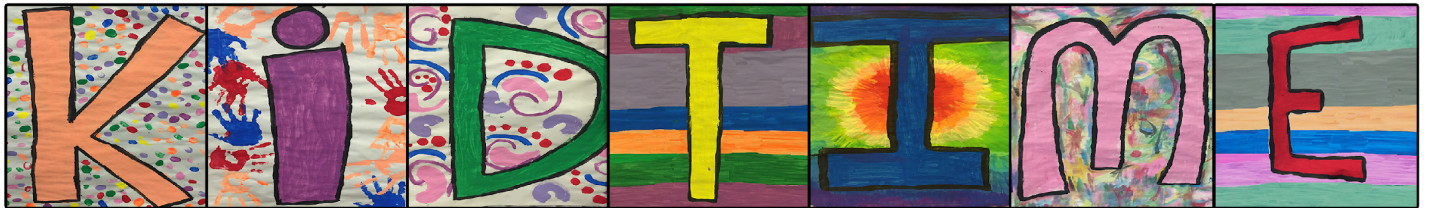


PARENT HANDBOOK
For
KIDTIME
After School Program



KIDTIME, Inc.
By
Knoxville Education Consultants
P.O. Box 22834
Knoxville TN 37933-0834

WELCOME

KIDTIME welcomes you to an educational, community and parent involved after school program. KidTime has been running since 1997 and benefits from more than thirty years of experience in the educational field for developing quality programs in safe and educationally enriching environments.

KidTime is a not for profit corporation governed by a board of directors appointed annually.

KidTime is structured to encourage freedom, uniqueness, and opportunity. It offers a setting where learning is both sought and treasured. Our program is organized to accommodate children of different age groups while fulfilling the special needs of individuals. Children have the opportunity to engage in activities, which will benefit them emotionally, physically, and educationally. Crafts, sports, games, art, music, and field trips (in the summer only) are just some of the activities offered. A special time each day is devoted to homework and tutorial assistance.

Experienced counselors, trained to meet the needs of children, staff the program and provide positive role models. This comprehensive child-care program for school-aged children is designed to complement and support the child's positive experiences at home and school.

We look forward to working with you and your child.

Alex Huth

Executive Director
KidTime

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KIDTIME, Inc.

P.O. Box 22834

Knoxville, TN 37933-0834

MISSION STATEMENT

PHILOSOPHY

KidTime's philosophy is based on the fact that children are very important unique people and that their accomplishments are based upon what they believe they can do. The program encourages students to develop to their maximum potential while maintaining their individual characters and personalities. The development and preservation of self-esteem is central to our program. KidTime offers a safe, friendly, and creative atmosphere in which students may develop skills and grow.

We recognize that the home and family are the strongest influences in a child's development and our program enhances and builds upon the positive elements found there. KidTime offers a caring, supportive environment where children can develop their individuality as well as their cooperative skills. Through the cooperative efforts of parents, teachers, and counselors, the program is customized to provide the opportunity for maximum quality time for families during the evening.

PROGRAM GOALS

It is the objective of KidTime to provide an environment which encourages and nurtures the development of each child. Our role is to assist each student in fulfilling their potential by:

- Providing the opportunity to express and share their unique gifts
- Building self-confidence and self-esteem
- Providing individualized experiences and challenges based on need
- Providing a safe and trusting environment
- Assisting in their growth in a creative, positive, and enriching way
- Making learning an adventure and encouraging the explorer in each child
- Gaining better appreciation and respect for others
- Learning how to better cooperate within a group
- Communicating feelings while respecting the rights of others
- Developing an appreciation and respect for the world in which we live.

Our aim is to be able to individualize our program for the particular needs of each student. We encourage the students to develop an interest and joy in learning and it is our goal to provide a security that promotes responsibility and success.

ADMISSION POLICY

Program

Any student attending our regardless of the color, race, national origin, or handicapping condition of the child or parents is eligible for enrollment in KidTime. All of our programs are based on a developmental/experiential model. Each child develops at his or her own pace through natural developmental stages.

Registration

To enroll your child for the school session you must submit an application and pay the registration fee. All enrollment forms must be completed in full submitted *before* your child can attend the program.

All children that require additional support (medication, individualized or modified program etc.) are reported to the Department of Human Services (DHS) as required by Title VI and Section 504 compliance regulations.

