

**Hilltop Kids  
Learning Center  
&  
KidZ Landing  
School Age  
Programs**

**Parent Handbook  
2021**

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## Ministry Purpose, Goal & Services



*The PURPOSE of Hilltop Kids and KidZ Landing is to support and be an extension of Christ Community Lutheran Church.*



*It is our MISSION to stimulate the love of learning in children in a safe, caring, and fun environment that instills Christian values and encourages positive development.*



*It is our GOAL to provide a Christ centered, quality early childhood program where each child is recognized as a child of God and is affirmed for her / his uniqueness.*

**One of our core beliefs about the early childhood classroom** is that the learning that takes place should be child-centered and age appropriate. Teachers will be involved in the child's play/work with a variety of activities for children to be engaged in.

**One of our core beliefs about the way children learn** is that it needs to be hands on and fun. Here at Hilltop Kids Learning Center and KidZ Landing School Age Programs we strive to keep each child engaged and interested in the day's play/work, and in return the child will learn much more.

## **Ownership / Operation**

Hilltop Kids Learning Center and KidZ Landing School Age Programs are owned and operated by Christ Community Lutheran Church, located at #1 Christchurch Way, Columbia, IL 62236. Finances and budgeting are under the direction of the congregation, church council, and the Learning Center Board. This team of parents, educators and church representatives oversees policies, curriculum and program planning. The center director provides immediate supervision to all staff and curriculum development. All classes are under the direction of state qualified teachers and teacher assistants. The pastor, as approved in the constitution, has ultimate responsibility for all school and programs of the church.

Director: Samantha Floarke  
Phone: 618 281-4646 ext 110  
# 1 Christchurch Way  
P O Box 234  
Columbia, IL 62236

Pastor: Jared Parker  
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# 1 Christchurch Way  
P O Box 234  
Columbia, IL 62236

Hearing Impaired: The Learning Center will utilize the Illinois Relay Center for the Hearing Impaired. Voice: 1-800-826-0867 TTY: 1-800-526-0844. Furniture and equipment shall be adapted, when necessary, for individual children's use.

## **Licensure**

Hilltop Kids Learning Center and KidZ Landing School Age Program is licensed through the Illinois Department of Children and Family Services.

## **Hours / Days of Operation**

Hilltop Kids Learning Center is open from 6:30 a.m. to 6:00 p.m., Monday - Friday.

KidZ Landing is open Monday-Friday during the following times...

- Before School: 6:30-bus pick up.
- After School: bus drop off-6:00 p.m.
- Full Days: 6:30-6:00 p.m. including snow days.
- COVID-19 hours: 7:00 a.m. – 5:00 p.m.

The Center will be closed on the following holidays:

Labor Day, Independence Day, Memorial Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, & Presidents' Day. Parents will be notified of additional closing days.

\*Should one of these holidays fall on a Saturday the holiday will be observed on the Friday prior. Should one of these holidays fall on a Sunday the holiday will be observed on the following Monday.

Parents will be notified by email, Facebook and News Channel 5 (KSDK) if it is necessary to close because of severe weather. We are typically open even when public schools have been cancelled. There will be no tuition refunds made for such closures.

\*KidZ Landing School Program follows the Columbia School District schedule of early dismissals and days off. The After School Program will be open on those days.

## **Ages Served**

Hilltop enrollment is offered to children 6 weeks through 6 years of age. KidZ Landing school age programs include children in Kindergarten to 12 years of age.

## **Registration /Enrollment**

**Enrollment Fees:** A non-refundable registration fee of \$60 for 1one child, 90 for two children, or 120 for family is due upon enrollment.

**Materials Fee:** An annual fee for materials of \$40 per year is due upon initial registration and every August there after per student.

