



Parent Handbook

2022-2023



1631 Grandview Drive N.
Twin Falls, ID 83301
208-733-6128 x 102



We are blessed that you have chosen us to care for and nurture your child.

We are a Christian preschool and child care center operated under the direction of Twin Falls Reformed Church. We understand the importance of providing a loving, clean, and secure environment where children can explore God's world, learn principles for living, and experience God's love.

Our aim is to provide Christ-centered, quality care for children from birth through school age.

This handbook will help to answer many of the questions you may have about our center. I would be happy to talk with you about any questions or concerns you may have. Feel free to call me at (208)733-6128 x 102 or email me at kidszone@tfrfc.org.
EMERGENCY/Cell number: 208-751-0469

Sincerely,

Kimberlee Christensen
TFRC Kids' Zone Director



It is a goal of TFRC Kids' Zone Preschool and Child Care to develop life-long learners who are grounded in the joy of the Lord and the values of His kingdom; and to help children build a foundation that enables them to enter into an academic setting with confidence, self-assurance and a strong sense of self-worth.

Our Goals Are:

- To teach Christian morals and values
- To integrate a high quality curriculum program that will develop healthy children to succeed in school
- To prepare children for a progression of skills and knowledge in physical, language, and cognitive development with a balance between teacher directed and child initiated activities
- To create a community where children learn to relate to others, to value friendships, and to respect all people
- To help children learn to develop self-discipline and independence and to deal with his or her emotions in an appropriate manner

Our Mission

TFRC Kids' Zone Preschool's mission is to provide a nurturing environment that sparks the love for God, learning, and healthy relationships using imagination, constructive play, and educational Christian curriculum.

Enrollment

Our program is open to eligible children on a non-discriminatory basis. No child will be excluded on the basis of race, gender, national origin, ancestry, religious affiliation, or disability. The following must be completed and submitted to Director in order to enroll your child into the program:

- TFRC KZ Enrollment Form
- Copy of Child's Immunization Record
- Signed Parent Handbook Form
- Registration Fee

Tuition and Registration

Tuition is figured as a monthly fee. It is to be paid in advance by the first day of the month. Any other payment arrangements for special circumstances must be approved in advance and set up in writing. 10% late payment fee will be charged on the 5th of the month.

If tuition is not paid by the 10th, children will be taken off schedule until tuition obligations are met (including all late payment fees.) All past due accounts will be turned over to a collection agency for collection.

All students are charged a yearly \$125 non-refundable registration fee at the time of registration. After the registration fee is paid and application is received, a spot will be held for your child.

Fees

Late pick-ups will result in additional fees added to your child care bill. Pick-up after 6:00 p.m. (11:30 for Half-Day preschool) will result in an additional charge of \$1.00 per minute added to your bill.

There is a \$15 charge assessed on all returned checks.

Half-Day Preschool Schedule & Tuition

Half-day preschool begins the Wednesday after Labor Day and ends the Wednesday before Memorial Day. It follows the Twin Falls public school schedule and is closed for 2 weeks for a winter break and 1 week for a spring break and Thanksgiving break.

Half-Day Preschool— 3 and 4 Year Old

Tuesday, Wednesday, and Thursday 9:00a.m. - 11:30a.m.

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

\$1440 Tuition per year can be paid:

- 9 monthly payments of \$160 beginning September 1st and continuing each month until May 1st
- one full payment of \$1440 on September 1st

Full-Day Preschool & Child Care Rates and hours

Our child care opens at 7:00 a.m. and closes 6:00 p.m., Monday through Friday. The child care is closed on the following holidays:

New Year's Day, President's Day, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. We will close early (5:00 p.m.) on New Year's Eve. If a holiday falls on the weekend, the child care will be closed on the Friday before or the Monday after the holiday. We will be closed a week in December for cleaning, staff training, and set up for the new year. Tuition does NOT change for the time mentioned above that we are closed.

Infants: newborn—17 months

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

○ \$650 a month

Toddlers: 1 years—3 years

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

○ \$600 a month (lunch included)

Older Toddlers: 3 year-old Class (Must be potty trained.)

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

○ \$575 a month (lunch included)

Full-Day Preschool:

4 year-old Class (4 years old by Sept.1 and potty trained)

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

○ \$490 a month (lunch included)

After-School Kindergarten Care

\$125 Registration Fee (non-refundable) Returning children: Registration Fee \$100 (non-refundable)

○ \$350 a month Hours: 11:30—6:00 pm (lunch included)

(Summer: \$435 a month, lunch included)

*Days out for in-service included.

