



# KidzBlock

LEARNING CENTER



# Family Guide

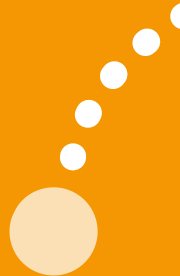


# Dear Family,

**KIDZBLOCK LEARNING CENTER** is pleased to welcome you. It's a big step to leave your child in someone else's care. We understand that taking this decision might be difficult and even frightening. That is why we want to provide you the security you need to know that our center is the ideal location for your child to learn, feel loved, and be ready to explore the world.

KidzBlock Learning Center has an enriching environment where learning is fun. We created various age-appropriate programs to encourage knowledge and the confidence necessary for excellent development. Our activities are full of happiness, creativity, and fun projects. Colorful classrooms are part of our daily environment, bringing joy, trust, enthusiasm, and inspiration to your child.

Our programs include circle time, games, group activities, signing, literacy, technology, second language, healthy food, and rest time. We have prioritized each child's safety and nutrition. As a result, we will do everything needed to have impeccable physical, social, emotional, and, most importantly, intellectual development for your child. KidzBlock Learning Center wants parents to be aware of everything we do, so we welcome you to spend some time in our center to participate in any of our daily activities with your child. We encourage you to continue to apply these activities to build a habit of learning and development.



We comprehend that the adaptation process is different for each child. For some children, it can be challenging to accommodate, while for other children, it can be quicker to adapt. It all depends on the age and prior routines. Our staff will guarantee that your child's first day will focus on receiving comfortability in their new environment by understanding their natural rhythm and being aware of anything they may need.

Our teachers and staff are professional and qualified people that will accompany you in this incredible journey, and together with you, we will ensure you feel total confidence and happiness. Remember, your kid will shortly feel comfortable here because we know that our center will be an essential part of your family. It is normal to feel a little anxiety, and we are here to offer you security.

We advise you to keep this family guide and take a few minutes to familiarize yourself. As well as visiting our website [KidzBlockLearningCenter.com](http://KidzBlockLearningCenter.com) to learn more about our curriculum, programs, and daily schedule.



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# About Us



## Eilyn Cordero

A dedicated forensic accountant. She is responsible for the financial management of the center. She initiated the idea of opening a daycare center because she always believed education and knowledge are vital factors for healthy growth.



## Luisa Cordero

A professional with an Associate Degree in Early Childhood. Her experience and knowledge with early childhood education are critical factors to our center's education system. She is responsible for overseeing and teaching our staff the best quality of education.



## Evelyn Solano

A devoted Spanish teacher that integrated her educational experience by providing diversity and cultural inclusion to KidzBlock Learning Center programs and curriculum. She believes every child deserves to have the best education.

# Our teachers

Our teachers and staff at KidzBlock Learning meet or exceed the state licensing requirements and will go through a rigorous background check, screening, and hiring process. We want to ensure their dedication, passion, and love for children exceed your expectation. The selection process includes certified pediatric First Aid, Pediatric CPR, cardiopulmonary resuscitation, and Universal Precautions (infection control).

KidzBlock Learning Center supports and encourages the professional growth of our staff by providing ongoing perks to our team education, knowledge, and skills. Our staff professional development is a key factor to KidzBlock Learning Center's learning process and up-to-date instruction. We perform a yearly education development program for our staff depending on our annual goals and the improvement of our staff. KidzBlock Learning Center strongly believes that training allows our teachers to help your child better in all aspects and stages of their growth. This ongoing commitment to implement the best education enables us to provide exceptional quality care at our center.



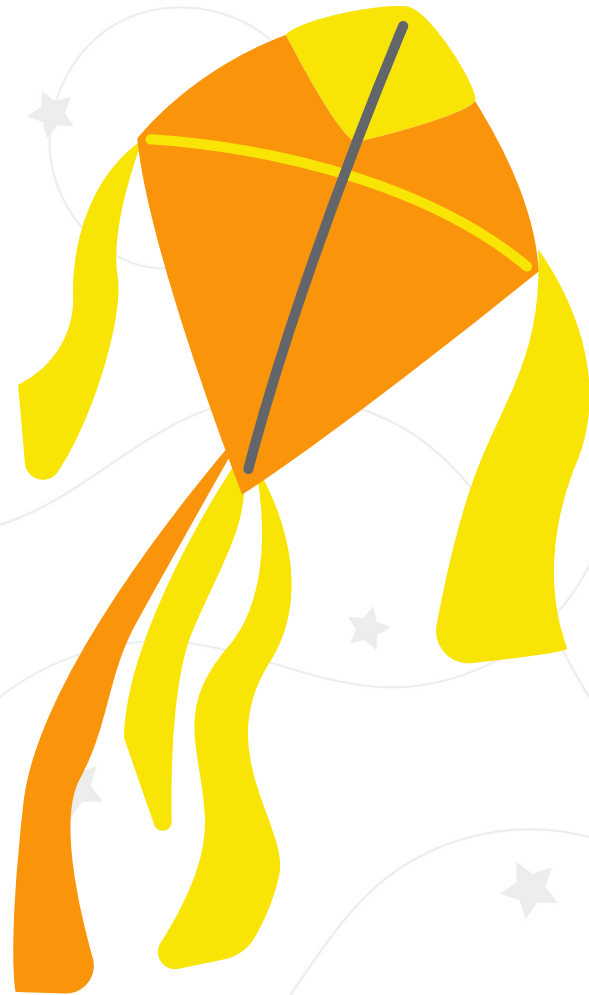
# Our community

KidzBlock Learning Center maintains a family teacher partnership to educate your child. Our partnerships are designed to provide frequent opportunities and share information between the teacher and family. Keep in mind that love and care are the foundation of our ideology. Diversity, communal life, and the value of differences are all topics we address in our classroom.

We designate a specific caregiver for your child who will guide you and teach you the process and keep permanent contact for the well-being of the child. We make sure each caregiver is grounded in love, trained in early learning, and love their job. We reinforce all our teacher's experiences to make sure that they meet or exceed the legal requirements of their position. In addition, KidzBlock Learning Center trains teachers for each of the education levels of our program.

KidzBlock Learning Center likes to be part of your family team, where continual and constant exchange of information is part of the ongoing growth of your child. As a result, we ensure and guarantee the permanent care and well-being of the children. Teachers will make sure to keep parents aware of every step in the child's progress. In addition, our team records all your child's achievements and improvements by keeping you up to date.

Parents' conferences are planned according to the child's program (Normally 2 per year). During parent's night, you and the teachers will go over your child's report as well as a review of their accomplishments and achievements.



# Regulatory Agencies & Americans with Disabilities Act (ADA)

KidzBlock Learning Center is a state-licensed daycare that meets all of the appropriate state licensing requirements. Please feel free to view the state license certificate in our office. Our center is also inspected by state and local health, fire, and building agencies to ensure that all the regulations and requirements on staff credentials, nutrition, health, safety, and record-keeping are followed.

We accept children by following the Americans with Disabilities Act (ADA). We comply with its rules, and any other applicable local, state, or federal laws governing the prerequisite of services to people with disabilities. We assess each child's needs and offer reasonable accommodations for any kid who can securely engage in a daycare setting on a case-by-case basis.

Please consult with the Director about your child's needs before enrolling and submit all necessary documentation to ensure that your child receives the best care possible.

friends



# Family Communication and Involvement

KidzBlock Learning Center wants to be part of your family. Our educators and staff will ensure that your child's success is provided with the best care and education possible. Your children's experiences, family satisfaction, and daily activities are essential tools for our center to build a comprehensive learning community where families and educators interact and work together.

KidzBlock Learning Center provides the opportunity to learn about the many ways you can be involved with your child's education and teacher relationship.

- Our center fosters and promotes close communication and participation among parents and staff in all matters related to your child and their activities in the classroom.
- You can call or visit us at any time of the day. Our center has an open-door policy, welcomes you, and encourages you to participate in your child's classes, activities, or projects.
- You can provide feedback and share any concerns or questions, new ideas, or suggestions to help our learning activities and programs.
- We invite you to visit our website to learn all about the activities planned for the classroom. On [KidzBlockLearningCenter.com/curriculum](https://KidzBlockLearningCenter.com/curriculum) & [KidzBlockLearningCenter.com/program](https://KidzBlockLearningCenter.com/program) parents will have access to our curriculum and programs that offers science, art, social studies, math, social-emotional relation, language, literacy & so much more.
- Stay informed with our teachers about daily events and special events. We provide them with formal and informal communications at any time of the day.
- Follow us on social media and interact with our posts.
- Families are notified of announcements, news, and staff changes via email, **Brightwheel** portal, and our bulletin boards.
- Don't miss our regular parent-teacher conferences to rate and comment on all aspects of the program. Your opinion is critical to us

Keep in mind that the most valuable characters in a child's life are their parents, and by engaging in activities at home, you can reinforce that role and join in the learning. Visit [kidzblocklearningcenter.com/blog](https://kidzblocklearningcenter.com/blog) for ideas on how to balance our curriculum and program adventures for families at home.





# Positive Guidance

KidzBlock Learning Center maintains a calm environment accompanied by teachers who encourage children's learning, confidence, and leadership at all times. Educators allow kids to explore their environment and their emotions. That's why we believe children should know the consequences of their behavior.

Our program and curriculum are based on teaching children good manners and how to control or avoid misbehavior. These techniques will help them develop their autonomy and self-control. Through guidance and a positive role model, your children will have a positive self-image and responsible behavior.

In our daily approach, speaking positively and using the word "YES" encourages good behavior, cooperation, negotiation, and encouragement to solve problems. Our team has been trained to take a potentially destructive situation and transform it into a positive learning experience. Most inappropriate behaviors are avoidable in this positive guidance environment.

A child may be directed to an alternative activity apart from the group in extreme situations and as a last resort to maintain a pleasant and tranquil environment. However, it's important to understand that kids can come back whenever they're ready. Infants and toddlers will not be subjected to this procedure. In addition, our employees will never use corporal punishment, as it is against our organization's policy and state childcare licensing rules.

We encourage parents to be active participants and mentors in their children's development of appropriate and assertive behaviors. We may occasionally ask you to support us in addressing inappropriate behavior as your child's most influential mentor. However, we acknowledge that these are touchy topics, and families reflect diverse parenting techniques. But, while you're at our center, don't use any correction that isn't per our center's positive guidance plan or that is illegal under state law. If an employee witnesses physical punishment provided by a family member, he or she is compelled by law to report the occurrence to the appropriate authorities.

