



*Kiddie Kingdom LLC*  
**Quality Country Child Care**  
**Since 1974**

**1075 Jasper Rd. Xenia, OH 45385**  
**(937) 372-4986**

**Administrator:**



**Alan D. King, MST**

**Hours**

**5:45 am to 7:00 pm**  
**Monday through Friday**

\*

**Owners:**

**Alan King, Karen King**

**Online: [www.KKChildcare.com](http://www.KKChildcare.com)**  
**[info@kkchildcare.com](mailto:info@kkchildcare.com)**

**e-mail:**

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## Our Purposes and Goals

We provide quality homelike care in a casual, supportive environment. We encourage children to play, have fun, grow, and learn. Our goal is to give the same level of care and guidance that children would have experienced staying at home or with their grandparents, with the addition of a modern comprehensive educational program.

### Daily Classes



Your child will have two age appropriate classes or activities each day. We also offer educational activities throughout the day. Field trips are planned frequently, especially during the summer months. All children over 3 are introduced to computers and educational electronics. We have an excellent reputation in the local school system for developing well rounded, inquisitive children that are ready to learn at their age level.

### Staffing

We endeavor to maintain an overall ratio of 1 staff member for every 7 children. Within groups, we operate according to ODJFS guidelines:

	<b>staff ratios</b>	<b>max. class sizes</b>
Infants & Toddlers:	1:5	12
Preschoolers:	1:8	15
School Age:	1:14	26

## Fees and Charges

- . A current fee schedule is available at the center.
- . Registration at the time of enrollment is \$30.
- . Payment is due during the week of attendance.
- . There is an additional charge for days when your child stays for more than 10 hours.
- . Payment is due by Friday in order to receive the advance payment discount (see rate chart).
- . There is a three day minimum charge for any week, excluding vacations.
- . The higher daily rate will apply for 3 or 4 day weeks.
- . There is a \$25 returned check fee.
- . The center closes at 7:00 PM. If you will be unable to arrive by closing time, please phone us by 5:30 PM to arrange for late pickup.
- . **A late pickup charge of \$5 per 5 minutes after 7:00 pm must be paid to the delayed staff member before your child can return to the center.**
- . We reserve the right to suspend the delivery of our services whenever any outstanding balance reaches \$200.



## General Policies

- . Children will be supervised at all times. School age children in fourth grade or higher may use the media room with periodic staff supervision.
- . Children entering or leaving the Center must be accompanied by a parent who must sign them in or out. Children are not to be left at the Center or leave without the acknowledgment of this action by one of our staff.
- . Children will only be released to a parent unless other arrangements are made.
- . In the event of any child custody issues, we will follow all court orders. A copy of any such order must be attached to the child's enrollment materials. We will contact the

custodial parent if any non-designated person attempts to pick up a child.

- . Parents or guardians may visit the center at any time.
- . A roster of parents is available to any parent. You may decline to be listed on this roster.
- . Your child's enrollment materials and health information are due by the first day of attendance. Please include an email address on your enrollment form so that we can send you important updates and information.
- . Medical forms are due within 30 day of enrollment, and yearly thereafter verifying that they are up to date on all immunizations and necessary age appropriate screenings.
- . Developmental Screenings will be done by our staff within 30 days of enrollment. After consulting with you, we may request that you sign consent forms in order that we may refer your child for further screening or testing if developmental delays are evident.
- . Outdoor play is an integral part of our program and children should dress accordingly. Daily outdoor play develops gross motor skills and improves social interactions. Any child 18 months old or older in attendance for more than 4 hours will play outdoors, weather permitting. In the event of rain, snow, cold or hot temperatures or any conditions we deem unsafe, alternate large muscle play will be provided. Unless the actual temperature is over 90° or below 25° F or it is raining, we will go out every day. Please dress your child appropriately for active play. We discourage flip-flops and other open toed shoes. Dress your child warmly in the colder months, including a hat and gloves. A jacket or sweater is appropriate for the spring and fall. Please label all outerwear.
- . We endeavor to limit screen time for our children while we recognize the educational potential of certain television programs and electronic media such as tablets. We will allow children to use our carefully controlled tablets for a maximum of 30 minutes per day.
- . Afternoon naps are optional for children over 3.



- We are required by law to report any suspicions of child abuse or neglect.
- The center will close for New Year's, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas.

## **Transitions**

Children are especially sensitive to changes in their routines, to new places and people, and to separation from their parents or guardians.

