

Kid's College

Parent Handbook



2016-2017

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MISSION STATEMENT

Our mission is to provide a clean environment where children feel safe and secure. We like to keep each child's curiosity and creativity alive so that together we can keep growing and build a strong foundation for ABC's and social skills to enhance long-life learners.

PHILOSOPHY

The purpose of Kid's College is to offer a quality program where every child feels comfortable learning, and every parent feels comfortable allowing us to care for their child. Our program is a child centered developmental program, focusing on the needs of the children, and the continuously developing world of education. Our goal is to build on to the foundation that parents have started to build at home through meaningful play, and structured activities. It is our hope to develop cognitive growth, social and emotional skills that will help all children be successful in their educational journey and life.

Kid's College is committed to providing high quality care by providing our families with quality caregivers, quality activities, nutritious meals, and a safe environment. We will continuously exceed our families' expectations through innovation, accountability, and loving care. We believe that the children we have the pleasure of caring for are the future. Therefore, we will always treat them not as children, but as the future leaders they will become.

The curriculum of the young child is introduced through materials and active involvement which are both child-centered and teacher directed fostering a sense of accomplishment and pride.

Here at Kid's College, our curriculum is based on the theory that children should enjoy learning. Classroom routines contain active, meaningful experimentation, child involvement and reinforcement through repetition. We allow children to manipulate objects and explore on their own. Concepts and skills introduced are appropriate to the child's level. Your son/daughter's day is scheduled with a balance between organized activities and free choice activities, as well as active and quiet times. Our caring and responsible staff will provide children with a strong academic foundation that will lead to future educational success. We believe that the whole child goes to school, not just the brain. We instill a love of learning.

**** KID'S COLLEGE TRANSITIONAL PLAN ****

At Kid's College we pride ourselves on preparing children for their first steps into a preschool environment. The transition from home to school is a big step, not only for the child, but for the parent. Our goal is to familiarize the child with the teacher, classroom, and school setting. We provide teachers with the opportunities to "get to know" the child and the parent and acquaint them with class and school policies and procedures.

Upon arrival of “perspective parents”, we have a Guest Log for them to complete before giving them a tour of the school. Once they take the tour and decide to enroll their child, we set up an initial meeting with the teacher. At this meeting, the teacher gives them a copy of their Bio. We find this helps to reduce anxiety and strengthen the bond between parent and teacher.

Parents have the opportunity to share any concerns or special considerations regarding their child, and have the opportunity to talk one-on-one with the new teacher. Feeling confident in the person (s) taking care of your child for several hours a day is a primary concern for many parents. We maintain an “Open Door” policy and invite parents to visit or call as often as they would like.

Every classroom has their “Family Tree” displayed with pictures of every child and their families. This gives a child a sense of security. Also, if children would like to bring in their favorite “cuddle toy/item”, they are encouraged to do so.

During the first few weeks of school, teachers and parents share information about how they think the child is adjusting to school. Parents are told not to overreact if the first few days are a little rough. Young children may experience separation anxiety or shyness, but our staff is trained to help them adjust. If the child cries at drop off, parents should remain calm and positive.

If possible, parents are encouraged to volunteer in the classroom whenever possible. This interaction helps children feel that their school and their family are linked together.

Thank you for entrusting us with your most “prized possession”, your child.

LICENSING AND ACCREDITATION

The Florida Department of Children and Family Services license the school. A copy of our current license is posted in the main office. Teachers and parents are required to follow all the licensing requirements as set forth by this governing agency.

We are proud to announce that we are also “A.P.P.L.E.” accredited.

HOURS OF OPERATION

The school is open from 6:30 a.m. to 6:00 p.m. five days a week, Monday through Friday. Parents are not to arrive at 6:00p.m to begin pick-up process; rather, 6:00p.m is the time that children and parents must be out of the school building as the building closes at that time.

