



# Family Handbook

**Kids 'R' Kids Learning Academy of Snellville**  
**2950 Centerville Highway**  
**Snellville, GA 30078**  
**(770) 979-7600**  
**[www.kidsrkids33ga.com](http://www.kidsrkids33ga.com)**

## **WELCOME**

Welcome to our family at Kids 'R' Kids Learning Academy of Snellville! Thank you for choosing our Learning Academy. We understand the importance of your decision to entrust us with the care and education of your child. We are not a daycare, but rather a developmental learning academy that strives to stimulate and nurture your child. In any group care setting, good policies are an important part of maintaining proper health and safety. Many of our policies are the result of our effort to ensure strict compliance with state licensing regulations. This Family Handbook outlines some basic policies that help us to better care for your child. Please read and be familiar with these policies, and do not hesitate to ask us for clarification. It is understood that by enrolling your child in our center, you agree to abide by our policies and procedures.

## **OUR VISION**

To be recognized as the most prominent and culturally diverse preschool in our community by continually demonstrating our deep commitment to the education of young children in a nurturing and family centric environment.

## **OUR MISSION**

To strive to provide a nurturing, secure and stimulating environment for young children, one in which children can safely explore, learn and play, and develop in all areas of growth physically, emotionally, socially and intellectually. We believe in being supportive of our parents and welcome their positive involvement and presence at our school at any time. We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate and contributing members of our society. We hold the future!

## **CURRICULUM**

Educational priorities are well defined at Kids 'R' Kids Learning Academy of Snellville. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Kids 'R' Kids Curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities. We have developed the Big Steps™ Curriculum for our infants and toddlers, the Fast Track™ Curriculum for our preschoolers, and the G.Y.M.™ (Growing Young Minds) Curriculum for our after-school students.

We continue to educate children through the preschool years and beyond with theme based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

## POLICIES AND PROCEDURES

### **Access to Your Child's Classroom**

We have an "Open Door Policy" and parents are permitted access to their child's classroom and play areas anytime their child is present.

### **Arrival**

We recommend all children arrive by their classroom's morning group time. Morning activities usually begin by 8:00 a.m. and this will help your child to be a fully participating group member. The School must be contacted if your child will be arriving after their classroom morning group time. An adult must electronically check child in using computer in the front lobby and escort all children into a classroom. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. The classroom teacher must acknowledge your child's arrival before you can leave your child. Please note that if your child arrives after breakfast time, we will not be able to provide this service.

### **Babysitting**

If you arrange with a staff member for off-premises care of your child, that staff member undertakes such service on her own behalf, and not as a staff member of Kids 'R' Kids Learning Academy of Snellville. We offer no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances. Transporting of children home by a Kids 'R' Kids Learning Academy of Snellville employee is prohibited.

### **Birthdays/Special Events**

Birthdays are important days for young children, and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected. We celebrate birthdays during regular afternoon snack times. Parents may provide "store bought" cakes/cupcakes for all the children, with advance notice to your child's teacher. Due to the fact that certain children have severe food allergies, please speak with your child's teacher ahead of time about types of cakes/cupcakes. Peanuts, peanut butter, and toppings with peanuts in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food.

### **Center Hours**

We are open Monday through Friday from 6:00am to 6:30pm. We ask that when picking up your child, you arrive by at least 6:25pm so that you may have time to gather your child's belongings and speak with your child's teacher. We do close at 6:30pm sharp. Your child has had a long day by this point, and so have our teachers and staff. After 6:30pm, there is a late pick-up fee of \$2 per minute. If you have not picked up your child by 7pm and all attempts to contact you and your emergency contacts have failed, Kids 'R' Kids Learning Academy of Snellville will call the Snellville Police and the GA Dept. of Family and Children Services. After repeated late pick-ups, you may be asked to find a center that better fits your needs.

### **Clothing and Personal Belongings**

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a lightweight blanket for rest time that is labeled with the child's full name.
- Any prepared food for infants who are not yet able to eat Gerber Products/formula provided by center
- Please make sure your child has adequate clothing for outside play. (This includes a jacket/coat, closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at School.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.
- **The school is not responsible for lost or misplaced items.** Label your children's personal belongings, especially coats, sweaters, hats and gloves with their first and last name.

### **Confidentiality Policy**

Kids 'R' Kids Learning Academy of Snellville is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. We will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

### **Departure**

To pick up a child from our School, an adult must come into the building, sign the child out, let the teacher be aware of your presence and escort the child out of the building. The family or guardian must always supervise their child after leaving the classroom, both inside the building and in the parking area. If someone other than a family member is picking up a child, they will be asked for a picture I.D. for verification.

### **Dismissal**

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience. However, this School reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the School. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the School, alternative arrangements may be required. A dismissal will only be considered after careful consideration that our program is not a successful match.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids 'R' Kids Learning Academy of Snellville Policy or Procedure, it may be necessary to dismiss your child from our School.

### **Enrollment Process**

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel comfortable with our staff and the facility.

To reserve space in our program you must submit a completed application and tuition fee schedule as well as the non-refundable enrollment fee. Amounts of all fees are found on the fee schedule and are subject to change.

### **Equal Opportunity/Inclusion Policy**

This School does not discriminate based on race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status regarding admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The School will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the School's programs/curriculum and to the extent that it does not create an undue hardship for the School.

### **Holidays**

Kids 'R' Kids Learning Academy of Snellville is a year-round preschool. We will be closed the following holidays: New Year's Day; Martin Luther King Day, Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the Day After Thanksgiving; and Christmas Day. Depending upon when the days fall in the week, we will either close completely or close early on Christmas Eve and New Year's Eve. If our school must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected.

### **Inclement Weather**

In the event of unusual weather conditions such as snow or ice, there are various ways to find out if we are open or are opening late: 1) Call our center at 770-979-7600, 2) Send an email to [kidsrkidssnellville@gmail.com](mailto:kidsrkidssnellville@gmail.com), 3) Call Robin Banks-Jackson, Owner at 773-844-8078. Note: we do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted temperatures. Please be advised that our GA Prek classes follow Gwinnett Public School schedule for inclement weather.

### **Notifying the Center of Your Intent to Disenroll**

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of withdrawal or dismissal from School without a two-week notice. **Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the administration via email.** If the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is due. **If a two-week written notice is not given, you are responsible for the two full week's tuition.** We reserve the right to dismiss any student at the discretion of the School's management team.