FEES

Registration Fees

The registration fee is a ***non-refundable*** and must accompany the application. A discount is applied for siblings.

After School Program Fees

KidTime offers hourly, daily and weekly care for Kindergarten-5th grade (when spaces are available). There is a one hour per day minimum for hourly students and a one day minimum per week for daily students. Please note you will be charged for what you sign up for, not for attendance of child. If you would like to change your child at any time please see your Site Director.

Attendance	Rate
Weekly**	\$75
Daily*	\$20/a day
Hourly (five hour minimum)	\$12/ an hour

Although we hope it is unnecessary, KidTime does charge a finders fee each time it is necessary to locate your child due to an unannounced absence. A \$10 charge for each unannounced absence will be added to your bill.

Additional time after 6:00 p.m. will be charged at the rate of \$1.00 per minute.

KidTime only accepts money orders and checks; NO CASH. Fees for the program are due in advance and will be billed **every two weeks**. The bill will also include any additional charges accrued. All checks should be made payable to **KidTime**. You are responsible for the money owed. For your convenience, there are electronic payment options available through our website (kidtime.org/payments). A 3% convenience fee will be added to any statement where an electronic payment is used.

If fees remain unpaid for 2 weeks you must contact the director to make financial arrangements for your child to continue in the program. Unless this is done all services will be discontinued until the balance is addressed and brought up to date. Please inform the director if you foresee any problems concerning your payment. All balances left unpaid at the end of the school year will be sent to a collections agency.

It is our policy that there are **NO MAKE UP DAYS** and that the family is responsible for **FULL FEES** regardless of irregular attendance. If your child’s attendance is billed per day of attendance and KidTime is closed on a day when your child is scheduled to attend, you are permitted to arrange in advance for your child to attend on an alternative day in the same week. KidTime will bill for the regularly scheduled number of days even when scheduled attendance falls on a day when KidTime is closed.

If you have any billing questions, please email our office manager at ashley@kidtime.org.

Additional Fees for In-Service Days

KidTime offers full day services on all Knox County in-service days as long as the principal allows and staffing is available. During these days, our operating hours are 7AM-6PM, which is considerably longer than our normal school day operating hours. There is a supplemental fee added to parents’ statements to cover the extra cost of operation. The rate depends on what rate the parent has signed up for and is detailed in the chart below. Discounts still apply to these rates.

Attendance	Supplemental Fee
Weekly	+\$15 to weekly rate
Daily	+\$20 to daily rate
Hourly	Billed as daily student

Additional Fees for Half Days or Early Release Days

KidTime offers services on half days and Knox County Early Release Days. KidTime will be open from the time students are released until our normal operating hours of 6 PM. There is a supplemental fee that will be added to parents’ statements of \$10 regardless of rate. Hourly students will be billed their hourly rate.

Child Care Certificate

KidTime accepts the Child Care Certificate offered through DHS. If you qualify, the state will pay a percentage of your child care charges-this does not include the registration fee. If the amount offered through the state does not cover ALL of the charges, you will be responsible for paying the remainder of the balance. DHS will sometimes assign a ‘Parent Fee’. This fee is an amount they expect you to pay in ADDITION to the remaining balances. A form must be signed by a parent/guardian that they understand and agree to any and all charges. KidTime must receive proof of the certificate BEFORE the child can start.

Discounts

KidTime offers discounts on registration fees for multiple children. We also offer a 10% discount on the SECOND child enrolled.

Scholarship

KidTime does offer scholarships.

Procedure for applying for scholarship:

1. Parent/guardian must FIRST apply for a Child Care Certificate through DHS.
2. If you do not qualify, KidTime will need in writing why you were not accepted.
3. Last we will need, in writing, why you think you need a scholarship.

Your information will then be sent to the Executive Director for review. If you qualify for a scholarship, you will then be notified of the amount that will be expected to attend the program.

Vacations

One week (5 days) per year is given to each child billed at a weekly rate to be absent without payment. Vacation weeks may not be carried over to the next year. Requests for the application of vacation days must be provided in writing. Vacation days need not be taken consecutively.

GENERAL INFORMATION

Hours of Operation

After school care is available from class dismissal until 6:00 p.m. During in-service days, full-day care is available from 7:00 a.m. until 6:00 p.m.

