



Kidz Space
 223 High Street
 Mount. Holly, NJ 08060
 (609) 384-3881

Kidz Space Parent Handbook

INTRODUCTION

Mission	2
Introduction/Philosophy	2

PROGRAMS OFFERED

Before/After Care	2
Daycare @ RV High School	2
Pre K Expansion Program/ Burlington Twp	2
Summer Camp	3

GENERAL PROGRAM INFORMATION

Snacks	3
Clothing	3
Holiday Celebrations	3
Visitors	3
Termination From Program	4
Withdrawal From Program	4
Safety/Security	4
Inclement Weather	5
Discipline Policy	5

	1
Field Trips	5
Americans with Disabilities Act	5
PROGRAM TUITION/FEE POLICY	
Registration Fee	6
Discounts	6
Tuition Adjustments	6
Payment Options	6
Late Pickup/Fees	7
Attendance	7
NJ STATE POLICIES	
Policy on the Release of Children	9
Supervision	10
Guidelines for Positive Discipline	11
TECHNOLOGY POLICIES	
Social Media Zero Tolerance Policy	12
Electronic Communication	12
Use Of Electronic Communication and Recording Devices (ECRD)	13
MEDICAL POLICIES	
Injuries and Illnesses	13
Administration of Medications	14
PROGRAM SPECIFIC INFORMATION	
BEFORE/AFTER SCHOOL	14
RVRHS DAYCARE	15
BTSD PRE K EXPANSION	17
CONTACT US	19

Mission Statement

To create a unique learning environment, based on our experience, research and sound guidance. To provide a program for students where they can be safe, creative, active, and social.

Introduction/Philosophy

Our philosophy is simple; we will be more than a babysitting service. At Kidz Space, we believe your child should benefit from their time with us. Our trained, experienced and caring staff help to promote your child's physical, social, emotional and creative development. Kidz Space prides itself on making your child's experience safe, beneficial and fun.

As a parent, we appreciate that you have entrusted your child in our care and take that responsibility seriously. We strive everyday to provide the very best care for your child and understand the importance of providing a safe and comfortable environment for your child. We believe your involvement in the program and open communication throughout the year is vital. We are here to serve you and encourage you to contact us regarding any concerns you may have.

KIDZ SPACE PROGRAMS OFFERED

Before/After Care Services

Kidz Space offers Before/After Care Services at the B. Bernice Young School and Fountain Woods Schools in Burlington Township, Hainesport Township School, Eastampton Community School and preschool students that attend the above schools may enroll in the Before/After Care program if their school start/dismissal time is the same as the rest of the school.

Full Day Child Care at Rancocas Valley High School (RVRHS)

Kidz Space offers full day care childcare at Rancocas Valley High School. This program is open from 7 am until 5 pm. We follow the RVRHS school calendar for closing and early dismissal days. This is a low cost option for parents with flexible schedules, teachers and/or office staff.

Pre-K Expansion Program through the Burlington Township School District

Kidz Space has partnered with the Burlington Township School District (BTSD) to provide full day preschool. Based on a lottery system, BTSD determines who attends our program. Parents are encouraged to sign up for the Pre-K lottery through the BTSD Board of Education prior to the start of the school year. Our certified teachers provide a fun and educational school experience.

Summer Camp

Kidz Space offers summer camps for school age children at Hainesport and Burlington Township Schools. Registration and additional camp information is located at www.kidzspacenj.com by the end of February or beginning of March.

INFORMATION PERTINENT TO ALL PROGRAMS

Administrative Office Information

Our administrative office is located at 223 High Street in Mount Holly, New Jersey. We can be reached at 609-384-3881 between the hours of 9:00 am and 3:00 pm. . Our administrative office follows the school district calendars so we will be closed for holidays and school closures. If there is an emergency please email us at admin@kidzspacenj.com and we will do our best to respond.

Snacks

We serve a nutritious snack each day at Kidz Space. In addition, each month there will be a fun food craft/ snack so please let us know if your child has any food allergies. A peanut-free table is located at the program.