### **Photo Release Policy**

Upon enrollment, you will receive a copy of our Release Policy to read and sign. Many pictures will be taken in your child's class and throughout the School during the time that your child is in our School. We also have a webcam service for your child's classroom. These pictures may be uploaded to our school website and our social media sites. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed for social media use, please let the management team know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

### **Registration Fees**

- **New/Returning Families:** The registration fee is due after the student has been officially accepted based on admission requirements. This fee will hold your child's spot in our program for 30 days and is a non-refundable fee unless admission is denied.
- **Registration Fees are due annually**

### **Tuition and Other Fees**

Tuition includes educational programs, Internet viewing system, breakfast, lunch, morning snack and afternoon snack.

We offer a 10% multiple child discount for the oldest child (Full time program only). After one year of continuous enrollment, one vacation credit of 100% of the weekly tuition will be given if your child is absent for an entire week, providing 2 weeks advance notice via email is given (**verbal notice will not be considered**).

**Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Tuesday, a \$25 late fee will be assessed, and the child will be subject to dismissal.**

**When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend School as of Wednesday of any week that tuition is not paid in full.**

Tuition is owed regardless of attendance. If you know in advance and give written notice via email to [kidsrkidssnellville@gmail.com](mailto:kidsrkidssnellville@gmail.com), (**verbal notice will not be considered**) that your child will be absent for multiple weeks, you will be able to hold your child's spot by paying 50% of the current tuition or you can dis-enroll with two weeks' notice and re-enroll, pending there is an opening upon your return. Please call a week in advance to verify availability.

### **Uniform Policy**

We believe wearing uniforms add to the identity of the school, create a sense of belonging for the students, and create a more focus learning environment; they also save time and money. The Uniform Policy applies to students in rooms 250, 300, 350 and 500. Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day (Monday-Friday). Uniform consist of Navy Polo Shirt, and Khaki bottom. The Navy Polo Shirt is purchased from our uniform vendor, see any management member to place and order. The Khaki bottoms may be purchased from any retailer of your choice.

### **Vacation Weeks**

Each family is entitled to one week's vacation per calendar year. Attendance during vacation weeks is not considered vacation. Attendance for one to five days counts as a full week. After two weeks absence, full tuition is charged for missed time. A vacation week is considered five consecutive days (Mon-Fri) out of the center, again, with advance notice.

## HEALTH AND SAFETY POLICIES

### **Accidents Will Happen and Boo Boo Reports**

Even in the highest quality preschools, accidents can and do happen as children explore the world around them. Whether in our care or yours, scratches, skinned knees, bumps, and bruises are a natural part of growing up. Many precautions are taken to ensure a safe environment including routine staffing over and above state mandated teacher to child ratios during most times of the day. If an incident or injury occurs, first aid is administered, and a Boo Boo Report is filled out and a copy is given to you. Please see our Director if you have any concerns about this matter.

### **Classroom Safety**

Our School is in an area that is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our School provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

### **Emergency Medical Care**

Each child, upon enrollment, must have emergency care information on file. It is the family's responsibility to keep this information current and to make Management aware upon enrollment or of any changes. In the case of a medical emergency, you will be notified immediately. Additional forms of a Plan of Action will be required to be completed by the child's doctor and kept on file at the center.

If warranted, emergency medical personnel will be contacted to provide transportations to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the School administration or the child's teacher will accompany the child.

### **Emergency Procedures**

It is incumbent upon parents to keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell phone numbers for both parents and any other emergency contacts. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. An emergency plan is posted in each classroom. We conduct regular fire and tornado drills. The local fire department makes annual inspections with recommendations for improved safety.

### **Food and Nutrition**

All Meals are included in tuition. Meals include breakfast for those who arrive before 8:30am, lunch, and an afternoon snack. Our meals comply with the USDA Nutrition Standards. We use a menu that rotates every 4 weeks and reflects the cultural and ethnic diversity of the children in our school. Children are served nutritious foods including whole grains, fresh fruits and vegetables, low-fat or fat-free dairy products and lean proteins. Foods that have low nutrition value and are high in fat and sugar are not served. **We are a nut-free School. Absolutely no peanut products may be brought into our School. This includes food products that are cooked with nut oil.**

We practice responsive feeding by encouraging infants and children to eat when they are hungry and stop when they are full. For safety reasons (i.e. children with severe allergies, etc.) and behavioral reasons (it is better if all children are served the same food), no other food is allowed in the center. If you miss your child's class breakfast or lunch, we kindly ask that you provide a meal for your child before dropping them off, and that they finish that meal before entering the classroom. If your child's class is finishing their meal when you drop off, you may be asked to sit with your child in our café' until they have completed their meal, after which you can escort them back to their classroom.

## **Allergies and Special Diets**

A weekly menu is posted in the Kids Café and in the front lobby including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the School, must be provided by the family and accompanied with a physician's note and an Epi-pen. No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the management team.

## **Breastfeeding and Infant Feeding**

Breastfeeding is promoted and supported. Lactating mothers are provided with a private area (upstairs in staff lounge) to breastfeed or pump, and refrigerator space is available to store breast milk. All staff members are trained in safely handling breast milk, and breastfeeding support materials and professional referrals for lactating mothers are available in our Parent Resource Center.

## **Immunizations**

We ask that your child's Immunization Record Form 3231 (which can be obtained from your pediatrician), be presented with enrollment forms. No child may continue enrollment for more than 30 days without a current immunization report.

## **Medication Policy**

- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. The medication form is available at the front desk. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored, and families notified accordingly. This authorization is required at the beginning of each calendar week.
- We do not permit giving non-prescription, over the counter medication or topical, non-medical ointment, repellent, lotion, cream or powder without:
  - Written authorization from the child's family and written doctor's authorization and instructions stating:
  - The child's full name
  - The name of the medication or the prescription number
  - The dosage amount, frequency to be given and length of time to be given prescribed by the doctor
  - The name of the prescribing physician and phone number
  - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers.
- A member of the management team administers medicine at 10:00 a.m. and 2:00 p.m. If your child is to have medicine at any other time, arrangements can be made based on the prescription. (i.e.: breathing treatment needed 6 hours apart can be given at 10:00 and 4:00)
- Special circumstances requiring the administration of additional medications must be discussed with the Director.
- We will not administer any medication after its expiration date or for non-medical reasons, such as to induce sleep.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- If your child receives a prescribed medication from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after School. If the antibiotic should be given 3 times per day, we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours prior to your child returning to School.
- Prescription medication must be in its original container bearing the pharmacist's label.
- All medications will be stored in a locked secure area inaccessible to the children.  
Families may not transport medication to the classroom.