After-School Program 1st-4th Grade

\$125 non-refundable registration fee

○ \$150 a month (Summer: \$330 a month, bring a sack lunch.)

Holding Fee

A holding fee of \$100 may be available if a child will be out for an entire month of care. Up to 3 months may be taken consecutively, after which, if unable or unwilling to return for any reason, the child will be placed at the top of the waitlist and child's current spot will be filled with another child in need of care.

Immunizations

We are required to have 100% compliance with Idaho's immunization laws. This means that not only must we have a copy of the immunization record on site for every child, but those records must show that the children are current in their immunizations. Here are four things that do count as compliance:

1. The child is behind on immunizations, but we have a copy of an appointment card or a note from the doctor saying the child is scheduled for an appointment.
2. The child is behind on immunizations, but we have a letter from the doctor explaining why the child is not being immunized on the schedule set forth by Idaho law.
3. Child is on the Catch-Up Immunization Schedule.
4. There is a State of Idaho exemption form on file for the child. Exemption can be based on medical, personal, or religious reasons. The form can be obtained from the Director. In the event of an outbreak of a vaccine-preventable disease, vaccine-exempt children may be excluded from child care, and no credit will be given for absences.

Arrival and Pick-Up/Signing In and Out

The only people allowed to pick-up a child are those whose names are indicated on the child's enrollment forms. If this person is unknown to our staff they will need to show identification before the child is released.

If for any reason the parents want someone else to pick-up their child we must have a written note signed by the parent with the person's name and contact information. The designated person will be asked to show a driver's license or other proof of identity. If you are unable to send a written note, you may verbally notify the Director, Assistant Director, or staff and give them the name and description of the person picking up your child. Please inform the person picking up that they will need to show identification upon pick-up.

It is required that all children are escorted into the building and must be signed IN and OUT daily on the sign-in sheet by the parent or authorized person. Parents are required to make contact with each of their children's teachers upon drop-off and pick-up. Failure to sign in our out on the sign-in sheet will result in an extra charge.

Children will not be released to individuals who are suspected of using alcohol or drugs prior to arriving at TFRC KZ and authorities will be called. In the case of divorce decrees, child custody, protection orders, etc. a copy of the official court documents will need to be in the child's file. It is the policy of TFRC KZ to not be a part of marital/custody disputes. Please make sure that your disputes are handled off of TFRC KZ premises.

Infants

We strive to be consistent with the infants. We have a schedule we try to use but we understand they are little and we will meet their needs as needed. We do not have a sanitizer and we will be sending bottles and sippy cups home weekly to be cleaned. We do have parents provide bottles, sippy cups, pacifiers (if needed), diapers, wipes, diaper cream and baby food. It is imperative that you bring these items for your child as we don't not have extra that we can provide. Please label all of your child's belongings.

7:00-8:00 Arrival (bottle if need)	10:00-10:30 Wake up/Diapers	1:30-2:00 bottles
8:00-8:30 Breakfast (solids)	10:30-11:30 Playtime	2:00-3:00 nap
8:30-9:15 Diaper and Playtime	11:30-12:00 Lunch	3:00-3:30 wake up/diapers
9:15-9:30 Bottles	12:00-1:00 Playtime	3:30-5:00 playtime/eat/diapers
9:30-10:00 Naptime	1:00-1:30 Diapers	5:00 combine in big room

Evacuation Procedure

Your child's safety is our utmost concern. Monthly fire drills are carried out to prepare us for such emergencies. In the event of a true evacuation, we will meet outside along the fence of the playground. Teachers will review sign-in to assure all children are out of the building. Teachers will then take the children to the gym in the east building. If the gym is not a safe place due to the nature of the emergency, we have made arrangements with the CSI Early Learning Center located at 1112 Frontier Rd. to use their center. Children will be supervised by TFRC KZ staff. You will be notified and can pick up your child at the CSI Early Learning Center. We do not foresee ever needing these, but the plan needs to be in place per State Regulations.