Clothing

Please provide warm outerwear on cool days as the children will go outdoors as often as possible. Please label all of your child's belongings.

Holidays and Celebrations

We realize children enjoy celebrations and we do our best to offer as many as possible. If you provide snacks for our program please be sure to check for allergy information and ensure the list of ingredients is noted on the package. If your child attends our pre-k program please contact their teacher for permission prior to sending in food because each school district has different policies regarding what is allowed.

Confidentiality, Custody and Visitations

Your child's personal information is kept secured and staff are made aware of information on an "as needed basis." As part of their employment agreement staff are instructed to keep such information confidential.

Only the primary parent(s) can add, change, remove or have access to payment information.

Please submit any legal information we need to be privy to such as custody agreements. Children will only be released to the custodial parent and non-custodial visits are not permitted.

Expulsion Policy/ Termination from Program

Kidz Space abides by the State of NJ's [Expulsion Policy](#) as outlined in the link.

Kidz Space Enrichment Programs reserves the right to terminate care of any child if it is determined, by Kidz Space Enrichment Programs, that a child's supervisory, physiological and/or psychological needs cannot be met by Kidz Space Enrichment Programs, and/or if the child is a danger to himself or any other student in the program or if the parent/guardian cannot fulfill the obligations agreed upon in the enrollment contract.

Withdraw from Kidz Space

Kidz Space Enrichment Programs require 2 weeks notice if you plan to withdraw your child. Please notify us by email your request for withdrawing and the date the withdrawal will be effective. If no notice is given, you will be billed for two weeks following your child's last day in the program.

Website

Please check our website at www.kidzspacenj.com regularly for schedule information, forms, and pictures and videos of your children!

Satisfaction and Resolution

We understand as parents/guardians you want the best care possible for your child and we are here to offer that! Our management team and site supervisors are always available to discuss any situation that may arise. In addition, we are open to suggestions that can be implemented to improve our programs.

Your site supervisor is whom you can discuss any recommendations, questions, issues or concerns with. If your site supervisor is unable to assist you please don't hesitate to contact our administrative office by phone or email.

Security and Safety

Security and your child's safety is of the utmost importance to the Kidz Space staff. When picking up your child we request that you do not allow your child to leave the building unless they are supervised. At morning drop-off, ensure your child enters the building and is greeted by a staff member. **No child is allowed to be left outside the school prior to the start of the morning program.** All building doors are locked therefore, a staff member will need to let you in as well as anyone on your approved pick-up list. Please do not hold the door open for anyone unless a Kidz Space staff member acknowledges they are approved to enter. When registering your child, you will have the opportunity to notify us who you allow to pick up your child. In the event you are unable to be reached and your child needs to be picked up those on your pick-up list may be contacted to do so. Our staff does their best to quickly get to know you but until they do a photo ID will be requested when picking up your child. In addition, during the school year, please email us any changes of address, telephone numbers or cell phone carrier.

Kidz Space complies with state mandated fire and emergency lockdown drills throughout the year.

Calendar

We follow each district's school calendar. We provide care when the school has a scheduled half day but do not offer care when the school is closed. Please visit our website, at the beginning of each school year, for a calendar of holiday observances and special closing days.

Inclement Weather/ Emergency Closing/ Delayed Openings

If your district has a weather related closing, Kidz Space will also be closed. If the school has an emergency delayed opening or early closing there will be no Kidz Space program. *Burlington Twp and RV Care* may still conduct AM care during a 2 hr delay day. Please look for an email or text by 6:00 AM on the day of the delay for updated information.

Discipline Policy

It is our policy to never embarrass or humiliate your child. We do not allow the use of corporal punishment, harsh language, or any type of physically abusive treatment. Disciplinary action will never be taken for failure to eat, sleep or soiling oneself.

