

Authorized Pick Ups

Children will only be released to those persons listed on the child's enrollment form. On occasion, an emergency can occur and we can release them to another adult if we receive permission from the parent with a note and or phone call. Staff will request identification from any person picking up a child from Kid's Castle. If an unauthorized person attempts to pick up a child, the child will not be released to that person unless the director receives permission from the parent or guardian. This is for the safety and protection of all concerned.

*Absolutely no children can be released to anyone under the age of 16 years.

Children's Folders

Each child at Kid's Castle is provided with a folder and/or a basket for important paperwork and personal items. Parents are responsible for checking their child's folders daily for any pertinent information regarding their child. Each room is equipped with a Parent Board and staff does their best to write down reminders on them as well.

Transportation

Under no circumstances will any staff transport a child in their personal vehicle. In the event of a field trip off site, Kid's Castle will provide transportation and parents will be required to sign a permission slip.

Our bus driver participates in a yearly background check, license verification, and is certified in C.P.R.

A list of all students/emergency contact information is located on the bus, along with a first aid kit and a fire extinguisher. The bus receives regularly scheduled maintenance along with annual mechanical checks.

Field Trips

Kid's Castle promotes outdoor play and schedules various field trips throughout the school year as well as summer camp! Parents sign a blanket permission slip on their child's enrollment form when they register with Kid's Castle. *Staff to child ratios are always met in accordance with the Wisconsin State Licensing Guidelines.*

Pets

Parents are made aware (in writing) of any pets that are located in the center. A written permission slip is signed prior to any visiting pets entering the premises. Children that are not allowed to visit the animals will be kept separate.