## **The following methods of discipline are prohibited:**

- Using discipline methods that can affect children physically, verbally, and psychologically. Under no circumstances will any children be punished in cruel, shameful, derogatory, humiliating, discriminatory, or threatening ways, such as calling a child "bad" or problematic.
- The center does not allow reprimand techniques such as being confined to a seat, crib, or any other place.
- All types of physical abuse, such as shaking, squeezing, hitting, or suffocating, are prohibited.
- Much less will we don't allow to deprive children of their Food or otherwise force them to eat them. Food is not punishment or reward.
- We will never punish kids for getting their clothes dirty or wet, or for not knowing how to use the toilet properly, for spilling Food, or anything done with no intentions.



# Satisfaction

We are entirely dedicated to the well-being of your child and your happiness with our services. The best way to sustain a fantastic relationship is by having good communication. Your feedback on how we can enhance our programs is always welcomed. Therefore, our teachers are always accessible to address and resolve any concerns a parent may have about entrusting their child's care to others. All recommendations are appreciated because they are meant to improve the atmosphere where your children spend several hours of their day and life.

We can help children develop a positive attitude about themselves, nurture relationships with others, and have a lifetime love of learning by working together. Feel free and confident to suggest general and specific improvements regarding your child. Teachers and staff will make every effort to meet your expectations.

At [kidzblocklearningcenter.com](http://kidzblocklearningcenter.com), you can share all your concerns and send us your suggestions so that we can get in touch with you as soon as possible. In addition, to maintain open, direct, and continuous connection with parents, we also regularly publish helpful information for parents on our blog.

Our objective is to provide children an environment where they learn and develop socially, emotionally, physically, and intellectually while having fun. Our goal is to do everything possible to provide your children with a solid foundation of lifelong education.

# Conflicts Resolution

We recognize that conflict may inevitably result from differences of opinion, but we have the disposition to quickly and intelligently resolve any inconveniences that may occur in our center. Furthermore, to strengthen and ensure a tranquil environment, we constantly focus on respect, tolerance, honesty, and clear communication.

At KidzBlock Learning Center, we provide all types of communication methods so that any need, desire, complaint, or claim is attended to and solved as quickly and optimally as possible. These assessments must be first discussed with the teacher in charge, through formal or informal methods, directly or through messaging. If the teacher is unable to resolve your concern, refer to the director of the center. The contact details are published in the center and through our website.

We recommend that parents address all their complaints within the center. Our team will respond within **24 hours**. However, if you have any difficulties that cannot be resolved or questions that cannot answer in person, please speak with the Center Director by phone or email to [parents@kidzblocklearningcenter.com](mailto:parents@kidzblocklearningcenter.com).

Although it happens infrequently, some issues cannot be resolved to everyone's satisfaction, and, naturally, severe modifications are required to fix the problem. That's why we encourage you to feel confident with providing us feedback, and most importantly, communicate everything you feel doesn't represent your standards. Suggestions from families will lead to improvement ideas that will help us progress in our mission of providing well-being to children.

Please contact us if you have any questions about our policies and regulations. In addition, our Customer Care Chat is available on our website from **6:00 a.m. to 6:00 p.m.**

# Brightwheel

At KidzBlock Learning Center, we understand that being part of your child's daily activities is meaningful for you. That's why we integrated Brightwheel to help us observe and keep track of your child's progression and growth. It is essential to mention that Brightwheel assists us in discovering each kid's strengths, abilities, interests, and needs.

## What is Brightwheel?

Brightwheel is an easily accessible mobile application that will allow parents to check their child's daily activities and progress. Parents can access the portal via smartphone by downloading the application or through the web. Brightwheel is a straightforward application. Parents will feel that they are part of their child's education experience. The application provides daily records with images and comments.

Brightwheel app will enable you to see what happened today (classroom curriculum highlights and photos of your child), individual observations of child development, and care events (naps, bottles/meals, diaper changes for younger children), right at your hand.

- **Daily updates:** Throughout the day, a live feed of activity is provided.
- **Photos/Videos:** With images delivered directly to your mobile device, you can follow your child's day as it unfolds.
- **Keep in touch:** Maintain contact with your teacher and supplement your schoolwork with activities at home. Receive alerts for photographs, notes, and check-ins.

- **Easy check-in:** Simple digital sign-in using your personal information Code for checking in. Scan an image at your location to check in with your own device!
- **Communication:** When your child is unwell or late, leave a note for the instructor.
- **Calendar:** View upcoming activities and significant dates at your child's school in a matter of seconds.

## How does it work?

Brightwheel provides communication and information, such as how your child slept, the project, and the activity they performed. Throughout the day, teachers will post updates on the app. However, because the safety of the children is our top priority, updates will be made when time permits.

What can you expect from Brightwheel?

- Real-time insight into your child's day is provided with photos, videos, and updates.
- An easier method to be informed about your child's development and learning.
- Online tuition payments are simple and convenient.
- All components of our center are accessible through the Brightwheel app.
- Capture an accurate picture of what each child knows and can do.

We know how significant it is for you to be part of your child's exploration. That's why we will try to document and capture all these moments for you. Images and videos will be sent and posted on your child's report through Brightwheel.

However, parents can interact and send us an email is to [info@kidzblocklearningcenter.com](mailto:info@kidzblocklearningcenter.com). We will also be available in our online chat from **6:00 am. to 6:00 p.m.**, the teachers of the class your child attends will let you know how to enter so you can stay in touch.

# KidzBlock Learning Center Online

**Email:** Families that are currently enrolled or interested parents can contact us at [info@kidzblocklearningcenter.com](mailto:info@kidzblocklearningcenter.com)

**Live Chat:** We're available weekdays & weekends from 6 a.m. to 6 p.m. (EDT).  
<https://www.kidzblocklearningcenter.com/>

**Blog:** Weekly/Monthly news and tips for parents can be found at:  
<https://www.kidzblocklearningcenter.com/blog>

**Facebook & Instagram:** Get updates and connect with educators, executives, and other families:  
**FB:** @KidzBlockLearningCenter  
**IG:** @KidzBlockLearningCenter

**Twitter:** You can find our blog and tips  
[@KidzBlockCenter](https://twitter.com/KidzBlockCenter)

**YouTube:** Learn more about KidzBlock Learning Center by watching some of the videos on our YouTube channel. [@KidzBlock Learning Center](https://www.youtube.com/@KidzBlockLearningCenter)

We appreciate that you invite your family/friends and share with them information about our center. Also, follow us on social media, and encourage people close to you to enroll in our center; it will be entertaining for your child to share this experience with their friends. Keep in mind that parents who refer us will have benefits, ask the Director for more details and information.



## Referral Program

Families that are satisfied with KidzBlock Learning Center are our best representatives. When a happy family tells another family about their child's exceptional experience, we are thankful. It is essential to know that families can earn unlimited tuition credits through the KidzBlock Learning Center Referral Program. After a referred family has been registered for 30 days at a KidzBlock Learning Center, the referring family earns a tuition credit.

For further information, go to [kidzblocklearningcenter.com/referralprogram](https://www.kidzblocklearningcenter.com/referralprogram) or check with your center administration.



# Our Educational Programs & Curriculum

Our classrooms are colorful space that encourages imagination. We believe that a safe and welcoming experience inspires learning and creativity in children. Our programs include music, art, phonics, cooking, and STEM (science, technology, engineering, and math). Children will learn how to be decision-makers, respect and be respected, form criteria, and define themselves as people in an environment full of challenges.

We think that each child has their own set of skills and interests. That's why our teachers respect this diversity by giving your kid individualized attention and activities that allow them to learn and grow at their own pace. This hands-on approach, combined with our well-balanced curriculum & program, is intended to help children develop self-confidence, happiness, and awareness. Our Classrooms include advanced technology and daily activities such as painting, dancing, singing, crafts, or play.

If you want to know more about daily activities and up-to-date schedules, visit our website [KidzBlockLearningCenter.com](http://KidzBlockLearningCenter.com).

Our main goal is always to provide different journeys and moments to every child in our center—understanding that every experience is different but always fun.



# Curriculum

KidzBlock Learning Center has an enriching environment where learning is fun. We developed a curriculum that promotes learning and development through age-appropriate activities. Each day we focus on fomenting your child's physical, social, emotional, and most importantly, intellectual growth.

Our center is designed to foster and care for your child's improvement with confidence and enthusiasm, complemented by colorful classrooms that will inspire them. Our priority is always to provide an atmosphere where they can be free to play, learn and explore.

From the first months of life to five years, it has been proven that children's brains build alliances between the images of everything around them, its function, and its meaning. Our classroom offers materials such as toys, playful games, puppets, artistic elements, multimedia, books, and much more to develop those skills.

## OUR ACTIVITIES ARE:

### SOCIAL-EMOTIONAL RELATION

The ability of a kid to understand feelings, self-regulate, and form connections is referred to as social-emotional development. We carry out group activities every day that encourage solidarity, empathy, and companionship. Something as simple as sharing a toy or a snack can influent your child's social-emotional relation. It has been proven that young children with great social and emotional development are more likely to have good academic performance. That's why we want children to acknowledge commitment, respect, self-regulation, positivism, and friendship early.

### LANGUAGE AND LITERACY

The ability of a child to interact and interact with others through listening, speaking, reading, and writing is referred to as language and literacy abilities. Our literacy activities work with children's phonological skills through songs, readings, and different sounds. They will read and familiarize images with words and letters. Studies have shown that having a back-and-forth exchange of words, sounds, and expressions between adults and child is a powerful component for brain growth. Creating the habit of reading at an early age develops a good vocabulary. Teachers will continually expose your child to print and writing as part of their daily activities.



# Curriculum



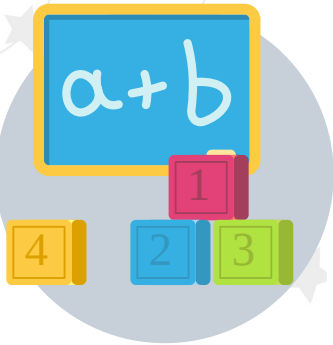
## SCIENCE WORKS

A child's capacity to investigate, predict, and assess observations are all examples of science skills. Our curriculum objective is to stimulate children's sense of wonder through exploration and discovery, such as pouring sand into the water. Our goal is to teach children the cause and effect of things by experimenting with various materials, textures, sizes, and colors. KidzBlock Learning Center believes experiments are a fantastic aspect of science because they allow students of all ages to participate in hands-on learning adventures that they will love.



