

## Kids For Kids 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. They are all certified in Pre-School Teaching and are CPR/First Aide trained, we renew every 2 years.

**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 Master's 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 opened Kids For Kids Academy in 2005. 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](http://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 for consultations. Should you need the services of Mr. Davis see somebody at the front desk for his information. If you believe your child needs assistance with hearing or speech language please call the hearing and speech center at (305)271-7343 to arrange for a free screening. If you feel that your child needs intervention or have concerns regarding developmental delays please see the director for information regarding assessment at FDLRS and we will gladly assist you through the process.

**Inclusion:** Teachers record observations over time to share with parents if they have concerns about a child. If there are behaviors or areas of developmental concern, after documenting them over time those concerns should be brought up the director who will meet with the teacher and/or psychologist. Both parties shall meet with the parents to determine the process to assist the child which could include referral to outside agencies. Program Supports: Should a child need to receive therapies such as speech, language, physical or occupational, those therapies can be done on site at the school as long as the parents give written consent. Therapist will need to present proper identification prior to meeting with a student.

**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 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.

**Inclusion After Diagnosis:** Kids For Kids Academy believes in inclusion and will do whatever is necessary to include children of all exceptionalities in our program. Children needing therapies such as speech or OT can receive those therapies either in

class with private therapists hired by parents or those therapists can also use our therapy room located behind the director's office. ABA therapists can also use the therapy room if they need a quiet place to work one on one with their clients. Although our teachers are highly trained, they are not trained as ABA therapists. Kids For Kids Academy welcomes ABA therapists to accompany children in the classroom and will make every effort to engage children in all day-to-day activities in the classroom. **Please note that once a child has a diagnosis of needing an ABA therapist, the ABA therapist must always accompany the child. The therapist should receive the child at the front door and walk into the class with the child. As our staff is not trained as ABA therapists, if the ABA therapist cannot accompany the child in the classroom, the child cannot attend the days or hours the therapist is not available.**

**DROP OFF AT THE CENTER:** Children enrolled in the center's program may be dropped off and picked up according to the Fee Scheduled program they are enrolled in. Our hours of operation are from 7:30 a.m. to 5:30 p.m., Monday through Friday. Please drop off your child at the center, and hand the child over to the teacher in charge. Please do not leave children alone in your car unattended. With the exception of families touring the school and students entering for the first day, for health and safety reasons, parents are not permitted in the building. A staff member will walk your child to class in the main wing. VPK kids are dropped off in the morning on the playground. Kids in our private school, grades K-2 can be dropped off at the classroom door and will be received by the teacher. At pick up, students in the main wing will be brought to the door and passed to the parent. East Wing parents must receive a pick up pass with the child's photo to be presented at the door for pick up in the east wing.

**SIGN IN:** Your child's attendance will be monitored by our BRIGHTWHEEL. BRIGHTWHEEL is also used to maintain our daily meal count. Failure to sign in on the BRIGHTWHEEL APP will result in a shortage of food prepared at lunch time. Please make every effort to remember to sign your child IN AND OUT daily using the APP. If you plan to arrive after 10:00 am, please call the school or message the teacher in the BRIGHTWHEEL APP so that we will prepare enough lunches for each day.

**SCHOOL UNIFORM:** The Blue School Polo is required Monday-Thursday. On Friday children may wear the school T-Shirt. Children may wear any bottoms and must wear closed toe shoes and socks.

**ELC:** All parents receiving services through School Readiness (ELC) must also sign in DAILY in the School Readiness (CDS) manual. Failure to do so will result in non-payment from the School Readiness program.

**VPK:** At the end of the month VPK parents must also sign the VPK binder to verify your child's attendance for the prior month.

**NATIONAL HOLIDAYS AND OTHER CLOSED DAYS:** The Center will be closed on the following National Holidays: Labor Day, Veteran's Day, Thanksgiving and the day after; Christmas Eve at 2:00 P.M., Christmas, New Year's Day, Martin Luther King Day, Washington's Birthday or President's Day, Memorial Day, and the Fourth of July.

The center will closed for one week for winter recess, the last week in December. Payment for the week the school is closed is still billed as annual tuition is divided into a 52 week payment plan.

