



8660 Bankers Street  
Florence, KY 41042  
859-647-7529  
FAX 859-647-7531  
www.skidaddles.com

**Parent Handbook Release:**

The undersigned (“you”), and each child designated on the registration form (your “child”), along with each of your respective successors and assigns, hereby waive and release all rights, causes of action and claims against Skidaddles Inc., a Kentucky corporation, its officers, directors, agents, representatives and employees (collectively, “Skidaddles”), for any loss, expense, damage or injury suffered by your child during the time your child is participating in Skidaddles’ childcare services including, without limitation, the negligence of Skidaddles, but excluding Skidaddles’ gross negligence and intentional or wanton misconduct. You further agree to indemnify, defend, and hold Skidaddles harmless from any expense that may be incurred in connection with your child participating in Skidaddles’ childcare services.

You understand that the provision of childcare contains risk of injury to persons and damage to property, and that by signing this release you engage Skidaddles to provide temporary childcare for your children at your own risk. You understand that as a parent or legal guardian of your child, you shall retain responsibility for medical care and related expenses and for medical and hospitalization insurance.

This agreement is intended to be a legally binding document. By signing this agreement, you agree that: (1) you have had the right and ample opportunity to retain independent legal counsel to review this agreement; (2) that you have not relied upon any promises or statements made by Skidaddles or its employees other than those contained in written information supplied to you by Skidaddles; (3) you have been given an opportunity to inspect the premises of Skidaddles and to make your own independent judgment on whether it is safe and satisfactory for your child; and (4) you have been given the opportunity to ask questions and obtain answers to your personal satisfaction regarding any and all aspects of Skidaddles and this agreement.

You have read the above carefully and fully understand the content and consequences of this agreement and agree to abide by and be bound by the terms of this agreement. You understand this agreement will be kept on file at Skidaddles and will continue in effect for any time your child is participating in Skidaddles’ childcare services.

Pictures taken of your children while participating at Skidaddles may be used in advertising materials. No compensation will be paid for this use.

I acknowledge that I have received a copy of the parent handbook for Skidaddles and have had the policies reviewed with me. I agree to follow all policies outlined within.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

**Hours of Operation:**

Monday-Thursday: 6:30 a.m. – 6:30 p.m. Friday: 6:30 a.m. - 6:30 p.m. Saturday: Closed. Sunday: Call for Information  
 Skidaddles will be closed for holidays throughout the year. Yearly closure schedules are available upon request.

**Rates:**

Children ages 12 months-12 years: \$11.00/hour for one child, \$16/hour for two children, and \$3 for each additional child. Full time rates are available. Payment is due at the end of service. Tax ID number is available upon request.

**Philosophy/Goals:**

Skidaddles, Inc. is a whole new concept in child care. We offer convenient, flexible, reliable care for ages 12 months-12 years without reservations. Drop by days, evenings and weekends for a few hours or all day! Feel confident in knowing your children will have fun while learning from a qualified staff in a safe and clean environment. Skidaddles can meet most any child care need!

**License:**

Skidaddles is licensed to operate legally by the Kentucky Cabinet for Health and Family Services and abides by all rules and regulations outlined by the state.

**Admitting and Releasing Children:**

Skidaddles must have a completed Registration Form, current medical records (must be received within 7 days), and a signed statement of review of our policies and procedures for enrollment. There is a one-time registration fee of \$75 per family. It is due on the first visit and is non-refundable. Children will only be released to the persons who are authorized to pick up and must have valid photo identification.

**Staff/Child Ratios:**

Staff to Children	Maximum Group Size	Category	Ages of Children
1:6	12	Toddlers	12 months - day of 2 year birthdate
1:10	20	Early Preschoolers	2 year birthdate - 3 years
1:12	24	Preschoolers	3 years - 4 years
1:14	28	Preschoolers	4 years until age eligible for kindergarten
1:18	36	School Age	Age eligible for kindergarten to 11 years
1:20	40	School Age	11 years through 14 years