Attendance Information

All children must be SIGNED OUT (and signed in on in service days) of the program each day by someone 16 years (with a drivers licenses) and on the transportation pick up list.

If a child is too sick to participate in ALL activities, including outside play, he/she should not come to KidTime.

Each year, KidTime cares for about one hundred (100) students on a weekly basis. Understanding that every family has its own child care needs, we strive to meet them. To offer hourly, daily, and weekly care requires a tremendous amount of follow up since each child has their unique attendance schedule. Your child's safety is our utmost concern. To check attendance each day, we must make sure every child that is scheduled to come is, in fact, there. This requires us to have up-to-date information and sometimes last minute information concerning your child's after school plans. Even though you may know that your child is safe with you or a friend, we do not. For the safety of your child, we assume that your child must be accounted for – and therefore spend valuable time searching and searching for “missing children” until we find them. Parents, as you can imagine, this takes a lot of time – all the while not knowing where the child is. This effort can and does get magnified several times when several children are “missing” on a given day. For this reason, KidTime requests and expects to be given notice when there is a change in your child's regular schedule.

We recognize that last minute changes are inevitable. Notify the director if your child will be absent from the program due to illness, a change of transportation, doctor appointments, etc. Please call our voice mail by 2 pm and leave a message or you will be charged a \$10 finders fee (please see school Program Fees for further information).

Guidelines for Picking up Your Child

Children should be picked up no later than 6:00 p.m. or a late fee of \$1.00 per minute will be charged. If an emergency develops and you cannot pick up your child by 6:00 p.m. please notify the staff as soon as possible.

DHS requires documentation concerning the arrival and departure time of each student. This delineates when each child is under the supervision of KidTime and when the child is returned to parental care. Please make sure you sign your child in/out each day. Any children who are not properly signed out will be charged **until 6:00 pm**.

Every child must have a transportation pick up list in their file. Anyone NOT on this list will not be allowed to leave with your child. Please notify KidTime if someone other than the parents will be picking up your child. We will ask for a photo ID of someone requesting KidTime to release a child into their care. An authorized parent may add or remove names from the release list anytime during the year; this must be done **in person. Individuals must be 16 years or older with a drivers license to pick up a child.**

All released and non-enrolled children must be supervised by their parent while on school premises.

Parents will not be allowed to pick up their children in an impaired state. KidTime will contact a person on your emergency contact information sheet to pick up instead.

It is KidTime policy to contact the authorities if the behavior of a person coming to transport a child may place the child(ren) in immediate risk.

Dropping Your Child Off

If your child attends an in service day, you must walk your child inside and sign them in for the day.

Guidelines for Calling KidTime

Should you require information, need to leave a message, or wish to make an appointment please visit our website for your sites phone number www.kidtime.org. If we do not answer the phone during after school hours, we are currently busy with the children. Please leave a message. Voice mail will be monitored at thirty (30) minute intervals (except when staff and children are off premises) so that emergency messages can be retrieved. Please do not make non-emergency phone calls to your child as KidTime only has one phone and it could hinder us during an emergency.

KidTime Calendar

KidTime observes and will be CLOSED for the following holidays:

- Labor Day
- Thanksgiving

- Christmas
- New Year's Day
- Martin Luther King Jr. Day
- Independence Day
- Memorial Day
- Monday AFTER Easter

KidTime will also be closed for Fall break, Christmas break and Spring break. If Knox Co. closes because of inclement weather, KidTime will also be closed. KidTime will be open all Knox Co. in-service days. Please check the monthly newsletter for details.

Closing Policy

If children are released early from school because of snow or for a scheduled early dismissal, KidTime will be available for ONE hour after school has dismissed to help with the release of the children.

Food and Snack Policy

After-school care -- An afternoon snack and drink is provided by KidTime. These snacks are healthy and follow all DHS regulations.

Full-day care – KidTime provides a drink and snack in both the morning and afternoon. Children should bring their lunch and a drink for their mid-day meal. We ask that you prepare the food so that it is ready to be eaten. Lunches will be monitored by KidTime staff. Please send nutritional lunches.

If your child has any food allergies, please make sure that we are aware of them.

Birthdays

If your child wishes to have a birthday celebration while at KidTime, please make the necessary arrangements with your child's counselor.