**NATURAL DISASTERS:** In the event of a Hurricane or Tropical Storm, our school will be closed only if Miami Dade County Schools is closed. Please monitor the internet or local news for these announcements. Announcements will also be made in BRIGHTWHEEL.

**CLOTHING:** Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. As part of our school uniform, children are required to wear a Kids for Kids Academy Polo Shirt every day except Friday when the school T-Shirt can be worn. Children arriving to school out of uniform will be given a school shirt and their accounts will be billed. **EXTRA CLOTHING:** Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the Center AT ALL TIMES. All extra clothing should be marked with the child's name and stored in a Ziploc bag in the child's cubby. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly:

light jacket in Fall and Spring; heavy winter jacket, mittens, and scarf in Winter. ALL EXTRA CLOTHING SHOULD BE MARKED WITH CHILD'S NAME.

**MAINTAINING PERSONAL BELONGINGS:** Due to limited space and to maintain sanitary conditions, all bedding must fit in the Kids For Kids Academy tote bag. Full day students will be given a school pillow and blanket. Please only use this blanket. Families will be given one FREE bag each year. The bag IS NOT WASHABLE, please do not machine wash the bag, spot clean as needed. Additional bags, pillows, or blankets may be purchased at a cost of \$5. We ask that this is the only bedding storage method used so that the bags can be closed to prevent one child's bedding from touching another. Please use a sharpie to write your child's name on the bag. Outside backpacks or carry bags will not be permitted unless your child is in Kindergarten or First Grade. All bedding bags must be taken home every weekend for laundering. Additionally, all children in Green Door must have their sippie cups labeled (tops and bottoms) with the child's first and last name. This is a requirement of the Department of Health. We will provide parents with an option for waterproof name labels for \$5 or you can order them online. Children with diaper creams, sunscreen, or insect repellent must also have their belonging labeled with waterproof labels. In order for these items to be stored in the classroom, you must fill out a "medication authorization form" which will be kept on file for the school year as these items are all labeled "Keep out of reach of children." **BIRTHDAYS AND SPECIAL OCCASIONS:** The following items can be sent in for children to share for the birthday:

- FOR LUNCHTIME CELEBRATIONS (Please notify the school at least 48 hour prior) ○ Cheese pizza delivered from a restaurant, 2 slices per child. Please check with your child's teacher for the lunch time. ○ Happy Meals with hamburger or chicken nuggets, fries, milks, and apple slices. NO JUICE OR COOKIES WILL BE PERMITTED.
- AFTERNOON SNACK CELEBRATIONS (items must be store bought and cannot be made at home due to COVID restrictions) ○ Yogurt cups or drinkable yogurt (1 per child) ○ Individual Jello cups & a spray can of whipped cream ○ Individual store brought fruit cups
- BIRTHDAY CELEBRATIONS permitted on site include: ○ The Jungle Gym Fitness Bus \$150 for one hour, call Geovanna for booking 305-987-0787. One parent is permitted on the Jungle Gym to take pictures. ○ A storyteller
- Goodie bags containing items like fruit snacks, goldfish, and little toys are permitted and will be sent home as each child gets picked up. CANDY IS NOT PERMITTED IN GOODIE BAGS
- Balloons are not permitted on site as they present a choke hazard.
- Children attending our half-day program can celebrate their birthdays during lunchtime with Jello cups, fruit cups, pizza, or Happy Meals.
- We do not allow cakes, cupcakes or ice cream as part of our healthy initiative. Please let your child's teacher know in advance that you will bring a treat.

**MEALS:** Our school serves FREE Nutritious meals 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, please note it on their enrollment form and will attempt to serve an alternate food item. The only outside food that may be brought in is for children who cannot drink milk. Those children must provide a doctor's note which we are required to keep on file and we will serve the special milk brought in by the family. Additionally, we cannot serve meals outside of our scheduled meal times. Please see the class schedule for meal times. If you plan to arrive after 10:00 am, please call the school or send a message in Brightwheel so that we can be sure to prepare a meal for your child.

**BREAST FEEDING:** Our program encourages families to participate in feeding routines that supports their needs. Breast milk that is provided to the school will be served as requested. Mothers who wish to breast-feed their child can do so either in the class or in a private space in the school.

**REST TIME:** One small blanket and small pillow will be supplied by the school as part of our Back to School Welcome Bag, to be used during rest time. Please do not send any additional items to school, except for a change of clothing, labeled with the

child's name in a Ziploc bag. The Center will not be responsible for any items lost, so please do not send anything that may be of great value.