At Kiddie Kingdom, we have developed effective strategies for transitioning children into our center, from one class to another, and out of our care. Our transition policy is not rigid and is based on each family's individual needs.

### **Transitioning into our care:**

Orientation and transition begins at your first visit to Kiddie Kingdom. The Director, Assistant Director, or Lead Teacher will meet with you when you make your first visit to go over the age group assignment, our policies as reflected in our parent handbook, give you our enrollment forms, discuss payment, where and how to sign your child in, and so forth.

We encourage families to bring their child to this orientation. We will provide you with an opportunity to tour the center, the playground, and the classroom and to meet the teachers and the other children in their group.

Ask us questions. Talk to the other children. Ask your child what they think. Trust your instincts. Kiddie Kingdom endeavors to be a family style daycare that celebrates the rural environment and a non-regimented style of teaching and this is not for everyone.

As soon as you have made the final decision to send your child to Kiddie Kingdom, we encourage you to turn in your enrollment forms and schedule a short, 1 to 2 hour visit. This will build a little familiarity and make the actual transition to full day care or preschool much easier. For this visit, you can either stay

with them for a short time or leave and come back in an hour or so.

You may want to consider starting full day care near the end of a week so that a weekend at home breaks up the first few days. When your child arrives for the first day at Kiddie Kingdom, we encourage you to arrive a little early and spend a few minutes before you must leave. Quick in and quick out will be your eventual goal within a few days, however.

In order to establish a secure and friendly relationship between your family and Kiddie Kingdom, it is important to develop a daily routine to reinforce a new sense of normalcy which includes the center. Beginning at your first visit, and on or before your child's first day at the center, we will discuss your child with you and ask you to help us to develop a written plan of transition. The things we will want to know include: How does your child manages change? Are there certain times of the day that are more or less challenging for your child such as nap time or lunch time. Do they have a blanket or favorite toy that gives them comfort? How does your child (and how do you) deal with separation anxiety?

Based on this information, our staff will help you to develop a realistic and loving daily routine and a "goodbye ritual" that will leave you and your child feeling comfortable every time you leave for the day. Together, we will work to make this difficult transition as easy on you, your child, and our staff as we possibly can.

Transition to daycare may take from a day or two to four weeks. Before the first full day, get prepared. Talk with your child several times about your expectations and describe what the day will be like. Ask them about their feelings as they enter this new adventure. Tell them that they will be meeting new people and make new friends. Perhaps read them a storybook about going to daycare.

Create a written "night-before" checklist. Bring your enrollment forms if you haven't already. Babies will need bottles filled, dated, and labeled, a pacifier if they use one, diapers (usually about 6 per day), and extra clothes. Bring a comfort blanket, a picture from home, or a favorite stuffed animal if you wish. Preschoolers will also need a change of clothing. Label

everything. Remember seasonal stuff like sunscreen, mittens, a hat, etc. And don't forget your check or swipe card! Pack it all up the night before. Please leave toys, especially electronics at home.

We recommend that you plan to make the daily arrival and departure transition as brief and cheerful as possible. That being said, give yourself a few extra minutes if you find it necessary for you and your child to feel comfortable. Most children are fascinated by the other children that they will be playing with and will begin to relax and feel comfortable very quickly.

Expect a few tears. New children will often cry for a few minutes. It is up to you to reassure your child that you will be back as soon as you can and that they will be having a fun time while you are gone. Remind them of the plan you have talked about. Be firm, say your goodbyes and turn your child over to their teacher as quickly as you comfortably can. We have found again and again that crying behavior stops as soon as it becomes clear that it will not change anything. Be strong! We can take your youngster to the window and let them wave goodbye. You can toot the horn goodbye. Call from work if you want and we will let you know how the transition went. Call from the parking lot if you wish!

A similar thing may happen for the first few days when you pick up your child at Kiddie Kingdom. They may cry when you arrive or they may not want to leave. This is an expression of anxiety that they have saved up all day long for your benefit. Be calm. Some child may temporarily regress in their potty training or return to thumb sucking. Expect some anxiety of your own as a parent. It's normal. This too shall pass.

We know that this transition is difficult for parents as well as children. As you and your child learn the new routines of the center, the names of the caregivers and the other children in their classroom, and become secure in the knowledge that you will be reunited each day, we promise you that your child will be happy to stay with us and this daily transition will become second nature. Please take the time to talk to us each day and check how your child's day has gone. And feel free to call during the day whenever

you like. Don't be afraid to ask us for advice. We've done this before.