Bringing Things From Home

Please put your child's name on all items that should go back home. Children's personal property (coats, clothing, school bags, lunch boxes, etc.) must be cleared from the school after each session of the program. Any personal property which remains at the end of the day will be in KidTime's lost and found box. Although we attempt to assist children to stay organized, the program cannot be responsible for lost personal property.

Parents are asked to see that the children **do not** bring gum, money, or toys to KidTime. Occasionally we will have special activities when the children can bring specific things from home. Although children enjoy “sharing” with others, sharing can mean “using” to the children. So please keep valuable and breakable treasures at home. Absolutely no drugs or play/real weapons are to be brought to school. Any items that are forbidden by the Knox County School System are also to be excluded from KidTime.

Clothing Policy

KidTime follows the dress code guidelines of the Knox County School System and those of the individual schools. All children should be dressed in comfortable clothes suitable for all activities. Sneakers are required to play in the gym. Please make sure your child has them each day he/she attends KidTime.

Outside play is an important part of our program. The children legally must go outside unless the temperature is less than 32°F above 95°F or it is raining. Please dress your child for comfort and convenience according to the weather.

Discipline

KidTime follows the discipline guidelines of the Knox County School System and those of the individual schools. This includes termination of services (see Termination of Services). Discipline techniques used are to assist children to be responsible for their own behavior and to provide a means of modification of that behavior if necessary.

KidTime utilizes rules, natural consequences, time-out, and restrictions in conjunction with positive reinforcement as the core of the behavior management plans. If a persistent discipline problem occurs you will be contacted by the director. We want the program to be fun for everyone.

Confidentiality

KidTime staff maintains strict confidentiality with regard to the children and the families they serve.

Personal Records

The following information must be maintained by KidTime and made available to the Department of Human Services upon request:

1. A current information form which includes social history, the child's name, date of birth, name of parent(s), home address, business address(es), phone numbers, work hours, and the name and address (home and business) of a responsible person to contact in an emergency if parent(s) cannot be located promptly.
2. Name, address, and telephone number of a physician to call in case of an emergency.
3. Written consent of parent(s) regarding emergency medical care.
4. A transportation plan which specifies those persons to whom the child can be released. KidTime counselors will not release your child to anyone other than persons listed on the release form or those authorized in writing by the responsible parent(s). An authorized parent may add or remove names from the release list anytime during the year. This must be done in person.
5. Health Record (See Health Policies).

We ask for your cooperation in keeping these records current. If any of the above information changes throughout the year, please be sure to submit the changes in writing to the director.

Termination of Services

KidTime reserves the right ,should it become necessary, to exclude a child either temporarily or permanently from the program. There will be no exclusions without prior parent consultation, notification, and/or conference. Such exclusions would include, but not be limited to, continued behavior that is harmful to themselves and/or others that cannot be corrected through KidTime's disciplinary guidelines and as such, compromise the purpose and philosophy of our KidTime program.

Unfortunately, there are occasions when students should not, beyond a reasonable point, continue to attend KidTime. Only for certain offenses which are very serious would a student be excluded immediately (e.g. unsafe behavior, willful destruction of KidTime or Lotts property, drugs, weapons). While there are many varied situations that may be involved, certain policies must be defined and followed in each case. The objective is to assure that both the needs of KidTime and the student, along with the terms and conditions of KidTime, are completely understood and that all persons receive fair treatment.

Progress reports are filed when issues arise. Constructive suggestions from the directors, counselors, and/or the board of KidTime will be discussed with the parents and child as well as documented and placed in the student's file. If the issue is not resolved, then KidTime will give the family two (2) weeks notice.

If it is necessary for you to withdraw your child from KidTime, a written notice at least two (2) weeks prior to withdrawal is required. Fees for two weeks will be due if you fail to do so. If, at a later date you wish to enroll your child again, then you will need to repeat the registration process.

HEALTH POLICIES

Health Records

Parents are required by the state to take their child for health examinations and to update the shot record that is on file. The medical form for the child must be signed by the doctor and is required by law to be on file **before** the child is allowed to attend the program.

The following information must be submitted and kept by KidTime:

1. Before a child is accepted for care, KidTime must have on file a statement from the parent (or school) that the child's immunizations are current and that his/her health record is on file at the specified school which the child attends.
 - a. A child must have proof of being age-appropriately immunized against the following diseases: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hemophilus influenza type B by having a certification form signed or stamped by a certified health care provider.