## CREATIVE ART

The ability to express ideas and imagination through music, dance, theatrical play, and art is connected to creative development. Our classrooms are rich in culture and diversity, and we believe it is critical to recognize and reward individual talent. The development of creativity and artistic expression is a powerful tool for kids' imagination. We motivate children to participate in painting, dancing, singing, acting, and various musical instruments every day. It has been proven that children who perform better on imagination and creativity acquire more effective problem-solving techniques.



## MATH COUNTS

A child's ability to count, recognize numbers, control objects, formulate patterns, sort, analyze, and measure are all examples of math and reasoning skills. Early mathematical experiences play a significant part in a child's arithmetic comprehension and cognitive development. We also believe that mathematics is essential in a child's growth because it helps them make sense of their surroundings. Teachers will educate kids on how to solve problems, measure, and build their spatial awareness.

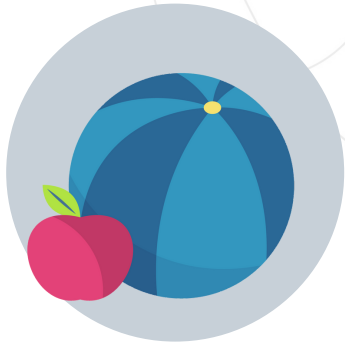


## SOCIAL STUDIES

A child's ability to understand themselves in connection to the world is referred to as social studies skills. It entails investigating roles, duties, and cultural standards. Early exposure to social studies helps children comprehend their place in their community. In addition, it teaches children how to make educated choices regarding the laws that regulate their life. More significantly, it teaches children to value and respect other people's cultures. That's why it is crucial to understand social practices because it sets the groundwork for a child's lifetime attitudes toward a person's culture.



# Curriculum



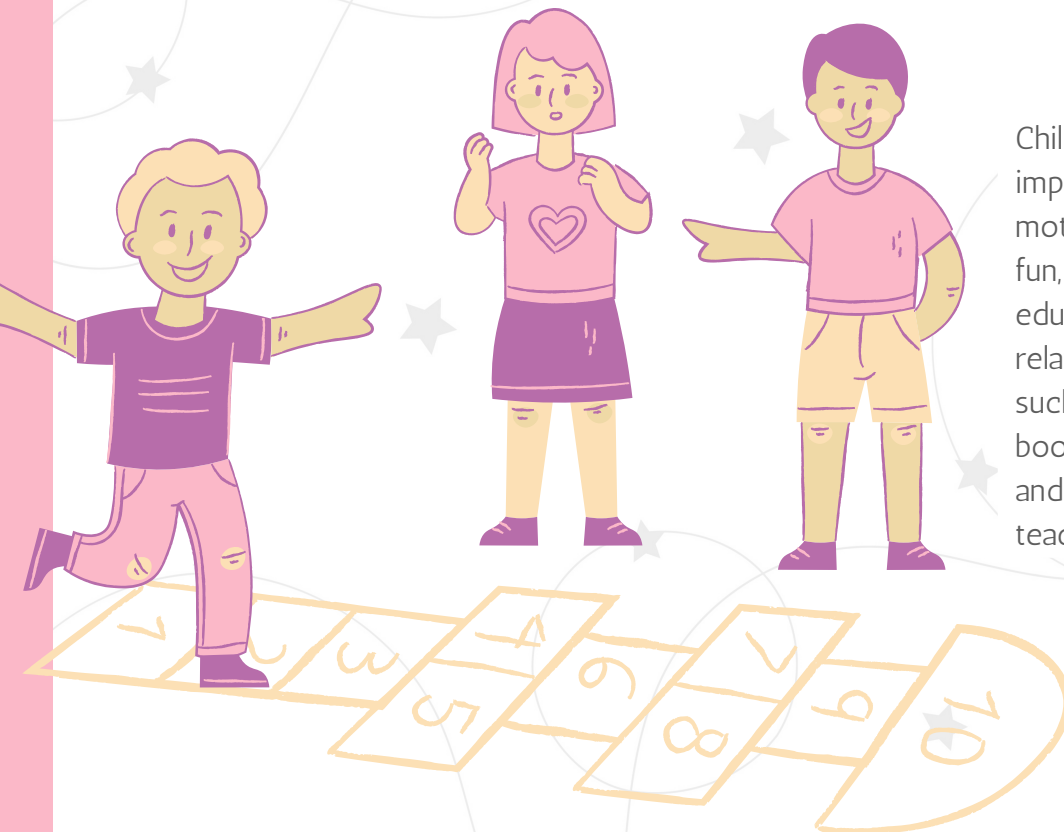
## PHYSICAL STRENGTH

The Gross and fine motor skills of a child are referred to as physical development. Healthy living is promoted through physical activity that helps develop strong bodies and healthy minds. In addition, research shows that physical activity has positive effects on learning. KidzBlock Learning Center offers good nutrition and health-conscious habits that are incorporated into our daily routine. Our curriculum integrates sports, yoga, aerobic exercises, and so much more.



## SECOND LANGUAGE

We offer children the opportunity to learn a second language. Because we recognize that including a second language at an early age is ideal for cognitive skills, it has been proven that bilingual children learn faster and are good problem solvers. That's why most of our teachers are native Spanish speakers because our goal is for your child to be fluent in both language comprehension and communication.



Children at KidzBlock Learning Center improve their math, science, language, motor, and social abilities while having fun, with the help of carefully educated teachers and curriculum-related resources that inspire children, such as personalized puppets, activity books, music, and more. Our passion and dedication serve as the primary teaching tools.



# Program

## INFANTS (KITTEN)

**AGE: 6 WEEKS – 18 MONTHS**

Our Kitten Classroom is from 6 weeks to 18 months. At this age, we follow your infant's daily routine. Regardless of their unique sleeping and feeding habits, our teachers will ensure that your infant is part of circle time, outdoor walks, and daily activities. Your baby will have a primary teacher who will provide personalized care and nurture them. Teachers will convert conventional caregiving routines into teachable moments focused on your infant's needs and developmental levels.

Our program approach prioritized the value of confident and supportive communications between teachers and children. Our lovely teacher's daily routine involves singing, reading, and talking with your child because we want to promote your child's communication skills.

### PROGRAM INCLUDE:

- Circle Time
- Singing & Rhyming
- Activities to develop motor and cognitive skills
- Language & Literacy
- Cuddling & Rocking
- Sign Language

During this stage, we want to make your child feel like a member of the family and provide a shoe-free environment where they may safely explore, relax, and nurture.



## TODDLERS (KOALA)

**AGE: 18 MONTHS – 24 MONTHS**

Our Koala Classroom is from 18 months to 24 months. At this age, your child is ready to learn and follow a specific daily routine. Toddlers will engage in learning activities to build their language into one to two-word sentences, develop socialization skills, improve their eating habits and self-help abilities like putting away toys. Our teacher's fun and joyful way of teaching will make the process adventurous. As they play and learn, we will support them in exploring their passions and discovering new ones.

When children begin to walk, talk, and interact, they need to have the appropriate tools to analyze what they perceive of the world through their senses. It is a fascinating stage where exploration and experiences are the toddler's primary goals. They will need a teacher to take care of them, challenge them and encourage them positively.

We will sing, dance, laugh, play, learn with various activities through age-appropriate instruments.

### PROGRAM INCLUDE:

- Questions & Answers
- Circle Time
- Physical Strength
- Singing & Rhyming
- Language & Literacy
- Second Language
- Field trips
- Colorful & Accessible
- Potty Training



# Program

## **PRESCHOOLERS (KANGAROOS)**

### **AGE: 2 YEARS – 3 YEARS**

Our Kangaroo Classroom is from 2 - 3 years old. At this stage, your child is packed with many curiosities and interests. Your preschoolers' social, emotional, and intellectual growth occurs quickly, so it's crucial to provide them with meaningful learning opportunities. We also give your child lots of one-on-one attention to meet their individual needs. That's why we created a happy, healthy atmosphere where learning is enjoyable.

Our Kangaroo teachers will be ready to inspire the first steps toward developing the foundational skills for social awareness, reading, writing, math, and science. This program generates an exciting learning atmosphere in which kids are motivated to explore and learn while making buddies and building self-confidence.

### **PROGRAM INCLUDE:**

- Awareness
- Circle Time
- Physical Strength
- Tech time
- Language & Literacy
- Communication
- Field trips
- Second Language
- Colorful & Accessible
- Singing & Rhyming



## **PRE-KINDERGARTEN (GIRAFFE)**

### **AGE: 3 YEARS – 5 YEARS**

Our Giraffe Classroom is from 3 - 5 years old. At this stage, your child's language, math, science, Spanish, and social skills are instituted on their day-to-day routine. Our teacher will build trust and independence through individualized guidance. The main focus is to prepare your children for kindergarten and beyond. The giraffe classroom will create a bright future for your child with limitless opportunities by allowing them to have an atmosphere full of adventure and excitement.

Our teacher will implement STEM activities for your child's daily routine. In addition, your child will receive a Pre-Kindergarten education emphasizing physical, cognitive, and social-emotional growth.

### **PROGRAM INCLUDE:**

- Developing Expertise
- Circle Time
- Building Confidence
- Physical Strength
- Singing & Rhyming
- Language & Literacy
- Communication
- Field trips
- Second Language
- Colorful & Accessible
- Tech time



At this exploring stage, we have to focus on safety. So the children can focus on creating and expressing themselves. We will do open-ended questions, independent tasks, and thinking activities. The teacher will continue building minds and bodies, reading and writing, playing role games, saving obstacles, making stories.

# Program

## AFTERSCHOOL PROGRAM (PANDA)

KidzBlock Learning Center offers an afterschool program in a quiet, safe, and nurturing environment that will allow school-age children to spend time with friends and develop a sense of who they are and skills to discover new activities. We encourage collaboration, positive interaction, and independent learning by offering diverse and exciting activities. Our centers work with your school schedule to provide your child with fun and enjoyable activities over the holidays and school days off.