Emergencies

In the event your child is hurt or has an emergency situation, to following will be done:

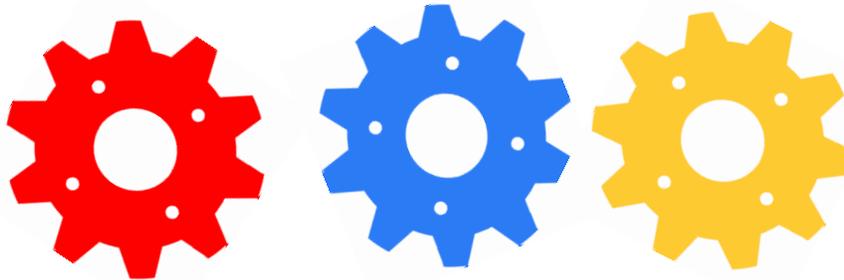
1. If the injury is not serious, simple first aid will be given.
2. If the injury is serious or may require a doctor's attention, parent will be contacted and the child may be taken to a local medical facility. If necessary, 911 will be called and the child transported St. Luke's Magic Valley Medical Center or the closest medical center. Every attempt will be made to contact the parent before transporting.

Be sure to keep all addresses and telephone numbers current. Please update the director-in writing with any address or phone number changes.

Child abuse and/or neglect

As child care providers we are required by law to be mandated reporters of child abuse, which includes sexual abuse and neglect. If this occurs, we keep the matter confidential.

TFRC KZ will minimize or eliminate one adult/one child opportunities by ensuring that adults do not go behind closed doors with children (i.e. bathrooms). Staff will remain in sight of other staff while interacting one on one with children. TFRC KZ has an open door policy, which means parents/guardians are welcome to visit their child's classroom at any time. Staff is trained at new hire orientation and then yearly regarding preventing, recognizing, and reacting responsibly to child abuse and child sexual abuse.



Illness Policy

PLEASE, for the health of your child and others, **DO NOT** send your child to school ill.

Children may not attend if they have had diarrhea, vomiting, or a fever (100 scan), or other signs or symptoms of illness within 24-hour period.

1. Please call if your child is going to absent. 733-6128 x102
2. If your child should become ill while in school, you will be notified and asked to pick up your child immediately. (30 min) Any ill child will be separated from the other children and be made as comfortable as possible. Your child needs to be without a fever for 24 hours without the aid of a medication (fever reducer) in order to return to the center.

Some symptoms to watch for: (Referenced from Child Care Manual: A Guide for Child Care Professionals in Idaho)

- Severe coughing – child gets red or blue in the face (makes high-pitched croupy or whooping sounds after he coughs) or keeps them up at night.
- Yellow or green runny nose
- Breathing trouble – especially important in an infant under six months old
- Yellowish skin or eyes
- Pinkeye (tears, redness of eyelid lining, irritation, followed by swelling & discharge of pus)
- Unusual spots or rashes
- Infected skin patch(s) – crusty bright yellow, dry, or gummy areas of the skin
- Fever in the past 24 hours (no fever for 24 hours without the aid of fever reducers.)
- Unusual behavior – cranky, less active than usual, cries more, looks unwell
- Frequent scratching of scalp or skin
- Gray or white bowel movement
- Unusually dark, tea-colored urine
- Sore throat or trouble swallowing
- Headache
- Vomiting in past 24 hours
- Loss of appetite
- Diarrhea in past 24 hours

Medication Policy

TFRC KZ Director or Assistant Director will administer medications to your child if needed. All medications must be given to your child's teacher upon arrival in the morning and will be kept out of reach of children. Medication is **NOT** to be put in your child's cubby. - Before medication can be administered a Medication Consent Form needs to be completed by the parent or guardian. All medicine needs to be in its original container. Prescription medicine must be labeled with the child's name, dosage, times of administration, name of physician, and the name of the pharmacy. A record will be kept of the medication given. Please refer to Medication Consent Form.

Items from Home

Children may bring something to sleep with, such as a blanket or stuffed animal if they would like to, however all personal belongings will be kept in their backpack before and after rest time. Please do **NOT** send toys from home. The classrooms are well equipped with the necessary toys for the planned learning activities. Toys may be brought for “share time” as scheduled by the individual classrooms, but items will be required to be kept in their backpack during the rest of the day. We request that no play guns or knives be brought. Your cooperation will be greatly appreciated.

Rest/Nap Time

We have a daily rest time for all children in the full-day program. Rest time is from 12:30-3:00. Sleep is encouraged, but not enforced as long as the child is quiet and not disturbing others. Each child will be provided with his/her own cot to rest on. We encourage children to bring a small blanket from home that can be kept at school during the week, but we ask that at the end of the week that their personal blanket is taken home to be washed. **All items must fit in their backpack.**

PLEASE MARK ALL PERSONAL ITEMS WITH YOUR CHILD'S FULL NAME.