Please note that three (3) doses of the Hepatitis B vaccine are required for entry into Kindergarten. The Knox County Health Department highly recommends that all children receive the Hepatitis B vaccine and offers it free of charge to elementary school aged children as part of their immunization program.

All children born after September 1, 1998 must provide proof of having vermicelli vaccine (chicken pox) or proof of the disease for entry into a licensed child care center.

Foreign-born children shall also present evidence of tuberculosis screening performed in the United States at any time after twelve months of age.

- b. Immunizations must be continued on time by the parent if the child is to remain in care.
 - c. Exceptions to (a) and (b) above may be made only if the child's physician or the health department provides a signed and dated statement which gives a medical reason why the child should not be given a specified immunization OR the child's parent provides a signed written statement that such immunizations conflict with their religious tenets and practices.
2. Each child must have a health history on file at KidTime and it must be available to the appropriate staff. If a child has any known allergies, they must be indicated in the child's health record.
2. If a child with a mental, physical, or other impairment **or** with a medical disorder is enrolled, and special care is needed, their health records shall include a physician's statement which identifies the condition and which gives the physician's or other appropriate care professional's special instructions for the child's care.

Sickness

If your child is sick or was absent from school, then she/he should **NOT** be sent to KidTime that day. Please notify the director regarding your child's absence.

Children will be checked upon arrival and observed for signs of illness during their stay at KidTime. Any child with the following symptoms shall be removed from the group until the parent is contacted to pick up the child. If the parents cannot be reached, then the person on the child's emergency list will be called.

- Fever: temperature of 100.6 degrees Fahrenheit
- Respiratory symptoms
- Three (3) incidents of loose stool in a day
- Vomiting: two (2) incidents
- Eye drainage

- Unexplained rash and burns
- Appearance/behavior (child acts or looks different than usual)
- Obvious, severe pain.

Your child **MUST BE ABSENT FROM KIDTIME'S PROGRAM FOR 24 HOURS AFTER BEING SENT HOME.** Impetigo and diagnosed strep should be treated appropriately for 24 hours prior to readmission to KidTime. Children having scabies or lice need to have proof of treatment and must be scabies and lice free.

Parents will be notified immediately if one of the following communicable diseases has been introduced into KidTime: hepatitis A, food borne outbreaks, salmonella, shigella, measles, mumps, rubella, pertussis, polio, haemophilus influenza type B, meningococcal meningitis. Please help us with this by reporting any cases to the program. In turn, we will report the occurrence of the above diseases to the local health department.

PLEASE BE CONSIDERATE OF OTHER CHILDREN'S HEALTH.

If a child is taking an antibiotic for a contagious illness, then he/she must be on the medication for 24 hours before returning to KidTime.

Extended Illness

KidTime will consider individual cases with discretion. Please contact the director as soon as you foresee a need.

Accidents and Injuries

Accidents and injuries to children will be noted in their records including the date and time it occurred, description of circumstances, and action taken by care givers. Injuries of more than a minor nature will be immediately reported to a parent. The accident report will be made available to the parents upon request.

Medication

Internal and external prescribed medication will not be administered to a child by the KidTime staff except under the direction of a physician and with the parent's written authorization on the appropriate form. Prescriptions must be given to a member of the KidTime staff by the parent in the original containers with the child's name, dosage, date, and length of time given. Medication will not be accepted or administered if the authorization form for prescribed medication has not been properly filled out.

Internal and external non-prescribed medication must be given to the KidTime staff by the parent. This includes sun screen, insect repellents, first aid creams/gels, and pain relievers. The medication should be in its original container and an authorization form for non-prescribed medication (or letter) signed by the parent detailing the child's name, date, dosage, and instructions for administering it is required.

Medication is not handled by children. If a child is taking an antibiotic for a contagious illness,

then he/she must be on the medication for 24 hours before returning to KidTime.

Emergency Procedures

In case of an emergency requiring immediate medical attention, 911 will be called and the parents will be contacted. If the parents cannot be reached, then the person on the emergency list will be called. An ambulance will be called to transport the child at the parent's expense.

STAFF

KidTime is dedicated to the highest standards of environment, counselor-child interaction, and program content. Each counselor is a nurturing individual who genuinely respects and cares for children.