### THE AFTERSCHOOL PROGRAM INCLUDES:

- Homework Assistance
- Physical activities
- Group time
- Language & Literacy
- Colorful & Accessible



## Homework Help Center

Our teachers will assist your children with their homework. We have a no distraction section that focuses on providing the support and resources for your child's education. Also, teachers continuously monitor your child's homework performance. Keep in mind that children do not need to be assisted with their homework. Parents can choose whether they want our teachers to help. If your child needs extracurricular help on a specific subject, don't hesitate to communicate this to our teacher for further assistance. Education is the most crucial step for any child's future.

### PROGRAM INCLUDE:

- Fun activities
- Writing
- Reading
- Music
- Personalized Homework Support
- Instructions before and after class

# Transitions

We know that starting a new stage is never easy. The transition from home to a daycare center can be difficult for some kids. Understandably, new routines and new people can be somewhat traumatic for children too. At KidzBlock Learning Center, we want this transition to be as smooth as possible. Therefore, we have designed a process that involves the entire family to improve your child's adjustment. Teachers and parents will work together with communication techniques that work best for you.

## **THE TRANSITION FROM HOME TO A DAYCARE CENTER**

It is essential for the first day of enrollment for parents to visit the classroom with their children to become familiar. If possible, parents can be part of the class for the first few days while your child integrates into the school. Gradually your child will feel comfortable and happy to be part of KidzBlock Learning Center. If you anticipate any difficulties during your child's transition, please let us know.

## **TRANSITION TO A NEW CLASSROOM & PROGRAM**

The transition from one classroom to another is different for each child, and there is no one-size-fits-all solution for a successful transfer. That's why KidzBlock Learning Center created a chronological age range classroom to ensure that students are prepared for each new chapter. In addition, your child will visit the new classroom gradually to get used to it because our purpose is to assess your child's level of development and maturity.

## **TRANSITIONING TO SCHOOL**

We're also committed to providing your child with the best education and learning skills possible as they move from our care to school. Teachers will give you information about the school district's protocols, how to inform your child about going to a school and what they can expect. In addition, our center will make sure your child is 100% confident in transitioning into this new chapter.

Keep in mind that all of our classroom curriculum & programs integrate some information related to the upcoming transition because we want your child to be prepared to transition into a new beginning with the mentality, knowledge, and understanding of what to expect.



# Child Care and Health

KidzBlock Learning Center implements rigorous health and safety guidelines dedicated to all Children. Our operational and childcare procedures are based on the National Health and Safety Performance Standards Guidelines for Early Care and Education Programs created by the AAP, APHA and NRC. We comply with all national health and safety standards.

Our team focuses on nurturing your child's well-being and security. Every staff is available to provide advice on our risk management plan and health protocols assessments.





# Medical Records

Parents must provide all of their child's medical information upon enrollment to protect their child's health. Immunization cards and the physical examination report must be updated every year. Gladly, KidzBlock Learning Center has an advanced system that keeps up-to-date care regulations and current medical information of each kid that would notify parents when these records are needed.

Please visit the Centers for Disease Control website at [www.cdc.gov](http://www.cdc.gov) for more information concerning immunizations for children, including rules and recommendations.

Keep in mind, that it is our top priority to safeguard and protect the health of all. Children will not be allowed to attend KidzBlock Learning Center unless their immunization records are current and meet the requirements of the New Jersey childcare licensing agency.



# Illnesses Policy

We place a high value on your child's health. Precaution must be made to ensure the health of all children enrolled. If a child appears to be ill upon arrival or becomes ill during the day, parents will be asked to pick up their child within a reasonable amount of time (generally within 90 minutes).

In the event of a severe medical emergency, the child will be taken to the hospital by ambulance, accompanied by a staff member. We will contact you or the authorized emergency contact if you cannot be reached. We strongly advise you to keep this information updated.

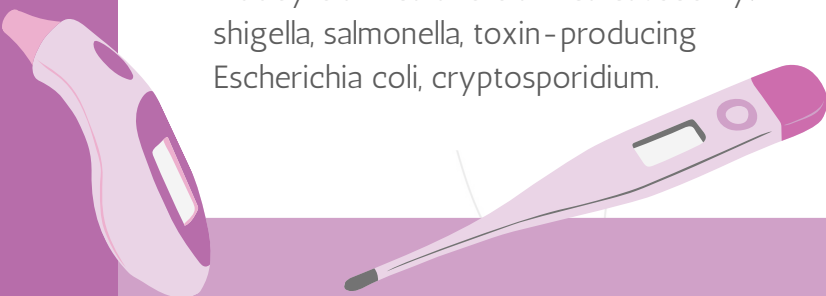


# Temporary exclusion

Colds can affect babies, toddlers, and preschoolers up to seven times a year. We recognize that balancing work commitments while your child is ill can be difficult. But it is our responsibility to implement rigorous policies to protect children, families, and staff members.

To prevent the spread and transmission of viruses and diseases in our facilities the center will exclude assistance to your child if he or she presents any of the symptoms or conditions listed below. However, we may, at our discretion, need authorization from your healthcare provider for additional circumstances.

- Illness that prevents the child from comfortably participating in program activities.
- Illness that results in a greater need for care than our staff can provide without jeopardizing the health and safety of other children.
- Fever of 100 degrees or above (axillary); 101 or above (orally) or a similar measure supplemented by behavior change or symptoms.
- Unexplained fever in a child younger than four months.
- Fever of 100 degrees or above (axillary) or 101 or above (orally) in an infant younger than two months.
- Fever of 104°F or greater in a child of any age requires medical attention.
- Diarrhea, watery stools, or decreased form of stool are not associated with a diet change or stools.
- Bloody diarrhea and diarrhea caused by: shigella, salmonella, toxin-producing Escherichia coli, cryptosporidium.
- Vomiting more than twice in the last 24 hours (unless it is determined that a non-communicable condition causes vomiting, the child is not at risk of dehydration).
- Sores in the mouth with drooling.
- Abdominal pain continues for more than two hours; intermittent abdominal pain is associated with fever, dehydration, or other signs of illness.
- Rash with fever, sores on the skin that ooze fluid and in an exposed area.
- Purulent conjunctivitis (defined as pinkish or red conjunctiva with white or yellow eye discharge).
- Strep throat (or other strep infection) up to 24 hours after starting treatment
- Lice or nits until after the first treatment.
- Rubella for up to seven days after the rash appears.
- Scabies, until treatment, has begun.
- Chickenpox, until all lesions have dried or scabbed over (usually six days after the rash appears)
- Whooping cough, up to five days after starting antibiotics
- Mumps up to five days after the onset of the parotid gland (swelling of the glands)
- Measles up to four days after the appearance of the rash
- Hepatitis A virus, up to one week after onset of illness, jaundice, or as directed by a physician.
- Tuberculosis, until the health department, indicates that the child is in treatment and can return.
- Covid 19 up to 14 days after diagnosis.





# Contagious & reportable Diseases

We care about your kid's health and understand that controlling the spread of infectious diseases is an essential component of delivering exceptional childcare. When a KidzBlock learning center is notified that an enrolled child or employee is suspected of having a contagious disease, the following rules must be followed:

- Send the child home because it is mandatory to pick up your children within the first 90 minutes a once was notified.
- Document the child's health care provider's evaluation and treatment
- Notify the parents and staff
- Inform the local health department

## **ILLNESSES THAT MUST BE REPORTED, BUT ARE NOT LIMITED TO:**

- Bacterial meningitis
- Influenza/Flu
- Hepatitis A
- Measles
- Whooping cough
- Chichen Pox
- Meningococcal infection
- Poliomyelitis
- Rabies (only in humans)
- Congenital and non-congenital rubella
- Tetanus
- Covid 19

Upon enrolling, parents will receive a quick reference guide with more specific information about Communicable Diseases and Work-Related Conditions Reporting.



# Return to Center Criteria

KidzBlock Learning Center understands how challenging it is for parents to leave or miss work. Alternative arrangements should be made for instances when your children need to stay at home or be picked up due to illness or Contagious & Reportable Diseases as a precaution.

Children must stay at home for 24 hours without showing signs or symptoms of illness before returning to the program unless the center receives a certificate from the child's medical provider saying that the child is not contagious and may return to the center. A letter from a medical provider is required before the child can return if the child has a contagious disease, rash, or ongoing illness. A letter made by the parent is not acceptable.

Please contact the center's director for further information on the distinct requirements for children returning to the center after being diagnosed with a Contagious & Reportable Disease.

Children who have been excluded may return once the following issues have been handled, if applicable:

ILLNESS	RETURN TO CENTER
FEVER	When the temperature is below 100°F (armpit or ear) without the use of fever-relieving medications
ABDOMINAL PAIN	When the signs and symptoms are no longer present
COUGHING	When the signs and symptoms are no longer present
DIARRHEA IF BLOODY OR CAUSED BY CRYPTOSPORIDIUM	Health Care Provider clearance required
INFLUENZA/FLU	Child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications
MEASLES	Health Care Provider clearance required
RUBELLA	Health Care Provider clearance required
VOMITING	When the signs and symptoms are no longer present
HEPATITIS A VIRUS	Health Care Provider clearance required
HEPATITIS B VIRUS	Health Care Provider clearance required
STREP THROAT	24 hours after initial antibiotic treatment and when fever is no longer present
PNEUMONIA	When the signs and symptoms are no longer present
MEASLES	Health Care Provider clearance required
COVID-19	Health Care Provider clearance required

# Medicine administration

Prescription and non-prescription medications, as well as oral drugs, lotions, ointments, and homeopathic items, must be administered in accordance with New Jersey Requirements. Below is a list of guidelines and regulations for medicine administration:

- We recommend that you administer medications either before or after you arrive at our center. To make medication scheduling easier, ask your doctor or health care provider for prescriptions with 12-hour dosing intervals.
- An authorization form must be signed by the parent/guardian or the child's medical provider, in some situations, for all prescriptions, including over-the-counter oral pills, ointments, lotions, and homeopathic remedies. The authorization form is available in our main office or online at [kidzblocklearningcenter.com/enrollmentforms](http://kidzblocklearningcenter.com/enrollmentforms)
- All medications must be brought to the facility in their original containers, together with the appropriate dosage tool for administration and the authorization form. Make sure the container and bag are clearly labeled with your child's first and last name.
- Medication should not be kept in diaper bags, lunch bags, backpacks, or any other personal items. To ensure proper storage, all medications must be given immediately to a staff member.
- If a child is going to start a new medication, the initial dose should be given at home so that parents/guardians can monitor any side effects.
- We do not combine medications with food, formula, or juice, and we do not administer medications in bottles or cups.
- If a child's medicine dosage needs to be changed while they're on it, a new Medication Authorization Form must be filled out and signed by the medical provider.
- Each time medicine is provided, a member of staff is in charge of recording and documenting the procedure.
- At the end of the permission period, all unused medication will be given to the parent/guardian.