## **NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**

- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

## **Nap Time / Rest Time**

Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are allowed to nap as needed. As your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All children one year or older are assigned their own mat and are encouraged to sleep or rest for a period of one to two hours. Blankets and/or stuffed animals that are special to your child are encouraged to help your child feel more comfortable and secure. Children who do not nap are allowed to quietly read a book, play with puzzles or participate in other quiet activities.

## **Playground Safety**

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will always supervise the children on the playground.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.

The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.

## **Parking Lot Safety**

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please do not park in or block the Fire Lane and be mindful of parking in front of the school and blocking other cars. If you plan to be in the school for a while, please park in a designated space to keep traffic flowing smoothly. Also, we ask that you please not park in the space reserved for our Employee of the Month as this is a special place of recognition for that employee.

## **Reporting Abuse and Neglect**

In the event a trained staff member feels a child has been abused or neglected, that staff member has responsibility to report his/her suspicion to the School Administration. At that time the administration will determine if the suspected abuse or neglect is accurate. If the administration then feels that the suspicion is founded, they will contact the Department of Family and Child Services to begin to a formal investigation. All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing childcare as well as Kids 'R' Kids International, Inc. The county department of social services will determine if an investigation is needed within the 24 hours of the complaint. Even if the county department of social services determines the allegation does not warrant investigation, the state licensing agency and/or Kids 'R' Kids International, Inc. may investigate the complaint.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult the management team.

## **Sick Policies**

Our goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The School is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from most of the children and staff.

A child will be excluded from the classroom and comforted in the "Boo-Boo Room" by a member of our management team while the family members are contacted to pick up within an hour in the event of: A child with fever, diarrhea, vomiting, or nausea including, but not limited to a severe cough or sore throat; undetermined rash or spots, boil, congestion, non-clear runny nose, pink-eye, head lice, temperature over 100 degrees, severe headaches, upset stomach or diarrhea, he/she cannot be accepted into the center until well or has been without fever or other symptoms for 24 hours. In the event your child has a communicable disease, please notify the center immediately so we may notify other parents; a release form from a doctor is required before your child re-enters the center. Kids 'R' Kids Learning Academy of Snellville will notify parents if a

communicable disease has been introduced into the center. A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. A child who is too sick to go outside is too sick to be at school.

- All medications will be stored in a locked secure area inaccessible to the children.

**NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**

- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

## Child Conduct

### **Basic Expectations**

Our discipline policy is built around our understanding of child development. Our goal is to allow each child to find and develop his or her own personal self-management skills. As teachers and staff, we offer children choices, so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and “I” statements as ways to further develop self-discipline. In situations where children are having a difficult time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the management team can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

### **Behavior Probation**

Children who are placed on behavior probation may be required, at the School’s discretion, to have their family sign a probationary agreement with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

### **Biting**

Even the best preschool settings, periodic outbreaks of biting occur among infant and toddlers, and sometimes even among preschoolers. This is an unavoidable occurrence in groups of young children. It can be very scary, frustrating, and stressful for children, parents, and teachers when someone is bitten. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething, and biting may be a pleasant sensation to a young child.

Knowing that their biting will hurt another person is not yet part of a child’s mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

- The biter is talked to on a level that he/she can understand, and then redirected.
- The bitten child is consoled, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
- Parents of all children involved are notified of the biting incident.
- A written incident report is given to the parents of all children involved when they are picked up that day. However, in order to protect the privacy of all our families, you will not be informed of the identity of the biter.
- We look intensively at the context of each biting incident for patterns, to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential biting victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

## **Child Behavior**

Children will be subject to disciplinary action up to and including immediate dismissal for the following:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of School functions
- Fighting
- Lewd or obscene behavior
- Inappropriate use of the Internet.
- Possession or use of a weapon
- Possession or sale of tobacco,
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of “Computer/Network Policy”
- Willful disobedience alcohol, drugs, or drug related items

## **Discipline**

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the Kids ‘R’ Kids Learning Academy of Snellville Family Handbook and the NAEYC Code of Ethics.

We use a method of ‘redirection’ to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior.

“Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.” (NAEYC Code of Ethics – Principle-1.1)

## **Drugs, Alcohol, Tobacco**

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs, or tobacco products, both on and off School property. If the School becomes aware of a child’s involvement in any of the above-mentioned activities, the management team will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Children who are taking prescription or non-prescription drugs, which could affect their ability to function in a safe and efficient manner, must notify the School of this fact when they report to School.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School’s Discipline Procedures, the School reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

### **Family Cooperation**

A positive and constructive working relationship between the School and its families is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the School reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a child at any time if, in the judgment of the management team, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

### **Harassment, Bullying or Hazing**

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the management team. When the School management team becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from School. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

### **Searches**

Admission to our School is conditional upon consent to searches by the School. Refusal to comply with a request for permission to search a child's possessions may result in suspension or immediate dismissal of the child.

### **Threats/Weapons**

The school has a zero-tolerance policy regarding threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off School property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. The School will determine the appropriate consequences depending on the circumstances.

## **PARENT INVOLVEMENT AND COMMUNICATION**

### **Daily Reports and Lesson Plans**

Each day in Infant/Toddlers classrooms, you will receive an electronic Daily Report that has details about your child's day including what they ate, slept, diaper changes and what they learned. Since everything about a child's day cannot be put documented, we encourage you to contact your child's teacher if you have any specific questions. Each classroom has weekly lesson plans posted in classroom for parent review.

### **Developmental Screenings, Transitions & Parent Teacher Conferences**

Developmental screening tools are used bi-annually, with family permission, to provide early detection of health-related issues and developmental delays to support early intervention. We share the tools with families to complete the questionnaires. Results are shared with families during spring and fall conferences and/or preparation for classroom transitions; referrals are provided, as needed.

### **Enrichment Programs**

We offer several enrichment classes for children that are very popular with many of our parents. These classes are over and above our regular curriculum and are generally taught by professionals from outside our center. Parents pay these professionals a nominal monthly fee for their services. Currently, our enrichment programs are as follows:

**Piano, Tap/Ballet, Martial Arts, On Site Tutoring (ages 5-12)**

### **Internet Cameras**

Included in your tuition is access to a secure Internet Server to the cameras in your child's classroom so that you may have **live view** of the activities and your child's participation in those activities. This is a very popular feature of our center, and it gives our parents peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else. **Previously recorded footage is not available with this feature.**

### **Lost and Found**

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization. Please be sure all your child's items are labeled with their first and last name. The School will not be responsible for lost, stolen or damaged items.

