiences, while being conscious of young children's tastes, appetites, and food restrictions.

- Nutrition education is integrated into the program for preschool children. Kid Kare staff sit at students' tables during mealtimes and serve family-style meals. This provides an understanding of appropriate eating habits as well as an opportunity for social conversation.
- Menus are reviewed and comply with or exceed the minimum Child and Adult Care Food Program (CACFP) requirements for meal composition and serving size. Parents are asked to complete forms for participation at enrollment and renew them yearly in June.
- Kid Kare is responsible for providing children with a nutritious and balanced breakfast, lunch, and afternoon snack. A variety of high quality, wholesome, unprocessed foods that comply with or exceed CACFP minimum requirements are offered. Commercially prepared food is seldom served.
- Kid Kare utilizes a four-week rotating menu. Menu items are posted near the front desk and in classrooms.
- At no time will the withholding of food, or the threat of withholding food, be used as a form of discipline.
- Any food brought from home to share must be commercially prepared or the ingredients must be provided.

Family-style meals are served at the following times:

- Breakfast – 8-8:30 am
- Lunch – 11-11:30 am
- Snack – 3:15-3:30 pm

Those who arrive after a specific mealtime should eat before coming to school as we cannot accommodate late meals.

- Transition from formula to whole milk is encouraged at 12 months of age. Children are allowed a 1-month transitional period to become accustomed to whole milk or milk substitute.
- Parents wishing for their child to consume more than 8-12 oz of milk per day, after the 13th month of age, must supply milk from home. Mothers wishing to continue nursing may continue visits or expressing milk to be placed in a sippy cup.

Food Accommodations

If a child has an intolerance or allergy to a CACFP required food (such as dairy, gluten, etc.), a *Special Diet Statement* form must be completed, signed by the child's health care provider, and submitted to the office before the child can receive a menu substitution. Kid Kare does its best to accommodate menu substitution, however, there may be times when a family is asked to bring a substitution for their child. Children and parents with food preferences not aligned with the Kid Kare menu are welcome to fill out the meal accommodation form but will not be provided with an alternative.

An Infant Feeding Schedule will need to be completed by parents of children 12 months of age or younger, upon enrollment, and updated as feeding needs change.

Procedure for Identifying Children's Allergies

Parents must disclose any allergies the child has on the enrollment forms. Teachers and assistants throughout the center are informed by the Director of all allergies, 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.

Montana CACFP Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information

requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Online: www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer
- Email to: program.intake@usda.gov
- Mail to: USDA, Director, Office of the Assistant Secretary for Civil Rights
  1400 Independence Avenue, SW,
  Washington, D.C. 20250-9410
- Fax to: (202) 690-7442

VI Kid Kare Policies

Behavior and Guidance Policy

Kid Kare follows behavior and guidance policies as well as curriculum and assessment policies to meet the individual needs of each child. Kid Kare believes in re-direction, offering choices, and collaborative problem-solving to determine alternative, more positive outcomes. We also strive to keep children actively engaged to limit undesirable behaviors. A child who demonstrates behaviors that are unsafe to themselves/peers/staff or is excessively disruptive to the learning environment will be placed on an individualized behavior plan. Behavior that qualifies a child to be dismissed include:

- Severe or Dangerous Behavior
  - Any physical aggression (hitting, biting) towards peers or staff.
  - Threatening behavior that compromises the safety of others.
  - Behaviors that could result in physical harm to self or others.
- Continued Disruptive Behavior
  - Persistent disregard for rules after implementing the behavior modification plan.
  - Behavior that disrupts the learning environment consistently.
- Lack of Cooperation with Staff
  - Failure to comply with staff requests or instructions after multiple interventions.

For more information, please refer to the Kid Kare Guidance Policy.

THE FOLLOWING DICIPLINE METHODS ARE PROHIBITED:

• Corporal punishment, including spanking.
• Verbal or physical abuse, humiliation, neglect, or abusive treatment.
• Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening.
• Withholding food, drink or sleep.
• Force feeding children.
• Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled or wet clothing or forcing the child to remain on the toilet, or using any other unusual or excessive practices for toileting.