***Please ask the front desk for a list of observed holidays for the year.

SECURITY

The school has a double security system to ensure the safety of the children within our care. During the hours that the children are in attendance, no visitor is able to enter the facility without being observed (directly or indirectly) and approved. Each person is required to identify him/herself. Parents are given a “code” for their entrance into the building. At times, you may be asked to provide identification if the person in charge of the door does not recognize you or is not familiar with you. We all share responsibility for preventing entrance to the building of someone who we do not know. All employees are provided an access code. Every classroom contains a phone that has the ability to call the front office. A closed circuit TV (CCTV) has been installed in the building. This coverage permits surveillance of exterior exits, interior halls, classrooms and playground areas. The main observation monitor is located in the Directors office, with an additional monitor in the main office. These televisions have the capability to either display an individual room or several rooms at the same time. The monitor can either cycle through all the cameras on a rotation or it can be stopped on one specific location. These cameras run 24 hours a day.

REQUIRED FORMS

Each child enrolled in a preschool program in Palm Beach County is required to have current or unexpired health records on file. Records include a certificate of immunization and a completed physical within the last year on file. The forms are obtained from your child’s pediatrician and must be kept as per Florida regulations.

The following information must be on file at the school PRIOR TO the first day of attendance:

- Completed Medical Form (HRS Form H 3040) (a medical examination form must be completed by your physician and updated every two years).
- Updated Immunization Form (HRS Form 680)
- Completed registration form, with name of Emergency/Authorized pick-up persons
- Parent Consent Form
- Influenza Information
- Know Your Child Care Center Information
- Food Program Application
- Payment agreement

***All forms must be kept up to date.

REGISTRATION AND TUITION POLICIES

Enrollment in our program is granted without regard to a child's race, color, creed, religion, national origin, gender, or disability. Our program is open to all children, providing the school can meet the needs of that child as a group member. Registration is on a first-serve basis as completed forms, registration fees, and supply fees are received at the school. All class sizes are limited. Minimums must be met for a class to run.

Registration includes completion of the registration forms and payments of a non-refundable application fee. If for any reason the application is withdrawn **AFTER ACCEPTANCE BY THE SCHOOL**, the application fee is forfeited, even if another child fills the vacant spot.

All children are required to have a complete up to date immunization record (form 680) and a physical form (3060) on file. Failure to have these forms in your child's file will result in your child not being allowed to begin in our school until the forms are presented. Any forms that are expired (as per your physicians date) will need to be updated immediately. **NO** child may continue to attend school without current health records. This is per our licensing regulations. If you have chosen not to have your child immunized, you must get a waiver from the Department of Health. All health forms will be returned when your child leaves the school.

FEES

Registration and Supply Fees are due and payable at the beginning of each fiscal year, which is August 1st. Your child's space is reserved upon receipt of the registration form and the registration fee. **THESE FEES ARE NON-REFUNDABLE.**

Tuition is scheduled on a weekly basis, **PAID IN ADVANCE** on each Friday prior to the week in which childcare services will be rendered. In order to keep our fees down, please remain current with your payments.

Forms of payment currently accepted are as follows:

- Cash
- All major Credit Cards
- Money Orders
- Personal Checks
- Business Checks

WEEKLY PRESCHOOL PAYERS

Tuition is due on Friday in advance of services rendered and is payable until 5:45p.m. on the following Monday. A twenty-five (\$25.00) late fee is assessed if full payment is not made by 5:45p.m. on Monday, and this fee will be automatically added to your account by the computer system.

If full payment is not received by 6:00p.m. on Tuesday, your child will **NOT** be permitted to attend classes/return to school starting Wednesday morning until all such fees are paid in full and account is brought to a zero balance.

WEEKLY AFTERSCHOOL PAYERS

Tuition is due on Friday in advance of the following week of services rendered and is payable until 5:45p.m. on the following Monday. A twenty-five (\$25.00) late fee is assessed if full payment is not made by 5:45p.m. on Tuesday, and your child will NOT be picked up at his/her elementary school starting Wednesday afternoon until the payment is made in full. You will need to make other arrangements for pickup and care during this time.