The staff at Kidz Space supports the use of positive discipline as an effective tool to help redirect children to make better/safer decisions, which in-turn will lead to improved self-control. When disciplinary action is necessary, children will be removed from the conflicting situation where they are encouraged to reflect on their behavior. We will help them determine how they could handle the situation in a more positive way in the future before returning to their group.

Field Trip Policy

Kidz Space Summer Camp offers weekly field trips. If your child is registered on the day a field trip is scheduled, you will be charged for the trip in the enrollment process. All staff members are needed to chaperone trips therefore all children attending the day of a scheduled field trip must also attend the trip.

We also schedule pool trips. Therefore, during the enrollment process it is important to note that if you select, *my child can swim in all areas of the pool* that you are giving permission for your child to be in the deep end of the pool as well as use the waterslides.

Solicitation

We prohibit any distribution of literature or products at any of our sites.

Americans with Disabilities Act (ADA)

It is our policy to accept children in compliance with the Americans with Disabilities Act (ADA), and any other applicable local, state, or federal laws pertaining to the provision of services to those with disabilities. We consider each child's situation on an individual basis and ask that you discuss your child's special needs with the director prior to enrollment.

PROGRAM TUITION/FEE POLICIES

Registration Fee

An annual registration fee is charged each school year to cover administrative costs. Only one fee is charged per family.

Subsidies and Discounts

Kidz Space makes every effort to lend a *Helping Hand* to our families. Our *Helping Hands* program includes:

1. 10% discount for Military, Law Enforcement, Teachers and Siblings. Be sure to include your occupation when completing your child's online registration form. Only one discount is permitted per family.
2. Acceptance of BCAP and Military subsidies. Parents/Guardians are responsible for any balances and copayments. If applying for subsidies, you will be responsible to pay tuition until we are notified by the respective agency when they will begin making payments. In the case, we are paid by the agency for tuition you have already paid we will issue you a refund and adjust your account accordingly.

Absences/Tuition Adjustments

In order to maintain a high quality program, we must budget for on-going costs associated with our staff, facility and supply needs. To cover these costs, we will always charge a full month's tuition. No allowances or deductions will be made for absences, vacations, holidays or weather related closings.

Payment Options

1. We accept cash, checks and credit cards on site.
2. You can enroll in automatic payments, using your bank account or credit card through *Tuition Express*. *Tuition Express* allows us to process tuition payments safely, quickly and efficiently. If enrolled in our before/aftercare program your monthly tuition payment will be processed on the 20th of each preceding month (ex. October's tuition will be withdrawn on September 20th). If enrolled in Summer Camp or Full Day Child Care at RVHS your weekly tuition payment will be processed on Mondays. Please click this link for the [Tuition Express](#) form.

3. Online tuition payments can be made using a credit card. To do so register at www.myprocare.com. a) choose the Pay button, b) fill in your credit card information and amount you want to pay, c) choose whether you want your credit card information saved and, d) select Pay now. When registering you will need to use the email you provided us when you registered your child.
4. Call our administrative office at 609-384-3881 to make a payment over the phone.

Please note we only accept Debit, Visa and Mastercard

Return Payment Fees

There is a \$30.00 returned check fee and we reserve the right to refuse future payments by check.

Late Pickup

We understand an occasional lateness, picking up your child, may be unavoidable. We ask, if this happens, that you call the on-site phone at your child's program and notify our staff. There will also be a late fee of \$1.00 for every minute after 6pm (5pm at the RV Daycare). Payment is due at the time you pick up your child and should be submitted to the supervising staff member. If this becomes a frequent issue we may ask that you find alternative care for your child.

Attendance

If your child is absent from school or is not going to be attending Kidz Space, please call, text or email us. If we do not receive notice regarding your child's absence, we will contact you and/or school officials to confirm the location of your child.

NJ STATE POLICIES

Information to Parents

Under provisions of the [Manual of Requirements for Child Care Centers \(N.J.A.C. 3A:52\)](#), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/ neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/ her receipt of the information.