# Medicine administration



## MEDICATION AUTHORIZATION FORMS:

- A medical authorization form is required for a prescription written in your child's name.
- When the manufacturer's instructions need a medical professional approval or when your directions differ from the age and weight information on the label, we require written instructions from a specialist.
- When a child's bottle requires medication, an authorization document must be submitted.
- Any medication as required by the state of New Jersey licensing agency.
- A health care plan written and signed by their medical provider and parent/guardian must be kept on file for children with chronic conditions such as severe allergies or asthma, or children with special circumstances.
- For Sunscreen and Repellent, parents must fill out the permission form.
- Sunscreen and insect repellent should be utilized at least once at home to test for any allergic reaction. Aerosols, sprays, and combined sunscreen/insect repellents are prohibited.
- For children six months' parents must sign an authorization form for usage.

Note: We are not licensed to offer medical care, and none of our personnel are qualified to do so. Our workers do not perform invasive medical procedures (such as insulin injections) or determine medication dosages.



# Infection control

Teachers and staff are trained on maintaining the highest level of cleanliness, such as hand hygiene, cleaning, disinfection, and food safety procedures. Adults are encouraged to sanitize their hands before entering classrooms and other common spaces as an extra precaution against germs.

The four important areas that we employ to minimize the spread of germs and educate your child on healthy habits and proper hygiene practices are listed below:

## (1) INFECTION PREVENTION:

- Staff will have up to date on immunizations and seasonal flu vaccination.
- Children will have up to date on immunizations and are required to stay at home if they have rashes with fever, strep throat, infectious diarrhea, etc.

## (2) HAND HYGIENE

The most effective strategy to avoid the spread of infection is to keep staff and children's hands clean.

- Before and after diapering, assisting with toileting, before meal preparation, and after contacting body fluids (including runny noses) throughout the day, staff would wash their hands.
- Children would also wash their hands frequently, especially after eating, using the restroom, and playing outside.

## (3) CLEANING AND DISINFECTION:

KidzBlock Learning Center uses soap and water, bleach solution, and commercial disinfectant that has been registered by the Environmental Protection Agency for cleaning and disinfecting regularly touched surfaces.

### For example:

- Diaper changing areas are sanitized and disinfected after every use
- Toilets, toilet seats, flushing handles, containers/lids for soiled papers, play tables, and smooth non-porous floors are cleaned and sanitized every day or whenever there is evident contamination
- Toys are washed and sterilized with a bleach solution on a daily basis and cleaned after they have been mouthed.
- Before and after each use, all food preparation surfaces are washed and sanitized, including table and chair trays.
- Bottles, caps, and nipples are washed and sterilized daily.
- Cribs and sleeping mats are cleaned weekly or before another child uses them.
- Crib linens and machine-washable fabric toys are laundered once a week, or more frequently if necessary.





# Infection control

## (4) FOOD SAFETY

To prevent and avoid foodborne infections, proper food handling and preparation are essential (food poisoning).

- Food and beverages should not be prepared near the bathroom, diapering area, or children's playrooms.
- Between uses, reusable utensils and plates must be disinfected
- Food, especially breast milk, should be stored at temperatures that are safe for consumption.
- Food that has been left over should be properly labeled and preserved.

KidzBlock Learning staff members are constantly washing their hands when leaving the bathroom, before eating or when returning from outdoor activities and we suggest that at home parents should also help to promote these habits in a fun way for them.

Also, our infant classrooms are a no-shoes zone to keep germs and dirt away from your infant crawling and scooting time. Families will have to use socks to enter the classroom, as well as teachers and staff.



# Allergies

At the time of enrollment or throughout child enrollment, parents/guardians must inform the center of any food, environmental, or intolerance allergies that their children may have. Also, it is required for parents/guardians to complete a health care plan form signed by the child's medical provider with full details of the child's symptoms, reactions, treatments, care, and any required medicines after the child is diagnosed with allergy or asthma. As a safety measure all classrooms, including the kitchen, will have a list of children with allergies and asthma post on the board.

At KidzBlock Learning Center, we know that severe allergies, such as those caused by being in contact with nuts, particularly peanuts, or meals containing bits of nuts or oil, can be life-threatening or even mortal. That's why our center provides a nut-free environment by doing everything we can to keep nut products out of the centers. Families and staff members are always instructed to avoid nut-containing products at the center including almond milk and lotions.

Parents/guardians should keep in mind that it is difficult to fully eliminate all risks for children with food allergies, no matter how hard we try. If your kid suffers from severe allergies, please bring the required medical response, such as an EpiPen, with them on their first day with us as well as a signed letter from the medical provider.



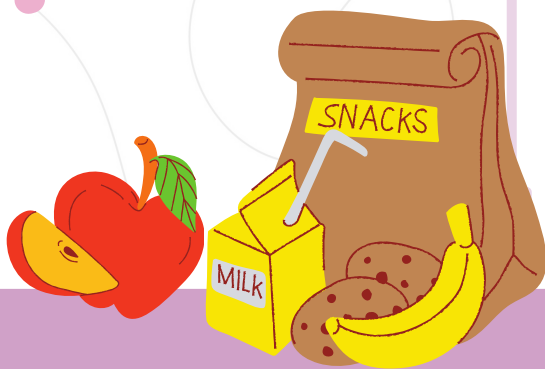




# Breast-feeding

We would be delighted to see mothers at any time during the day if their schedules and employment enable them to nurse their children. If the facility is not convenient to your job for nursing visits, please feel free to provide us with expressed milk to feed your baby. Also, breast milk can be frozen and stored at the center for up to one month after it is delivered; otherwise, breastmilk must be supplied daily.

Please discuss with the Center Director your breastfeeding plan so that we can provide the best atmosphere and support for you and your child. We also respect your decision to continue to breastfeed a child after infancy; weaning is not a prerequisite for advancing into the next classroom.



# Meals and snacks

At KidzBlock Learning Center we ensure that mealtimes are always nutritious and beneficial, that is why we offer healthy alternatives and encourage parents to include fruits, vegetables, protein pieces, soups, and sandwiches that are good for the child's health and well-being.

When parents/guardians decide to bring food from home, all meals should be cut into small, easily swallowable bits. Please make sure your child's full name is written on all lunch boxes, bags, and containers. Each child would have a basket space in the refrigerator label with their name. BPA-free plastic containers should be used to store foods. If glass containers are used, a silicone sleeve is required.

Parents/guardians are encouraged to keep foods high in fat, sugar, and sodium out of their children's diets. A balanced diet will be reflected in the development of children. Please refer to our Food from Home Guide available on our website

[kidzblocklearningcenter.com/enrollmentforms](http://kidzblocklearningcenter.com/enrollmentforms)  
For more information on your child's meal plan please check the classroom board or check on our website

[kidzblocklearningcenter.com/schedule](http://kidzblocklearningcenter.com/schedule)

## NOTES:

- You should provide infant formula, breast milk, pureed or strained fruits/vegetables until your child is old enough to eat finger food.
- Solid and finger foods should be introduced to infants around the age of six to eight months.
- Please check with the center director to establish an appropriate plan if your child has unique food allergies

## Celebrations and Birthdays

Celebrations and birthdays are special days for your children and you, and we understand that you might want to commemorate them at the center. However, if you provide food, such as muffins, special occasion cupcakes, or birthday cakes, they must be store-bought and commercially packaged with their respective ingredient declarations to correctly and thoroughly verify that those ingredients don't cause allergies. The possibility of illness and serious allergies is a very serious situation; that's why we want parents/guardians to understand the risk.

If the family wants to celebrate their child's birthday in the classroom, they can do so by sharing craft projects and other birthday activities. Please notify the classroom and main office in advance of special events to make the necessary arrangements. KidzBlock allows the use of mylar balloons at events, but only inside the older children's classrooms. Likewise, latex balloons are not permitted because they can be ingested by the baby and cause suffocation. Check with the administrators for more recommendations on special events.

## Clothing Suggestion

Clothing is a fundamental topic in the development of children amid comfort. A suitable wardrobe will help their correct development in the different areas and activities of the day. That's why we recommend that children be supplied with durable clothing appropriate for the different climates and activities we perform at KidzBlock Learning Center because much of their learning occurs outside, where they explore, dig, and smear. Rain gear should be worn in wet conditions, while jackets/snowsuits, hats, mittens, and boots should be used in winter and snow. Keep in mind that we would stay indoors in the winter and outside in the summer.

### KEY NOTES:

- A complete outfit set must remain at KidzBlock Learning Center at all times. Those items will be labeled and stored exclusively in the space assigned to each child.
- If your child is still learning to use the toilet, it's a good idea to have some extra underwear in the center. Please replace the items when they become soiled.
- Each assigned cubby should contain t-shirts, sweaters, sweatshirts, pants, underwear, socks, and comfortable shoes for indoor activities.
- We aren't responsible for clothing that has been misplaced, discolored, dirty, or torn.
- The assigned cubby must be kept neat and clean as well as your child's clothing.





# Footwear

Flip-flops, open sandals, or shoes with wheels are not recommended due to the risk of tripping, falling, and causing injuries to children. Closed-toe and rubber-soled shoes should be worn by your child for jumping, running, and spending time outside since they provide a better grip and more reliable support for their ankles. Keep in mind that shoes are required once children start walking.



## Personal Belongings

At KidzBlock Learning Center we allow kids to bring a blanket, their favorite toy, or a stuffed animal for rest time because we understand that children often find comfort in special objects. Keep in mind that the center is not responsible for any lost or damaged personal belongings brought into the facility.

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Toy weapons and water guns are prohibited in the center. To ensure the privacy of both children and staff, we do not allow children to wear, use, or bring electronics to the center. Upon enrollment parents/guardians would be provided with a list of items that they must bring to the center for their child's cubby space.

