



Dear Parents:

We welcome you to Koala Kids Academy and thank you for choosing us to educate and care for your child during these formative years. We are thrilled at the possibilities and awed at the responsibilities. We pledge to do our very best!

We are excited to offer such an outstanding, fun and educational experience for your children. We take pride in our “hands-on” learning atmosphere. Our goal is to have each child develop a love for learning and to provide enough stimulation that this learning process will be life-long.

Background checks are mandatory for all Staff members. You will be pleased to know that all of the Academy Staff are experienced in working with children. Every Staff member is CPR and First Aid certified with certification renewals every two years. On-going early childhood workshops and training are required. A qualification portfolio is kept on file at the facility regarding the current Academy Staff.

We understand that the preschool years are among the most critical in a child’s development. We believe that providing developmentally appropriate programs will help each child enjoy a positive self-image in the crucial early years. By creating environments that are loving, safe, clean, healthy and child-oriented, each child can feel secure about himself/herself and have many opportunities to explore, to experience, to choose, to trust and to succeed!

Koala Kids Academy wants you to be part of your child’s daily experiences and we encourage parent participation through the use of interactive communication. Our Academy will have an open-door policy for parent visits and we welcome parents at any time.

We are pleased to provide you and your family with an outstanding childcare program and we know that through your experiences at Koala Kids Academy your family will gain many happy memories that will last a lifetime.

Sincerely,
Linda Heyrend, Childcare Director
Shaun Hegsted, Vice President of Human Resources

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MISSION STATEMENT

KOALA KIDS ACADEMY EARLY CHILDHOOD PROGRAM

The Koala Kids Academy is dedicated to providing high quality childcare that offers a well balanced, fun and diverse learning atmosphere that will help each child develop their own creativity in a safe, loving environment.

Our goal is to nurture children and to help each child develop a positive self-image, age appropriate independence, and self-discipline.

TOBACCO FREE POLICY

Tobacco use will be strictly prohibited within Koala Kids facility, this applies to all employees, parents, and visitors. There will be no tobacco use in any company vehicle at any time.

ELIGIBILITY

The Academy is open to Melaleuca associate's children, as well as the public. Koala Kids Academy does not discriminate on the basis of sex, race, religion, or national origin. The minimum age for participation in the program is 6 weeks. Children may attend the Academy up through 6th grade. Parents interested in enrolling their children when limited space is available, will be placed on a waiting list arranged on a first-come, first-served basis according to the date interest was expressed.

CURRICULUM FRAMEWORK

The child development programs have adopted an Early Childhood Curriculum of "Learn Through Play" as well as a Cognitive-Oriented Program which will allow us to maintain a continuity in programming and better trained Academy Staff.

LONG RANGE GOALS:

1. To develop a child's ability to make decisions about his/her environment.
2. To develop a child's self-discipline and ability to identify personal goals, and to pursue and complete self-chosen tasks.
3. To develop a child's ability to work with other children and adults in a cooperative effort with shared leadership.
4. To develop a child's ability to use a variety of skills in the arts, physical movement, social interaction, and knowledge of objects as a base for educational concepts.
5. To develop a child's ability to express himself/herself and to communicate his/her experiences to others.
6. To develop a child's ability to explore a wide range of naturally occurring situations through a variety of materials.
7. To develop creativity and self-starting skills.

It will be the responsibility of all Academy Staff to thoughtfully and conscientiously plan daily exercises, opportunities, and activities that meet the developmental needs of the children enrolled at the Koala Kids Academy.

EXTRA CURRICULAR ACTIVITIES

Parents have the option of enrolling their children in extra curricular activities. These activities include swimming lessons, and gymnastics. Parents are responsible for equipment and fees needed for these activities. *Please label everything.*

FIELD TRIPS AND IN-HOUSE GUESTS

Each eligible child over 3 years of age enrolled at Koala Kids Academy can participate in field trips throughout the year. Our Academy bus will be used for the majority of these trips. Parent participation will be requested for a few of our larger field trip excursions. You will be notified in the monthly newsletter of these occasions. Children must be at least three years of age or body weight must be more than 40 pounds in order to go on the field trips. Guest speakers are a great addition to our program. Each guest is chosen carefully, and has a specific purpose for entering the Academy.