**MEDICINES:** Please hand prescription medicine to be given to your child to the person in charge at the front desk, with instructions to place it in the refrigerator, if necessary. The parent should then fill out the necessary information on the Medicine Form. We regret that State law -DOES NOT ALLOW us to give children over-the counter medicines such as aspirin, cough medicines, etc. Only prescription medicine may be given. The bottle must show: name of the child, prescription number, name of the doctor, and how many times a day the medication is to be given. **MEDICINES CANNOT BE STORED IN THE CHILD'S CUBBY.**

**MEDICAL RECORDS, ILLNESSES, & SAFETY:** State & DCF regulations require us to maintain a medical record on each child, and for the child to have a physical examination and required immunizations at the time of registration. Complete the medical form before your child begins attending the Center (See Medical Form Section). A current form must be kept on file.

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:** COVID, 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.

**COVID:** The school shall follow the most current CDC recommendations with regard to COVID. At the current time a child who has been exposed or test positive for COVID should not return to school for at least 5 days. A negative test is not required for return to school.

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 FORMS:** The State of Florida and the Department of Children and Families requires us to keep a medical record of each child's immunizations and physical exams before the child can be accepted and enrolled at the Center. It is the parent responsibility to know when their medical forms expire. As a courtesy the school will give a reminder. **Children whose forms are expired CANNOT ATTEND THE SCHOOL.**

**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: BRIGHTWHEEL

**ALERTS** 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. 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 by practicing monthly fire drills. 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 BRIGHTWHEEL APP and 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 center. All correspondence is e-mailed and also posted in the BRIGHTWHEEL APP. **Please read it each Friday to learn what your child did in class, upcoming events, and notices from the director. Please make sure to click on the class link in the weekly director letter so know what your child's teacher wishes to communicate. Student of the week is also announced in the weekly letter.**

**PARENT INVOLVEMENT:** In an effort to assist parents in their personal growth as mothers and fathers, we ask that the parents become involved as much as possible while attending our Center. During the year we may need your assistance in certain Fund Raising events, for Field Trips, for Holidays and Special Events, etc. We invite the parents to all our functions, and hope that enthusiastic involvement is demonstrated toward the child's developmental growth. We also have a career month where parents can share their talents or profession with the children. As part of our cultural awareness program, if you speak and read another language, please let us know. We would love for you to come and read a story representing your culture to our students. Please see Mrs. Davis to schedule your story time. **Please be advised that siblings are not permitted on site for school functions due to our insurance policy.**

**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 staff is vital to our day-to-day operations and it is highly encouraged. We ask parents to remember that the staff must watch the children at all times. Even a brief conversation can distract the staff member from his/her duties. For the safety of the children we ask you to hold conferences at a time when the staff member is able to devote his/her full attention to you. If you need to speak with your child's caregiver, we ask you to call during nap times (see individual room schedules). In addition to calls on the school phone system, parents can also send message in BRIGHTWHEEL and the teacher will reply when she is able. Parents wishing to meet face to face with the teacher can also be accommodated. Simply let us know and we will have the teacher come outside to speak to you.

**SIBLINGS ON SITE:** Due to insurance restrictions only children who are registered in the school may participate in activities during the school day. Siblings are not permitted to stay in class during the school day or to play on the playground at any time. Children who are not enrolled in the school, this includes babies, are not permitted to take part in functions held during school hours.

**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.

**BITING:** Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. When biting happens, our response will be to care for and help the child who was bitten and help the biter to learn other behaviors that are more appropriate. Our focus will not be on punishment for biting, but on effective techniques that address the specific reason for biting. We will work together with families and make every effort to modify the behavior quickly.

**DISCIPLINARY PRACTICES/CONFLICT RESOLUTIONS:** Kids For Kids Academy 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. Young children tend to experience many different interactions with each other and we understand that it is not unusual for them to act aggressively from time to time. 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.

**DISCIPLINE:** Kids For Kids Academy staff are trained in the use of Conscious Discipline. These self-regulation practices should be used to manage student behavior. In volatile situations, staff should be aware of their tone of voice. Staff should be aware of their tone of voice at all times. Offering children choices is one way to help manage problem behavior.