### **Parent Comment Box and Parent Grievance Procedure**

There is a Parent Comment Box in the lobby where you can drop off any comment or suggestions you may have. Of course, we encourage you to discuss any classroom issue directly with your child's teacher or center Director. If an issue arises that cannot be addressed by your child's teacher, we ask that you notify the Director. If you still feel that your issue has not been properly addressed, please feel free to contact Robin Banks-Jackson, Owner at 773-844-8078.

### **Parent Resource Center**

Our Parent Resource Center is housed in the café which contains a wealth of information about family engagement activities, developmental screenings, health and physical activities, community resources and other topics of general interest.

### **Transitions**

We work hard to ease all children into the classroom so that they feel comfortable and safe. We believe this promotes a healthy learning environment. We work with all teachers to ensure that your child's transition to the next classroom is as stress free as possible. The child will visit the new classroom for at least one week (depending on the child's needs and schedule) to learn the teachers, routines and classmates. We find that a slow transition usually works best for children.

### **Visitors and Volunteers**

Families and visitors are welcome at the School during school hours while their child is present. Families and visitors must first report to the staff at the front desk before visiting any class or any other location on School property during School hours. Families who want to help in the classroom, Kids Café, playground or during field trips are asked not to bring siblings or other children with them.

Children have a dress code that stresses attractiveness, cleanliness, modesty, and weather appropriate. Families are requested to be an example of these ideals when visiting Kids 'R' Kids Learning Academy of Snellville and attending field trips.

### **Weekly Classroom Newsletter and Center Newsletters**

In our preschool classrooms, you will receive a weekly electronic newsletter on Fridays that details the events of the past week and explains what will be taking place in the class for the next week. Every month, we publish a school-wide newsletter to all parents describing school activities, upcoming events, family engagement opportunities, etc. You may access the newsletter from our website [www.kidsrkids33ga.com](http://www.kidsrkids33ga.com).

### **Wellness Policy**

Our Wellness Program will strive to increase the well-being and productivity of all our students by enhancing all aspects of health. We adhere to the following:

- Daily tummy time is provided for all infants.
- Toddlers are provided with 90 minutes of physical activity, and preschoolers are provided with 120 minutes of physical activity every day.
- We model healthy physical activity practices by participating in active play.
- Food and physical activity are not used as incentive or punishment.
- Nutrition and physical activity education are included in the weekly curriculum.
- No child is expected to remain seated or confined for more than 15 minutes, excluding meal time and naptime.
- Screen time is limited to 30 minutes per week for preschoolers, and is limited to commercial free, educational programs.
- Children under the age of two do not participate in screen time activities.
- Parents are partners in the task of fostering healthy physical activity habits for children.
- Staff members are adequately trained about physical activity for children
- **Special Note: Parent must provide written authorization to restrict child from outdoor play activities.**

## **Final Statement**

Kids 'R' Kids Learning Academy of Snellville wants to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior childcare and early education services.



**Kids 'R' Kids Learning Academy of Snellville**  
**2950 Centerville Highway**  
**Snellville, GA 30078**  
**(770) 979-7600**

I, \_\_\_\_\_, have received a copy of Kids 'R' Kids Learning Academy of Snellville Family Handbook. I understand and agree to follow the guidelines and procedures set forth in this handbook. I understand that I should contact a member of the Management Team with any questions I may have regarding any information in the Family Handbook.

---

Signature of Guardian

---

Date



<b>Distribution</b> • Child's File
---------------------------------------

## Enrollment Application

Entrance Date \_\_\_/\_\_\_/\_\_\_

Withdrawal Date \_\_\_/\_\_\_/\_\_\_

Child	
Child's Full Name _____	Age ___ Gender _____ Date of Birth ___/___/___
Child's Home Address _____	Cell Phone _____

Parent/Guardian(s)	
Parent/Guardian Name _____	Parent      Guardian
Home Address _____	Email Address _____
	Phone Carrier _____
Place of Employment _____	Business Phone _____
Employment Address _____	
Parent/Guardian Name _____	Parent      Guardian
Home Address _____	Home Phone _____
	Cell Phone _____
Place of Employment _____	Business Phone _____
Employment Address _____	

Marital Status:    Married    Separated    Divorced    Widowed    Other _____
Child's Legal Guardian(s):    Both parents/guardians    Mother    Father    Other _____
Child's Living Arrangements:    Both parents/guardians    Mother    Father    Other _____

Emergency Contacts			
The child may be released to the person(s) signing this agreement or to the following with photo ID:			
Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
Emergency contact(s) when parents cannot be reached:			
Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
Doctor to be contacted when parents cannot be reached:			
Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

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

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

\_\_\_/\_\_\_/\_\_\_  
 Date

\_\_\_/\_\_\_/\_\_\_  
 Date

## Parental/Guardian Agreement with Kids 'R' Kids # \_\_\_\_\_

1. Kids 'R' Kids # \_\_\_\_\_ agrees to provide child care for \_\_\_\_\_ on M – Tu – W – Th – F from \_\_\_\_\_ am to \_\_\_\_\_ pm. Child's Full Name
2. I agree to pay the tuition fee of \$ \_\_\_\_\_ as designated by the school as well as a registration fee of \$ \_\_\_\_\_ that will be due annually. Payment will be due on \_\_\_\_\_.
3. My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: \_\_\_\_\_  
\_\_\_\_\_.
- I agree to provide the school with all necessary information pertaining to the administering of medication (date, prescription #, Allergy Action Plan, doctor's notes, direction, medication in original pharmaceutical container, etc.).
4. I agree to follow all requirements of the school's medical policy.
5. My child has the following special needs that may affect participation in school activities: \_\_\_\_\_  
\_\_\_\_\_.
6. The following special accommodation(s) may be required to most effectively meet my child's needs while at this school: \_\_\_\_\_.
7. I understand my child will be provided with all snacks and lunch served daily during his/her hours of attendance.
8. I understand I am responsible for any special diet required by my child and will provide a doctor's note indicating so. If my child's diet consists of breast milk or formula taken from a bottle, I understand I will provide Kids 'R' Kids with the appropriate number of bottles containing formula/ breast milk necessary for my child each day. Each bottle will be clearly labeled with my child's full name and current date.
9. If my child wears diapers, I understand I will provide whatever disposable diapers are necessary for my child. I understand that only disposable diapers are permitted in the school and that they will be changed every two hours, or as needed.
10. If child is of school age, what school does he/she attend: \_\_\_\_\_.
11. Transportation is provided to and from school and on planned field trips with parental/guardian permission. A separate form and signature are required for this service. A School-Age Transportation Agreement form must be signed each school year. A field trip agreement form must be signed before each fieldtrip.
12. Should my child become ill during the time he or she is in the care of Kids 'R' Kids or suffers an accident of any nature, the school will contact me immediately and is authorized to secure such medical attention and care for my child as necessary. (The parent/guardian will assume responsibility for payment).
13. I understand that if my child is ill, including, but not limited to, a severe cough or sore throat, undetermined rash or spots, temperature over \_\_\_\_\_ degrees, severe headaches, upset stomach or diarrhea, he or she cannot be accepted into the school until well (24 hours well without symptoms or medication). In the event my child has a notifiable disease, a release form from a medical source may be required before my child can re-enter the school. Kids 'R' Kids will notify parents if a notifiable disease has been introduced into the school and guidelines will be followed per the CDC Chart/Health Dept.
14. I understand that Kids 'R' Kids # \_\_\_\_\_ a Kids 'R' Kids franchise, is independently owned and operated and that neither Kids 'R' Kids International, Inc. nor any other Kids 'R' Kids is responsible for the actions or obligations of this school.
15. I understand that it is my responsibility to escort my child into and out of the school. And to sign my child in and out of the school. I understand that a staff member will escort my child into the school when being transported from school by county or Kids 'R' Kids transportation.
16. If I have not picked up my child 30 minutes after closing, and all attempts to contact my emergency contacts and me fail, Kids 'R' Kids will call the proper authorities.
17. I understand that it is my responsibility to keep the school advised of any changes to the information provided in this application.