**Enrollment Forms:** The following forms MUST be completed before admission:

- 1) Enrollment Form
- 2) Fee Contract
- 3) Consent for Day Care Providers Agreement Form
- 4) Emergency Medical Form
- 5) Child Release Information
- 6) Parent Handbook Form
- 7) Confidentiality Release
- 8) Photo Release
- 9) Sun Block Release
- 10) Late Departure Form
- 11) Discipline Policy- Signed by Parent/s
- 12) Verification Slip- Standards- Signed by Parent/s
- 13) Health Certificate (less than 2 years old and including)
  - a) TB and Lead test assessments completed by a physician.
  - b) Complete list of Immunizations.

All signatures and dates on the required form filed out.

## **Arrival, Departure, and Pick-Up Policy**

**Arrival:** The Center opens at 6:30 a.m., Monday through Friday. It is important that your child be present by 9:00 a.m. for the beginning of the center's daily schedule. This assures your child will receive the greatest benefit from the program, and other children and staff will not be interrupted by their late arrival. We ask that you accompany your child into his/her room after signing him/her in.

For safety and liability reasons, **unattended vehicles are not to be left running nor are children to be left in unattended vehicles in our parking lot.**

The covered entry court is used during inclement weather. Parents should use the main parking lot for normal drop off and pick-up. The first row is reserved for Handicapped Parking ONLY.

**Absences:** It is important to inform the program of a child's absence. Please notify the center no later than 8:00 a.m. stating the reason for the absence.

**Departure:** The Center closes at 6:00 p.m. Monday through Friday. Parents should notify the center immediately if they are going to be late. If the parent is late more than 15 minutes, a late fee of \$10.00 will be expected at the time of pick-up. After 15 minutes a fee of \$1.00 per minute will be added to the \$10.00 late fee. Parents will be called after the first 15 minutes the child is not picked up. If the parent is not reached, then emergency contacts listed on the enrollment form will be called in order, until someone is notified. In accordance with State Law, authorities will be called if the parent or emergency contact has not been reached after one hour.

**Pick Up Policy:** We will not allow your child to leave with anyone who is **NOT** on your pick up list. For this reason, a pick up list must be filled out, listing all persons approved to pick up your child. Please advise your child's teacher of any changes in pick up. The person picking up must have a valid form of identification.

**Contacting Staff and Children:** You may call the Center at any time concerning your child. The use of voice mail is encouraged so that the teaching staff's attention is not drawn from your child or other children. If it is necessary to directly contact the room, please make this request of the receptionist.

Room Numbers:	Caterpillars	103
	Dragonflies	104
	Butterflies	105
	Bumblebees	106
	Ladybugs	107
	KidZ Landing	114

## **Tuition / Fees**

Tuition is due by Friday in advance. If tuition is not paid by Monday, an automatic late fee of \$15 will be added to your current balance. Full tuition is due weekly regardless of holidays or absences. If balance is unpaid for 3 weeks, a payment plan will be instituted by the Director to get the account to a current status. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 8 weeks to pay the overdue balance amount. Failure to maintain the payment plan will result in an additional \$15 late fee charge and will require full payment of the complete balance within 14 days or child care services for the family will be terminated. If the full balance is paid and the family remains at the Center, parent/s will need to maintain weekly payments from that time and moving forward for the timeframe they remain at the Center or services will be terminated 14 days from the first non-payment.

**Vacation week:** Each child is eligible to receive a one week vacation period per calendar year that tuition will not be charged if your child is not in attendance. Vacation weeks must be used for a full week not for individual days. We cannot for any reason, reimburse your tuition for times that your child is not present. A vacation request must be submitted in writing to the director prior to the week that they will not be in attendance.

**NOTE: Tuition & Fees are on page 11**

## **Insurance**

Hilltop Kids and Christ Community carry liability insurance in accordance with Illinois DCFS Licensing Standards. Primary insurance is the responsibility of the parents.

## **Transportation**

The Center has no provisions for daily transportation for children attending the Learning Center. Parents of such children are responsible for daily arrival and departures.

