



KINDER KAMPUS EARLY CHILDHOOD DEVELOPMENT CENTRE

Parents' Handbook

Welcome To Our Institution



REVISED: JUNE 2024



Vision & Mission

Vision

We will be ranked among the leading foundation building Early Childhood Development Centres in Jamaica and even internationally.

Renowned for the best Early Childhood Education, Care and Development services.

Mission

To develop and expand on each child's physical, mental, social emotional and intellectual ability.

We encourage that all children in our care receive quality care and education in our warm, clean, safe and stimulating environment.

We equip them in the various readiness programme to fit them in the formal and very competitive educational programme, offered in the preparatory and primary school.



About our founder

Mrs. Authrine Williams is passionate about children and has a superb background which proves her focus on the development of young children.

Qualifications/BAckground

Certificate: Management Studies (Jamaica Institute of Management)

Certificate: Child Care and Development (University of Technology)

Certificate: Child Care Supervision (UNICEF & Ministry of Health)

Certificate: Registered Mid-Wife (Kingston School of Nursing)

Certificate: Registered General Nurse (Kingston School of Nursing)

**Past President of St. Catherine Early Childhood Network
Vice President- Jamaica Daycare Association**



About Us

Kinder Kampus Early Childhood Development Centre, formerly known as Kids-R-Us, started operation on October 14, 1991 with only one child. By December 1991 the numbers grew. We continue to grow over the years and host graduations with great student success with the help of age appropriate stimulation from the Government recommended curriculum, integrated with love, care and understanding. Our staff are all trained and certified to deliver our professionally planned programme to all ages accepted.

We accept children from ages 3 month to 6 years old and host annual graduations when students age ready for the more formal education system at the grade one level.

Our Motto: Love, Care & Education. The sky is the limit, reach for the STARS!

Feeder Schools:

- **St. Jago Cathedral Preparatory**
- **St. Catherine Preparatory**
- **St. Catherine Primary**
- **Harrison Preparatory**
- **Hydel Preparatory**

[WEBSITE: kinderkampuseci.com](http://www.kinderkampuseci.com)



General Information

1. Children are accepted at Kinder Kampus with completed Medical Form, Application Form, Immunization & Birth Certificate
2. Public Holidays and Absenteeism due to illness will NOT attract a discounted school fee rate
3. Children who are ill, especially with communicable diseases will not be accepted at school until the child is well or said to be able to attend school by a stamped doctor's note
4. If the child becomes ill during the course of the day, while at school, his/her condition will be assessed and first-aid administered, if necessary. Parent may be contacted for early pick-up
5. Fee should not be placed in the child's bag, as the institution will not accept responsibility for any loss. Please hand in all fees at the office
6. All items belonging to the child MUST be labelled, as the institution will not accept liability for any unlabelled items lost
7. Baby's Formula should not be mixed from home for storage throughout the day. The caretaker will be responsible for mixing all formulas.
8. Sterilized containers/bottles should be sent with the child, along with hot water in a sterilized thermos for mixing of formulas.
9. Students aged 2 and beyond are expected to be dressed in school uniforms. Please place all orders at the office.



General Information

Cont'd

10. Registration fees are not refundable

11. Fees are subject to change, as such, please contact the office for any information on fee amounts.

List of fees:

- Registration
- Accident insurance
- School fees
- Lunch fees

Payment options:

- Cash
- Bank Transfer
- Debit/Credit Card





Policy Highlights

1. Illness Policy

According to government guidelines, we are required to exclude a child from the program with any of the following symptoms:

- Diarrhea: 3 or more watery stools or one bloody stool with 24 hours
- Vomiting: 2 or more times within 24 hours
- Open or oozing sores, unless covered with bandages
- Suspected communicable disease/infections such as, but not limited to: impetigo, pinkeye, scabies, COVID19, Influenza, lice, ringworm etc
- 100 degrees fever or higher with the following symptoms:
 - Earache
 - Headache
 - Sore Throat
 - Rash
 - Fatigue
- Children who have a reportable disease may not be admitted to Kinder Kampus unless approved by a local health authority

2. Emergency Policy

Minor injuries will be treated by a KK staff trained in First Aid. An incident report form will be filled out and placed on the child's file (an external copy may be requested by the parent). If any serious injuries occur, the child's parent or emergency contact will be contacted. If none is reached, the decision will be made by the team to take the child to emergency care



Policy Highlights cont'd

3. Behaviour Management Policy

When the need for behaviour management arises, our goal is to promote a child's development with appropriate social behaviour, self-control and respect for the rights of others. This will be based on the child's needs and stage of development. The approach will be fair, reasonable, consistent and related to the child's behavior. Cruel, unusual, hazardous, frightening, or humiliating discipline such as the use of physical abuse, verbal abuse, and harmful physical restraint is strictly prohibited.