Below is a brief summary of those items:

- A little blanket or pillow for naptime that will fit in a cubby.
- Pacifiers
- Diapers & Wipes
- A small toy or stuffed animal that can be placed in a cubby.
- A sheet to cover the child's nap mat or cot, if parents don't want to use the one provided by the center
- A small toy or stuffed animal that can be placed in a cubby.

Please do not bring any items that pose a substantial risk of injury to children. At KidzBlock Learning Center teachers and staff are responsible for ensuring that the learning environment is suitable and free of any hazard or risk when our center officially opens. To avoid injury any object or damaged items in the classroom would be removed or repaired. Before placing any new items in the child's cubby, make sure to show them to the staff team for authorization.



# Bibs and pacifiers

We do not force or accustom babies to pacifiers unless the parents wish to do so. If your child uses a pacifier, you must provide at least two as they can be easily lost. Due to the risk of strangulation, pacifiers with attached fasteners such as strings, ribbons, stuffed animals, or chains worn around the neck of babies or attached to clothing are not permitted at KidzBlock Learning Center.

Teachers and staff's top priority are to get rid of anything that represents risk. That's why we'll never leave bibs or any other object that could signify a hazard inside a crib or any other area of the center.

## Biting

In infants and toddlers, biting is a typical developmental phase. It is something that almost every child will do at some point in their lives and it's a stage that will pass quickly. Even though, when it happens, it is alarming, uncomfortable, and stressful for everyone involved. Parents and families should understand that temporary biting incidents do not imply that the child or the family has a behavioral and emotional problem. It simply signifies that your child is going through a developmental phase, such as teething or the need to be the center of attention. Language skills are not fully developed in infants/toddlers and impulse behavior can strike anytime.

We understand that biting is a significant matter. As a result, our team would make every attempt to avoid such behavior whenever possible. Our teachers and staff have been trained in identifying the causes of biting episodes as well as how to avoid and prevent the incident.

When a child is bitten, our approach is to care for and assist all parties involved, including the child who was bitten and the child who acted.

Our team will teach the children that biting is not a suitable behavior as well as ways of controlling these types of impulses. Rather than punishing children, KidzBlock Learning Center focuses on implementing effective techniques that address specific problems at the appropriate time.

If your child bites or is bitten, you and the other child's parent(s) will get an Incident/Accident Report that preserves both children's identities.

Below is a list of why biting incidents may:

- **Experimental biting:** As children explore their surroundings, infants and toddlers engage in experimental biting. They put everything into their mouths and biting part of this experimental process.
- **Frustration biting:** When young children become frustrated and unable to cope with a situation, frustration biting occurs. Impulsiveness, lack of self-control, and even teething are part of the cause of biting as well.
- **Powerless biting:** When a child needs to feel powerful, he or she engages in biting. Lack of awareness that biting hurts is also a form of powerless biting.
- **Stressful biting:** When a child is under a lot of emotional stress, he or she bites. When a child is agitated or furious, biting can be an indication of distress or discomfort. Teething, hunger, fatigue, and anxiety are forms of stressful biting.

We will use a variety of techniques to address this type of behavior in children, including developing an action plan and/or referring the child to appropriate services. If KidzBlock Learning Center team is unable to manage the biting behavior, we may suspend the child from the program until the biting conduct stops. The re-enrollment would be considered depending on whether the biting continues, or the behavior is resolved.

# Diapering and Toilet Learning

Children's diapers will be checked every two hours and changed when the diaper becomes soiled or wet. Because of the potential side effects that Baby Powder possesses, such as swelling, itching, and breathing problems, baby powder is not allowed at KidzBlock Learning Center. That's why we recommend parents to use cornstarch to minimize diaper rash and reduce rubbing. In our medication policy, you will find more about the use of creams and alternative.

When toddlers first start using the toilet, it may be quite an adventure. Our strategy at KidzBlock Learning Center is to be consistent and to give children positive encouragement. We want children to feel supported at all times and not pressured so that the transition is not traumatic but rather a positive learning experience.

Views vary on what age is the best for learning to use the toilet. The American Academy of Pediatrics assures that children do not know how to control their bladder until the age of 24 months. Every child will learn to use the toilet at a different age and at a different pace. We're always available to address any concerns you might have regarding your child's progress. Keep extra clothing in your child's basket.

We will work hand in hand with the parents to make this transition a positive experience for the child, both physically and mentally. Below are the procedures that would be performed during tolerating transition:

- Supervision when going to the restroom
- Active encouragement to the children
  - Patience and understanding during the transition
  - The child will never be reprimanded for dirtying the bathroom or their own clothes.
  - Sanitary procedures such as washing hands
  - Families will be periodically informed of the children's progress.





# Resting

Children of all ages need time to rest or participate in tranquil activities during the day for healthy development. That's why infants will sleep according to their routines and will not be disturbed for feedings or any other reason unless parents pick them up or an emergency event occurs. At KidzBlock Learning Center, infant sleeping positions follow the American Academy of Pediatrics guidelines, which specify that all infants should be laid on their backs to sleep unless they have a documented medical condition that needs them to sleep in a different position.

After lunch, toddlers and older children must rest for one to two hours or longer depending on his or her needs. If your child refuses to nap, the teacher will find another activity for him or her to do such as reading a book, solving puzzles, or engaging in other tranquil rest-area activities.

We understand that most school-aged children can outgrow the need for naps. But at KidzBlock Learning Center part of our daily schedule involves quiet time to recharge and maintain energy throughout the day. We provide comfy cribs or cots for rest time. If parents or guardians want to supply personal bedding for rest time, make sure each item is labeled with the child's first and last name.



# Outdoor Activities and Field trips

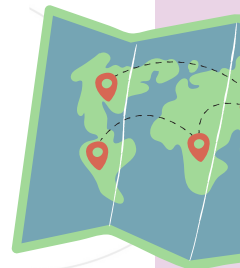
One of KidzBlock Learning Center's regular routines is to take all children outside for a play or a walk when the weather permits. If the weather prevents outdoor activities, indoor gross-motor activities will be performed. Please note that before we apply sunscreen or insect repellent, we need parents to sign the permission forms.

Our center organizes field trips for children to discover their neighborhood as a special activity. We will visit secure locations in our neighborhood that will create an innovative adventure for your child. The walks will be supervised by staff and a stroller will be used to move infants and toddlers.

Preschoolers, Pre-kindergarten, and school-age children may participate in bus trips or field trips outside our surrounding area. Each field trip is communicated to families at least one week in advance, including the time, itinerary, location, and any additional charges that may be incurred.

A Field Trip Authorization Slip will be sent home for the parent to sign. We need signed consent from you to allow your child to participate. Permission given over the phone is not acceptable.

On-field trips, we welcome families that would like to volunteer. However, we don't allow parents to transport their children or any other children. Volunteers may ride in the center vans if space allows, and they must be at least 18 years old.





# Safety & Security

Our top priority is to keep your child safe and secure. We meticulously follow specified procedures for your child's pick up and drop off, in addition to the center's built-in security features. We're on the lookout for ways to maintain our safety measurement checklists up to date by complying with them regularly and doing emergency drills.

KidzBlock Learning Center is ready to respond immediately to any risk situation because we designed a plan that includes training of all personnel to severe weather drills, evacuation, and lockdown. We have a secure entrance composed of a prepared team ready to act in a specific emergency. If an emergency demands evacuation and instant abandonment of the institution, parents/guardians will be notified via Brightwheel Portal of their children's safety and location.

KidzBlock Learning Center prioritizes safety both inside and outside the facility. We use a secure access system that strictly controls the entry of parents, guardians, and authorized staff. Families of registered children are welcome to visit during the day only if they are designated as an authorized guardian or emergency contact.

The center administration will review the safety plans with parents/guardians at the time of enrollment. In addition, KidzBlock Learning Center doesn't allow authorized visitors to record or take photos while on the premises without the prior approval of a teacher or staff. Our goal is to protect the privacy and safety of all children.



# Children Accidents

KidzBlock Learning Center takes every effort to keep your child safe, as well as communicating and reporting any incidents or injuries that occur while they are in our care to their parents/guardians. This security entails a comprehensive protective program in all areas of our facilities, including our play area, playroom, and classroom.

Despite the best childproofing and safety efforts, accidents do occur. That's why our team is ready and prepared to make sure every child is taken care of. For instance, if a child suffers any injury or accident parents would receive a notification and incident report upon arrival detailing the event and the action plan that was taken. Keep in mind that minor wounds, such as cuts, scratches, and bites, would be washed and rinsed with water and liquid soap. A dry bandage will be applied if needed.

Parents will be contacted immediately for more serious injuries such as bruises, swelling to the face or head. In the event of a medical emergency, your child will be taken by ambulance to the hospital, guarded by center staff who will contact you immediately and ensure that the child receives the necessary treatment. If we can't reach parents/guardians, we'll reach one of the emergency contacts listed on the Informed Consent Form. Please make sure to have the emergency contact up to date.



# Abuse and Negligence Reporting

At KidzBlock Learning Center we will collaborate with the authorities under the pertinent confidentiality framework whenever there is a suspicion of abuse, neglect, or risk situation that may affect a child. As required by law, we will report any suspicious behavior that shows that the child is in danger. All employees are trained to recognize, and report suspected child abuse and neglect.

Our staff would report to the Division of Child Protection and Permanency (DCPP), formerly DYFS. DCPP has a statewide child abuse hotline that operates 24 hours a day, every day of the year. The telephone number is **1-877-NJ ABUSE (1-877-652-2873)**. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.



## Children Records & Confidentiality

The information in your child's record is kept private and confidential. Individuals directly involved in your child's care will have access to the information, but the government and regulatory agencies will only have access to the records with a written court order.

As a parent or guardian, you have the right to request access to your child's records. We are delighted to provide reasonable access to records kept at the center at reasonable hours. After your child leaves the program, their files will be stored for four years. A small fee may be charged if your child's file needs to be retrieved.

Please contact the Center Director for further information on the process for gaining access to other documents that may be included in your child's records. Parents/guardians can contribute and edit information, comments, data, and other pertinent elements to your child's records.

## Custody & Visitation

KidzBlock Learning Center seeks to maintain a moderate stance on all child custody cases so that all parents and legal guardians are treated fairly. All appropriate court orders signed by a judge must be delivered to the center and kept on file, including any active restraining orders or court-ordered visiting hours, as well as joint agreements.