Potty Training

We are happy to partner with families in the potty training process. We believe that it is important to the success of the child that there is consistency in both the home and the child care. Some signs to look for to determine if your child is developmentally ready to begin the potty training process: appropriate communication skills to express the need to use the potty, staying dry for long periods of time, and interest in staying dry or clean. During potty training, please dress your child in clothing that is easy to pull on and off. NO overalls, onesies, belts, buckles, buttons, etc. A second and third set of spare clothing is required. We do have a potty training agreement that we ask that you sign before we start potty training. Consistency is the key if we feel the child isn't succeeding we will stop potty training at the facility until it becomes a positive experience again.

Regular Newsletters

Newsletters will be sent home via email to parents keeping you informed of what's happening in the classroom each month. Please keep these posted for easy reference throughout the month. If you wish to send a note to the teacher, please hand the note directly to the teacher.

The teacher will share with the parents the student's strengths and progress at least twice a year in the fall and spring. The teacher desires to work closely with the parents for the welfare of the child. Parents are invited to contact the teachers regarding any problem, and additional conferences may be arranged at any time.

Birthdays

Birthdays are special, and it is fun for children to share their birthdays with their preschool/childcare friends. If you would like to provide special refreshment, please contact the teacher in advance. We ask that treats are store bought, no homemade treats. Parents may make arrangements to attend at this time. If your child has a summer birthday, you may wish to celebrate his/her half birthday.

Special Events and Outings

As a developmental preschool, we feel the more experiential activities we can offer the children; the greater the foundation will be for future learning. Field trips are one way to provide children with new experiences. Field trips give experiences outside the classroom setting that enhances what we learn in the classroom. We like to visit places that you and your family might not ordinarily visit, or perhaps see it in a whole new way. They are a wonderful parent/child time as well as a time to enhance relationships between child/child and parent/parent. The teacher will plan and coordinate all field trips and special events, sending home information for each specific activity.

Children's Clothing

Dress for Mess: Our program for children is active, hands-on, and often times messy! Children will participate in a range of sensory experiences and outdoor play, so please send your child in appropriate, comfortable "play" clothing. We will get messy!

Dress for the Weather: Most days, unless the weather is really bad, we will spend at least a brief time outdoors to get some fresh air, to experience all the seasons, and to learn about our outdoor environment. Please dress your children in cool or warm clothing, along with hats, mittens, and boots when necessary. Please bring shoes or slippers for indoor wear during boot weather.

Change of Dress: Please send or keep a change of clothes in your child's backpack. Extra clothes are available at the school but children often feel most comfortable in their own clothing. Please leave toys, etc., at home unless it is a requested "show and tell" item. A comfort toy or picture may be left in child's backpack.

Volunteering in the Classroom

Parents have the primary task for providing a home of love, forgiveness, trust, fulfillment, respect and self-esteem. Our program assists by providing a wide variety of learning experiences in a Christian environment. Parent participation in the classroom can be a wonderful support to children and their teachers. We welcome involvement in the classroom at any time; please coordinate times with the teacher. Our desire is to partner with parents, as the primary educators of their child. We do ask that younger siblings not be brought to class unless previously approved by the teacher or director. Background checks (with Social Security number) need to be completed prior to parents volunteering in the classroom.

Babysitting

TFRC Kids' Zone assumes no responsibility for employees after their scheduled work hours.

Appropriate Child Guidance

Learning to solve problems in a constructive way is a vital part of each day. Our teachers desire to be models of Christian love to the children and will handle problems in a loving way.

Appropriate self-discipline for each child is one of the goals of our program. Guidance or "discipline" is as much about encouraging positive, pro-social behaviors in children as it is about "controlling" behaviors that are disruptive or dangerous. As a basis for decision-making in the classroom, adults use the guidelines in Developmentally Appropriate Practice in Early Childhood (Bredekamp, 2009), and when possible, we implement the "Problem Solving Approach to Social Conflict" that is part of the High/Scope Curriculum.

Steps of Conflict Resolution

- 1. Approach calmly, stopping any hurtful actions or language**—A calm manner reassures children that things are under control and can be worked out to everyone's satisfaction.
- 2. Acknowledge feelings**—Children need to express their feelings before they can let go of them and think about possible solutions to the problem.
- 3. Gather information**—Adults are careful not to make assumptions or take sides. We ask open-ended questions to help children describe what happened in their own words.
- 4. Restate the problem**—Using the information provided by the children, the adult restates the problem, using clear and simple terms and, if necessary, rephrasing hurtful words.
- 5. Ask for ideas for solutions and choose one together**—Adults encourage children to suggest solutions, helping to put them in practical and concrete terms. We accept their ideas, rather than impose our own, thus giving children the satisfaction of having solved the problem.
- 6. Give follow-up support as needed**—Adults help children begin to carry out their solution, making sure that no one remains upset. If necessary, we repeat one or more steps until all the children return to their play.