Columbia School District provides bus service for the children to be transported to and from KidZ Landing before and after school. Parents are responsible for daily pick-up. During KidZ Landing Summer Program and on snow days parents are responsible for daily arrival and departures.

Field trip transportation is provided by Illinois Central School Bus.

## **Health/Illness/Medication Policy**

Your child's health is important to us. Upon enrollment, you must file a health form signed by a physician that includes an up to date immunization record.

If your child becomes ill while at the Center, you will be notified immediately. In order to protect your child and other children, no child will be admitted to the Center with one or more of the following conditions:

1. Must be 24 hour symptom free of the following:
  - a. Fever of 100 degrees or greater (under the arm)
  - b. Vomiting
  - c. Diarrhea
  - d. Conjunctivitis
2. Unexplained Rash

Please keep your child at home for 24 hours until the symptoms have improved. A back-up plan will be needed in case of an illness.

**Medications:** Both prescription and non-prescription medications must be in the original container labeled with the child's name.

The director will give medications at 12:00 pm; however, arrangements can be made to give other dosages. Staff will not be responsible for missed dosages.

Parents will be required to fill out a medication form before medication will be given. The form must be signed and dated by the parent.

## **Accidents**

In the event your child has a minor accident while at the Center, the staff will fill out an accident report. The form must be signed by the parent, the teacher, and the director. Provisions will be made to prevent recurring accidents.

## **Emergency Procedures**

An emergency form is maintained for each child. This form enables the staff to reach you in the event of an emergency. It is your responsibility to keep the staff informed of changes in telephone numbers and addresses. Please list cell numbers and any additional telephone numbers where you might be reached if you cannot be reached at the primary number.

In the event of an emergency, the family physician and/or ambulance service will be called. The director will accompany the ambulance to the hospital as stated on the



enrollment form, unless otherwise directed by the emergency personnel. The parent will be notified immediately of the course of action taken.

## **Learning Center Program**

Our program is geared towards helping children develop habits of observation, question and listening. This approach gives them an awareness of their own feelings and their right to express those feelings by channeling them into other means of expression. Children are free to make choices within the limits of consideration of people and things. Our programs prepare children to use their intellectual and creative abilities in future learning tasks. "Play" is an important role in a child's early development.

### **Daily Program:**

- ✓ Curriculum-based centers where each child chooses his/her own activities with developmental growth support from teachers.
- ✓ Daily "talks with Jesus"
  - ❖ Bible-center curriculum
  - ❖ Prayer before meals & snacks
  - ❖ Weekly chapel
- ✓ A structured group time of instruction focuses on language development
- ✓ Music period.
- ✓ Outdoor/indoor playtime to develop large motor skills
- ✓ Rest period/quiet time
- ✓ Nutritious meals, including a morning snack, hot lunch, and late afternoon snack

**Outside Food:** All food consumed by the children in the Center shall be provided by the Center, except as follows: Upon agreement of the staff, commercially prepared foods may be brought in occasionally by parents as part of holiday or birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer, or it shall not be accepted. Food for dietary restrictions is permitted with a doctor's order.

**Breakfast:** The Center offers breakfast from 7:30 a.m. until 8:30 a.m. If your child arrives after 8:30 a.m., you must provide breakfast before arriving at the Center. No food is to be brought into the Center.

**\*\*\*On school days the school age children will be provided breakfast from 6:30 until the bus arrives.**

**Snacks:** The Center has two scheduled snack times, a mid-morning snack and a late afternoon snack. These snacks are based on the four food groups.

**Lunch:** The Center serves a catered lunch by a licensed food service caterer. All meals and snacks are served family style. A prayer is said before each snack and meal.

**Treats:** Treats are allowed for birthdays. They must be store bought and in the package. Please inform the teacher in advance, when you will be bringing in treats. Please avoid bringing foods with peanut or tree nut ingredients in them.