### **Transitioning within the Center:**

Whenever your child is nearing the time to transition to a new classroom, we will confer with you and decide on a written plan. During any transition period, your child may spend time in both groups. We always strive to “Let kids be

kids.” This means that although we schedule a planned sit-down class period every morning and afternoon and we organize activities on the playground nearly every day, we devote the majority of each day to free choice activities, outdoor activities, and unstructured play time. The summer schedule is less rigid than the schedule during the academic year. We strive always to have every child prepared for the more regimented and controlled environment that they will find in the school system both socially and academically.

For most of the year, in fact, we allow preschool and school age children to share the playground from time to time when we can adjust our group sizes and staffing in order to reflect the smaller group size and higher staff to child ratio required for the youngest group. This allows the younger children to interact with the older children in a controlled and closely supervised way. The younger children will see older role models and learn some of the games and skills of the “big kids.” It also allows the older children to mentor and assist the youngsters if they like. We have always endeavored to be a “family style” daycare and this intermingling of the ages is a vital part of our plan.

### **Infant to Toddler Transition:**

A soon as your infant begins to walk and to communicate verbally, we will begin the transition to the Toddler group. There

will be a little more structure to their day and we will introduce more group learning times. This is an exciting time in your child's life and their personalities will become more apparent as they learn new words, new concepts, and make new friends. As your child reaches such benchmarks as moving from crawling to walking, from a bottle to a sippy cup, from diapers to pull-ups, from a crib to a cot, their teachers will want to confer with you and to update their written transition plan.

### **Toddler to Preschool Transition:**

Sometime between 30 and 36 months, we will begin evaluating your child and conferring with you to determine when they will be able to transition into the younger preschool class. This transition will depend on their progress with potty training, their verbal skills, and their physical and emotional development. You and your child's teachers will confer and will modify the written transition plan accordingly. We will begin to expand on the skills that they were introduced to as Toddlers and begin the critical few years when they learn so much vocabulary, critical thinking, physical skills, and facts that will enable them to keep up with their peers and the expectations that they will face by the time they enter Kindergarten.

### **Transition from the Preschool to School Age Group:**

At the beginning of the summer before your child enters Kindergarten, 5 year olds will start to transition into the School Age group for part of each day. Your child's teachers will confer with you about your school plans and update their transition plan accordingly.

### **Fall Transitions to Kindergarten and Grade School:**

When the time arrives in late summer for your child to prepare to attend grade school, we will confer with you about your plans and update their transition plan accordingly. We will talk about school pickups and deliveries, before and after school care, familiarize you with our daily "homework time," and take a trial run to your child's school in one of our vans.

## **Unfocused anxiety at seasonal transitions:**

In May, as school is winding to a close and also in August before school starts back up again, we have found the school age children often exhibit unfocused anxiety brought on by this transition. This often shows up as unusual bad behavior, crying over small injustices, short tempers, etc., and we watch every spring and late summer for this to happen. When it inevitably does we strive to keep in mind that this is a temporary problem that will soon pass as new routines settle in.



## **Transitioning out of our care:**

We will maintain a file for each child which will follow them throughout their time at Kiddie Kingdom that will contain our transition plans, all teacher evaluations, work examples, progress reports, and significant developmental milestones that we

have observed. This file will be available for you to take with you when the time comes, as it always does, for your child to move on to another center, Kindergarten, a different hometown, or as they grow too old for us to adequately meet their childcare needs. We request your signature on a Records Transfer Form and a week's notice to give us time to prepare the copies necessary. Oftentimes when a child has been in our care for many years, we will try to make their last few days very special and schedule a Good-Bye Party to send them off.

Our transition processes are designed primarily to build trust and confidence in our students and to help parents feel that we are doing everything in our power to make these stressful times less difficult for everyone. We are all in this together and together we hope to nurture our children and to make them happy and secure students today, and strong, well educated, loving, and confident adults tomorrow.

## **Transportation**



We will transport school age children to all Xenia schools before and after school and for half day kindergarten. We will transport to Head Start centers and Four Oaks only if this can be done during our regularly scheduled trips. Children attending Tecumseh Elementary may

request bus pickup at the center through Xenia City Schools Transportation Office (372-5461).

At the time of enrollment, you must give us permission to have your child transported by EMT's to a hospital, dentist, or emergency room in the event that you cannot be reached in a severe emergency. You must also give us permission to transport your child each time we have a field trip or other outings.