Our Center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/ life-safety; staff qualifications, supervision, and staff/ child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/ community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending in a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

OOL/INFORMATION TO PARENTS/APRIL 2017

Parents are entitled to review the center's copy of the OOL's inspection/ Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's complaint investigation summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://data.nj.gov/childcareexplorer>.

Our center must cooperate with all DCF inspections/ investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/Recalls>. internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

Policy on the Release of Children

Children will be released only to that child's parent(s) or person(s) authorized by the parent(s) to pick-up the child from the program. Any person authorized to pick up your child may also be required to assume responsibility for your child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by court order, the program must secure documentation to the effect, maintain a copy on file, and comply with the terms of the court. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the program's daily closing, Kidz Space shall ensure that:

1. The child is supervised at all times
2. Staff will attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that the other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the ***24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)*** to seek assistance in the caring for the child until the parent(s) or person(s) authorized by the child's parent(s) are able to pick up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child is not be released to such an impaired individual;
2. Kidz Space staff will attempt to contact the child's parent(s) or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the ***24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)*** to seek assistance in caring for the child.

For school-aged child programs, no child shall be released from the program unsupervised except upon written permission from the child's parent(s).

Supervision

Children are divided into groups by age or grade and are supervised by staff members who are responsible to keep track of the children in their care. Staff use walkie-talkies in order to have the ability to communicate with other staff members without needing to leave children unattended. During times when there are few children in attendance, the remaining children may be combined into one group.

Children shall be supervised at all times. This includes during outdoor activities, toileting procedures, when walking through hallways as appropriate for their age, developmental needs, the setting and the nature of the activity. Kidz Space abides by NJ State mandates for children to staff ratios.

Tracking Requirements for Arrivals/Departures

1. Staff will document childrens' arrival and departure times.
2. If children are absent or late and Kidz Space has not been contacted, every effort should be made to contact the parent(s) or emergency contacts until the child is located.
3. Parents or guardians are required to bring their child into the school and sign them in. Children are released only to an approved person on the pick-up list.

Guidelines for Positive Discipline Policy (Children)

Positive discipline is the process of teaching children how to behave appropriately while respecting the rights for the individual child, groups, and the adult. Methods of positive discipline shall be consistent with the age and development needs of the child, and lead to the ability to develop and maintain self-control

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells the children what they should do. Punishment teaches fear; positive discipline teaches self- esteem.

Although incorporating positive discipline takes time, patience, repetition and the willingness to change the way you deal with the children, we believe it's worth it because we have seen its effectiveness.

Kidz Space incorporates positive discipline by...

Planning ahead

- Anticipate and eliminate potential problems
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for the child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children.

Having guidelines

- Redirect children in order to change their focus to a positive behavior, when necessary.
- Provide individualized attention to help the child deal with a particular situation.
- Use *time out* by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice when there are two acceptable options.
- Criticize the behavior, not the child. Example, not saying "bad boy" or "bad girl" but instead "That is not allowed here."

Reinforcing positive behavior

- Praise a child who is listening and making good decisions.
- Reward good behavior and use encouragement rather than competition, comparison or criticism.
- Ignore small annoyances and deliberate provocations.
- Show your concern/care for every child.
- Listen to the child's point of view.

The knowledge that positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking, or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriate long period of time.

TECHNOLOGY POLICIES

Social Media Zero Tolerance Policy

Students/Parents/Employees are prohibited from posting any information pertaining to Kidz Space on any social media sites. Kidz Space Enrichment Programs uses the Kidz Space website, Procure, Procure App and Facebook as social media/networking outlets. Posting of photographs or videos of children on any social media site or app, unless designated by the Director, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission. Any breach of the center's Policy on the Use of Technology and Social Media identified, must be promptly reported to the Director. Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is prohibited. Staff/parent communication is limited to center approved outlets. Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited. Kidz Space Enrichment Programs will pursue violators of this policy and seek prosecution for possible defamation under the fullest extent that the law provides.