**Field Trips:** Field trips are taken according to the curriculum being used at the Center. A signed permission form is required for each trip.

**\*\*\* Summer Camp children take fieldtrips to support learning and social development. Transportation is provided by Illinois Central School Bus.**

**Summer Activities:** A variety of fun learning activities are planned. Themes change weekly, and exciting daily activities are added, such as drama/theater, cooking, science projects, arts and crafts, active games and exercise, water play and special story time.

**Personal Belongings:** Each child has a space for personal belongings. Toys, candy and videos are not allowed. If your child arrives with any of these items, the items will be placed in his/her cubby until it is time to leave. The center is not responsible for missing or damaged or broken personal items including toys and technology. \*Technology only refers to the school age children.

Please bring in a full change of clothes for your child. If your child is in diapers or is toilet training, please bring in additional clothing. Parents are responsible for maintaining supplies needed for day-to-day routines. The staff will remind you of supplies needed.

The laundering of all personal belongings is the responsibility of the parents. Soiled items will be sent home at the time of pick-up. Children must wear footwear with backs that fit securely. Flip-flop style footwear is NOT to be worn at any time.

Please dress your child appropriately. Outdoor play is important in the daily routine. Please include weather appropriate clothing.

### **Communication:**

The following modes of communication with parents are provided.

Phone Calls, E-mail, Texts, Classroom Bulletin Boards, Teachers Bulletin Boards, Teacher's Newsletter, Director's Newsletters, Notes Home, Face to Face, Parent/ Teacher Conferences, Parent Satisfaction Surveys and Dojo.

**Sanitation:** Classrooms are cleaned after snack, lunch, and at the end of the day. Toys, cots, and sheets are sanitized weekly. Infant/ toddler toys are sanitized daily, as are any toys that are mouthed by children.

## **Release of Personal Information**

Only the Director or Office Administrator will have access to all personal information that is given at the time of enrollment. If parents deny the release of this information then it will not be shared. The confidentiality policy is found on the child's forms and kept in the files.

## **Parent/Teacher Conferences**

Parent/staff conferences will be held in the fall and spring to inform parents of their child's development. Conferences may be requested by the parent or staff as needed.

This information is confidential and will not be released without parental consent. All information about your child's daily welfare will be limited to the staff, teacher, director, pastor directly involved with your child.

## **Guidance and Discipline Policy**

The staff of Hilltop Kids Learning Center will use disciplinary procedures which are designed and carried out in such a way to help the children develop self-control, assume responsibility for their own actions and learn alternative choices.

For a more specific description of this Policy please refer to the discipline policy which is enclosed in your enrollment packet.

## **Discharge Policy**

The policy at Hilltop Kids Learning Center is that children enrolling be able to function in a group setting. If a child is having or causing disruptive behavior, a conference will be held with the parents.

Suggestions and various discipline procedures will be discussed with the parents and the staff. After one month, another conference will be held to re-evaluate the situation and if all parties involved feel the situation has improved, the plan of action will continue. If the situation has not improved, the parents will be asked to remove their child from the Center. Hilltop Kids reserves the right to dismiss immediately any child exhibiting the intent of harming other children or teachers or displaying destructive, damaging behavior to property of the Center. The Center will identify resources and alternatives for the child/family involved.

**Rates after January 1, 2021.**

## Hilltop Kids Learning Center/KidZ Landing Tuition Guide

### ***Hilltop Kids Learning Center- Weekly Rates***

*Bumble Bees and Caterpillars (Infant/Toddler) Tuition- \$243*

*Butterflies (Discovery Pre-K)- \$212*

*Dragonflies and Ladybugs (Pre-K)- \$179*

### ***KidZ Landing Before/After School – Weekly Rates***

*Before/After School - \$89*

*After School only- \$76*

### ***KidZ Landing Summer Camp***

*Full summer Rate- \$1838*

*Weekly Rate- \$171*

## Transition

Toddlers transition to a new classroom when they turn 15 months. Typically, children 2-5 advance to an age appropriate classroom in August following the school year. Children may transition to an older classroom on their birthday should there be availability in that classroom and both teacher and parent agree.