Please keep in mind that employees cannot supervise parenting time (visitation). Non-custodial parents are not permitted to visit their children while they are at a KidzBlock Learning Center. Employees must release a child to a legal custodian who has been granted legal possession by a court, regardless of visitation arrangements. If you have any questions about custody arrangements, please contact your Center Director.



# Non-discrimination

KidzBlock Learning Center serves children regardless of race, age, religion, color, creed, gender, cultural heritage, parent/guardian marital status, political beliefs, sexual orientation, disability, medical condition, or special needs prohibited by federal, state, or local laws.

We care for children and families from all ethnic backgrounds and faiths. Our centers do not teach religious ideology because our learning programs are meant to promote love, care, kindness, and respect for others, regardless of race or religion.

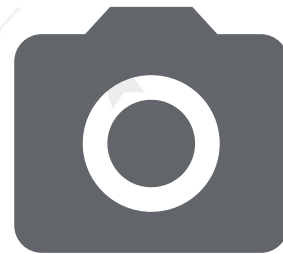
KidzBlock Learning Center will perform an individualized review of a child's and family's needs, as well as an interactive conversation with parents/guardians, guardians, and medical specialists, in order to identify appropriate accommodations and safely incorporate the child into the program based on their individual abilities.



# Photos and videos

KidzBlock Learning Center ensures that any use, distribution of photos or videos of children are done with care and caution. Children enrolled in KidzBlock Learning Center are photographed and videotaped daily. Photos and videos could be shared with parents/guardians via the KidzBlock Learning Center website, email, Brightwheel, and our centerboard. For instance, Teachers would communicate and interact with parents by sharing live images of their children's day.

Also, parents and guardians are authorized to photograph and videotape their children in the classroom. Meanwhile, before including other children, please verify with the classroom teachers, as not all children have permission to be photographed or videotaped. Out of respect for other families and children, please do not share pictures or videos on social media that involve children other than your little one.



# Emergency and Evacuation Plan

At KidzBlock Learning Center we stay as prepared as possible for any eventuality that poses a risk to children and staff in general. We regularly practice emergency and evacuation procedures, in addition to creating protocols and meeting points. Parents and staff can look up the different meeting points inside our chicken, office, and main entrance. In the event of an extreme emergency, we will contact parents once their children are in a safe place.

As required by the state each classroom will post evacuations route maps indicating the following:

- Primary and secondary routes
- Locations of the assembly areas
- Fire Alarm Manual Pull stations
- Fire extinguishers
- Fire detection and suppression devices, such as smoke detectors, heat detectors, sprinkler heads, sprinkler control valve

Each morning, the Director will assign a staff member/Safety Coordinator to inspect the Center to ensure that:

- All exit doors are unlocked and accessible
- All exit lights are working properly
- All corridors and doors leading to exits are clear
- No items are hanging from sprinkler heads or fire alarm devices
- Fire alarm devices, extinguishers, and sprinkler heads are not obstructed
- All evacuation maps are in place and current

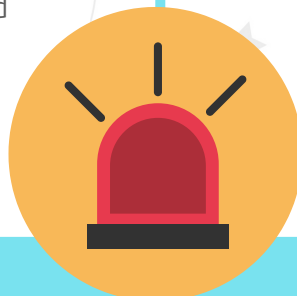
# Center Security

At KidzBlock Learning Center, we place a high value on security and safety for all the children, parents, and employees. To protect the children in our care, we have strong procedures in place that must be followed. Each teacher has current First Aid and CPR certification, as well as knowledge of correct medical emergency procedures.

The following list are prohibited in our center:

- Smoking or using tobacco in any manner, including vaping, is prohibited at KidzBlock Learning Center facilities.
- Hot beverages or liquids are not permitted at KidzBlock Learning Center to minimize unintentional spillage and injury to children.
- Possession of firearms or other weapons is prohibited on our property and at activities sponsored by KidzBlock Learning Center. If necessary, by law, an exception may be given for sworn law enforcement officers. Also, if a child is found in possession of a weapon, the weapon will be confiscated, and the right authorities will be notified.

Keep in mind that regardless of whether a legitimate permit to carry such weapons exists, family members and anybody entering our center is not permitted to carry any weapons.





# Drug & Smoke Free Environment

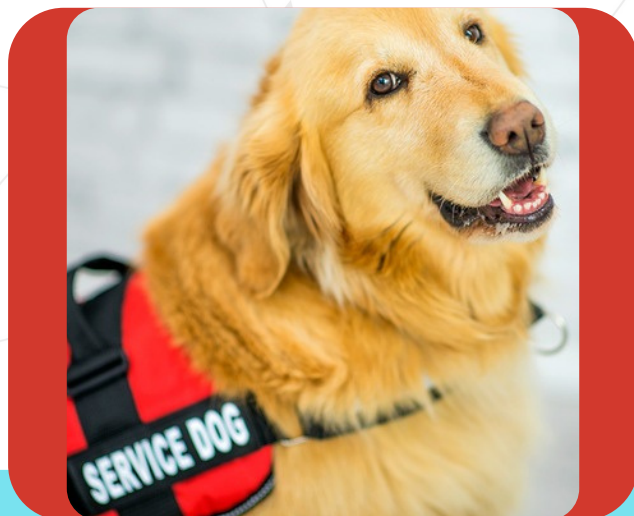
At KidzBlock Learning Center we are dedicated to always fostering and maintaining a healthy and secure environment. Under no circumstances will we allow anyone to smoke inside or near our facility. Likewise, we do not select personnel with a history that involves drug or alcohol use.

Employees of KidzBlock Learning Center are prohibited from illegally manufacturing, distributing, dispensing, possessing, ingesting, and/or using non-prescribed controlled substances, illegal drugs, narcotics, or alcohol in the workplace. No accommodation would be provided for visitors, employees, and volunteers who use tobacco products.



# No Pets

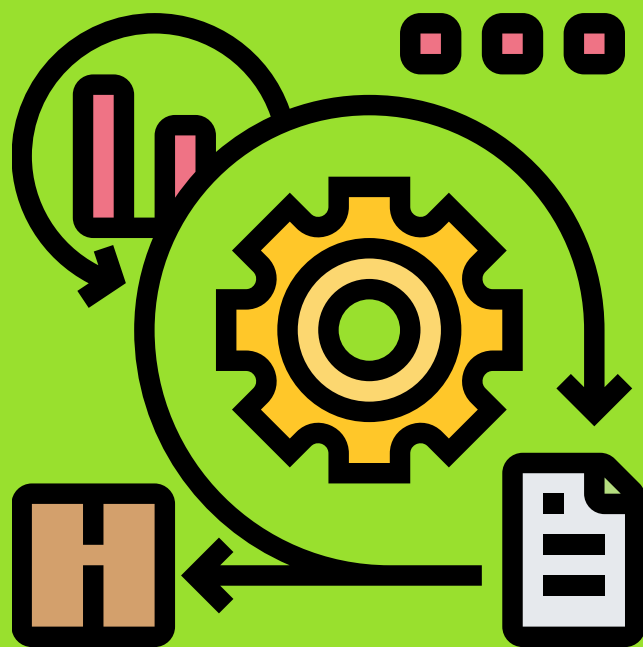
Personal pets of families or staff members are not allowed in the center. KidzBlock Learning Center follows all state policies and internal safety regulations. Service animals are not considered pets. The center may allow pets on the premises as teaching tools such as guinea pigs, gerbils, fish, etc.



# Operational Procedures

KidzBlock Learning Center is designed and administered with the highest level of quality and consistency. And we're looking forward to providing your child with the same high-quality care that we've offered to so many other families throughout the years.

Our website and registration forms are extremely user-friendly. As a result, the operational procedures we have in place for families are developed to be simple and straightforward. Parents and guardians would be able to access our Brightwheel portal to interact and find more information related to the policies. Please contact a staff member if you have any questions or concerns.





# Registration and Enrollment

KidzBlock Learning Center team would be here for parents and guardians throughout the registration procedure. The center supervisor would provide the necessary documents for enrollment. We cannot guarantee that a seat will be available for your child upon request because enrollment is contingent on space availability. Parents may be placed on waiting if a space is not available. When a spot opens up, the center will welcome you and your child to come in and talk about the enrollment process.

Also, each child's needs are assessed, and reasonable accommodations are made to allow them to participate in a safe and group care setting. Before enrolling, parents should discuss their child's needs with the center and its director, and if they have written information or documentation about their child's needs, please let us know and send it together with the registration forms. We aim to provide the greatest care for each kid and having this information will assist us in doing so.

Keep in mind that once joined you KidzBlock Learning Center your child must re-register every year. Parents and guardians must complete and sign all forms and agreements provided before their child can attend the center. Always keep us up to date on any changes, such as emergency contacts, medical information, addresses, and so on. Contact us if you have any questions or interests concerning your child's enrollment or care. We will gladly respond to all your questions. A complete list of forms is available on our website at [kidzblocklearningcenter.com/enrollmentforms](http://kidzblocklearningcenter.com/enrollmentforms)



# Tuition and fees

All tuition must be paid in full before the start of the program via online payment, checks, money orders, or credit card using our center's credit card processing system. Also, tuition is required to hold a child's place in the program, regardless of the child's absence including illness or holidays or the program's closure due to circumstances beyond KidzBlock Learning Center's control such as inclement weather, power outages, etc. Please check with the Center Director for more details.

Our two main payment options online and in-center are related to the timeframes listed below:

- In-Center: payment is due before close of business the Friday before service.
- Online: payment must be made online by 11 p.m. EST the Sunday before the service.

Payments received after these times will be assessed a late fee, as detailed in your Enrollment Agreement. Service may be suspended if a payment is late for one week or longer. Your child's space will remain unreserved until the balance is paid in full and current.

KidzBlock Learning Center accepts financial assistance to help low-income families pay for childcare, allowing parents to focus on work or school while knowing their children are in a safe, nurturing environment.

Please contact the center supervisor or director for more information on Child Care Subsidy Program.

In the fall, tuition and fees are reviewed and changed. Modifications would be communicated to parents and guardians as we work to improve our facilities and resources. Special summer activities or field excursions may incur additional charges. On the other hand, the decision to withdraw a child must be communicated to center administration in writing at least 30 days in advance.