All persons on our staff are either certified teachers or have various years of experience and training. The staff is required to have training annually. The directors and counselors are certified in both CPR and First Aid.

PARENT / STAFF COMMUNICATION

Bulletin Board

A bulletin board is located at the pick-up point and is the source of much information. Please make a habit of reading the notices posted there.

Newsletters

KidTime provides Parent Newsletters on a monthly basis. This assists us in keeping families informed as to KidTime's activities, staffing changes, and holiday schedules.

Conferences

The director and counselors speak with parents on a regular basis regarding their child's stay at KidTime. Recognizing that time is limited at pickup, there are times when more time is required to address some issues and/or concerns. If this is the case, a conference will be scheduled so undivided attention can be given to the matter.

KidTime offers at least one parent/teacher conference per year. Please look in the parent newsletter for further information. This is a wonderful opportunity to discuss your child's stay at KidTime and let us know if there is anything more we can do for your child.

Parent Meetings

In addition, all parents are invited to attend our Annual General Meeting in February. This is a wonderful opportunity to ask any questions that you may have. If you would like the board to address a particular matter during the year, please relay your request to the director or your parent representative who sits the board.

Each year, it is our goal to offer an educational workshop that is of interest to our parents. If you should have a special request as to the topic(s) for this year, please pass on this information to us.

Grievance Policy

Any grievances with a member of the KidTime Staff should be dealt with as follows:

1. The incident should be discussed with the Director in the presence of the staff member concerned.
2. If a parent feels the need to speak with the Executive Director of KidTime; you must first speak with the site director who will then give your name, phone number and information to this person to call YOU. KidTime does NOT give out this number.

Any grievance with another student, or the parent of a student, should be dealt with as follows:

1. The incident should be reported to the counselor(s) of the student(s) involved and then discussed with the Director of the Program.
2. If the matter cannot be resolved, and all parties are in agreement, then a mediation meeting with the Director and concerned parents will be arranged.

NOTE: Under NO circumstances should any parent attempt to resolve their issues directly with another child.

Working Together

The cooperative effort of parents and staff is essential to the growth and development of each child. The staff will be better able to meet the needs of your child if you tell us what your child likes -- such as special foods, games, and things to talk about. If there are special circumstances

to consider such as an illness in the family, a change in living location, or any special fears -- please notify the director. We ask that you keep KidTime informed as to any special situations that might arise during the year so we can better serve your child. We encourage you to share your ideas and concerns about the children's activities with the KidTime staff.

We practice an open-door policy at KidTime. Parents are welcome to observe their children any time and to get to know their child's counselor and friends. If you have some time and/or talent that you would share with us, please let us know. Occasionally, we may request volunteers to assist us. This will be posted on the bulletin board or in the newsletter. Please keep in mind that your assistance is greatly appreciated by the staff and, most of all, by the children.

ROLE OF THE PARENT

Please observe the rules and schedules of KidTime as set forth in this handbook and in any additional policy statements. As we urge you to share your thoughts and concerns about the program, we ask you to listen to any concerns that staff members may have about your child's behavior and to work with us to find an agreeable solution to any problems that might arise.

Sign your child out each time he/she attends the program. At school dismissal, a representative of KidTime will sign in your child. In service days; parents are responsible for signing their child in for the day. Staff must be notified when a child is leaving the center.

We encourage you to talk with your child about his/her day. Please show your child you are interested about all the new things he/she is learning.

Parents will be asked to remain off of cell phones when picking up their child. This shows respect for KidTime staff that would like to greet you and may have important information to speak with you about.

ROLE OF CHILDREN

Children should come to KidTime immediately after school, put their personal belongings in the assigned place, and be signed in by their counselor. The children are responsible for dressing appropriately for indoor and outdoor play and should have tennis shoes to wear in the gym.

Students are expected to take care of the equipment and facilities and to share them with all the children in the program. They should always return materials and equipment to the place they found them before taking out a new activity. They are to stay with a staff member at all times and notify them if they need to go to another area.

Children are expected to respect the rules that guide them during the program. They are responsible for their own actions and will be expected to take the consequences for them.

Each child is responsible for taking home all personal belongings at the end of the day.

PROGRAM EVALUATION

Please feel free to share any suggestions and/or concerns that you have any time throughout the year with your site Director. KidTime puts out a yearly Parent Survey for parents to fill out. This will let us know how we are doing!

NOTES