**I agree to abide by the policies and procedures of Kids 'R' Kids as outlined in this agreement and the Parent Handbook. I have read and understand the above statements.**

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Director Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



- Distribution**
- Child's File
  - Transportation Log
  - Field Trip Log (School-Age Only)

## Health and Emergency Permission

This form must be completed for all enrolled children annually and as changes occur

Child			
Child's Full Name _____ Age _____ Gender _____ Date of Birth ____/____/____			
Child's Home Address _____		Home Phone _____	
Parent/Guardian(s)			
Parent/Guardian Name _____		Phone 1: _____	Phone 2: _____
Parent/Guardian Name _____		Phone 1: _____	Phone 2: _____
Medical Information			
Doctor to be contacted when parents cannot be reached:			
Name _____	Full Address _____	Telephone _____	
Dentist:			
Name _____	Full Address _____	Telephone _____	
Health Insurance Provider:			
Name _____	Full Address _____	Telephone _____	
Does your child have special needs affecting participation in school activities?    Yes    No			
Specify: _____			
Does your child have allergies?    Yes    No			
Is your child on prescribed medication for Illness/Allergies?    Yes    No			
Specify: _____			
Actions Taken: _____			
Weight of Child: _____			
Emergency Contacts			
The child may be released to the person(s) signing this agreement or to the following with photo ID:			
Name _____	Address _____	Telephone _____	Relationship _____
Emergency contact(s) when parents cannot be reached:			
Name _____	Address _____	Telephone _____	Relationship _____

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Director Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



- |  |
|--|
| <b>Distribution</b><br><ul style="list-style-type: none"> <li>• Infant/Toddler Classroom Forms</li> <li>• Preschool/School-Age Classroom Forms</li> <li>• Kitchen Log</li> <li>• Child's File</li> </ul> |
|--|

### Child Allergy Profile

Update annually or as child's information changes

(place child's picture here)

Child's Full Name: \_\_\_\_\_ Suite: \_\_\_\_\_

Allergy To: \_\_\_\_\_

Symptoms of Allergic Reaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Care Plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Owner/Director Signature

\_\_\_/\_\_\_/\_\_\_  
Date

*This form was developed by Kids 'R' Kids International, Inc. It's important to review State Guidelines regularly to ensure compliance.*



**Distribution**

- Child's File
- Infant/Toddler Classroom Forms
- Pre-School/School-Age Classroom Forms

**Child Profile**

For children ages 1 and up

A new form is required with each classroom transition

This profile will help your child's teacher get to know your child better. Your input will also help with your child's adjustment to the new classroom.

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

(Please Print)

1. List any nicknames your child may have. \_\_\_\_\_

2. Has your child had previous group care experiences?  Yes  No

3. What language(s) is spoken in your home? \_\_\_\_\_

4. List the names and ages of siblings.

\_\_\_\_\_  
\_\_\_\_\_

5. Do you have pets at home?  Yes  No If yes, please list type of pet and name.

\_\_\_\_\_

6. What words are spoken in your home to describe everyday things (I.e. toileting, nap, eat, play and outside)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_/\_\_\_/\_\_\_  
Date

*This form was developed by Kids 'R' Kids International, Inc. It's important to review State Guidelines regularly to ensure compliance.*



**Distribution**

- *Child's File*

## Release

For and in consideration of the opportunity to have my minor child's name, voice, picture, portrait, artwork and/or likeness published and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, on behalf of myself and my minor child, hereby agree as follows:

1. I hereby grant Kids 'R' Kids International, Inc., Kids 'R' Kids # \_\_\_\_\_, and its affiliates, franchisees, nominees, licensees, successors and assigns and those acting under their permission (hereinafter "KRK"), the unrestricted, absolute, perpetual, worldwide right to:

a. use my and my minor child's name, voice, picture, portrait, artwork and/or likeness, however obtained;

b. reproduce, copy, modify, alter, edit, publish, use, create derivatives in whole or in part, without limitation, my and my minor child's image, picture, portrait, artwork and/or likeness in still and/or video photography, film or tape taken of me or my minor child by or on behalf of KRK.

c. display, exhibit, distribute, transmit or broadcast the above or any part thereof; in any project or medium, whether now or hereafter existing, including, without limitation printed publications, television, radio, the internet, any online service or website, blog or social media, including, without limitation: Twitter, Facebook, Instagram, any number of times and for any purpose, including, without limitation, promotional, advertising and marketing purposes.

2. I agree that any picture, portrait, artwork or other product or material derived there from is wholly owned by KRK and that KRK may copyright any product or material containing same. If I receive any copy thereof, I shall not use it for any purpose nor authorize its use by anyone else.

3. I hereby waive my right to inspect and/or approve the finished product or material, or to the eventual use that it might be applied.

4. I hereby release and discharge KRK from and against any claim or liability arising out of invasion of privacy, right of publicity, defamation, portrayal in a false light, misappropriation, and copyright infringement arising out of or in connection with the use of materials referenced hereunder, including without limitation the use of my or my minor child's name, voice, picture, portrait, artwork and/or likeness in any manner authorized by this Release, whether now known or arising in the future.