4. Grooming Policy

Children should dress in the appropriate school uniform with combed/brushed hair. In the event, a child is unable to wear the uniform (non-available or other acceptable reason), the child **SHOULD NOT** wear any of the following; spaghetti straps, short skirts, tight clothing, ripped jeans, strapless, off-shoulder, alter-back, colourful crocs or any other inappropriate attire. **Parents are also expected to wear appropriate clothing when entering the compound.**

5. Birthdays

You are encouraged to bring a treat to share with your child's class. Please check with the teacher and/or the office for the number of children on the class. Birthdays at school are optional*

NB- If you are planning a party at school or at home and needing party equipment, such as; bounce-a-bout, popcorn/snowcone machine or helium balloons, a special discounted package can be arranged after booking is made, once the items are available.



Operations

Hours of operation

- Kinder Kampus opening hours are from 6:00 AM to 6:00 PM Monday to Friday (except for pre-scheduled closures restrictions by Government Authorities, pandemics or natural disasters)
- Baby room - K1, goes up to 6:00pm
- K2-K3, school ends at 2:00pm and pick up goes up to 3:00pm. Otherwise, the child will be enrolled in aftercare
- We are closed on public holidays and weekends
- Children should be in class no later than 8:00am each morning

Drop off and pick up

- Parents must pick up their children or arrange to have them picked up immediately after school or by 6:00pm if they are enrolled in aftercare
- Please notify the office at least half an hour before pick-up time if you are running late.
- No child should be picked up after closing time. In the case they are, the parent will be charged a late fee
- During drop-off, a parent/guardian or a designated adult must remain with the child until the child is officially delivered to the care of a Kinder Kampus staff member.
- Each teacher has a particular daily routine and having children show up at various times in the morning and even occasionally into the afternoon greatly upsets this routine as well as class lessons. First lesson is very critical to the day's activity and no child should be left behind.
- Exceptions may be made on an individual basis, otherwise this policy will be strictly enforced. Please see the principal / office personnel to discuss any exception requests other than the occasional doctor's appointment or special circumstances.
- Each child must be signed in and out



Operations Cont'd

Change in contact/personal information

Please inform the school of any change in residence, mailing address, telephone numbers, email address or change in family situations. We ask that updated information be consistently submitted to the school office.

Communication

We keep our lines of communication open because we want to hear from you. Your suggestions are always welcome in order to improve our service. Our main medium of communication is via WhatsApp and telephone. We also send written notes occasionally as well as post memos and updates on our school website.

NOTICES

Notices or memos may from time to time be sent via WhatsApp or placed on our website (kinderkampuseci.com) Only authorized employees are allowed to make, place, or alter any notice. Parents may make requests through the office for notices to be sent or displayed.

MEETINGS

We may request that you meet with us from time to time to discuss issues of importance regarding the care of our Children. You may also request such meetings with us. Meetings may be with direct Caregivers along with an Administrative staff member. It is important that ALL parents/guardians attend our meetings to not miss out on valuable information.

EARLY COLLECTION OF CHILDREN

- Please inform the office as early as possible if you intend to pick up your child before regular pick up time. Upon arrival, please visit the Office and the Supervisor on duty will inform the relevant teacher of your arrival.



WE ARE FAMILY

***WE AT KINDER KAMPUS EARLY
CHILDHOOD DEVELOPMENT
CENTRE THANK YOU FOR
CHOOSING US AS THE HOME
AWAY FROM HOME FOR YOUR
CHILD AND LOOK FORWARD TO
WORKING CLOSELY WITH YOU!***

32 Nugent Street, Spanish Town. St. Catherine

Call/WhatsApp: 876-554-0980

Website: kinderkampuseci.com

Email 1: kidsdem@gmail.com

Email 2: kinderkampus24@gmail.com