The Director will issue a letter notifying parents and teachers about transition. The letter will list the new teacher's names, classroom name, transition timeframe, date of transition, drop off and pick up instructions as well as tuition change. The transition timeframe will vary between 2 months-2 weeks depending on the teacher and parent choice. Parents are welcome to discuss the transition with their child's teacher or the director at any time. New welcome packets will be provided to the family from the new classroom teachers including the creative curriculum transition tool. It is encouraged for the new teacher and parent to complete the transition tool together for best transition results.

In the spring, the Columbia and Waterloo School Districts share their Kindergarten screening dates with us. Parent/Teacher Conferences with the soon-to-be Kindergarten families occur in February in order to provide useful information at the Kindergarten screening. Upon request the Director is available to schedule and participate in school meetings.

We hope to see the Hilltop children continue to be part of our week day children's programs and join us in our KidZ Landing School Age Programs.

## **Family Resources**

- We accept Child Care Support. The Director will support families in completing the Child Care Support application and Redetermination.
- We host two Parent/Teacher Conferences per year and additional if needed.
- There is a community event bulletin board located at the entrance of the center.
- Documents such as our Parent Handbook, IDCFS Child Care Laws, Child Care Support applications and other necessary documentation are freely accessible at the entrance of the center.
- We communicate in a variety of ways including phone calls, email, texting, face-to-face, classroom newsletters, Director's newsletters, bulletin boards, daily notes and classroom folders.
- We host several family nights throughout the year including Trunk-or-treat, Thanksgiving Feast, Christmas Program, Gardening Night, Muffins with Mommy, Donuts with Daddy, Open House with a Scholastic Book Fair and Parents Night out.
- One free week if you make a referral that results in over 6 months of attendance.
- Referrals to outside resources if necessary or requested.
- Visiting Nurse.



Application Date: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Discharge Date: \_\_\_\_\_

**\*\*Completed by Office\*\***

Hilltop Kids Learning Center  
Christ Community Church, ELCA  
Enrollment Form

Name of Child:

\_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

Birth date (Due Date): \_\_\_\_\_ Sex: M F

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

Anticipated Start Date: \_\_\_\_\_

Days per week: M T W Th F Hours of Care: \_\_\_\_\_

Church/temple/synagogue membership/in which active: \_\_\_\_\_

Are there any Christian holy days that you wish your child not to observe?

## Parent Information

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Home address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

Business Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Working Hours: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Home address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

Business Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Working Hours: \_\_\_\_\_

### Physician to call if child becomes ill or injured

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

Phone Number: \_\_\_\_\_ Hospital or Clinic: \_\_\_\_\_

### Additional emergency contacts to be phoned; three names are required.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Program

If the child has any of the following, please explain:

Restrictions for play- outdoors \_\_\_\_\_

Restrictions for play - indoors \_\_\_\_\_

Allergies \_\_\_\_\_

Fears \_\_\_\_\_

Does the child regularly take medication? \_\_\_\_\_ If so, what kind and directions \_\_\_\_\_

Other information/comments that will help in caring for your child

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



# Hilltop Kids Learning Center

## Basic Rates and Payment Policies

All fees are to be paid by **Friday in advance**. Weekly fees are to be paid regardless of the number of days attended or holidays during the week. We cannot for any reason, reimburse your tuition for times that your child is not present. If balance is unpaid for 3 weeks, a payment plan will be instituted by the Director to get the account to a current status. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 8 weeks to pay the overdue balance amount. Failure to maintain the payment plan will result in an additional \$15 late fee charge and will require full payment of the complete balance within 14 days or child care services for the family will be terminated. If the full balance is paid and the family remains at the Center, parent/s will need to maintain weekly payments from that time and moving forward for the timeframe they remain at the Center or services will be terminated 14 days from the first non-payment.