Communication

Kidz Space Enrichment Programs considers keeping you abreast of information an important facet to creating a successful program. Therefore, we are always looking for ways to improve our communication with our parents/guardians.

Some of the ways we may provide important information to you are;

1. Website or Facebook Updates
2. Monthly Newsletters
3. Emails
4. Procure Text Messages
5. Procure Daily App (RV Daycare)
6. Administrative office or on-site phone calls
7. Posting Information at the drop off/pick up locations
8. Verbal communication or on-site reports exchanged with our families and site supervisors

The Kidz Space staff uses the above methods of communication to provide information to you such as illnesses, accidents, injuries, supply requests, daily updates, emergency closures, daily photos, etc.

Use of Electronic Communications and Recording Devices (ECRD)

If you allow your child to use their cell phones or any ECRD during the Before/After school programs please be advised of the following rules:

No inappropriate material, as outlined in your District's Policies, can be displayed on ECRD. No pictures can be taken during Kidz Space. No videos can be recorded during Kidz Space. No games can be played that involve/display weapons or graphic, violent images of any kind. No ECRD can be charged during Kidz Space. *Kidz Space* is not responsible for any personal items, including ECRD. If your child is observed using their ECRD for any of the above reasons they will receive one warning and be asked to forfeit their ECRD for the remainder of that day's program. If your child is observed using their ECRD for any of the above reasons a second time, they will not be allowed to have their ECRD at Kidz Space for the remainder of the school year. Observed inappropriate ECRD use after your child's second warning will be grounds for expulsion from the Kidz Space program.

Because of privacy rules and the sensitivity of this issue, we will be enforcing these rules without exception. Please speak with your children and remind them of these rules so we can prevent any future issues.

MEDICAL POLICIES

Injuries and Illness

In the event a child becomes injured at Kidz Space, the parent will be notified verbally at pick up and or by an *Accident/ Injury Report*. If the injury is serious, the parent will be notified immediately. If immediate medical attention is required, paramedics will be called to transport your child to the nearest hospital and the parents will be notified. There are CPR/BLS certified staff present during Kidz Space hours.

If your child becomes ill at Kidz Space we will immediately notify you, the child's parent/guardian, to pick up your child or make arrangements for them to be picked up by the persons designated on your authorized pick-up list.

Your child will be required to be picked up for any of the following; in severe pain or discomfort; has acute diarrhea or vomiting; sore throat or severe coughing; yellow eyes or jaundiced skin; red eyes with discharge; infected and untreated skin rash or skin lesion that are weeping or bleeding; difficult or rapid breathing; visibly enlarged lymph nodes; blood in urine; oral temperature is over 101.5 degrees Fahrenheit or generally does not feel well.

Your child may return to Kidz Space after they have been fever free for 24 hours, symptom free or have a doctor's note stating that he/she is no longer a serious health risk to himself/herself or others.

If your child has one of the communicable diseases listed here, he/she may not return to Kidz Space without a doctor's note stating that the child is no longer contagious: COVID-19* Chicken Pox*, German Measles, Hepatitis A*, Shigella *, Strep Throat, Lice, Haemophilus Influenza*, Meningococcus*, Tuberculosis*, Giardia Lambli*, Salmonella*, Impetigo, Scabies, Mumps *, Measles*, Tuberculosis*, Whooping Cough*

*reportable diseases as specified in NJAC 10:122-7.10a

Administration of Medicine

If medication is to be administered during Kidz Space, an Individual Permission for Medication and Health Care Procedure form must be submitted to us. Written doctor authorization is required for all prescriptions. All medication must be in their original containers. Please note, we DO NOT have access to medications in the schools' nurse's office.

PROGRAM SPECIFIC INFORMATION

BEFORE/AFTER SCHOOL

Hours for the Before School Program

Kidz Space before school programs begins at 7:00 am and ends immediately at the start of school.

Hours for the After School Program

Kidz Space after school program begins immediately following school dismissal and ends at 6:00 pm..