Goodness-of-fit Policy

We strive to provide each child enrolled at Kid Kare with an environment that supports their developmental needs, safety, and overall well-being. “Goodness of fit” refers to how well a child’s temperament, developmental stage, and individual needs align with the childcare environment, routines, and expectations. We believe children thrive when their unique characteristics are

understood, respected, and supported. A strong goodness-of-fit between the child, family, and program helps:

- Foster positive relationships
- Support emotional and developmental growth
- Ensure safety and comfort
- Promote successful participation in daily routines

Kid Kare assesses and supports goodness of fit by considering temperament traits**,** developmental readiness**,** abilities and needs**,** family values, routines/ expectations & educator capacity to appropriately meet the child's needs.

Although we make every effort to meet the needs of each child, there are extremely rare situations where Kid Kare may not be in the best interest of the child, parents, or other children at the center. If, after implementing all reasonable supports, it is determined that the child's needs exceed the center's staffing abilities, safety parameters, or program limitations, we reserve the right to determine, in our sole discretion, to terminate care due to lack of goodness-of-fit with our program.

Destruction of Property Policy

Kid Kare is committed to maintaining a safe, respectful, and well-cared-for environment for all children, families, and staff. Kid Kare understands the typical wear and tear of materials, property and environment. Kid Kare also recognizes that a child's natural curiosity to learn about the world around them can look like destruction of the environment. In the rare event that a student acts with purposeful intent to destroy materials or property, parents will be asked to replace or reimburse the damaged property.

VI: Parent Involvement

Knowing and Understanding our Kid Kare Families

Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with family structure, families preferred child-rearing practices, and information families wish to share about their socio-economic, linguistic, racial, religious and cultural backgrounds. Program staff will actively use information about families to adapt to the environment, curriculum and teaching methods to the families we serve.

Expected Parent Behavior

Kid Kare aims to provide a safe, respectful, and supportive environment for children, families, and staff. All parents and guardians are expected to conduct themselves in a professional and cooperative manner. Kid Kare asks all parents to: Treat staff, children, and other families with respect and courtesy, communicate concerns calmly and constructively, follow all center policies, procedures, and schedules, always use appropriate language, respect staff authority and professional decisions, and address concerns privately with teacher, not in front of children.

The following behaviors will not be tolerated:

- Verbal abuse, yelling, threats, or intimidation
- Disruptive behavior during drop-off, pick-up, or events

- Harassment, discrimination, or bullying of any kind
- Physical aggression or threatening gestures
- Undermining staff in front of children
- Failure to follow safety or security procedures

Any violations to the actions listed above may result in the termination of care for child(ren) enrolled at Kid Kare per manager's discretion.

Communication

We encourage open lines of communication and offer a variety of methods for communication:

- Messages sent through email
- Class Dojo Messaging
- Daily verbal communication during drop-off and pick-up or phone call
- Make an appointment for a meeting

Families are encouraged to keep Kid Kare informed about changes that could affect your child's behavior, for example, a parent is out of town, visitors staying with you, grandparent is in the hospital, etc.

Donations

Kid Kare accepts donations of gently used clothing/toys/books that your children have outgrown. Please ensure donated items are in working condition/not broken. Due to health and safety regulations Kid Kare cannot accept cloth diapers, infant bottles/nipples or pacifiers.

Separated or Divorced Parents

At Kid Kare, we understand that separation or divorce can be challenging for families. Our primary concern is the well-being of your child. We strive to provide a safe and supportive environment for all children in our care.

Neutral Stance: We remain neutral in all matters of separation or divorce and do not take sides.
Court Orders: We require a valid and current court order to make any changes to custody arrangements, pick-up/drop-off routines, or any other practices related to your child's care.
Communication: Please communicate any relevant changes in custody or visitation schedules to us in writing, along with required legal documentation.
Emergency Contacts: Both parents must provide updated emergency contact information and any changes in authorized pick-up persons. Unless directed by court order, separated parents will not hold the power to add or remove authorized pickups/ emergency contacts to the other parents contact form.
Confidentiality: We respect your privacy and will not disclose information about one parent to the other without consent, unless required by law.
Dispute Resolution: If any disputes arise regarding your child's care, please contact the Kid Kare Director.

Kid Kare can NOT withhold a child from release to a biological parent without a valid and current court order.

Court Orders

Parents or legal guardians are required to provide Kid Kare with current copies of any court-ordered documents that affect custody or visitation rights, authorized pick-up persons, protective or restraining orders, no-contact orders, and/or guardianship/ foster care arrangements. Documents must be signed by a judge or court official and include all relevant pages. It is the responsibility of the parent or legal guardian to provide these documents before the child begins care or immediately upon issuance or modification of a court order.