# Drop off and Pick up

We want to make sure your child's day with us starts and concludes with a joyful, positive vibe. Every day, parents are responsible for physically checking their children as they enter or leave the center. This guarantees that each child is always monitored and promotes family and staff communication on a daily basis. Before leaving the center, a family member or guardian must accompany each child to the classroom and assure that they are under the adult's supervision. This procedure would ensure accurate headcounts and keep track of the children's arrival and departure times.

Only parents, legal guardians, or those whose names are on the Child Release Form will be permitted to pick up their children. An ID must be shown when the assigned emergency contact picks up the children. Every time an emergency contact picks up or drops off the child at the program, our personnel would record and verify it. We understand that children may not recognize anyone other than their parents at times. That is why, for the process to run well, parents must notify their child and the center ahead of time. We will not release a child to someone who is not on the emergency contact list. The safety and trust of the children in our care are our priority.

Pick-up will be denied if any member of the KidzBlock Learning Center staff has reasonable cause to believe that the person picking up the child represents a physical or emotional risk to the child. The first step will be to attempt to reach out to the other parent/guardian or authorized person listed on the Informed Consent Form. The local child protective services agency and/or police will be contacted if no other choices are available.





## Late pick up

Your child would always be happy to see you at the end of the day. Please make every effort to arrive on time to pick up your child. However, we understand that if a special circumstance develops, such as an emergency, and you are unable to pick up your child on time, you must notify the staff and send the registered emergency contact to the center.

If parents or guardians are unreachable, the following steps would be taken:

- We'll make every effort to reach out to you or the person(s) authorized to pick up your child.
- If we can't reach you or another authorized person within two hours of closure, the Center Director or person in charge will contact the Child Protective Services or the proper authorities.

In addition, children who are picked up after closing time will be charged a late fee. If you have any more questions or concerns, please contact a staff member.

## Schedule

Upon enrollment parents and guardians would be required to give a weekly schedule for their children's attendance. Families must respect and adhere to the schedules they select for their children in order to offer enough supervision and scheduling to our staff.

If a change is required, a written request must be provided to the center at least 30 days in advance. Please notify the Center Director if you have an emergency and need to adjust your schedule.



## Babysitting Services

When a member of staff provides babysitting services, he or she is acting independently. In that case, it must be done outside of the center's premises. The child's care must not conflict with the center's schedule; and the understanding, agreements, activities, and payment for services are solely between the staff member and the child's family. KidzBlock learning center is not responsible for the child's care.

## Transportation

At KidzBlock Learning Center, we have certified and trained drivers. When children attend field trips, our drivers will make sure they are safely transported and returned. Before hiring the drivers, we will conduct the necessary examinations, including alcohol and drug tests.

We will only transport children aged four and up, adhering to all applicable child transportation standards. Children under the age of 12 or weighing less than 40 pounds will travel in a special permitted and standardized seat at no additional cost, which cannot be replaced by a personal seat that does not meet the regulations.

Children must ride in a vehicle seat that fulfills Federal Motor Vehicle Safety Standards (FMVSS) when they are dropped off and picked up by their parents or authorized guardians. If someone other than you is picking up your child from the center, please make sure that your child is securely secured by either leaving your child's car seat with us or double-checking that the person bringing up your child has an appropriate car seat.



# Absence

We budget for everyday expenses related to teaching materials and employees to maintain our high standard of excellence. That's why we take your child's attendance and absence reports into the program so seriously. We charge a full week's tuition if your child attends any part of the week; this includes part-time programs. If your child is absent for a full calendar week, you may be eligible for a discount. If your child will be absent for several days due to illness, vacation, or other family activities, please notify the center staff ahead of time. Contact the Center Director for additional information.

The Children and Families Department in New Jersey requires us to contact you if we don't hear from your child within a week. If the absence is due to a contagious condition (see the sections on childhood illness policies), notify the administration so that other families are aware of the situation and can search for symptoms in their children.

# Closures Due to Weather

Parents will be notified via phone call, text message, social media, such as Twitter, Instagram, or Facebook, emails, and website postings, if severe weather or other conditions prevent the center from opening on schedule or at all. Tuition is not reduced during holidays or center closures.

If the center is forced to close early, it is your responsibility to arrange for your child's pickup. If you require information about an emergency or disaster, please call our main phone number 551-271-6704 between 6 a.m. and 6 p.m. Monday through Friday or visit our website.

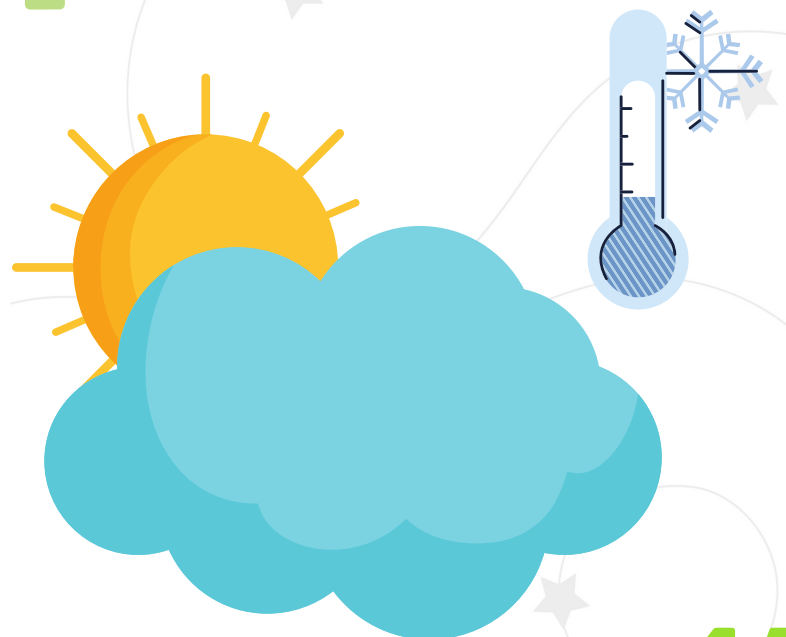
# Holidays and Center Closings

KidzBlock Learning Center is only closed on the holidays listed below. We will also do it, exceptionally, when the weather conditions or the professional development of the staff make it necessary to do so. In any case, we will notify you in advance.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after thanksgiving
- Christmas day

All information related to service hours, closings, and holidays will always be available and published by the center through social media and our website.

When public schools close, we offer camps with fun activities and learning settings for preschool and school children. You can also bring your children the day their school closes. For more information regarding the cost of this type of program is posted on our website.





## Third-party visitation & Research

As part of the center's activities, outside professionals may occasionally observe children in their classrooms to expand our collective knowledge and develop our experts. Families will be notified, and the child's information will be kept confidential.

KidzBlock Learning Center will ask for written informed agreement from the parents if a study will be conducted in the center. The consent forms will include the following information:

- The identities, qualifications, and positions of those conducting the research.
- The duration and frequency of the researcher's interactions with the child.
- The nature and goal of the study.
- A statement of ethics concerning the research.

As part of our hiring process, teacher candidates can spend supervised time in the classroom for eligibility purposes. If you have concerns don't hesitate to contact us.

## Termination of Services

KidzBlock Learning Center offers activities that promote children's development and encourage them to learn as individuals with different learning styles. That's why a child's behavior is very important for the center. When a child's or parent's behavior endangers the safety of or becomes abusive toward other children, parents, or center employees, we intervene.

In the case of a child's behavior, we may need to suspend your child from the program if your child presents the following behavior:

Examples of such instance

- The child is incapable to engage in our program safely or appears to be a risk to himself or others, despite our best efforts to moderately lessen the risk of harm or injury.
- A doctor, psychologist, or social services concluded that care at the center is insecure and dangerous to the child or others.
- The adaptations required for a child's success in the program are incompatible with the fundamental character of our group setting.

Unfortunately, there are situations where we need to expel a child from our program, whether it is temporarily or permanently. However, we want you to know that we will do everything possible to work with this situation in order to prevent this policy from being enforced. A Preventive Expulsion Plan will be implemented to address the best ways and to keep all children and teachers in a safe environment.

If our team is unable to obtain positive transformation, our mission will be to connect the child with the professional support needed for his/her progress, while preserving a secured atmosphere. If the Preventive Expulsion Plan is not successful and unsafe behavior has not been fixed within a reasonable time notwithstanding our efforts, suspension of enrollment may be appropriate. If you have any questions related to this topic, please contact the center director for further assistance.



# KidzBlock Learning Center Family



We're here to guarantee that your child has the greatest life care and learning experience possible by providing high-quality care and an educational environment. KidzBlock Learning Center is a firm believer in the value of early childhood education. Our programs are supported by decades of experience and a research-based curriculum designed to stimulate students' interest in learning.

Our goal is for all children to thrive socially, emotionally, physically, and intellectually. We can accomplish incredible things if we work together. That's why we are thrilled to have you here at KidzBlock Learning Center! Thank you for entrusting your child's early education journey, teaching, and learning experience to us.

Keep in mind that all of our employees are well qualified to care for your children. At KidzBlock Learning Center, we go through a rigorous hiring process to ensure that we choose people with human qualities, a passion for their vocation, and empathy for each kid. We support our teachers with training and learning opportunities. To further improve their professions and skills, we encourage them to continue their education with intellectual and experience comfort.

We encourage you to know some key factors that can facilitate the transition for both parents and children:

- Visit the center with your children before classes. Begin to explore their new classroom so you can observe your child while they play.
- Every day, if possible, share with your child in the classroom. You can read a book, play around or allow them to teach you what they learned. The time you share with your child is significant, especially while transitioning to the classroom. This will help you get into the routine and let your child know that KidzBlock Learning Center is an excellent place.
- Bring a family photo, a toy that they like the most, or his/her favorite blanket so that your child feels at home. You can also call or say hello at any giving time of the day.
- Say goodbye to your child instead of sneaking away. Your child will realize that even if you are leaving, you will come back. It is crucial for you to let your child know that they are safe.

We hope that our center is the ideal place for you and your child. Do not hesitate to share with us any doubts you have, new ideas, or suggestions. For us, it is vital to know your opinion.

Thank you so much for selecting KidzBlock Learning Center.



# Agreement

I have read and received a digital or printed copy of Kidzblock learning center family guide. agree that it is my responsibility to contact KidzBlock Learning Center with any questions I have about information in the Family Guide or any document relating to policies and procedures.

CHILDS'S NAME: \_\_\_\_\_

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

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

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

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

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

DIRECTOR: \_\_\_\_\_

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