EARLY RELEASE (PDD) DAYS

When Public Schools close early and your child attends Kid's College there is NO additional charge.

PUBLIC SCHOOL HOLIDAYS ATTENDANCE

On days when the Public Schools are closed, and your child attends Kid's College, there will be an additional tuition due in the amount of twenty-five dollars (\$25.00).

TUITION DISCOUNTS

Siblings enrolled at Kid's College entitle the family to a ten percent (10%) discount off the lowest tuition charged for any one of the children.

Additionally, we offer a ten percent (10%) discount to Palm Beach County School District Employees. (Teachers) discounts are also given to veterans.

RETURNED CHECKS

Upon receipt of a dishonored/returned check, forty-five (\$45.00) fee will be assessed to your account. In case of a second (2nd) such returned check during the school year, Kid's

College will no longer accept your checks and will require all payments to be cash, bank checks, money orders, or credit cards.

ABSENCE AND ATTENDANCE POLICY

It is in the best interest of all children to be in attendance every day. Children are required to arrive at school no later than 9:00a.m. Please understand that we are required to abide by specific teacher-student ratios and that we set our teachers schedules each morning based upon attendance by 9:00a.m. If you attempt to drop your child off past 9:00a.m., you alter these schedules and greatly affect the routine and scheduling of the classroom.

Children arriving after 9:00a.m. will only be accepted in the case of a morning appointment or special circumstances. Please let our office know in advance so that we can ensure proper staff to student ratios for that day.

If your child will be absent on a particular day, please notify the school office as soon as possible. If your child is absent beyond 3 days, please provide us with a doctor's note upon returning to school.

VACATION CREDITS

As an accommodation to parents, we provide a 50% discount from the normal tuition for up to two (2) weeks of vacation during the school year, beginning August 1st. The 50% discount is taken off regular tuition rates (after one year enrolled). In order to receive this credit, you must advise the office, in writing, prior to a vacation that you want to use one of your vacation credits; otherwise, you will not be permitted to use the vacation credit. No credit on tuition is given for scheduled school holidays, or days when the school is closed, school half (1/2) days, absences or illness, due to the fact that a classroom spot has been reserved for your child for 52 weeks out of the year; full tuition is still required when a child is absent.

SPECIAL NEEDS

Here at Kid's College, we welcome children with special needs with open minds and hearts. Individualized accommodations are made available with the assistance from the Curriculum Specialist for each child. We work closely to support each child's needs for learning and how to respond to a family's wishes and concerns. Inclusive environments are designed to provide an educational setting in which all children can be as involved and independent as possible. When necessary, we devise Individualized Instructional or Behavioral Plans for our children with the support from the parents.

ALLERGY PRECAUTIONS

Please notify the administration and your child's teachers of any allergies. If your child requires immediate emergency medical care following an allergic reaction, we will take appropriate emergency measures. If your child requires emergency medication, such as Benadryl or Epinephrine (EPI Pen), you must comply with all of the medication procedures provided in this handbook.

ACCIDENTS

We do the best that we can to keep our children as safe as possible; however, sometimes during play, accidents will occur. If a child receives a minor injury (bump, scraped knee), we follow this procedure:

Our staff will wash the area with soap and water and if needed, apply a band air or ice.

All accidents that occur in school will be documented on the Accident Form. These forms must be signed by the parent at the time of departure from school. The original signed form will be kept on file and a copy will be given to the parent. Accidents that result in a bruise on the face, or seem more serious will be reported to the parent immediately. Any accident judged to be major in severity will have the parent called for medical attention or 911 if deemed necessary.