- Children shall not be subject to any form of discipline that is severe or involves physical punishment, which includes humiliating or frightening coercion. Kids For Kids Academy takes a Strick HANDS OFF APPROACH. AT NO TIME SHALL A CHILD BE GRABBED OR PULLED.
- Discipline shall not be associated with withholding food, rest, toileting, or playground time.
- Spanking, or any touches that are harmful to children or cause a negative response or any form of physical punishment is prohibited on the premises by staff, parents, or volunteers.

- Staff shall not verbally abuse a child and avoid loud name calling. **EXPULSION OF A CHILD OR TERMINATION OF CARE:** Kids For Kids Academy is strongly committed to providing high quality educational services to all children. Expulsion or termination of care is only done as a last resort when it is determined that parents and school staff have exhausted all outside resources to assist children with dangerous behaviors.
- The safety of all students remains our #1 concern. 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.
- The center welcomes outside interventions such as therapists to assist children in class to manage behaviors. □ If it becomes apparent that the school or families lack the resources to provide the students with a safe, quality education parents will be asked to remove their child from Kids For Kids Academy.
- In the event of expulsion or termination of care, Kids For Kids Academy will assist the family in finding a childcare setting that will meet the needs of the child.
- These policies comply with state and federal civil rights laws.

**TERMINATION OF CARE:** Kids For Kids 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. If it becomes apparent that the school lacks the resources to provide the students with a safe, quality education parents will be asked to remove their child from Kids For Kids Academy.

**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. If your child's injury involves blood, a bite, or head injury you will be called immediately.

**FINGERNAILS:** It is very important for all children to have their fingernails cut low every week. This may help avoid accidental injuries caused by scratching. This will also reduce the risk of spreading germs. If your child's nails are not cut low, the Kids For Kids Academy staff will call the parents to pick up the child or come to the school to cut the child's nails within the hour. The child will not be allowed to return until the nails are at an appropriate length.

**SCREENINGS:** Mr. Davis is a licensed school psychologist with a Master's degree specializing in Birth to age 6 and developmental delays. If you suspect your child has delays, Mr. Davis is available to conduct free observations of your child and follow-up conference. Kids For Kids Academy will make every effort to work with you, your child, and the classroom teacher to design a plan that is right for your child. Additionally, the school welcomes ancillary service providers to work with your child on site. If you need a formal assessment, we can forward information on how to schedule an assessment with a certified professional. The school conducts the following screenings on site. You will be asked to sign consent at the time of the screening and upon completion a follow up conference will take place to discuss the results. **Ages 12 months – 47 months: Ages & Stages**

**Ages 4 and up: VPK Pre/Mid Year, and Post Assessment**

**Kindergarten and First Grade: Quarterly report cards**

**CURRICULUM:** Our staff is trained in the planning and implementation of lessons using the Creative Curriculum for ages 0-5 as a framework. In addition to the creative curriculum, our lesson planning is rooted in science inquiry and its lessons are supplemented with our hands on minds on science program. This program places a strong emphasis on mathematics and science inquiry integrated throughout the school day.

**BILINGUALISM:** Although our curriculum and correlated activities are presented in English the school may offer Spanish classes for children of all ages several times weekly as part of Circle Time. Unless directed by the parents instruction should take place in English. Parents wishing for us to speak Spanish in the classroom to their child will be accommodated with such requests. Families who speak a language other than English or Spanish are encouraged to provide keywords or phrases to the teacher to use with the child in their home language.

**ON SITE FIELD TRIPS:** Field trips are considered an important part of the educational program and will be brought on site from time to time and parents will be billed a nominal fee.