ACADEMY STAFF TRAINING

The Academy Staff will facilitate the children so that they can experience a stimulating environment, respectful guidance, and freedom to learn on their own.

All Academy Staff members are required to:

1. Pass a criminal background check.
2. Maintain current CPR infant/child certification.
3. Maintain current first aid certification.
4. Attend monthly Academy Staff meetings.
5. Attend 4 hours of early child development training each year.
6. Designated drivers will maintain a current CDL license (with passenger endorsement).

BILLING AND PAYMENT POLICY

All Academy **fees must be paid in advance**. Academy payments may be paid by **payroll deduction** (for Melaleuca Associates), cash, check or money order, credit or debit cards or automatic payments made payable to Koala Kids Academy.

The initial payment will be due on or before the first day of the child’s enrollment and thereafter payment is due on the first day of each month. If payments are not received by the 15th of the month, payment is considered late. Fees for late payments are as follows:

- \$25.00 late fee (a notice will be given)
- If payment is not made by the last day of the month another \$25 late fee will be charged, parent will be contacted and if payment arrangements are not made attendance will be suspended for the child until the payment is received in full.

The returned check fee is \$40.00. After 2 returned checks, the account will be put on a “cash only” basis. If tuition is not paid by the end of the month, attendance will be suspended until payment is received in full.

Registration is not guaranteed until parents have turned in registration forms and registration fees. This registration fee is non-refundable.

If your child will not be in attendance at the Academy for up to three months, a \$50 retainer fee may be required to hold your child’s spot. This fee is non-refundable.

ASSOCIATE FEE STRUCTURE-MONTHLY

Child’s Age	5 day full-time	4 day full-time	3 day full-time
Infants –18 months	\$470	\$415	\$365
18 months – 2 yrs	\$440	\$390	\$340
2-3 yrs old	\$420	\$370	\$325
3-5 yrs old	\$405	\$360	\$320
SAC	\$315	\$290	\$250
SAC Summer	\$400	\$355	\$300
Preschool only	\$255	\$225	\$195
Transportation fee (SAC) \$65.00 per month per school			
Annual Registration Fee		\$35.00 (per family)	

PUBLIC FEE STRUCTURE-MONTHLY

Child’s Age	5 day full-time	4 day full-time	3 day full-time
Infants –2 yrs old	\$565	\$520	\$450
2-5 yrs old	\$525	\$485	\$420
SAC	\$405	\$395	\$345
SAC Summer	\$525	\$485	\$420
Preschool only	\$305	\$275	\$245
Annual Registration Fee	\$35.00 (per family)		
Transportation fee (SAC only)	\$65.00 month per school		

If your child does not need to be picked up from school, we must be notified the morning of. If we are not notified, a \$10 fee will be accessed.

Families with two or more children attending our Academy full-time will receive a \$25.00 reduction of fees for the second child. Families of 3 or more will have a discount of \$50.00 per month. Reduced rates will be processed on the older child.

WITHDRAWAL FROM THE PROGRAM

Parents who choose to withdraw their children from the program must submit a written “statement of intent” at least two weeks prior to departure. Refund requests must be in writing and presented to the Academy manager. Refunds cannot be provided without a two-week notice, unless extenuating circumstances can be shown.

DATES OF OPERATION AND CLOSURES

Koala Kids Academy is open year-round for childcare services. Possible early closure on Christmas Eve and New Year’s Eve may occur.

Koala Kids Academy closes for the following holidays: Labor Day, Independence Day, Memorial Day, Thanksgiving Day, Christmas Day, New Years Day.

HOURS OF OPERATION

Our Academy will open promptly at 5:45 a.m., Monday through Friday and close at 6:30 p.m..

General Academy childcare hours do not exceed 10 hours. If a child is left at the Academy past closing, and the parents or other contact person cannot be reached, the following procedure will be followed:

1. Koala Kids Academy will close at 6:30 p.m. If the parent (or responsible guardian) has not arrived by 5 minutes after closing hours, the Staff member will contact the parent.
2. The parents will be given a 5 minutes grace period. Then if they are not picked up a \$10 late fee will be added.