Disagreements with teaching staff—Grievance Procedure

If you have any concerns or issues regarding your child or your interactions as a family member in the TFRC Kids' Zone Preschool & Child Care please discuss your concerns with the classroom teacher. We want your experience in our program to be positive and we value the opportunity to work with your family. Should you have concerns or issues in the preschool or child care that you feel are not being resolved through typical daily communication or a conference with the classroom teacher, you should follow the Grievance Procedures and complete the Grievance Form in this handbook.

Grievance Procedure Form

Should you have concerns or issues regarding your child or your interactions as a parent in the preschool, you should follow the following procedures:

1. Complete the Grievance form below (more than once if necessary)
2. Discuss the concern or issue with the following people (in order)
 - a. Classroom Teacher
 - b. TFRC Kids' Zone Preschool Director
 - c. TFRC Kids' Zone Preschool Board

Name _____ Date _____

Please describe the nature of your concern/issue:

With who have you discussed your concern/issue from the above list?

__a __b __c

What steps have been taken to address/resolve your concern/issue?

Do you feel that your concern/issue has been adequately addressed? Why or why not?

Medication Consent Form

Child's name _____

I give my permission to give my child the prescribed medication as per the written instructions below.

Parent/guardian signature Date

Name of medication: _____

Dose: _____ Times to be given: _____

Doctor's Name: _____ Phone #: _____

Side effects or problems to look for: _____

(If needed, attach additional information to this form)

Date	Medication	Dose	Time	Given By	Comments

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a daycare, we understand that biting, unfortunately, is part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of children are not shared with either parent.

When biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An "ouch report" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE! That hurts."
2. Child will assist teacher in getting a Kleenex for bitten child to help teach empathy.
3. The child will be placed in a time out for no longer than the child's age.(one year old, one minute)
4. The parents are notified.
5. An "Oops report" if filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leave a significant mark, a conference will be held with the parent to discuss the child's behavior and how the behavior may be modified.

2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark the child will be suspended for **2 business days**.
3. If the child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other daycare arrangements.**

If a child, who has been through steps 1 and/or 2, goes 6 months without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from daycare for the remainder of the day. This will not count towards the 2 day suspension.

Parent/Guardian signature: _____ Date: _____

Behavioral Exclusion Policy

Our ultimate goal in discipline is to teach children to self-discipline, self-control, and self-direct. It is in part our responsibility to teach your child to participate, cooperate, and be a responsible member of a group. On occasion a child's behavior may place the child and/or others in danger or interfere with the care of the rest of the center.

In order to have no or few situations of inappropriate or unacceptable behavior, the staff must first consider the following principles of discipline:

1. Positive methods of guidance and discipline are used.
2. Tell a child what they CAN do, rather than what they can't do. Focus on the do's instead of the don'ts.
3. Protect and preserve children's feeling that they are lovable and capable.
4. Offer children choices only when the staff is able to abide by the child's decision.
5. Give the child safe limits they can understand.

In the event that a child presents unacceptable behavior with the potential of hurting themselves, others, or property, staff will intervene immediately by:

1. The teacher will remind the child that their behavior is not acceptable and will present the child with appropriate options.
2. If the behavior continues, the child will be asked to sit in a chair for the amount of time that is appropriate for their age.
3. If the child refuses to go to the area on their own, the teacher will give them the choice to go on their own or be assisted by a teacher. If they refuse, the teacher will gently guide them to the area.
4. In the event that the child is not cooperating with the instructions of the teacher, the director or the director's assistants will be called into the classroom to help guide the situation.
5. If child's behavior continues through the day, a parent or guardian will be called and the child will have to leave the center for the remainder of the day.
(Teacher will log all incidents.)

Kids' Zone staff will:

- Use positive reinforcement.
- Not exceed gentle physical guidance.
- Present child with options of doing it themselves or getting help from a teacher.
- Only hold child long enough to get them to a safe place.
- NEVER be left alone with a child. They may leave the room but another staff member must be able to see them at all times.
- Not use physical restraint of a child.
- Not withhold food or use of the bathroom as a punishment nor shall a staff member name call or demean the child in anyway.

