

21st CCLC Super Science Sleuths Academy



Parent Handbook:

OUR VISION: We believe that every child has unique gifts and talents. It is our responsibility to nurture those gifts and talents in every child. We also believe that each staff member has unique gifts and talents. It is our responsibility to nurture those gifts and talents in every staff member.

OUR PHILOSOPHY: We believe that it is important to encourage children to learn, play, and explore the world around them. They need warmth, attention, and enthusiastic teachers who nurture and encourage creativity. This is done through a stimulating environment, rich in hands-on instruction. We believe that self-esteem is the building block for successful learning. It is important for children to believe in themselves, their abilities, and their self-worth. Our environment is one in which children can make choices, decisions, and learn by their mistakes. We encourage our children to take risks and trust their feelings, respect others, and learn empathy. Our school is one where children feel safe and are accepted.

OUR STAFF: Our teachers each have a vocation and unique ability for teaching. With love, caring, and understanding, our teachers provide each child with individualized attention focusing on each child's individuality and personal needs. Our teachers use several teaching methods and techniques to meet each child's level.

THE DIRECTOR: Beth Davis has an extensive education background. She has two children; Rebekah born in 1996 and Benjamin born in 2000. Beth Davis is a National Board Certified Teacher who holds a Masters Degree in TESOL and an Education Specialist Degree in Computer Education as well as an Early Childhood Education Director Certification. She taught in the Public Schools for 17 years and has been recognized by the Department of Education & The National Science Foundation for her innovation and teaching excellence. She presents teacher trainings, teaches on the University level, & has published books on teaching science and empathy. Davis wrote and trained the staff on a Curriculum called *Hands On Minds On Preschool* which has been approved for use by The Early Learning Coalition. We supplement our center-created curriculum with strategies from the Creative Curriculum. She is also the founder of Kids 4 Kids, (www.kids4kids.org) a non-profit organization that teaches children that they can change the world through their acts of kindness.

REFERRALS and RESOURCES: Should you have concerns about your child our school has an on-site school psychologist available at no charge. Should you need the services of Mr. Davis see somebody at the front desk for his information

SCHOOL PSYCHOLOGIST: Andy Davis is a licensed School Psychologist on staff at the school. He has a Masters Degree in Counseling Psychology with a concentration area in Early Intervention (Birth to six developmental disabilities). Mr. Davis is available for free observations for children at the school whose parents have developmental concerns. He also does private psychological assessments for children outside the school. During the day, he works for Miami-Dade County Schools as the guidance counselor at the Jack D. Gordon Elementary Primary Learning Centers where he does group counseling, individual counseling, and classes for students in Kindergarten and First Grade. Mr. Davis is the Project Based Learning instructor for the Pro-social Behavior component of our 21st CCLC curriculum.

UPON ENTERING THE CENTER: Children enrolled in the center's 21st CCLC program for grades Kindergarten and First, as well as 2nd through 5th at Norma Butler Bossard Elementary, are transported from their home school by private bus. A staff member from Kids For Kids Academy waits for the buses to arrive

and takes attendance as the children exit the bus and enter the building. Staff member then advises the front office of any child that may be absent. Children in grades 2 through 5 attending Jack D. Gordon Elementary are picked up by Kids For Kids staff members. Attendance is taken at Jack D. Gordon Elementary, and once attendance is verified, one staff member walks at the front of the line and one staff member at the rear. Students then cross using crosswalks staffed by a Miami-Dade County school crossing guard. If a student is not at the designated meeting place, KFKA will be called and in turn the parent will be called to verify that the student is absent.

SIGN IN: Your child's attendance will be monitored by our Computer system. The program assistant director will punch in children who attend the enrichment program daily, based on the classroom attendance taken upon arrival. Parents are to sign out their children with their PIN when picking up their child. Please make every effort to remember to sign your child IN AND OUT daily at the front desk.

NATIONAL HOLIDAYS AND OTHER CLOSED DAYS: The 21st CCLC program runs during Miami Dade County Public school days. There is no programming during observed holidays and Teacher Planning Days. These include: Labor Day, Veteran's Day, Thanksgiving and the day after; Winter Break, Martin Luther King Day, Washington's Birthday or President's Day, Spring Break and Memorial Day In the event of a Hurricane or Tropical Storm, our school will be closed only if Miami Dade County Schools is closed.