PICKING CHILDREN UP / SIGNING IN AND OUT

1. Parents are required to sign their child in and out at the reception area and to accompany their child to the classroom when they arrive. Please provide any updated emergency information that may be needed at that time.
2. Only persons authorized by the parents in writing on the child's yellow emergency card may pick up children; this is for the child's protection. Academy Staff members will question those with whom they are unfamiliar and check their identification.
3. In the event of an emergency, a parent may call Koala Kids Academy to verbally authorize someone else to pick up his/her child.
4. The Academy cannot take responsibility for deciding who has legitimate custody of a child. We will rely on information provided by a court document, or legal authority.
5. Koala Kids Academy requires that every child be signed in and out daily. Please ask about the proper procedure for checking a child in and out. If your child is not signed in, and an emergency occurs, we would have no record of your child's presence. **IMPORTANT: When picking up your child, ALWAYS let a Academy Staff member know who you are, and that you are picking up your child.**

DISCIPLINE POLICY

Prevention of a potential disciplinary problem is the best way to handle the situation. Koala Kids Academy has a goal to help develop self-discipline in children. To achieve his/her long-range goal, Academy Staff members teach children by using positive guidance methods such as:

1. **Visual Intervention:** The Staff member moves physically close and attempts to make eye contact with the child.
2. **Non-directive Statements:** If, after visual contact, misconduct continues, a non-directive statement will be made. (i.e. "You are really angry. It seems that you are getting out of control.")
3. **Verbal Questions:** The Staff will ask the child if help is needed in thinking of a solution to the problem.
4. **Verbal Direction:** The Staff member will tell the child exactly what to do rather than what not to do.
5. **Physical Intervention:** If misconduct continues, the Academy Staff member will redirect the child to another area or remove the child from the situation until he/she is able to gain control. The Staff member will explain to the child why they are being removed. In severe cases of misconduct, a child could be taken outside the room, but a Staff member will remain with the child at all times.
6. **Parent Contact and Removal of Child:** If a child continues to misbehave after the Staff member has completed each of the above steps, the parent will be called and the child must leave the Academy until he/she can regain control. It is the parent's responsibility to pick up the child in a timely manner.

**Physical punishment will not be used at any time.

**Parents may not discipline a child that is not theirs in the Academy.

BASIC RULES

1. When a child is playing or working with some material or equipment, no other child will be allowed to take that toy, material, or equipment away until the first child is finished. Sharing, however, is taught and encouraged.
2. Children are encouraged to talk quietly and walk while inside the building.
3. No child will be allowed to hurt another child. Any verbal or physical aggression will be dealt with immediately.
4. Your child will be encouraged to help Academy Staff and classmates to put away toys after work or play time.
5. Children are never physically, verbally, or mentally abused.
6. Food is not withheld as punishment nor offered as a reward.

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7. At times we may be critical of a child's behavior but we are never critical of the child.

PLAYGROUND SAFETY RULES

1. Child/provider ratios on the playground will be in accordance with Koala Kids Academy guidelines.
2. The children are not allowed to play in the doorway. This is because those exiting the building cannot see small children. The door may hit little bodies, pinch fingers or worse.
3. Children may not at any time climb the fences around the Academy perimeter.

CHILD HEALTH POLICIES

Children attending any childcare facility may be exposed to more illnesses than children who remain at home. In order to keep exposure to a minimum, the following policy regarding ill children has been established:

1. A child who is ill may not be brought to the Academy. A child is considered ill when he/she has the following: a communicable disease, persistent vomiting, diarrhea, an undiagnosed rash, conjunctivitis, listlessness, an elevated temperature of 101 degrees or higher, an upper respiratory infection.
2. If a child becomes ill while at the Academy, a Staff member will contact the parents and request that the child is taken home.
3. Parents having difficulty picking up a sick child immediately must locate someone to pick up and care for the child as soon as possible. Until the sick child is picked up, the child will be isolated as much as possible.
4. Any medication brought to the Academy for a diagnosed symptom must be in the original bottle with the name of medication, instructions, date issued, and child's full name. All medications must be accompanied by the ***“Parent Authorization To Give Medication”*** form, and directions must be written down on the procedures to dispense the medication.
5. A child may return to the Academy 24 hours after taking the first dose of the prescribed antibiotic.
6. If a child is ill, the Academy should be notified so we can watch for the same symptoms in other children and inform parents if necessary.
7. Koala Kids Academy is a “no nit” facility. If a child is suspected of head lice, the child will be removed from the other children and must be taken home immediately. After treatment, the child may return to Academy if nits are not found. If additional nits are found the child must be sent home until hair is completely free from nits. We encourage appropriate treatment of personal belongings and household upholstery.
8. If a child is staying home from school with any type of illness, the child may not be brought to the facility.

IMMUNIZATIONS

Prior to admission, each child must have appropriate immunizations. Children will not be admitted or retained unless all immunizations are up-to-date. A child is generally considered up-to-date on the vaccination series if she or he has had 4 doses of DTP, 3 doses of polio, 1 MMR, 3 doses of Hib, and 3 doses of hepatitis B vaccine by 24 months of age. All children must stay current with their immunizations and boosters. It is the parents' responsibility to ensure timeliness of immunizations. Please provide the Academy with a copy of updated immunization records. Parents must present their child's immunization record within fourteen days of a child's initial attendance.

ABSENCES

There can be no reduction of fees for a child's absence on a day-to-day basis. The program's financial obligations continue whether your child is present or not.

Please give the Academy advanced written notification of the planned absence if you know that your child will be absent from the program for a minimum of five consecutive school days.

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PARENT VISITS AND OBSERVATIONS

Koala Kids Academy maintains an “Open Door” policy. Parents are encouraged to take an active interest in their child's care and development.

1. Parents are welcome and encouraged to visit their children. Nursing mothers are welcome to nurse their infants in the infant room whenever possible. (Generally, a private area can be arranged.)
2. If you find that your child has difficulty separating from you, as many toddlers do, you may want to limit your visits, as frequent visits may become more difficult for the child.
3. We also invite parents to observe part or all of their child's day. We feel that observation increases a parent's understanding of what we do and what your child's day is like. Most children find parent visits and observations very special and exciting. However your child's behavior may vary from “normal” Academy behavior with your presence. Parents must check-in with the Academy manager or lead caregiver when observing activities.
4. Many parents have special talents or interesting jobs, which could be shared with the children. If you have ideas for field trips, or would like to volunteer to spend some time with your child and his/her friends on a special project, we'd love to have you.
5. If you would like to eat lunch with your child, please notify us by 9:00 a.m. and the cost will be \$1.50 per adult.

BREAKFAST, LUNCH AND SNACKS

1. Koala Kids Academy will provide a nutritious breakfast, lunch, and snack through the USDA Food Program to children ages 1 year through age 12 at *no additional cost to you*. A menu will be provided for your convenience. A completed USDA form must be on file for each child participating in the food program.
2. Breakfast will be served to children from 8:00 to 8:30 am.
3. Special treats may be brought for your child's entire class if arrangements have previously been made with your child's appropriate teacher. Please attach your receipt with these items so we can have the receipt as this is a requirement for the Idaho State Food Program.
4. Please inform the Academy Staff of your child's dietary restrictions, if any, and also note them on the child's *information sheet* for our files.

REPORTING SIGNS OF CHILD ABUSE

Child abuse is defined as physical injury, sexual abuse, neglect, or maltreatment of a child. The law requires Academy Staff to report signs of child abuse or neglect to Child Protective Services.

CLASSROOM RATIOS

We believe that to maximize the learning atmosphere for each child, the Academy Staff /child ratios should not exceed the following guidelines:

Infants	One Staff member for 4 infants
Walkers-2 year olds	One Staff member for 6 children
25-36 months	One Staff member to 8 children
3-4 year olds	One Staff member for 12 children
5 year olds	One Staff member for 15 children

INFANT CARE

For children 6 weeks to 16 months of age.