Parent Teacher Conferences

Individual parent-teacher conferences will be offered during the school year for our preschool classes. Parent-teacher conferences for the school year will be held twice per year to show children's progress. Ongoing, informal communication by parents or teacher of their concerns as well as the sharing of special joys and accomplishments in the child's life are important. Please feel free to speak with your child's teacher during arrival/departure or schedule a time to talk privately.

Parent/Family Conflict

If a problem arises between families and/or program staff, please contact the Director to meet and see how to solve the conflict. If the Director cannot solve the conflict with the parents and/or staff, then a written grievance is directed through appropriate administrative lines. Logan Health leadership will become involved if needed.

Kid Kare Parent Handbook Acknowledgment & Agreement

Handbook Version: March 2026

Child(ren)'s Name(s): _____

Parent/Guardian Name(s): _____

In accordance with Montana Child Care Licensing requirements, I acknowledge that I have received, read, and understand the Kid Kare Parent Handbook (March 2026 edition).

I understand that Kid Kare operates under the regulations of the Montana Department of Public Health and Human Services (DPHHS) and agrees to comply with all state licensing requirements related to health, safety, supervision, guidance, and child development.

I agree to follow all policies and procedures outlined in the Handbook. I understand that failure to comply with these policies may result in corrective action, up to and including termination of enrollment.

Please initial each section below:

_____ 1. Tuition and Payments

I understand and agree to the tuition rates, payment schedule, late fees, and withdrawal notice requirements outlined in the Handbook and in my contract. I understand that tuition is due as scheduled regardless of attendance and that failure to pay may result in termination of services.

_____ 2. Notification of Absence or Late Arrival

I understand that I must notify Kid Kare if my child will be absent for the day. Communication with Kid Kare staff must be made **prior to 10:00 am** if my child is going to have a delayed arrival to ensure space is available. I will notify Kid Kare when my child is home sick so that Kid Kare can track illness.

_____ 3. Child and Adult Care Food Program Meals Times

I understand that for Kid Kare to remain compliant with Child and Adult Care Food Program (CACFP) requirements my child must arrive prior to the end of meal service times, (8:30 am for breakfast, 11:30 am for lunch and 3:30pm for snack) in order to receive meals at Kid Kare.

_____ 4. Assessments and Referrals

I understand that Kid Kare may conduct developmental observations and assessments to support my child's growth. If concerns arise, staff may recommend further evaluation or referral. All communication will be handled respectfully and confidentially.

_____ 5. Parent/Guardian Conduct

I understand that respectful communication and behavior are expected at all times. Harassment, intimidation, or inappropriate conduct toward staff, children, or other families may result in termination of services.

_____ 6. Updated Information

I understand that it is my responsibility to inform Kid Kare of any changes that may affect my child or the care Kid Kare provides including changes to current phone numbers, dietary accommodations, routine or schedule, and daily care procedures (i.e. no longer taking a pacifier at home, switching to one nap a day etc.) .

_____ 7. Guidance and Behavior Policy

I understand that Kid Kare uses positive, developmentally appropriate guidance strategies. Corporal punishment or harmful discipline practices are strictly prohibited. I agree to support the center's behavior policies and collaborate with staff if concerns arise.

_____ 8. Goodness-of-Fit Policy

I understand that continued enrollment depends on Kid Kare's ability to meet my child's needs within the program's staffing structure and available resources. If it is determined that the program is not a good fit, the center may terminate enrollment in accordance with its policies.

_____ 9. Destruction of Property Policy

I understand that if my child demonstrates purposeful intent to destroy classroom materials or Kid Kare property, I may be responsible for reimbursing or replacing the damaged property.

I / We, _____, the parent(s) / legal guardian(s) of _____ , acknowledge that I/we have received a copy of the Kid Kare Parent Handbook either by hard copy or electronic copy and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between Kid Kare and Kid Kare Infant Center and the parents. Kid Kare and Kid Kare Infant Center reserve the right to alter, amend, or otherwise modify these policies, in its sole discretion.

Parent Signature _____ Date _____

Parent Name (PRINT) _____

Parent Signature _____ Date _____

Parent Name (PRINT) _____