NUTRITION

Our program is dedicated to the development of the whole child, which includes proper nutrition. Positive habits learned in early childhood lead to a healthier, more productive life. We also encourage participation of children in feeding themselves, while supervised by staff, and learning appropriate table manners in a group atmosphere.

Kid's College proudly participates in the State Food Program. We pride ourselves on not only offering free, nutritious meals but meals that have been self-prepared. Accordingly, all meals (breakfast, lunch and snack) meeting USDA nutrition guidelines will be provided FREE to your child each day, depending on the hours of attendance. Exact food times are included on each classrooms daily schedule. Menus are located on the Information Board by the front office.

Cooking with the children is an integral part of our curriculum. If your child has special food considerations, please work with the Head Teacher to plan appropriate alternatives for these activities as these are an important and frequent part of the school day, and we would like all children to be able to participate as fully as possible.

FIELD TRIPS

During off campus field trips, children **MUST** wear a Kid's College shirt. Parents will be given notification of all field trips.

CLOTHING SUPPLIES

All preschool children are required to keep a change of clothing at school. Please label and bag all items. Children that wear diapers need to keep a supply of disposable diapers and wipes at school. Pull-ups may be used only for the short period of training. Please do not use this type of diaper if your child is not involved in potty training.

DRESS CODE

Kid's College official uniform polo-shirts are **MANDATORY** for all two's, three's, four's and VPK students, and are available for purchase in the schools office. Children in these classes are to wear khaki/navy blue pants, shorts, skirts or skorts to school each day. We offer a variety of shorts, skirts, and pants for sale in our school store as well.

Please do not send your child in party clothes or expensive outfits that might get ruined and inhibit your child's exploration of materials. In order to foster a sense of independence during bathroom time we ask that you dress your child in clothing that are easy to pull up and down. Belts are fashionable but very difficult for young children to manipulate by themselves. Shirts and jackets with strings around the collar are a potential choking hazard.

Sneakers are the only safe footwear for the playground. Open toed shoes, clogs, crocs, sandals, or party shoes are not safe for school, only rubber soled shoes are acceptable.

ARRIVAL AND DISMISSAL

It is your responsibility to provide transportation to and from our school. On your registration form you have the opportunity to list authorized pick up persons. We will not release your child to anyone not listed as an authorized pick-up person. Also, on your registration form you will see a space provided for a "password". This may be used in case of emergency.

If someone other than the parent is picking up the child, the school must be notified in advance, either with a note or a phone call to the school office. Photo identification must be presented to a school staff member before any child will be released. **NO CHILD WILL BE RELEASED UNTIL WE HAVE THE PROPER IDENTIFICATION AND INSTRUCTIONS.**

Please be cooperative as we want to ensure that all of our children are safe.

In situations where the child's parents are divorced, the school must be informed (in confidence) as to the custody arrangements that have been made and whether the non-custodial parent (if any) is permitted to take the child from the school. A copy of the court order stating these conditions must be on file at the school in order for us to act in the proper legal matter. We must also be notified when court orders or custody arrangements change.

Once again, we would like to emphasize that children come to school no later than 9:00a.m. It is desirable to start the day with the whole class and develop a routine. Not only is a late drop off disruptive to the class, but we have found that it is difficult for the child to adjust to the daily activities. If, for an unforeseen reason, you do arrive late, please knock on the classroom door and wait for the teacher to come to the door and greet your child. It is best if you do not enter the classroom or begin a lengthy discussion. This ensures that your child gets the full benefit of the day's activities. It can be very upsetting for your child if he/she arrives late on a regular basis.

**If a parent, guardian or other designated adult arrives at the center to pick up and/or transport a child by motor vehicle, and the staff person in charge considers the person to be intoxicated or otherwise physically impaired, the child will not be released from the center with that individual. Attempts will be made to contact another authorized pick up person. In the event that an authorized person is not able to pick up the child we will have to contact the Palm Springs Police Department and the Department of Children and Families.