Program Description

The infant care program at the Academy is based on tender, loving and individual care for each baby. We emphasize communication through touch and speech with each infant many times throughout the day. Staff members will talk to each infant at every opportunity, sing lullabies, and repeat the names of simple objects. Introductions to cup, spoon, and bowls are made at the appropriate times. Social interaction is introduced and supervised. Our programs encourage the development of dexterity and ability. We offer many “baby exercises”. (This is done when they reach the appropriate stage of development.)

Daily schedules are posted in the infant room.

What to Bring for Infants (**Please label all items**)

- | | |
|------------------------|-----------------------------------|
| 1. Blanket | 6. Diaper rash ointment |
| 2. Change of clothing | 7. Formula or milk |
| 3. Bib | 8. Baby Powder if desired |
| 4. Daily diaper supply | 9. Wipes |
| 5. Bottles | 10. Baby Food (labeled and dated) |

WALKERS

For children 16 months to 2 years of age.

Graduation to the Walkers Program The following guidelines are used when considering a child's readiness to join the Walker Program at the Academy. Is the child:

1. Capable of walking steadily?
2. Increasingly interested in being social?
3. Capable of feeding him/herself?
4. Able to comprehend simple verbal communications?

Program Description

The Walkers program focuses on our belief that children are wonderful, small people who have limitless curiosity and a love for both the new and the old. They delight in fantasy and are intrigued by reality. Our primary goal is the development of a positive self-image. We encourage independence through learning self-care skills (toilet training, washing, dressing, etc.) as well as verbalization, problem solving, and social interaction skills. Activities, which foster large and small motor development, are an important part of each day's schedule. Promoting awareness of colors, shapes, and parts of the body stimulates cognitive growth. Stories, songs, music, dance, finger painting and dramatic play aid in development of skills and increased attention span -- and ensure an enjoyable day.

Children from the age of 16 months to 2 years enjoy running, jumping and climbing. Mastery of the gross motor skills is a vital stepping stool for future physical development. Children in this age group are now ready to stand by a low table and attempt projects that will help develop fine-motor skills more fully. Coloring, painting and pasting are very appealing. Social development is emerging and friendships are beginning to grow as a result of increased interactive play.

Daily schedules are posted in the Walker classroom.

Toilet Training

Toilet training is an important step in becoming independent. A child that is truly toilet trained when the child, by himself/herself, pulls down their pants, uses the toilet, wipes, and pulls up pants. Toddlers are nearing this important step. We encourage, but do not pressure, children who are “ready”. Signs of readiness are asking to be changed, mentioning soiled diapers, and staying dry overnight.

Our providers are willing to address the parent’s concerns and questions about toilet training.

What to Bring for Walker’s (Please label all items)

- | | |
|------------------------|---------------------------|
| 1. Blanket | 6. Diaper rash ointment |
| 2. Change of clothing | 7. Baby Powder if desired |
| 3. Bib | 8. Wipes |
| 4. Daily diaper supply | 9. Sunscreen |
| 5. Bottles | |

PRESCHOOL-AGE CARE

2 years through 5 years old

Graduation to Preschool

The following guidelines are used when considering a child's readiness to join the Preschool Program. Is the child:

1. At least 2 years of age?
2. Able to listen to an adult speaking to a group and able to stay at a task for a short length of time?
3. Able to verbalize needs?
4. Able to understand and follow simple directions?
5. Able to function in a larger group of children?

Program Description

The preschool curriculum used at the Academy is a developmental approach based on a wide variety of “hands on” experiences. We encourage Academy Staff to enhance the learning atmosphere by using additional resources. Our program provides a developmentally appropriate environment for young children that respects and builds on individual, developmental and cultural differences among children.

The children experience a daily routine that requires them to plan, make choices, discover problems, explore solutions and recall experiences. The low student/teacher ratio enables the child to have a one-on-one learning experience.

Daily schedules will be posted in the preschool classrooms.

What to bring for Preschoolers: (Please label all items.)