### *Rates as of January 6, 2020.*

- |   |          |
|---|----------|
| <input type="checkbox"/> <i>Bumble Bees and Caterpillars (Infant/Toddler)</i> | \$231.00 |
| <input type="checkbox"/> <i>Butterflies (Discovery Pre-K)</i>                 | \$202.00 |
| <input type="checkbox"/> <i>Dragonflies and Ladybugs (Pre-K)</i>              | \$170.00 |
- **Late fees and Returned Check fee:** If the weekly fee is not paid by Monday, there will be a **\$15.00** late payment fee. An additional **\$15.00** per week late fee will continue to accrue until the amount is paid in full, in addition to any court or collection costs incurred by the center. There will be a **\$25.00** charge for any returned check.
  - **Other Charges:** There will be a one-time registration fee of (\$30.00) and an annual (\$35.00) material fee.
  - **Vacation:** Each child is eligible to receive a one week vacation period per calendar year that tuition will not be charged if your child is **not** in attendance. Vacation must be used for a full week not for individual days. A vacation request must be submitted in writing to the director prior to the week that they will not be in attendance.
  - **Our operating hours** are 6:30-6:00 Monday through Friday. We will be closed on **Labor Day, Independence Day, Memorial Day, Thanksgiving, the day after**

**Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, & Presidents' Day Parents will be notified of additional closing days.**

**Termination Procedures:** Either parent or provider may terminate this contract by *giving 2 weeks written notice in advance of the ending date. The provider may terminate the contract without any notice if the parent does not make payments when due.*

By signing this contract, parent(s) agree to abide by the written policies of the provider. The provider may amend the policies by giving the parent(s) a copy of the new or changed policies at least 2 weeks before they go into effect.

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hilltop Kids Learning Center Late Departure Policy

Departure:

The Center closes at 6:00 p.m. Monday through Friday. Parents should notify the center immediately if they are going to be late. If the parent is late more than 15 minutes, a late fee of \$10.00 will be expected at the time of pick-up. After 15 minutes a fee of \$1.00 per minute will be added to the \$10.00 late fee. Parents will be called after the first 15 minutes the child is not picked up. If the parent is not reached, then emergency contacts listed on the enrollment form will be called in order, until someone is notified. In accordance with State Law, authorities will be called if the parent or emergency contact has not been reached after one hour.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Hilltop Kids Learning Center

## Discipline Policy

The staff of Hilltop Kid's Learning Center will use disciplinary procedures which are designed and carried out in such a way to help the children develop self-control and to assume responsibility for their own actions.

The discipline will be directly related to the act, and the child shall be made aware of the relationship between the act and the consequences. Children will always be warned and given the chance to correct their behavior prior to a staff member taking action. When a child's behavior is inappropriate, the staff will use encouragement and positive redirection to help the child gain control over his or her actions.

No corporal punishment will be used at any time or for any reason. A safe calming space away from other children will be provided in each classroom if the child would need a break to calm themselves down should the need arise. Firm positive statements and redirection shall be used.

We believe that it is important that children enrolling be able to function in a group setting if the child is having, or causing disturbing behavior to him/her or the rest of the class, a conference will be held with the teacher/director and the parents. Suggestions and various discipline procedures will be discussed with the parents and staff. After a pre-agreed upon time, another conference will be held to evaluate the situation and if all parties involved feel the situation has improved, the plan of action will continue. If the situation has not improved, the parents will be requested to remove their child from the center.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Hilltop Kids Learning Center

## Pest Management Policy

### **Policy Statement:**

The management of Hilltop Kids Learning Center and KidZ Landing is committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides, and therefore we have adopted the Integrated Pest Management (IMP) approach to pest control. The IPM approach minimizes the exposure of the children and staff to pesticides, and includes a variety of nonchemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pest (such as insects, weeds, and rodents) that may be found in the facility and its surrounding ground, only the least toxic products will be considered and combined with nonchemical methods.