5. I hereby warrant that I am eighteen years old or older and am the parent and/or legal guardian of the minor child named below and am competent to contract for the minor child named herein as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents hereof. I agree that this Release is intended to be as broad and inclusive as permitted under the laws of the State of Georgia, and that if any portion thereof is held to be invalid, that the balance shall continue in full force and effect.

6. This Release constitutes an Agreement between myself and KRK and contains the entire understanding between myself and KRK regarding the subject matter hereof. This Release cannot be modified except in a writing signed by all parties hereto and shall be governed in accordance with the laws of the State of Georgia.

\_\_\_\_\_  
Child's Full Name

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

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



**Distribution**

- Child's File
- Transportation Log

### Transportation Agreement

The following information is required to be updated by Kids 'R' Kids annually and when transportation situation changes

Child's Full Name: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

**Kids 'R' Kids \_\_\_\_\_ emergency transportation/medical procedure:**

1. Call emergency medical team, if necessary
2. Contact parent/guardian (phone, email, text)
3. Contact alternate emergency contact, if necessary
4. Emergency medical team transports child to hospital.
5. Kids 'R' Kids representative will accompany child to hospital.

Emergency Medical Facility the center uses: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I, \_\_\_\_\_ give permission for Kids 'R' Kids \_\_\_\_\_ to seek medical attention and /or transport my child \_\_\_\_\_, in the event of any emergency. I further agree to hold harmless and release Kids 'R' Kids \_\_\_\_\_ and Kids 'R' Kids International, Inc. from all liability. I further agree to keep the facility informed of any changes in the information below.

**For School Age Use Only:** *If the child relocates to another school or the hours change, this form must be updated immediately*

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_

- In the event the designated location is unable to receive children they will be returned to Kids 'R' Kids \_\_\_\_\_.
- It is vital that Kids 'R' Kids \_\_\_\_\_ be notified of any changes in the above scheduled transportation.
- Kids 'R' Kids \_\_\_\_\_ will assume the above schedule of transportation will be followed unless we receive different instructions from parents in writing. Instructions should be received at Kids 'R' Kids \_\_\_\_\_ by the earliest possible time before scheduled pickup or drop off.

I, \_\_\_\_\_ agree for my child to be transported by Kids 'R' Kids \_\_\_\_\_

To school at \_\_\_\_\_ (am/pm)

From school at \_\_\_\_\_ (am/pm)

**On the following days: Monday Tuesday Wednesday Thursday Friday**

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Director Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*This form was developed by Kids 'R' Kids International, Inc. It's important to review State Guidelines regularly to ensure compliance.*

**Bright from the Start: Georgia Department of Early Care and Learning  
CACFP Meal Benefit Income Eligibility Statement\***

<b>PART I: Child(ren) or Adult enrolled to receive day care</b>						
Name: (Last, First and Middle Initial)	SNAP, TANF, or FDIPIR case number, or Client ID number for children only. All the above, or SSI or Medicaid case number for Adults. <b>Note:</b> Do not use EBT numbers. Write case number and proceed to Part III.	Children in Head Start, foster care and children who meet the definition of migrant, runaway, or homeless are eligible for free meals. Check (✓) all that apply. (See definitions in FAQs)				
		Head Start	Foster Child	Migrant	Runaway	Homeless
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART II: Report income for ALL Household Members (Skip this step if participant is categorically eligible as documented in Part I.)**  
**Are you unsure what income to include here? Flip the page and review the charts titled "Sources of Income" for more information.**

**A. Child Income<sup>1</sup>** - Sometimes children in the household earn or receive income. Please indicate the TOTAL Child Income/How often? income received by child household members listed in PART I here. \$ \_\_\_\_\_/\_\_\_\_\_

**B. Other Household Members<sup>1</sup>**. List all household members even if they do not receive income. Also, list the adult participant if he/she did not meet eligibility in Part I. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter "0" or leave any field blank you are certifying (promising) there is no income to report.

Name of Other Household Members (First and Last)	1. Earnings from work before deductions / How often?	2. Welfare, child support, alimony / How often?	3. Social Security, pensions, retirement / How often?	4. All other income / How often?
1. _____	\$ _____/_____	\$ _____/_____	\$ _____/_____	\$ _____/_____
2. _____	\$ _____/_____	\$ _____/_____	\$ _____/_____	\$ _____/_____
3. _____	\$ _____/_____	\$ _____/_____	\$ _____/_____	\$ _____/_____
4. _____	\$ _____/_____	\$ _____/_____	\$ _____/_____	\$ _____/_____
5. _____	\$ _____/_____	\$ _____/_____	\$ _____/_____	\$ _____/_____

**C. Total Household Members (Adults and Children) listed in Part I and Part II** \_\_\_\_\_

**Social Security Number.** If income is listed or completed in Part II, the adult completing the form must also list the last four digits of his or her Social Security Number or check the "I don't have a Social Security Number" box below. (See Privacy Act Statement on next page). **Failure to complete this section, if income is listed, will result in the denial of free or reduced eligibility.**  
 Last four Digits of Social Security Number XXX-XX \_\_\_\_\_  I do not have a Social Security Number

**PART III: Enrollment Information: Children Only**  
 My child is normally in attendance at the facility between the hours of \_\_\_\_\_ [am/pm] to \_\_\_\_\_ [am/pm].  (✓) Check here if only before/after school care is provided.  
 Circle the days your child will normally attend the center: **Sunday Monday Tuesday Wednesday Thursday Friday Saturday**  
 Circle the meals your child will normally receive while in care: **Breakfast AM Snack Lunch PM Snack Supper Evening Snack**

**PART IV: Signature**  
*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposefully give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted. This signature also acknowledges that the child(ren) or adult listed on the form in Part I are enrolled for care. If not completed fully and signed, the participant will be placed in the Paid category.*  
 Signature: **X** \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \*This application is a revision of USDA's newly released meal benefit prototype and meets all legal requirements and reflect design best practices identified by USDA through focus testing and other research.