**Daily Schedules:**

Busy Bee's Classroom Schedule	Preschool Schedule	Preschool/School Age Schedule
7:00-8:30 Greeting of Parent and Children, Table Top Activities	7:00-8:30 Greeting of Parent and Children, Table Top Activities	7:00-8:30 Greeting of Parent and Children, Table Top Activities
8:30-9:00 Interest Centers/Lesson Plan Play/Diapers	8:30-9:00 Circle Time	8:30-9:00 Circle Time
9:00-9:30 Circle Time	9:00-9:45 Morning Snack/Routine Care	9:00-9:45 Morning Snack/Routine Care
9:30-10:15 Art/Sensory Play	9:45-10:45 Interest Centers/Preschool Time	9:45-10:15 Interest Centers
10:15-10:45 Outdoor Play/Large Motor	10:45-11:15 Outdoor/Large Motor	10:15-11:00 Creative Movement/ Music
10:45-11:15 Routine Care	11:15-11:45 End of Day Circle Time/Table Activities	11:00-11:30 Routine Care
11:15-11:30 Creative Movement and Music	11:45-12:15 Lunch Preparation/Clean Up	11:30-11:45 Outdoor Play/Large Motor
11:30-12:00 Lunch Time and Clean Up	12:15-12:30 Transition Time	11:45-12:15 Lunch/Clean Up
12:00-12:15 Story Time	12:30-1:00 Circle Time	12:15-12:30 Rest Time Preparation Routine Care
12:15-12:30 Rest Time Prep/ Routine Care	1:00-1:45 Interest Centers/Preschool Time	12:30-2:30 Rest Time
12:30-2:30 Rest Time	1:45-2:15 Outdoor Play/ Large Motor	1:00-2:30 Quiet Learning Centers for those who do not rest
2:30-3:00 Routine Care/Clean Up Rest Time	2:15-2:30 Routine Care	2:30-2:45 Clean Up Rest Time
3:00-3:15 Snack Time	2:30-3:00 Afternoon Snack	2:45-3:15 Routine Care/Snack Time
3:15-4:00 Outdoor Play/Large Motor	3:00-3:30 End of Day Circle Time/Table Activities	4:00-4:45 Outdoor Play/Large Motor
4:00-4:30 Routine Care	3:30-4:00 Transition Time	4:45-5:15 Circle Time/Literacy Exploration
4:30-5:00 Songs and Stories	4:00-5:00 Free Choice	5:15-6:00 Teacher directed activities/Open Play
5:00-5:45 Art/Sensory Play	5:00-5:15 Routine Care	6:00-6:15 Routine Care
5:15-5:30 Large Motor Play	5:15-5:30 Crazy Art	6:15-6:30 Dinner Preparation/Story Time
5:30-6:00 Routine Care	5:30-6:15 Interest Centers	6:30-7:00 Dinner/Clean Up
6:00-6:30 Story Time	6:30-7:00 Dinner/Clean up	

**Arrival and Departure:**

Parents are responsible for checking in children at the front office. A child care staff worker will then escort the child to their classroom. This is to ensure the safety of our children and staff. The classroom teacher will be notified of the child's presence. Reservations are not required but recommended if the facility reaches capacity.

**Tuition/Fees and Payment Policies:**

*Drop-in-* Drop-in payment will be due immediately after service.

*Full Time-* Full time payments are due prior to the first week of service and every Friday. If payment is not received by the following Monday of care, the account will be considered delinquent. See full time contract for details.

*Prepay Packages-* Prepay packages offer incentives for drop-in families to add money to their account. The prepay packages are non-refundable and will never expire.

*Payment Method-* Skidaddles accepts credit card, cash and check. Please make checks payable to Skidaddles.

*Vacations-* Full time students will receive vacation as outlined in the Full Time Contract signed at time of enrollment in Full Time care.

*Holidays-* Full Time tuition is due for any periods including holidays and closures.

*Delinquent Accounts/Returned Checks-* an NSF charge of \$30 will be applied to the account due to insufficient funds and the parent will be asked to pay in cash. Refusal to pay will result in deactivation of the account and the child may not return until the balance is paid and a new registration form is completed.

*Late Pick up Charges-* please make sure you pick-up your child/children by our closing time. There will be a late fee of \$2 per minute after our closing time. 15 minutes after closing time, we will call emergency contacts to pick-up the child/children. If parents/guardians are not available to pick up the child 30 minutes after closing time, authorities will be called to pick-up the child if emergency contacts are not available.

*Withdrawals-* Drop-in families wishing to withdrawal their child/children can do so at any time but a two week notice in writing is appreciated. Full time families are required to give a two week notice and will be charged for the last two weeks of care.

*Inclement Weather-* Due to poor weather conditions, it may be necessary to close Skidaddles. We will make every effort to open our doors at posted times. If weather conditions require us to close early, we will give parents a 2 hour notice before closing. Emergency contacts will be called if necessary. Please watch your local News Station, check Skidaddles website or Facebook postings for delays or closings.

*Coupons-* Coupons may only be used for drop in services only. Families can only use 1 coupon per visit and cannot be combined with any other offer.

**Supervision Policy:**

Skidaddles main concern is the health and safety of each child in our care. Children will be within sight and sound of the child care staff member at all times. All children will be supervised at all times.

*Arrival/Departure-* Parents are responsible for checking in their child in with the front office. Children may not be sent inside alone or passed over the playground fence. The front desk lead will escort the child back to the child's assigned classroom, making the classroom teacher aware of his/her presence as well as any special messages pertaining to the child. Parents are responsible for signing their child out. The front desk lead will escort the child from their classroom to the front office.