### **Definition of Integrated Pest Management:**

“An ecologically based management strategy that provides long term solutions to pest problems with minimum impact on human health and the environment. Programs are heavily reliant upon pest prevention through good sanitation and mechanical means such as pest proofing buildings.”

### **Commitment:**

Our center takes the responsibility to notify students’ parents or guardians and the school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home with students.

### **Record-keeping:**

Records of pesticide uses shall be maintained on site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. Additionally, pest surveillance data sheets, which record the number of pests or other indicators of pest populations, are to be maintained to verify the need for treatments.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hilltop Kids Learning Center  
**Photography Release**

I give permission for the staff of Hilltop Kids Learning Center to have my child photographed for PR purposes in their program. For example, bulletin boards, newsletters, newspaper articles, webpage, facebook, etc.

Child(ren): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_ I do not consent to my child's photograph being used for the above.

Parent Signature: \_\_\_\_\_

\*\*\*\*\*

Hilltop Kids Learning Center  
**Parents Handbook**

I, \_\_\_\_\_ have been given a copy of the Hilltop Kids Learning Center handbook and I have read and gone over the hand book with my child/children and understand that if I do have any questions that the Director of Hilltop Kids Learning Center is happy to answer any and all questions that I may have.

Child(ren): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

## Hilltop Kids Learning Center Confidentiality Release

**DCFS Licensing Standards state that no information will be released about the student enrolled or the student's family without written consent. Our church needs to keep statistics about our enrollment and we request your permission to do so.**

I, \_\_\_\_\_ give permission for the following information

about my child/family \_\_\_\_\_

**To be released to Christ Community Church/Evangelical Lutheran Church in America.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hilltop Kids Learning Center **Physical Form Requirements**

### To know before your go....

- ❖ Please make sure your doctor fills out the lead assessment and signs it.
- ❖ The TB Skin Test portion of the attached physical.
- ❖ It is also necessary that the physician signs both sides of the physical.
- ❖ It is the parent's responsibility to fill out the health history and sign and date.
- ❖ Be sure that the shot records is filled out or is attached.

### **Other Documents Needed**

- ❖ Certified Birth Certificate (We will make a copy and return the original)

**These things must be completely filled out before the forms are returned.**

## CHILDREN'S RECORD

(FILE IN THIS ORDER)

- Child Enrollment Form
- Fee Contract
- Consent Agreement Form
- Emergency Medical Form (With Addresses)
- Child Release Information (With Addresses)
- Parent Hand Book
- Confidentiality Release
- Photo Release
- Late Departure
- Discipline Policy-Signed by Parent
- Birth Certificate
- Pest Policy
- Verification Slips-Standards-Signed by Parent
- Health Certificate (Date) \_\_\_\_\_
  - TB Test (Date) \_\_\_\_\_
  - Lead Screen/Test (Date) \_\_\_\_\_
  - Immunizations
  - Health professional signature



## Hilltop Kids Learning Center

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Things the kids should bring:

**All Children:**

1. Tennis Shoes or closed toe shoes.
2. Comfortable clothes to be active in.
3. Coats, Gloves, etc. to go outside
4. Change of Clothes

**Infants- 6 weeks through 15 months-** in addition to the items above:

1. Bag
2. Bottles
3. Diapers and Ointment
4. Wipes
5. Formula or breast milk
6. Baby Food

**Toddlers- 16 Months through 23 months-** in addition to the items above

1. Bag
2. Blanket
3. Diapers and Ointment
4. Wipes

**Two-Six Year olds-** in addition to the items above:

1. Bag with blanket and sleeping item

**Please make sure your child's name is on ALL items brought from home**

**Hilltop is not responsible for missing, broken or damaged items.**