**PART V: Participant's Ethnic and Racial Identities (optional)**

Check (✓) one ethnic identity:  Hispanic/Latino  Not Hispanic/Latino  
 Check (✓) one or more racial identities:  Asian  White  Black or African American  Indian or Alaska Native  Hawaiian or other Pacific Islander

**Official Use Only Section for Provider: Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12**  
**Total income:** \_\_\_\_\_ **Per:**  Week  Every 2 weeks  Twice a month  Monthly  Year **Household Size:** \_\_\_\_\_  
**Categorical Eligibility:** check (✓) if applicable  **Eligibility:** check (✓) one Free  Reduced  Paid   
**Day Care Homes Only:** check (✓) one Tier I  Tier II   
 When more than one person is performing CACFP duties, there must be at least two signatures on this form: one signature from the Determining Official (the official who determined initial income classification) and one signature from the Confirming Official (the official who verified the form's accuracy).  
**Determining Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Confirming Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Follow Up Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The participant in the day care facility may qualify for free or reduced-price meals if your household income falls within the limits on the Annual Income Eligibility Guidelines.

Household Size	Yearly Income
1	
2	
3	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <p><b>Please refer to the Income Eligibility Guidelines that are updated annually and available on DECAL's website.</b></p> </div>
4	
5	
6	
7	
8	
Each additional person	Add:

**Privacy Act Statement:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the social security of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a SNAP, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the Program.

**Non-discrimination Statement:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
 U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or
2. **fax:**  
 (833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

**This institution is an equal opportunity provider.**

## INSTRUCTIONS

**Households that receive SNAP, TANF, FDPIR, SSI or Medicaid: Complete the following:**

**Part I:** For family day care home and child care center, list participant's name and a SNAP, TANF, or FDPIR case number. For adult day care, list participant's name and a SNAP, TANF, FDPIR, SSI or Medicaid case number. **Note: foster children (children placed in the household by the court system) can be included in this section. A separate form is no longer needed for foster children. Note:** Children in Foster care, enrolled in Head Start and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Please refer to the Q&A section for a definition of each free categorical eligibility.

**Part II:** Skip this part.

**Part III:** Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

**Part IV:** Sign the form.

**Part V:** Answer this question if you choose to.

**All other Households, including WIC households, complete the following:**

**Part I:** For family day care home, child care center or adult day care, list participant's name.

**Part II:** To report total household income from last month, complete the following:

**A- Child Income:** Please indicate the TOTAL income received by **Child** household members listed in PART I. Please list any child income and how often it is received in this section.

**B – Adult Income:** List the first and last name of each **Adult** person living in your household as an economic unit. You must indicate yourself and all other adult members living with you. In the case of an adult participant, the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant should be listed here as well. Attach another sheet if necessary.

**List Gross Income.** Next to each person's name, list each type of income received last month, and how often it was received.

**B-Column 1:** List the gross income each person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly).

**B-Column 2:** List the amount each person got last month from welfare, child support, alimony.

**B-Column 3:** List Social Security, pensions, and retirement.

**B-Column 4:** List all other income sources including Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits IVA benefits), disability benefits, regular contributions from people who do not live in your household. Report net income from self-owned businesses, farming, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

**Social Security Number:** If income is listed or completed in Part II, the adult completing the form must also list the last four digits of his or her Social Security Number or mark the "I don't have a Social Security Number" box.

**If no income:** If the person does not receive income from any source, write "0". If "0" is entered or any income field are blank, the person is certifying that there is no income to report.

**C – Total Household Members. Please list the total number of all household members (children and adults) in this section.**

Sources of Income for Children		Sources of Income for Adults		
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military:	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government	• Social Security (including railroad retirement and black lung benefits) • Private pensions or disability benefits • Regular income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A parent is disabled, retired, or deceased, and their child receives Social Security benefits	- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Alimony payments - Child support payments - Veteran's benefits - Strike benefits	
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money			
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust			

**Part III:** Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

**Part IV:** An adult household member must complete this section completely and then sign the form. Please refer back to Part II to ensure the last four digits of his/her social security number have been recorded or the box has been marked if he/she does not have one.

**Part V:** Answer this question if you choose to.

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**Privacy Act Statement:** This explains how we use the information you give us.

## The Child and Adult Care Food Program

### Income Eligibility Statement Form and Supporting Documents

The United States Department of Agriculture (USDA) issued revised Income Eligibility Statements (IES) and other required forms to all state agencies to disseminate to institutions participating in the Child and Adult Care Food Program (CACFP). The newly revised IES package includes the following: IES form and instructions, reduced income guidelines template with privacy and non-discrimination statement, Sharing Information with Medicaid/SCHIP letter, sample house-hold letters based on program type, and template letters to use when verifying income and reporting the results of the verification. This newly revised IES application conforms to USDA's newly released prototypes and therefore meet all legal requirements and reflect design best practices identified by USDA through focus testing and other research.

The revised IES package and supporting documents is available at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>.

### Frequently Asked Questions

**Q. What information do I issue to parents?**

**A.** Institutions and facilities should issue the IES form, reduced income guidelines with the privacy and non-discrimination statement, appropriate household letter, and the Sharing Information with Medicaid/SCHIP letter to parents/guardians of children/adults participating in the CACFP.

**Q. Can centers/day care homes require parents/guardians to complete the IES form as part of the enrollment package?**

**A.** Centers/day care homes can **request** that parents/guardians complete the form as part of the enrollment process, but centers should **not require** parents/guardians to complete the form nor should they have policies/practices in place that negatively impacts the prospective/current participant's enrollment if the parent declines or fails to complete or submit the form. This action would be in violation of the Program.

**Q. Why is it necessary to issue the Sharing Information with Medicaid/SCHIP letter to parents?**

**A.** Parents/guardians that do not wish to have their information shared with either Medicaid or SCHIP must complete the form and return to facility. Otherwise and when requested by Bright from the Start or the United States Department of Agriculture (USDA), parent/guardian information will be shared with Medicaid/SCHIP.

**Q. Is it necessary to have three official's signatures on the new IES form-especially when the center is an independent center with only one staff person managing the CACFP?**

**A.** No. Only one signature is required for Independent centers with only one staff person responsible for managing the CACFP. However, institutions with more than one person managing the CACFP, and center and administrative sponsors are required to have a minimum of two signatures: **determining official and confirming official**.

**Q. What is the purpose of having a determining and confirming official signature?**

**A.** The confirming official will review the form and ensure accuracy and completeness. IES forms are considered current and valid until the last day of the month in which the form was dated on year earlier. The date to be used to make this determination is the date in which the sponsor or institution official signs the IES form to certify eligibility of the participant.

**Q. How long is the IES form considered current and valid?**

**A.** IES forms are considered current and valid until the last day of the month in which the form was dated one year previously. The date used to make this determination is the date in which the sponsor/independent center official or parent/guardian signs the IES form. CACFP institutions and SFSP sponsors must decide which date they will use as the effective date and apply this date to all income eligibility forms submitted on behalf of all participants. CACFP institutions and SFSP sponsors are required to complete the **Income Eligibility - Effective Date Option Form**. In addition, institutions must indicate the options chosen in Section VIII. Recordkeeping (Item #2) of their Management Plan.