All children will wear seat belts or use appropriate child restraints while riding in a Center vehicle. In the event of a field trip which would require the use of more child restraints than are available at the center, you may be asked to provide your own child restraint device.

In the event of Xenia City School delays or cancellations, the center will continue with our normal schedule, modified to allow for the additional school age children.

If a child is scheduled to arrive from another school or program but does not appear, we will contact the parent to verify the child's whereabouts.

## **Field Trips**

Children will only be allowed to leave the center for field trips and special events with written parental permission. Child staff ratios will be maintained during such events and the children will be supervised in small groups with a designated staff member in charge of each group at all times. A roll call will be conducted before, during, and at the conclusion of each field trip.

No swimming activities will occur at the center. If a field trip involves swimming, the above policy will be in effect, and such activity will occur at the Pinecrest Swim Club under the additional supervision of certified life guards.

## **Meals and Snacks**

Kiddie Kingdom participates in the Ohio Healthy Foods Program and serves a variety of foods to broaden children's food experiences. Our cooks are trained in meal planning and nutrition and our staff is trained in techniques to support children's nutritional needs. We practice "Water First for Thirst" and water will be available throughout the day.

We ask that you refrain from bringing outside food to the center. Please finish eating outside food before coming inside. Our approved menus are posted in the kitchen each week.

Children who arrive before 8:30 AM will be served breakfast. Children in attendance from 11 AM to 1:30 PM will be served lunch. Dinner will be served to all attending children from 6 PM to 6:30 PM. A snack is served at 10:30 AM and 3:30 PM. Every parent is requested to complete a qualification form for our subsidized meal program.

As a sponsor of the USDA funded Child and Adult Care Food Program, we will serve meals at no separate charge to all enrolled children. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ocio.usda.gov/document/ad-3027> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). Kiddie Kingdom and USDA are equal opportunity providers and employers.

### **Parent Participation**



You are encouraged to schedule a few minutes every day to talk to your child's teachers and caregivers. We feel that close ties to the family create a better environment for learning and growth. We will send home papers nearly every day so that you can monitor your child's classroom progress.

Family engagement activities will be scheduled throughout the year. We also plan a Family Education Night at least once a year. These events will be posted on the bulletin board at least 30 days in advance and in our periodical Parent Newsletters.

A conference will be arranged any time that you have any concerns. We will make an effort to speak to each of you several times a week and will schedule a more formal conference when the need arises or at least twice a year. Parents, guardians, or employees who need assistance with problems at the center may

contact the director, Alan King, by email at alan@kkchildcare.com or by phone at home at 937-372-4986 at any time. A list of Community Resources available in our area is available at the sign-in area and we will assist you in scheduling a referral if necessary.

You are encouraged to participate in the program in whatever way you feel is appropriate. Birthday parties, holidays, and field trips are all good opportunities to share some time with your child and his or her friends at the center. If you have an idea for an interesting outing or activity, please pass it along to us..



### Medications

Medications prescribed by a doctor including inhalers and most over the counter medications, ointments, food supplements, and modified diets can be administered by the center only if a Request for the Administration of Medications form is completed, signed, and dated by the parent or physician. Prescriptions must be delivered in the original container. The center will not be able to administer medications “as needed”; all requests must be specific as to times and dosage. School age children will not be allowed to self administer any medications or inhalers while at the center unless specifically requested to do so by the parent in writing.

### Illness or Injury

If your child should become ill or receive any significant injury while at the center, you will be notified immediately. Depending on the nature of the illness or injury, your child will be isolated from the other children, but kept within sight and hearing distance of a staff member. Also you may be asked to come to the center to take your child home or to seek medical attention. In the event that you are unable to be contacted,



emergency medical personnel may transport your child to a designated hospital or emergency room according to your written instructions. A child care staff member will accompany your child at all times. You will be given a written report of any such injury at the time that you pick up your child.

The Ohio Dept. of Job & Family Services Office of Daycare Licensing will be notified by phone within 24 hours of any death, serious injury or illness, or other serious event occurring at the center. Any such notification will be verified in writing within 48 hours.

If your child has been exposed to a communicable disease or infestation, a notice will be posted inside and outside the entrance to the center.

Children who are “mildly ill” with a common cold or malaise will be admitted

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.