TOYS AND CANDY: Please do not send toys, candy or gum. NO EXCEPTIONS

MEALS: Our school serves **FREE** Nutritious snacks to all children in our 21st CCLC Enrichment program as part of the Department of Health's Childcare Food Program. Due to their restrictions, we are unable to serve outside food or we risk losing the program. If your child has an **allergy** to a food on our menu, or **religious dietary restrictions**, we must note it their file and will attempt to serve an alternate food item. A copy of the school menu is posted in the front desk area, and is also available to families via the school website. , **We cannot serve meals outside of our scheduled meal times.** If a child arrives late to our enrichment program due to an appointment or other commitment, please be sure to provide them a snack before dropping them off.

MEDICAL RECORDS, ILLNESSES, & SAFETY: For the protection of all children, your child should be kept at home **(WE CAN NOT ACCEPT THEM AT THE CENTER)** if they show any of the following symptoms: A temperature, diarrhea or vomiting, a rash, green nasal discharge or discharging eyes or ears. Parents should exercise every caution and keep their child home should other unusual symptoms occur. If the child has been exposed to a contagious disease he/she should be kept at home. If these symptoms occur while in school, you will be called to pick them up. **THE FOLLOWING CONDITIONS SHOULD BE REPORTED TO THE CENTER:** Strep throat, pink eye, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, etc. These are amongst those conditions categorized as "highly contagious". If a child becomes ill during the day, he will be placed in the isolation area and the parent will be contacted with the request to take the child home. Please respond immediately. The school has a strict policy regarding head lice and pink eye since both are extremely contagious. Students identified with either condition will be removed from the class and must be sent home. Children with pink eye must be treated and cannot return for 24 hours unless they have a note from a doctor. **Children sent home with a fever must be fever free for 24 hours in order to return to school.** Students with head lice must be shampooed and all nits removed. The child must be rechecked by the staff prior to returning to class. As a precaution, if one child in a class has lice, the entire class will be checked.

MEDICAL EMERGENCIES: In the event of a medical emergency or an accident, we shall contact the parents immediately. If it is impossible to reach either and, should emergency treatment be required, we will call rescue and, if needed, the child will be taken to the nearest hospital. Your authorization for the Center to take whatever emergency medical measures are deemed necessary is part of the Emergency Medical Treatment Form. The Emergency Medical Treatment Form shall be signed by the parents, notarized and be part of the child's school file. Less serious injuries will be reported to parents on an accident report form. Part of this form will be sent home for your notification.

EMERGENCY PROCEDURES: Many different situations may arise which call for emergency action to be taken. In order to ensure the safety of children, faculty and staff, standard emergency procedures have been developed for the center. Faculty and staff are required to participate in safety training programs and drills as required by state and federal regulations and licensing standards. During all emergencies the center will communicate with families in the following ways: **E-mail-** an email will be sent to all families informing them of the situation and the resolution of the event. If the situation allows it, prior notice

will be provided and families will be given details of the handling of the situation ahead of time. **Web Page** – The web page will be updated ahead of time (in preparation for the situation), during (if the weather and electricity permits), and after the situation. Families should check the web site for updates. **Telephone** – The center has an AT&T answering system which will be updated before, during and after a situation. Parents may call the center's line to be provided with any important information.

Severe Weather (Tropical Storm, Hurricane & Flood) should severe weather or any other unsafe conditions arise, the center may be closed. Kids For Kids Academy will follow the same closing instructions as Miami-Dade County Public Schools in case of severe weather emergencies. Opening instructions will be provided via the center's telephone message recording, e-mail, website and a notice will be posted on the center's front door. Kids For Kids Academy will open as soon as the facility is safe to operate. Should it become necessary to close the center early, it will be the parent's responsibility to arrange for the child to be picked up by the specific time of closing for that event.

Fire: Children will be trained to leave the building silently and in an orderly manner. Children, teachers and other school personnel evacuate the building via designated exits. These locations are in accordance to room names and nearest exit. Fire drills are conducted at least once a month. During fire drills families will not be permitted to enter or exit the building until the drill is over. In the event of an actual fire, parents will be notified via telephone or the internet to include email or the school website and asked to pick up their children. Once the center has been inspected and it is safe to return parents will again be notified by the center's telephone message recording, e-mail, website and a notice will be posted on the Center's front door.

Power Outage: In the event of a power outage, parents will be notified immediately via email or the school website. Please keep in mind that the school telephone lines will be unavailable. We will contact FPL and get an estimated return of service time. If it is forecasted to be more than 3 hours, we will ask families to pick up by the end of the 3 hours. We will give updates as they become available. *In any event, there will be no tuition credit for any time the center is closed.