This means that sponsor and independent center officials should not request parent/guardians to complete IES forms at a specific frequency (e.g. start of each school year, every June, etc.). Request made by the sponsor or independent center official for IES form completion should be based solely on the expiration date of the IES forms.

**Q. Do I send a report to Bright from the Start listing parent/guardians that want their information shared with Medicaid/SCHIP?**

**A.** No. When instructed by USDA, Bright from the Start will request and collect data from institutions.

**Q. Can this form be used for children in childcare facilities and adults in adult daycare facilities?**

**A.** Yes.

**Q. Can siblings be listed on one form?**

**A.** Yes. Siblings from the same household can be listed on one form as long as there is space available.

**Q. When do I verify parent/guardian income?**

**A.** At the request of the United States Department of Agriculture (USDA), Bright from the Start, or any of its agents.

**Q. Where can I get copies of the IES form and supporting documents?**

**A.** Access Bright from the Start's webpage at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>

**Q. Can I still participate in the CACFP if parents do not complete the IES form or do not return the form to my center?**

**A.** Yes. However, children that do not have IES forms on file must be placed in the **"paid"** category on the roster, which will effect monthly reimbursement. Centers that are using the IES form to capture annual enrollment information will be required to use an alternate enrollment form that captures at a minimum the name of the child, normal hours and days of care and meals the child usually receives while in attendance.

**Q. What if the form is completed by the parent but is not signed and dated by the sponsor or independent official. Is the form valid?**

**A.** The form would neither be current nor valid for free or reduced price meals since the signature and date of the sponsor or independent official is the certification of the eligibility of the participant.

**Q. Are households required to report changes in circumstances?**

**A.** No, Public Law 108-265 modified the requirements related to reporting changes in income during the period of eligibility covered by the application. Households are not required to report changes in circumstances, such as increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance for Needy Families (TANF).

**Q. Are temporary approvals (45 days) still required when no income is reported?**

**A.** No. Temporary approvals previously provided for short term assistance, such as when a household experienced a temporary income reduction or when no income was reported have been eliminated, are no longer required. Now, year-long eligibility includes households that report no income on their IES forms.

**Q. Can parents list some but not all of the household income received?**

**A.** No, the IES form requests all the household income including the frequency. By signing the IES form the parent/guardian certifies that all the information on the form is true and that all income is reported and that they understand that the center or day care home will receive Federal funds based on the information listed by the parent/guardian.

**Q. Do children participating in Head Start or Early Head Start need to complete additional income eligibility forms to qualify for free meals?**

**A.** Children enrolled in federal and state-funded Head Start or Early Head Start Programs are categorically eligible to receive free meal benefits without further application or eligibility determination. Categorical eligibility means Meal Benefit Forms are not required.

Eligibility determinations for the CNPs are made on an annual basis. As long as the child is enrolled in Head Start or Early Head Start at the time the annual eligibility determination is made, all reimbursable meals served to that child may be claimed at the free rate.

Institutions, sponsors, and school food authorities may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include:

- Approved Head Start application
- Statement of Head Start enrollment
- List of participants from a Head Start official

**Q. If a child who is eligible for Head Start benefits also attends a child care center or day care home, is the child automatically eligible for free CACFP meals at the child care facility without further application or eligibility determination?**

**A.** Yes. All CACFP reimbursable meals served to children enrolled in Head Start or Early Head Start may be claimed at the free rate by child care centers or at Tier I rates in day care homes in which they are enrolled. Documentation of acceptable Head Start eligibility must be maintained.

**Q. Are the siblings or other children who are members of a Head Start child's household also automatically eligible for free meals without further application?**

**A.** Only children enrolled in Head Start are categorically eligible. Categorical eligibility based on Head Start enrollment does not extend to all children in the same household.

**Q. Can a day care home document its eligibility for Tier I reimbursement based on the provider's own child's enrollment in a Head Start program?**

**A.** The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) extended categorical eligibility only to children enrolled in Head Start; therefore, a child's Head Start enrollment does not extend to the provider.

**Q. Are children who are enrolled in Head Start, but who are members of households that are above the Head Start income eligibility requirements, still eligible for CACFP meals at the free rate?**

**A.** Yes. All reimbursable meals served to children enrolled in Head Start may be claimed at the free rate. Head Start serves primarily children from families with household incomes at or below the federal poverty level. However, a small proportion of children in families with household incomes above the poverty level may also be served.

Public Law 110-134 amended sections 9(b)(12)(A)(iii) and 17(c)(5) of the Richard B. Russell National School Lunch Act to make any child enrolled in Head Start categorically eligible for free meals without further application or eligibility determination.

**Q. Are children enrolled in state-funded prekindergarten programs eligible for free meals?**

**A.** Children participating in state-funded prekindergarten programs are not automatically eligible for free meals. In California, the income eligibility requirements for state-funded preschools are less stringent than the requirements for the Head Start Program. Therefore, determinations of eligibility for free meals for participants must be made on an individual basis.

**Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004.**

**Q. What is the definition of homeless?**

**A.** The term "homeless children" has the meaning given to "homeless children and youths" in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)).

"Homeless children" means:

1. Individuals who lack a fixed, regular, and adequate nighttime residence; and
2. Includes -
  - a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are

living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Migratory children who qualify as homeless because they are living in circumstances described in a-c above.

**Q. What is the definition of migrant?**

**A.** Migrant family means, for purposes of CACFP eligibility, a family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work and whose family income comes primarily from this activity.

**Q. What is the definition of runaway youth?**

**A.** The term "runaway", used with respect to a youth, means an individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. <https://definitions.uslegal.com/r/runaway-youth>

**Q. What is the definition of Foster care?**

**A.** Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

Dear Parent/Guardian:

If your children qualify for free or reduced price meals, they may also be able to get free or low cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to become sick.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, *unless you tell us not to*. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children in this health insurance program. Filling out the CACFP Meal Benefit Income Eligibility Forms does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send it with your Income Eligibility Form to [address] by [date]. (Sending in this form will not change whether your children get free or reduced-priced meals.)

- No! I DO NOT want information from my CACFP Meal Benefit Income Eligibility Form shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call \_\_\_\_\_ at \_\_\_\_\_  
CACFP Meal Benefit Income Eligibility Form Sharing Information with Medicaid/SCHIP.