INSURANCE

Kid's College carries liability insurance required by local, county and state regulations. The parents insurance is the primary coverage. **ALL PARENTS MUST HAVE THEIR OWN MEDICAL INSURANCE POLICY.**

PARKING

All vehicles **MUST** be parked in a parking space. **DO NOT** park in front of the building as this is both unsafe and a fire hazard. **DO NOT** leave children unattended in your vehicle. **DO NOT** leave your purse or other valuables in an unlocked vehicle. Kid's College is **NOT** responsible for loss or damage to your vehicle or personal belongings while on Kid's College property.

HEALTH AND ILLNESS

All children in the school are required to have in their file the Florida Department of Health Form DH 3040 and the Florida Department of Immunization Form DG 680. Both of these forms are available from your pediatrician. No child can begin school without these forms! Forms must be kept current as per the date on the form. When notified that the form will be expiring, the parent must produce a new form before the date of expiration. Failure to follow this procedure will result in your child not being able to continue attendance at the school until all forms are current.

Preschoolers have not yet built up resistance to infection. All reasonable precautions are taken to ensure a healthy environment at school.

If your child is not feeling well, he/she does not belong in school. This protects the other children and the staff. For this reason any child appearing ill will not be admitted to school. If your child should become ill while in school, the child will be isolated in the front office under adult supervision. The parent will be called to pick up the child. Children who are sick must be picked up within 30 minutes of notification. Any child displaying the following symptoms will be sent home:

- Severe pain or discomfort
- Loose bowels
- Vomiting
- Fever of 100
- Sore throat or persistent coughing
- Red eyes with or without discharge
- Yellow eyes or jaundiced skin
- Change in temperament (a normally active child becomes lethargic)
- Uncontrolled cold symptoms (runny nose with yellow/green discharge)
- Head lice
- The child has difficulty breathing
- Scabies
- Unidentified rash or untreated infectious skin patch(es)

Children who exhibit any of the above symptoms should be kept home or will be sent home from school. Keep in mind the 24 rule (**ONE FULL DAY OUT OF SCHOOL AFTER BEING SENT HOME**) when ill.

Please notify the school immediately in writing or by phone if your child develops a contagious illness or head lice. We will then notify the other families (without using any names) so proper precautions can be taken.

Any child who has stitches, large bandages, or a cast or wearing a sling must have a doctor's note to be readmitted to school. The doctor's note should indicate the extent of the injury and the ability of the child to participate in classroom and playground activities. If your child is not permitted on the playground, he/she will be placed in a classroom of the same aged children during this time period.

MEDICATION

Only prescription medication with the original label can be administered by our staff. The prescription label must have:

- Child's name
- Physician's name
- Dosage
- Expiration Date
- Name of medication

Parents/Guardians must sign a medication authorization form in order for the medication to be dispensed to the child.

Medications shall have child resistant caps unless otherwise provided by the pharmacy or manufacturer.

Expired medications will not be dispensed and will be returned to the parent/guardian.

"Over the Counter" medications will NOT BE administered under any circumstances.

Fever/pain reducing medication will NOT BE administered under any circumstance.

All medications MUST be "checked in" at the front desk with the completed authorization form, and placed in the office lock box.

Please do not place any medications in your child's diaper bag, cubby bag, book bag, or lunch box.

TOPICAL NON-MEDICATED PHYSICAL BARRIERS

Physical barrier lotions, ointments and creams, such as sun-screen and insect repellent and diaper ointments can be applied with signed authorization from a parent/guardian. It is the responsibility of the parent/guardian to supply the lotion, ointment or cream if they want it to be applied to the child. It is recommended that all parents apply sun-screen to your child prior to coming to school each morning.

NEBULIZERS

If your child is on a Nebulizer we must have written instructions as to how to administer the medication from your child's physician. Machines and medications are to be taken home each night. Under no circumstance will Kid's College staff be responsible for cleaning of the machine before or after its use.