**DO NOT BRING YOUR CHILD TO KIDDIE KINGDOM WITH ANY OF THESE SYMPTOMS::**

1. **Temperature of at least 100°** when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer.
2. **Diarrhea** (three or more abnormally loose stools within a twenty-four hour period).
3. **Severe coughing**, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.

9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations .
11. **Sore throat** or difficulty in swallowing.
12. **Vomiting** more than one time or when accompanied by any other sign or symptom of illness or any other infection, infestation, or communicable disease.



### **Discipline Policy**

We use a “point” system and praise to reward good behavior because we believe that it is better to encourage correct behavior than to punish bad behavior. However, when this occasionally doesn’t work:

1. Any child behaving in a way which could harm himself, others, or the property of others will be instructed in a polite way to stop the behavior and redirected to more positive activities.
2. A second misbehavior will result in a seat in the “time out” chair for a few minutes.
3. Continued misbehavior will result in a health check and a nap or rest period of 5 to 15 minutes. You may be called to come to the center and remove your child if this is not effective. The disciplining staff member may recommend temporary suspension at this time.
4. 2 suspensions in 30 days may result in permanent dismissal.
5. No child shall be disciplined for failure to eat, sleep, or for toileting accidents. No child shall be struck, shaken, verbally abused, placed in restraints, confined to an enclosed area, humiliated, shamed, frightened, or subjected to profane language, threats, or derogatory remarks about himself or his family. Discipline shall not

include withholding food, rest, or toilet use nor shall it be delegated to any other child.



When we experience a recurring discipline problem, you may expect to receive a **PRE-SUSPENSION REQUEST FOR PARENTAL HELP**. We will explain the problem and ask for your help in dealing with it. If this occurs more than once, you will need to schedule a parent conference. Please take than request for parental support seriously.

We are always available to give you the benefits of our long experience with all kinds of behavior problems. We are counting on creating a unified response to unacceptable behavior from the home and the center in order to reduce or eliminate it. After we have discussed the situation with you and we have agreed on our approach to eliminating the problem, please keep in touch so that we can give and receive feedback on our progress.

## KIDDIE KINGDOM Daily Schedule

TIME	INFANTS	TODDLERS	PRESCHOOL	SCHOOL AGE
5:45 AM	ARRIVAL - SIGN IN - HEALTH CHECK			
6:30 AM	FREE PLAY & INTEREST AREAS			
7:00 AM	BREAKFAST SERVED UNTIL 8:30 AM			
7:30 AM	FREE PLAY & INTEREST AREAS			
7:45 AM	DIAPERING	TOILETING	"	"
8:00 AM	FREE PLAY & INTEREST AREAS			
8:30 AM	"	"	"	BUS DEPARTURE
8:45 AM	DIAPERING	TOILETING	"	
9:00 AM	FREE PLAY & INTEREST AREAS			
9:30 AM	"	"	"	"
9:45 AM	DIAPERING	TOILETING	HAND WASHING	

10:00 AM		STORY TIME	PRESCHOOL CLASS
10:30 AM	AM SNACK		
10:45 AM	DIAPERING	TOILETING	CLEANUP
11:00 AM	FREE PLAY	OUTDOOR PLAY	
11:30 AM		"	"
11:45 AM	DIAPERING	TOILETING	HAND WASHING
12:00 PM	LUNCH SERVED		
12:30 PM		OUTDOOR PLAY	
12:45 PM	DIAPERING	TOILETING	"
1:00 PM	STORY/NAP TIME		HAND WASHING
1:15 PM	"	STORY/NAP TIME	CLASS
1:30 PM	"	"	"
2:00 PM	"	"	OUTDOOR PLAY
2:30 PM	"	"	"
2:45 PM	DIAPERING	TOILETING	WAKE-UP
3:00 PM	FREE PLAY	OUTDOOR PLAY	
3:15 PM	"	HAND WASHING	
3:30 PM		PM SNACK	BUS ARRIVES/ WASH HANDS
3:45 PM	DIAPERING	TOILETING	CLEANUP
4:00 PM	FREE PLAY, OUTDOOR PLAY & INTEREST AREAS		
4:15 PM	"	"	"
4:30 PM	"	"	"
4:45 PM	DIAPERING	TOILETING	HAND WASHING
5:00 PM	FREE PLAY & INTEREST AREAS		HOMEWORK
5:30 PM	"	"	"
6:00 PM	DIAPERING	TOILETING	HAND WASHING
6:15 PM	DINNER SERVED		
6:30 PM	DIAPERING	OUTDOOR PLAY	
7:00 PM	CLOSING		

## Evening Policies

1. All staff members will remain awake
2. Adequate lighting will be provided in all rooms including the sleeping room so that the staff may see all of the children
3. Only persons authorized by the owner and parents and guardians shall be permitted on the premises
4. All park ways and walk ways as well as the building entrance will be properly lit for safety

## Brushing Teeth

A pea sized amount of tooth paste shall be dispensed onto a sheet of paper before being added to the brush. The tooth paste tube should never come in direct contact with the brush.