FRIDAY NEWSLETTER: Weekly correspondence is a communication provided to the parents on a weekly basis, giving current and future events pertaining to the 21st CCLC Program. All correspondence is e-mailed. Please read it each Friday to learn what your child did in class, upcoming events, and notices from the director.

PARENT INVOLVEMENT: Parent involvement is a requirement of the 21st CCLC Grant. Parents are to attend six family activities held on scheduled Saturdays throughout the year. Parents will be advised of the dates of these activities in the beginning of the school year, to allow sufficient time to plan attendance. Families missing more than 1 session could result in termination of services.

PROCEDURES FOR RELEASING A CHILD

Children can only be released to individuals who are authorized on the student application. The first time said individual picks up a child; they must present a copy of their identification. Acceptable identification includes a driver's license, passport, or military ID badge. Children should NOT be released to any individual who appears impaired in any way including but not limited to those who are suspected of being under the influence of alcohol or drugs. If in doubt, it is better to consult the director than to release the child. The director must be informed of any individual in question; the safe discharge of every child is our utmost priority. We cannot add or change persons authorized to pick up a child over the phone. In case of an emergency, you must call and also send us a copy of your driver's license by fax before we will release a child to someone who is not on the authorized pick up list. Also, we cannot deny access to a child from one parent or another without a court order on file.

PROCEDURE REGARDING THE USE OF TELEVISION AND TECHNOLOGY: The use of television is prohibited at Kids For Kids Academy; for this reason, there are no televisions on site and televisions should not be brought in. Computers and tablets must be under the supervision of the teacher. Children are only permitted to access those programs that are pre-installed on the computers.

COMMUNICATION: Communication between parents and our 21st CCLC staff is vital to the success of our program and is highly encouraged. Emails are sent on a weekly basis to parents summarizing the activities completed during the week. These emails are also posted on the school website and on the 21st CCLC Facebook page. Parents are invited to join our 21st CCLC Advisory Council, which meets three to four times a year. The purpose of the council is to share what we are doing and get feedback from parents and community members to improve our program and to help evaluate its effectiveness. If you would like to join the council, please let Mrs. Davis or the assistant program director know.

RESPECT FOR PROPERTY: Children should be taught to respect school property and the property of their classmates. Parents are financially responsible for any damages caused by their children. **Children are not allowed to bring toys from home unless requested by the teacher for a specific activity.** If a personal toy is lost or damaged, no other children or the school will be held liable for it. Parents are asked to cooperate and help their children comply, as they are the primary educators in their children's formation.

DISCIPLINARY PRACTICES/CONFLICT RESOLUTIONS: Kids For Kids Academy and the Super Science Sleuths Enrichment Program provides a quality program with busy schedules for the children. We believe that constructive activities keep children occupied and act as deterrents to disciplinary problems. We will supervise all children at all times to ensure their well-being. We will try to anticipate situations which result in aggression and we will make an effort to redirect children to more appropriate activities. Should discipline measures be needed, children will be removed from tense situations. This provides the child a few minutes away from his/her activity to be able to reflect and make better choices. If the problem persists, the staff will communicate with the parents to ensure parents are involved in helping modify the behavior. Should you have a grievance, please follow the proper chain of command so that matters can be resolved in a timely manner. All concerns should be brought to the attention of the Program Assistant Director. If you are not satisfied with the outcome, please see the Program Director for resolution.

ATTENDANCE: Your child's participation and attendance is key for the success of our 21st CCLC Super Science Sleuths Academy. Your child will participate daily from the end of their regular school day until the program end at 6:00 pm. **Students are required to attend for the entirety of the program.** Absences will be considered excused if they are absent from school and a note from the parent or doctor is provided. If a child is absent with no documentation, the absence shall be considered unexcused. More than 2 unexcused absences in a month will result in termination of services. Over the summer session, more than 5 unexcused absences during the summer will result in termination of services. Kids For Kids Academy reserves the right to consider extenuating circumstances when evaluating student absences.

TERMINATION OF ENROLLMENT IN PROGRAM: Kids For Kids Academy and the Super Science Sleuths Academy is strongly committed to providing high quality educational services to all children. If any issues arise, every effort will be made to meet the needs of the children through parent communication, private consultation, individual educational plans or referral to outside services if necessary. A child may be terminated from the program by the administrative team due to an excessive number of absences or for excessive behavioral issues, including but not limited to, bullying and aggression.