Scheduled Early Dismissal

Kidz Space will run from the scheduled dismissal time until 6:00 pm. If your child normally attends Kidz Space on a day there is a scheduled early dismissal or delayed opening there will be no additional charge. Children who aren't scheduled to attend, on the above mentioned days, can be "dropped in" for an additional charge as long as they are registered.

Tuition for Before/After Care

1. Tuition is calculated on a yearly basis (Sept. – Jun.) and billed monthly in 10 equal amounts. Tuition must be received on the 20th of each preceding month. If tuition is not paid by the 20th, a late fee of \$15.00 will be assessed on the 21st and each week after until tuition is paid in full. Drop-ins are additional charges and will be billed separately. We accept cash, checks and credit cards on site.
2. If your child is picked up after 6:00 pm, there is a late pick fee of \$1.00 per minute for every minute after 6:00 pm.
3. If Kidz Space determines that the financial obligations agreed upon in the tuition contract cannot be met by the parent/guardian, Kidz Space reserves the right to cancel the contract without notice and seek legal means to collect unpaid balances.

Curriculum

Our objective is to foster a life-long love of learning through fun, choice-based activities in a stress free environment. We encourage student creativity and critical thinking throughout our flexible curriculum which includes Life Skills, STREAM, Physical Activities, Arts and Crafts and Character Education. The curriculum is focused on students' interests and accomplished through themes and project-based activities that encourages students to enhance their knowledge and broaden academic learning.

Toileting

Students enrolled in Kidz Space before/after care programs must be toilet trained. Although it is presumed that occasional accidents may occur, parents of children that have soiled themselves during Kidz Space will be requested to pick up their child immediately.

RVRHS DAYCARE

Enrollment

Enrollment for this program begins at 6 weeks to 5 years of age. Our easy online enrollment can be found on our website.

Hours for the RVRHS Daycare

This program opens at 7 am and closes at 5 pm.

Tuition for Daycare

1. Tuition is due on the first day your child attends each week.
2. A \$15 late fee will be assessed each week your account is past due until it is paid in full.
3. If Kidz Space determines that the financial obligations agreed upon in the tuition contract cannot be met by the parent/guardian, Kidz Space reserves the right to cancel the contract without notice and seek legal means to collect unpaid balances.

Meet your Teacher

Prior to the start of school you will have an opportunity to meet your child's teacher. Information regarding this day will be sent to you. It's a great time to ask questions and meet the parents of your child's classmates.

Teacher In-Service Days

For all teacher in-service days we will open at 7 am.

We close at 3 pm for teacher in -service days prior to the start of the year.

We close at 5 pm for teacher in-service days during the school year.

Scheduled Early Dismissal/ Delayed Opening

We close at 12:45 pm on early dismissal days. We open at 9 am when there is a 2 hour delayed opening.

Immunizations

Every parent/guardian must submit a Universal Health Record, completed by your child's health care provider, each year. In addition, you are required to submit your child's updated immunization form by October 1st of each year.

Influenza Vaccine

All children enrolled at Kidz Space must have the influenza vaccine (flu shot) before December 31st of each year, as per the state mandate. If we do not receive your child's updated immunization record including the influenza vaccine or a doctor's exemption note, then your child will not be permitted to attend school during flu season, which is from December 31st until March 31st.

Physical Activity

We believe that movement is essential to all parts of your child's development. Activities like climbing, dancing, running and jumping help to develop your child's gross motor skills and contribute to muscle development and coordination. We provide 60 minutes of physical activity per day. This is accomplished on the playground and in the classroom through interactive lesson plans during inclement weather.

Lunch

Please label all lunch boxes, containers and thermoses with your child's name. Kidz Space has microwaves in each classroom so you are able to send in food items that need to be warmed up. Please avoid sending in lunches that need more than a minute or two to prepare, as this averts time away from the children.