A tooth brush will be discarded:

1. Every 3 months
2. When it comes in contact with another brush
3. When it is used by more than one child
4. When the child has a communicable illness requiring medical attention
5. If the tooth brush comes into contact with the toilet or toileting area
6. Racks used to hold the tooth brushes shall be labeled, washed and sanitized or replaced monthly or when visibly soiled or contaminated.

All staff members are required to comply with Section 5101:2-12-22 of the Ohio Revised Code regarding **Child Guidance and Management**. A copy of this regulation is available at the center.

***Thank you for considering Kiddie Kingdom for your childcare needs. We will work hard every day to earn your trust. Phone or e-mail us with any questions or concerns at any time.***

***- Alan & Karen King***

**CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours

of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/CDC/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

**This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code. JFS 01237 (Rev.9/2006)**

Reset Form

Ohio Department of Job and Family Services  
**MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN FOR CHILD CARE**

Provider/Program Name KIDDIE KINGDOM LLC	Telephone Number (937) 372-4986
Street Address 1075 JASPER RD XENIA, OH 45385	
<b>EMERGENCY TELEPHONE NUMBERS</b> <i>(Include area code)</i>	
Emergency Squad (937) 372-5336	Hospital (937) 352-2000
Police Department (937) 376-5111	Fire Department (937) 372-5336
Poison Control (800) 222-1222	Public Children Services Agency (PCSA) (937) 562-6600
Local Health Department (937) 374-5800	Local Emergency Management Agency (EMA) (937) 562-5994
<b>LOCATION OF</b>	
First Aid Kit(s) Center: Cabiner near the refrigerator in the kitchen    Additional kits in each Van	
Children's Records Top left drawer of the filing cabinet in the main entrance room under the records desk.	
Fire Extinguishers 1) At the main entrance 2) At the entrance to the Infant/Toddler area 3) In the kitchen	
Fire Alarm System/Main Panel In the Infant/Toddler area near the connecting door on the west wall. Reset key on top of panel.	
Electrical Circuit Box In the main entrance room above the records desk.	
Fire Alarm Pull Stations At both exits of the Infant/Toddler area	
<b>EMERGENCY INSTRUCTIONS</b>	
In case of a Dental Emergency, stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use non-latex gloves and sanitize afterwards following standard precautions.	
In an emergency, do any children in this room require additional assistance (more than other children of the same age or in the same group) to evacuate? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, the written plan should be available to the teacher in the classroom with the child(ren)).</i> <i>This question is not required to be answered in rooms that multiple groups use (such as gyms, lunchrooms, etc. that are not classrooms). It must be completed in all classroom/home base areas.</i>	
In the event that the child care program must be evacuated, are there medications or supplies that must be taken with any child(ren) in this room? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, the written plan should be available to the teacher in the classroom with the child(ren)).</i> <i>This question is not required to be answered in rooms that multiple groups use (such as gyms, lunchrooms, etc. that are not classrooms). It must be completed in all classroom/home base areas.</i>	

**Voted "Best Child Care"  
by Xenia Gazette poll year after year!**

- Ages 6 wks. to 11 yrs.
- Full and part time care.
- Evening care available.
- Reasonable rates.
- Small group size.
- Experienced teachers.
- Family discounts
- Country-home atmosphere.
- Large fenced play areas.
- Daily Preschool classes.
- Before and after school care
- Transportation to Xenia Schools.
- Complete Summer Program



**Inspected and licensed by the Ohio Dept. of Job and Family Services.**

**Currently Licensed to care for:  
Up to 58 children of which  
18 may be under 2 1/2 years of age**

Our Daycare License is posted in the greeting area. Our licensing record is available for review from the Ohio Department of Job and Family Services 1(800) 635-3748. A copy of Day Care regulations is available at the center for your review.

**Try us out! We will gladly invite your child for a FREE 2 hour visit before you decide.**