- Inform parent/guardian of any and all behaviors during the child's day so parents/guardians are aware.

Inappropriate and Unacceptable Behavior may include but is not limited to:

-Child's actions

- Aggressive, physical, or verbally threatening actions towards another individual.
- Refusal to comply with a teacher's instructions or requests.
- Treating Kids' Zone property with a lack of respect.
- Disrespecting another child or Kids' Zone staff.
- Hitting, kicking, spitting, or biting a staff member or child.
- Inability to adjust to the program after a reasonable amount of time.
- Ongoing uncontrollable tantrums or angry outbursts.

-Parent/Guardian actions

- Fails to abide by Kids' Zone policies or requirements.
- Demands special services that are not provided to other children and cannot reasonably be delivered by the staff.
- Physically or verbally abusive or intimidating behaviors towards staff or children.

If a child is continuing aggressive, violent or disruptive behavior with no improvement the following options are available:

- Parent/Guardian meeting to discuss and implement a behavior plan which may include additional professional services and assessments.
- Parent/Guardian's may seek alternate care arrangements for their child if they believe Kids' Zone is no longer a good fit for them.
- If parents/guardians support does not improve the child's behavior, we reserve the right to terminate enrollment.

Parent/Guardian signature: _____ **Date:** _____

Handbook Acknowledgment

I/We have read the parent handbook for TFRC Kids' Zone Preschool and Child Care and understand all the information, policies and procedures outlined in the handbook. We have retained our copy of these policies and procedures for our own record and reference. I/we understand that if there should be any updates we will be notified of the updates and be asked to sign that we have received and reviewed the updates.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied about my child(ren) is true and accurate to the best of our knowledge.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____

Child's Name _____

Child's Name _____

Child's Name _____

Child's Name _____

Please sign and return to the Director. Thank you.



Twin Falls Reformed Church Kids' Zone Preschool & Child Care

1631 Grandview Dr. N., Twin Falls, ID 83301
Office 208-733-6128x 102 / Fax 208-733-7405
Website: www.tfrc.org

May 7, 2020

Idaho Rebounds: Childcare Protocols and Contingency Plan

While physical distancing among young children and staff who care for them is challenging, there are some actions that can limit the number of contacts between children and staff.

We already have many policies in place that limit the spread of illness. We will continue to adhere to our wellness policy and will do health assessments when children arrive. However, due to CoVid-19, we are adding to our current illness policy as suggested by IdahoSTARS.

- Persons who have a fever (staff, children, or guardians of children) or other signs of illness are not admitted to the facility.
- Parents: please watch your child for any signs of illness in your child and keep them home if they are sick.
- Teachers will complete a health screening of each child upon arrival to the facility. Looking for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, extreme fussiness, or not well enough to participate in the day's activities. Temperatures will be checked at the discretion of the KZ staff.
- At Drop-off, parents are requested to assure that their child does not have a fever, shortness of breath, or a cough. As well as, no one in their household suspect or have a lab-confirmed case of CoVid-19.
- Staff are provided and encouraged to wear face masks or cloth coverings, but it is at their discretion not to if it is causing children fear.
- We will continue to take every day preventative actions to prevent the spread of respiratory illness as recommended by the current CDC guidelines including proper handwashing, cleaning and disinfecting frequently touched surfaces, and covering coughs and sneezes.
- If anyone becomes sick at the facility:
 1. They will be sent home right away.
 2. They child will be isolated from the rest of the kids and monitored.
 3. After the ill person has gone home, the staff will clean and disinfect surfaces that the person had contact with.
 4. If CoVid is confirmed in a child or staff member, we will follow the CDC guidelines of shutting down and cleaning.
- Here is the current list of know symptoms of CoVid-19:
 1. Fever
 2. Cough
 3. Shortness of breath
 4. Tiredness
 5. Aches/pains

6. Nasal congestion
7. Runny nose
8. Sore throat
9. Diarrhea
10. Conjunctivitis or pink eye
11. Loss of smell/taste

We will continue to use Remind texts and emails to communicate any changes to families and staff.

If you have any questions or if your childcare needs change, please contact Kimberlee Christensen 208-733-6128 ex 102 or at kim@tfr.org if you have any questions for me.

I am grateful for the staff for continuing to provide excellent care during this constantly changing time. And thank you, parents, for your entrusting your children in our care. Thank you for working with us during this unprecedented time.

Blessings,

Kimberlee Christensen
Director