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

**FEES:** Parents are responsible for signing and complying the payment terms outlined in the tuition fee agreement. By signing the fee agreement families understand that the fee agreement is a binding ANNUAL contract that runs from August to August. Parents may choose from the payment options indicated on the agreement. Tuition is year round and is due 52 weeks out of the year. Families may sign up for a 2 week summer vacation and will not be billed the two weeks they do not attend. Parents may choose to pay weekly, monthly, or in other installments as indicated on the fee agreement. Weekly tuition is due on the Friday prior and is considered late at 6:00pm on Monday of the week billed. At closing on Monday, all delinquent accounts will be billed a \$25 late fee. To avoid late payments, parents are encouraged to enroll in the FREE AUTO DEBIT program. This program will automatically draft your tuition from your checking account on the day it is due. There are supply, technology, and oral fees for all children in the school and they are billed annually. At the time of registration, a registration fee is due and payable in order to hold your child's place in the classroom they will be enrolled in. You must re-register your child every year in the Fall. The registration fee is non-refundable. Because our program and licensing requirements force us to engage staff based on the number of children enrolled, **WE CANNOT GIVE TUITION REFUNDS OR CREDITS FOR DAYS YOUR CHILD IS ABSENT. No credit is given for National Holidays or Hurricane Days. IF YOUR CHILD IS SICK; YOU ARE STILL RESPONSIBLE FOR THE TUITION REQUIRED IN ORDER TO HOLD THAT CHILD'S SPACE IN THE CLASSROOM.** ANY ADDITIONAL WEEKS MUST BE PAID FOR IN ORDER TO CONTINUE TO HOLD A SPACE. THE FOLLOWING POLICY WILL BE ENFORCED: All checks returned with INSUFFICIENT FUNDS will be charged a \$25.00 FEE. Any outstanding tuition after withdrawing from the Center will be submitted to a collection agency. Any fees incurred in collecting outstanding accounts will be the responsibility of the parent or guardian.

**WITHDRAWALS:** Withdrawing from the center and re-enrolling will entail an additional registration fee. The Center cannot assure that a place will be available upon your child's return. **ALL REGISTRATION FEES ARE NONREFUNDABLE. All withdrawals require a two week notice. Your tuition will be billed through the end of the two week notice period.**

**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.

**VPK ARRIVAL TIME:** VPK is a government sponsored program that runs from 8:30 a.m.-11:30 a.m. in our full day school program. Therefore, in order for students to be marked present, they must arrive by 8:30 each morning. Children who arrive late are not only a disruption to the other students, they also miss time winding down before starting the school day. We suggest dropping off your child by 8:00 am on the playground. Children in VPK or any east wing classes who arrive after 9:00



am must be dropped off at the office. When a staff member is available, they will take your child to class. **PLEASE DO NOT KNOCK ON THE DOOR IN THE EAST WING. FOR SECURITY PURPOSES THE TEACHER CANNOT OPEN THE DOOR.**

**CLOSING TIME:** The Center is scheduled to close at 5:30 p.m. We ask parents to cooperate in picking up their children before 5:30. If for some emergency a parent should be delayed, please call the Center and inform the teacher in charge that you will be late. A late charge after 5:30 p.m. of \$5.00 per quarter hour is assessed and will be immediately billed to the family's account. If parents are habitually late, there will be an additional charge of \$1 per minute after the first 5 minutes. While we understand that emergencies do arise, we request that parents keep in mind the 5:30 p.m. closing time. Our staff is hired until that hour and continuous tardiness to pick up a child on the part of a parent will be an inconvenience to our staff.

**SCHOOL READINESS (ELC):** All parents receiving the School Readiness subsidy must sign in and out in the attendance book. If your child is absent, please leave the space blank. After 2 absences, a sick note must be sent for the absence to be considered excused. For an absence to be considered excused, you must bring in a doctor's note. ELC will only pay for 3 unexcused absences each month. After the 3rd unexcused absence, the parent will be billed \$21 for each unexcused day.

**DISCOUNTS:** Siblings receive a 10% discount for the 2nd child. Discount is offered on the lowest rate. Discount applies to registration & tuition only.

**PARENT REFERRAL:** Our families are the best when it comes to sharing their wonderful experiences with other friends and families. We would like for our families to continue to spread such positive information about our center. We understand that satisfied families are the best advertisement for our center. To show our appreciation of your support, we offer a Tuition Rewards Program. Parents will earn a one-time \$125.00 credit applied to their child's tuition when an enrolled family refers a new family, and that family enrolls at Kids For Kids Academy. The tuition credit reward will be issued to the referring family 30 days after the new family has fully enrolled.

**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.

**ANTI-BIAS PHILOSOPHY:** Our Early Childhood 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. The Early Childhood Program is 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 early childhood. 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 EARLY CHILDHOOD COMMUNITY.**

**A FINAL WORD:** Kids For Kids Academy admits all children regardless of their abilities, race, color, nationality or religious background.