LATENESS POLICY

We must emphasize the importance of picking up your child on time. Children need to know that they will be picked up on time; that they are not forgotten or made to feel insecure about being left at school. We understand that emergencies do occur. Please contact the office if you are going to be late prior to the 6:00p.m closing time. Please understand that we cannot guarantee that care can be provided for your child after 6:15p.m. In order to ensure the safety and well-being of the children in our care and to comply with the Florida DCF and Palm Beach County Health Department rules, regulations, policies, and procedures, we reserve the right to contact the Palm Springs Police Department if you are late in picking up your child past 6:00p.m. If you pick up your child past the 6:00p.m. deadline, you will be charged one dollar (\$1.00) per minute until the child gets picked up. This fee is per child and payable in cash only upon arrival to the caregiver present.

SIGN IN AND OUT BOOK

In accordance with Palm Beach County Health Department rules, ALL children MUST be signed in and out each day by their parents/guardians or other authorized adult. The sign/in our binders are generally kept at the front desk in a color coordinated classroom binder for your convenience. Your full signature and time is required. VPK binders are kept in each individual classroom. Family Central and all Pre-K parents: Please be aware that for days not paid for by the applicable agency due to lack of proper signatures and times on the sign in/out sheet, the payment responsibility becomes the parent's responsibility.

Pre-K parents must also sign a monthly “short form” sheet which proves monthly attendance in the VPK program. This binder will also be located in the classroom, and brought to your attention at the end of every month.

PARENT INVOLVEMENT

Parent participation in school activities is always welcomed and encouraged. We emphasize close contact and invite all parents in our school. Once children have made the adjustment to school, there will be many events where the parents can participate in the child’s class.

There will be times when the school or your child’s class will need some extra hands to help with a particular project. Contributing your time strengthens the family/school partnership and helps build a strong community. During the course of the year there will be several special programs and occasions when parents are invited as special guests. Parents will receive plenty of notice for these events.

Communication between you and your child’s teacher is crucial to the success of our program. To this end, our teachers and administration use a variety of opportunities to communicate with parents. Before school begins, we ask parents to provide information regarding their family structure (Family Questionnaire). We also ask about your child’s interests, approaches to learning and developmental needs. Additionally, please feel free to discuss any issues with your child’s teacher, the Director, or the Assistant Director. This information enables our staff to become acquainted with and learn from the families and children in our program, helping us with classroom planning. It is the hope of our staff that families will feel comfortable talking to us during the course of the year and take many opportunities to help us get to know their children and their goals for them. In turn, our teachers will share any information and will answer any questions you may have. You are always welcome to talk to the teachers briefly either before or after class. If more time is needed, and your child’s teacher is unavailable following pick-up, please ask to schedule a meeting.

It is important that staff and parents communicate with each other on an ongoing basis. Please let us know about any changes in the child’s home (such as a new baby or a parent’s unexpected business trip) or other issues that may affect your child in class. Head Teachers will communicate with parents on a needed basis. Should you have concerns about your child at school, bring your concern immediately to the attention of your child’s teachers. If you feel the issue has not been resolved, please bring it to the attention of the Director. She will work with you and your child’s teacher to address your concern.

Parents are kept informed through daily reports (upon request), posted lesson plans, monthly newsletters, etc. Please check your child’s classroom cubby/folder daily.

Our school maintains an open door policy. Parents are encouraged to visit and observe our program at any time during our regular operating hours without having to secure prior approval from the director. Please feel free to do so when you can. We welcome visits from our families. Family members are invited into the classroom at any time to share a special skill, talent or information that you may have.

GUIDELINES FOR PARENT INVOLVEMENT

We follow all rules and regulations of Palm Beach County Rules and Regulations governing child care facilities. Our own policies may require even more than the Health Department regulations. We feel it is extremely important to require the highest standards possible since we care for and are responsible for such priceless wonders – our children.