*Supervision of Children -* Staff members will supervise all children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. Parents will be immediately notified for pick up.

*Children attending the Center from other programs-* A teacher will wait for children arriving from other programs or schools. Please notify the center if the child will not be attending that day. If a child is scheduled to arrive at the center from another program or school, and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day and then contact the program that they are to arrive from. We will then consult with the parent to determine further action. Skidaddles cannot accept children if their regular school is in session.

*School Delays/Cancellations-* Our program will operate a full day program for school age children when school is closed. Please check inclement weather for center delays. Skidaddles will be closed for some holidays.

*Release of a Child:* Staff members will only release children to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written and signed note giving the person permission to pick-up their

child. Staff members will check ID's of anyone they do not recognize. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

*Custody Agreement-* If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

*Transitioning-* You will be notified when your child is ready to move up to the next classroom if it is in the best interest of the child and space is available in the next room. As part of the procedure, the staff will develop a transition plan. This plan will include the beginning and ending date of the transition period and include a transition schedule. The plan must be signed by the parent.

*Child Abuse Reporting-* All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected they **MUST** report to the local children's services agency.

### **Fieldtrips/Transportation of Children:**

Field trips may be offered to children starting at the age of four. Skidaddles has the right to deny children of field trip participation due to special needs that we cannot meet while away from the center. Permission slips, care plans and medical forms must be updated and signed before children may attend the field trips. Skidaddles will not provide medication on field trips unless they are rescue medications.

**Water play:** Children will be provided with water play with sprinklers. Parents will be asked to sign written permission slips prior to children engaging in water play. Please remember to send bathing suits, sunscreen and a towel for your child/ren before staff members can apply sunscreen, a medication form must be completed.

### **Discipline and Guidance:**

Skidaddles only uses positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. We use praise and encouragement of good behavior instead of focusing on the negative. Children will be reminded of behavior expectations using clear positive statements, redirection and modeling. Time away from the group will only be used as a last resort and only for an age appropriate length of time (no more than one minute per year of the child's age) to regain control if they are having a difficult time. Staff members will not impose punishments for failure to eat, sleep or toileting accidents. This policy applies to all staff members and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers, or staff, has constant behavior issues, or it is determined that our environment is not the best place for them, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. **However, the safety of children is always our primary concern.** Skidaddles will dis-enroll or suspend children who have 3 behavior related incident reports immediately. The administrator would be in communication with the parents prior to this occurring. If a child demonstrates behavior that requires frequent attention from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

Behaviors that could lead to the suspension, and/or disenrollment, and/or immediate pickup, include but are not limited to the following: biting, bullying, destruction of property, defiance, foul language, inappropriate conduct/contact, behaviors that create an unsafe environment, behaviors that cannot be controlled by our staff professionals, and unprofessional parent/guardian behaviors. A notice of suspension and/or disenrollment will be given to the parents immediately at pick up.

**Special Needs-** Skidaddles has all kinds of children that are registered at the center. However, so we can accommodate to every child's needs, we ask if there are special circumstances for your child, please call and make a reservation at least 24 hours before your visit.

### **Meals and Snacks:**

Drop-in meals are \$5 each. For children who are enrolled fulltime, one meal a day will be free of charge. Skidaddles provides a morning breakfast from 6:30am to 8:00am, a morning snack at 10, lunch will be served at 11:30am, an afternoon snack at 3pm, dinner at 6:30pm and a snack at 9pm. Each snack will contain at least two nutritional foods. Lunch and dinner will meet all child care licensing requirements. Parents/Guardians are required to fill out a care plan if their child has special meal restrictions due to allergies or religious beliefs. Packed lunches must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruits and vegetable group. Fluid milk is also required and will be provided by the center. All food items must be stored in a lunch

box/bag clearly marked with your child's name. If the lunch does not meet the nutritional requirements then the center is mandated to provide the additional foods and will be provided an additional charge of \$5. **Skidaddles strives to be a nut free environment, however, please note that some products are brought into our center that may contain nuts.**

#### **Accidents/Emergencies:**

Skidaddles has several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to a fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Enterprise Car Rental down the street. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come pick up your child(ren). If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the event of an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

We have staff on hand that are CPR and First Aid certified. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified immediately. Only parents or EMS will transport.

In the event of an incident or injury, a report will be completed, and given to the person picking up the child. Reasons include: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child's emergency requires transportation, Skidaddles must contact licensing personnel from the State of Kentucky office within 24 hours. The report will be provided to licensing staff within 3 days of the incident.

#### **Illnesses Policy:**

Skidaddles will provide children with a clean and healthy environment. However, children become ill from time to time.