- | | |
|------------------------------|-----------------|
| 1. Blanket | 4. Back pack |
| 2. Change of clothing | 5. Sunscreen |
| 3. Diaper/pull-ups if needed | 6. Water Bottle |

SCHOOL-AGE CHILDREN (SAC)

Koala Kids Academy provides before and after school programs as well as summer programs for children enrolled in 1st grade through 6th grade. Your child will be encouraged to participate in group activities with peers and to

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form friendships that will enhance individual growth. Children will enjoy a variety of field trips and exposure to guest speakers. The SAC program is very flexible, allowing your child to choose the activities he/she would like to participate in, ranging from sports and board games to arts and craft projects. Academy Staff members are encouraged to allow your child to make individual choices and develop independence.

Program Description:

These children will develop through hands-on learning. This program will allow your child to grow and excel in areas of language, basic reading, science, math and social studies. These are taught in a variety of methods that will provide learning opportunities with emphasis on a child's self esteem. Newsletters and monthly calendars will be provided regarding activities and schedules. Transportation will be provided for drop-off and pick-up at some selected schools (where highest demands exists.) (We will not provide transportation for kindergarten students in the middle of the day.)

Daily schedules will be posted in the SAC classrooms.

What to bring for SAC: (Please label all items.)

1. Back pack
2. Sunscreen
3. Water Bottle

KINDERGARTEN
5 years

Program Description

We follow the same curriculum guidelines as District 91 and 93 so children are able to go directly into public school following this program.

Kindergarten Curriculum

1. Computer, videos, book, etc.
2. Weekly Reader
3. Saxon Phonics & Zoo-Phonics
4. D'Nealian Manuscript Alphabet and Numbers
5. Show and Tell
6. Child Spotighting
7. Saxon Mathematics
8. Library and Reading Every day-Pizza Hut Book-it Program
9. P.E. Activities
10. Fingerplays, Songs, & Nursery Rhymes
11. Recess
12. Social and Emotional Interaction
13. Field Trips
14. Scholastic Book Order

Various Daily Learning Centers:

- | | |
|--------------------|-----------------------------------|
| Math | Art |
| Library | Specialized Individual Assistance |
| Crafts | Science |
| Computers | |
| Blocks and Puzzles | |

THINGS BROUGHT FROM HOME

Some children enjoy having special blankets during rest time. We take every precaution against their loss, but occasionally blankets may be misplaced. Please do not send irreplaceable blankets or those with sentimental value. Please take blankets home every Friday for laundering. **(Please label all items.)**

We do encourage the children to share and take turns with the Academy toys and materials. This teaching process is much easier without personal toys being brought from home. We request your support in keeping personal toys at home. **No toy guns, weapons, knives or toys which invite aggressive play will be allowed.**

WHAT TO WEAR

Please think of your child's comfort and provide simple play clothes free from complicated fastenings. Children need to wear clothing that allows them to learn self-help skills. We also enjoy various "messy" art projects and cannot be responsible for stains, etc. on "good" clothing. Please do not send your child in flip flops jellies, or loose-fitting slip-ons as they make climbing and running difficult and unsafe. The children play outdoors almost every day. When weather dictates, please send appropriate boots, mittens, hats, etc. **Please label items with permanent markers.**

ARTS AND CRAFTS

Children need and will enjoy the opportunity to express themselves through various art projects. Art has the magical ability to reduce children's stress behaviors. Many materials will be needed for this self-expression.

DRAMATIC PLAY AREA

Dramatic play provides children the opportunity to be spontaneous, creative, and fun loving in a world of make believe. Acting out a situation will help the child understand effects/consequences with no personal involvement. The ability to make correct choices is encouraged.

Donations of the following dramatic play props would be greatly appreciated:

Purses, shoes, hats, jewelry, dresses, blouses, shirts, wall mirror and any uniforms would greatly enhance our dramatic play areas.¹

OUR PROMISE TO YOU

As Staff members of the Koala Kids Academy, we promise to provide a high quality childcare that provides a well-balanced, fun and diverse learning atmosphere, where your children will love to learn and will feel safe and secure. It is our desire to increase creativity, educate and inspire the children of today. We look forward to serving you!

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USDA is an equal opportunity provider and employer.

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