ACCIDENTS: In cases of serious injuries, we will immediately contact the parent or guardian. In the event of an emergency requiring medical attention, the staff will call for emergency services and if necessary they will call an ambulance to transport the child to a hospital or medical facility. For minor accidents such as scrapes, scratches, or small bruises acquired during play, the certified staff member will administer first aid and we will notify the parent or guardian by filling out an "OUCH" report. Parents are asked to sign the report and to keep one copy.

CURRICULUM: The 21st CCLC Enrichment Program works as a supplement to the curriculum covered by the children's home schools. In planning lessons and activities Florida Standards are used.

FIELD TRIPS: The 21st CCLC Summer Enrichment Program will include weekly field trips that support the topic for the week after spending time learning about the concepts related to the fieldtrips. This will include trips to: Zoo Miami, Museum of Science, plays, police/fire stations, Farm Share, farms for picking and comparing plant types, and other field studies that integrate math and science. Kids For Kids Academy will provide the same responsible adult supervision for these excursions as is provided to the children while in attendance at the Center. A permission slip will be provided to notify you when these trips are planned. The permission slip must be returned to the center, signed by one of the parents. The child will not be allowed to participate in such excursions without a signed permission slip on file. You will always be notified when your child's class is planning to attend a field trip off school grounds. Parents are welcome to chaperone field trips. The grant will cover 100% of the expenses for the children attending the field trip, but any parents who chaperone will be responsible for their expenses. Due to insurance restrictions, SIBLINGS are NOT permitted to attend fieldtrips. Parents attending fieldtrips are not permitted to purchase food or other items for their child as it is not fair to the other children. Due to allergy and other food restrictions, we ask that parents not give food or drinks of any kind to any children on our fieldtrips.

PHOTOGRAPHS AND PUBLICITY: Photographs of the children participating in our programs and activities will be taken for participation purposes, and may from time to time appear in newspapers, magazines, brochures, web pages and/or other publicity materials. Your permission for photographs including your child to be used without compensation is part of this agreement.

WHEN PICKING UP THE CHILDREN: When the person picking up your child is not a recognized, they must show picture identification. NAMES OF PERSONS WHO ARE AUTHORIZED TO PICK UP MUST BE LISTED ON THE APPLICATION AND PICTURES OF THESE INDIVIDUALS WILL BE PLACED IN THE CHILD'S FILE. If someone different will be picking up the child, the parent should inform, in person, the school ahead of time to authorize and advise us of who will be picking up the child, so we may ask for identification. No child will be released unless the individual picking up the child displays a proper picture identification. The parent should make all efforts necessary in providing picture identification, for our file, prior to the child being picked up. Kids For Kids Academy cannot legally deny access or release of your child to either parent/guardian unless there is an active restraining order on file or specific schedule of court ordered visitation rights. If the situation is unclear, Kids For Kids Academy requests that the family go back to the court to resolve their differences.

CLOSING TIME: The 21st CCLC Enrichment Program concludes at 6pm. If for some emergency a parent should be delayed, please call the Center and inform the administrator in charge that you will be late.

OTHER: The State of Florida requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of abuse or suspected abuse of a child. Kids for Kids Academy is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

A FINAL WORD: Our center prides itself on being a science and technology center. Animals in locked cages are on display for student observations. From time to time, the teacher will take out and hold the animals. All animals are vaccinated. All Students will have the opportunity to use age appropriate software on the computer during their scheduled computer time. Kids For Kids Academy admits all children regardless of their abilities, race, color, nationality or religious background.

ANTI-BIAS PHILOSOPHY: Our educators have recognized two facts: 1. We live in a society that conceives differences as negative, and oppresses people based on certain differences. 2. Young children notice differences and absorb grown-up values. At an early age, young children notice which differences grown-ups feel are positive and which they feel are negative. Bias based on gender, race, background, or social class creates serious obstacles to all young children's healthy development. We are committed to anti-bias work as an outgrowth of our central mission of support for children and families. Building self-identity and skills for social interaction are two major tasks in childhood education. If we want children to like themselves and to value diversity, then we must learn how to help them resist the biases and prejudice that are still far too prevalent in our society. We look closely at what we teach children by the way we use the program space. We look at the kinds of materials we have on hand for children. We look at the activities we plan, and the kinds of stories we tell. Books and pictures in the classroom will tell stories about all kinds of children and families. We include children with all levels of abilities in our program. WE WANT ALL CHILDREN AND FAMILIES TO FEEL WELCOME, SUPPORTED, AND PART OF OUR COMMUNITY.