Rest Time

Please send in a clean fitted crib sheet and small blanket each week. All bedding will be sent home at the end of the week so it can be laundered and returned the following week.

BTSD PRE-K EXPANSION

Enrollment

Please contact the Burlington Township Board of Education.

School Hours

The school day runs from 9 am until 3:30 pm. Children can be dropped off no earlier than 8:45 am, unless they are enrolled in the before school program. See below for additional information on our before/after care program.

Calendar

We follow the B. Bernice Young School Calendar for events and school closings.

Meet your Teacher

Prior to the start of school you will have an opportunity to meet your child's teacher and see their classroom. Information regarding this special day will be sent to you. It's a great time to ask questions and meet the parents of your child's classmates.

Scheduled Early Dismissal/ Delayed Opening

We close at 1 pm on early dismissal days.

We open at 11 am when there is a 2 hour delayed opening.

Before/After School Program

Our before care is offered from 7 am until the start of school and the aftercare program is offered from the end of the school day until 6 pm. Registration information is available on our website.

Toileting

Children enrolled in Kidz Space programs must be toilet trained. Although it is presumed that occasional accidents may occur, parents of children that have soiled themselves during Kidz Space will be requested to pick up their child immediately.

Immunizations

Every parent/guardian must submit their child's Universal Health Record and immunization form each year.

Influenza Vaccine

All children enrolled at Kidz Space must have a yearly flu shot before December 31st. This is a state mandated vaccine and is part of our yearly inspection. If your child does not have an updated immunization record, and is not exempt with a doctor's note, then he/she may not attend school during flu season which is from December 31st until March 31st.

Physical Activity

We believe that movement is essential to all parts of your child's development. Activities like climbing, dancing, running and jumping help to develop your child's gross motor skills which also contribute to muscle development and coordination. We provide 60 minutes per day of physical activity on the playground or equivalent and in our classroom through interactive lesson plans during inclement weather.

Lunch

Your child will be given an opportunity to purchase school breakfast or lunch. We will include a lunch and breakfast calendar menu in your child's daily folder. When purchasing breakfast and/or lunch you must notify us. This can be done by circling the days you want breakfast/lunch on the calendar. Your child's lunch account will be charged for any days you've circled. Additional calendars can be found on the Burlington Township School District's website. Please provide a packed lunch with an ice pack, if necessary, when your child is not purchasing a school lunch. We recommend sending in a refillable water container so your child can take it on the playground with them.

Rest Time

Please send in a clean fitted crib sheet and small blanket each week. All bedding will be sent home at the end of the week so it can be laundered and returned the following week.

We would like to welcome you to the Kidz Space family!

Contact US

Administrative Office

223 High Street Mount Holly, NJ 08060

Email: Admin@Kidzspacenj.com

Phone 609-384-3881

Hainesport Township School

211 Broad Street Hainesport, NJ 08036

Email: BA@Kidzspacenj.com

On-site # 609-694-9966

Eastampton Community School

1 Student Drive, Eastampton, NJ 08060

Email: BA@Kidzspacenj.com

On-site # 609-405-4660

B. Bernice Young Elementary School

1203 Neck Road, Burlington, NJ 08016

Email: BA@Kidzspacenj.com

On-site # 609-678-7279

Fountain Woods Elementary School

601 Fountain Avenue Burlington, NJ 08016

Email: BA@Kidzspacenj.com

On-site # 609-678-8952

Full Day Child Care at Rancocas Valley High School

520 Jacksonville Road Mount Holly, NJ 08060

Email: RV@Kidzspacenj.com

RVHS school office # 609-267-0830 Ext. 3321

Pre-K Expansion Program at Burlington Township School District

601 Fountain Avenue Burlington, NJ 08016

Sparrow's Email: Sparrows@Kidzspacenj.com

Merlin's Email: Merlins@Kidzspacenj.com

Robin's Email: Robins@kidzspacenj.com

Burlington Township School Main Office: 609-387-1799

5 Points Annex Main Office: 609-387-3955 ext 7004