We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home. Please plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

**A child with any of the following systems will be immediately isolated and discharged to the parent or emergency contact:**

- A temperature of 101 or above
- A temperature of 100 degrees F, in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye lid, thick discharge, obvious discharge, matted eyelashes, burning, itching or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of lice, nits, scabies or other infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

In the event of a child with a high fever of 103 degrees (auxiliary) a parent will be contacted for immediate pick up. If the parent is unable to be reached the child's emergency contacts will be notified for pick up. After 15 minutes if no contact has been made Skidaddles reserves the right to contact emergency services to assess the child. Skidaddles will contact emergency services immediately for children whose fever reaches 104 degrees auxiliary or who are having febrile seizures.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and will be asked to pick-up the child if the child does not feel well enough to participate in classroom activities. Anytime a child is isolated, they will be kept within sight and sound of a staff member.

Children will be readmitted to the center after 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

**Medications:**

Skidaddles will administer medication, as required by a health professional as long as the parent gives a 24 hour notice before their visit. The center will administer medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and medication handed to the front desk lead. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. Skidaddles strongly encourages parents to administer medication before the child's visit. Skidaddles reserves the right to deny medication requests.

*Prescription medications* must be in their original container and administered in accordance to instructions on the label. A parent must complete a Request for Medication Form before medicine can be administered. Over the counter medications must also be administered in accordance to the label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. *Over the counter medication* will not be administered for more than three days without instructions from a physician.

*Food Supplements or Modified Diets* must be secured in writing from your physician. Please speak with an administrator for more details regarding this.

*Topical creams* must be in their original container and administered in accordance to instructions on the label. A parent must complete a Request for Medication Form before any topical creams can be administered. Only full time children may leave topical creams at the center but must complete a medication form for each visit. Skidaddles cannot apply topical creams without a Request for Medication Form is complete.

**Outdoor Play:**

Skidaddles will provide outdoor play in suitable weather or gross motor activities, for any toddler, preschool child, and school age child in attendance for more than four consecutive daylight hours. Children attending the after school program for more than two hours will be given the opportunity for outdoor play or gross motor play. Supervision of outdoor learning is equally as important as supervision of indoor learning. Staff must ensure that the outdoor play areas are safe and secure. All outdoor play equipment is checked regularly and removed if broken or dangerous. We will limit the amount of time outside when the temperatures are very warm or very cold. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On the days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as obstacle courses, dancing, and exercise in each classroom.

**Parent Participation:**

Parents are encouraged to participate whenever possible in the activities at the center. Parents may wish to attend class parties, or simply stop in to join the fun. Our teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make an appointment when lengthy conversations are necessary. Please feel free to bring concerns up when they occur. Skidaddles fully realizes that you are trusting us with your little ones and we want our relationship to be a good one. Our primary goal is to meet the needs of every family. If parents or employees have any questions or concerns, please contact the center at 859-647-7529.

**Evening Care:**

Skidaddles will be open until 10:00 pm on Fridays and 11:00pm on Saturdays. To ensure that all children and families are safe, parking lots and walkways will be lighted for safety and security. Emergency lights inside will always stay on. A keypad lock will be the only entrance to the classroom. Only teachers will know the code to enter the classrooms. Our evening schedule will be adjusted as needed for individual children's needs.

P.M. Schedule	
6:00-6:15	Routine Care
6:15-6:30	Dinner Preparation/Story Time
6:30-7:00	Dinner/Clean Up
7:00-7:45	Interest Centers
7:45-8:15	Creative Movement
8:15-8:30	Routine Care/Snack
8:30-	Interest Centers
9:00-	Snack
9:30-	Whole group games
10:00-Close	Quiet Time/Centers/Routine Care/Departure

**Toys:**

Skidaddles prides itself in offering cutting edge toys for every age group. Please do not allow for your child to bring a toy into the center as this tends to cause arguments between children and a chance for the toy to get lost. Skidaddles is not responsible for loss, stolen or damaged items or toys.

**Clothing:**

We appreciate parents being mindful of the weather. Teachers will take advantage of the weather. Please properly attire your child for the weather so they can be involved in the fun. Our philosophy at Skidaddles involves learning through play. Sometimes the play gets messy. Please try not to send your child in anything you may not want to get ruined. If your child would need to be changed into a new outfit a \$5 charge will be added to your account.

**Diaper Changing:**

If your child is not potty trained, Skidaddles asks that you supply enough diapers for your visit. Families who do not bring diapers will be charged \$2 per diaper that the teacher uses on the child/ren. Skidaddles policy is to check diapers every 2 hours, and as needed.

**Your first visit:**

Here's all we need to get you started.

- A completed Child's Enrollment and Health form
- Sign copy of the Parent Handbook
- One-time registration fee of \$75 per family
- Copy of Immunization Certificate for each child

**Thank you for registering with Skidaddles. If you have any questions at all, don't hesitate to call us at any time.**



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