PARENT-TEACHER CONFERENCES

Formal parent/teacher conferences are offered twice during the school year, once in the beginning of the school term and again towards the end. This is an opportunity to review your child's growth and development to share any noteworthy behaviors that are occurring at home or in school and to discuss any concerns that may exist.

Our staff will use various recording tools to monitor your child's natural development. This information gathered will be shared with you during conference.

- Anecdotal Records: Logging your child's behavior and interests and any incidents of importance
- Portfolio: Samples of your child's work in various areas
- Student Progress Reports: Using the developmental goals that are part of our curriculum to assess how your child is progressing in each of those areas

PARENT CODE OF CONDUCT

Our school requires the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect. One of the goals of the school is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the teachers, but it is the responsibility of each and every parents or adult who enters the building. Parents must be responsible for an in control of their behavior at all times.

CONFIDENTIALITY

We strive to protect everyone's right of privacy. Children's records are kept in a secure cabinet with the Director, Assistant Director, and Administrative staff having access on a "need to know" basis.

Confidential and sensitive information about faculty, other families, and/or children will not be shared with families. Staff members are strictly prohibited from discussing anything about another child with you. Within our program, confidential and sensitive information will only be shared with staff members who have a "need to know" in order to most appropriately and safely care for the child. Confidential information includes, but is not limited to: special needs and disability information, disciplinary information, biting incidents, challenging behavior issues, and health related information of anyone associated with our program.

Please inform your child's teacher, the Director, or the Assistant Director if your child is currently receiving any supplemental services, such as occupational therapy, physical therapy, or speech therapy. In this way, we can work collaboratively to support your child in reaching the desired goals. We will work with your child's therapist to the extent that your family desires. Outside of our program, confidential and sensitive information about a child will only be shared with relevant professionals when parents/guardians of the child has given express written consent, except where otherwise provided by law.

GUIDANCE POLICY/NEED FOR "TIME AWAY" OR EXPULSION

Positive guidance is based on respect, honesty, trust, and caring. Guidance is what we do for and say to children to help them develop and internalize self-control, self-respect, self-esteem, self-awareness and self-determination.

The result of a good guidance approach is a child who learns to conduct him/herself in an appropriate manner.

No corporal punishment shall be used by Kid's College Staff Members.

Techniques which are shaming, frightening, or humiliating to a child, rough handling, verbal abuse, intimidation or fear tactics are not permitted.

When your child experiences difficulty in the classroom and does not respond to the teacher, he/she is temporarily removed from the group, but never out of view of the teacher.

After the appropriate time (1 minute for each year old), he/she rejoins his/her classmates and continues with classroom activities. If this technique proves ineffective, he/she is brought to the office to speak with the Director. The parent will then be notified.

Kid's College encourages parents to discuss with the Director any questions or problems they may have which are not clearly understood. Communication and consistency between home and school is essential a child's healthy development.

EMERGENCY SCHOOL CLOSING

In the event of whether emergency (ex. Hurricanes) the school will follow the Palm Beach County recommendation concerning the closing of all schools. If a tornado or hurricane warning has been issued for our area during school hours, all children will be re-located to the interior "Great Room". Should the need arise to close the school early, parents will be notified by phone and told to pick up their child as soon as possible. Please be sure that all emergency and contact numbers and e-mail addresses on the child's information card/registration form are up to date.

In the event that the school must close unexpectedly, the days missed due to the closure will not be made up with a change of calendar days or monetary credit given.

OUTDOOR PLAY

Physical activity is vital to a child's development. Each classroom's daily schedule includes outdoor play at least twice a day. Please send your child dressed appropriately for outdoor play. Due to ratios between the staff and students all children are expected to go outdoors at the scheduled time. If a child is too ill to play outside, they are probably too ill for school.

WITHDRAWAL POLICY

If you must withdraw your child from school for any reason, we require written notice at least two weeks in advance of the withdrawal date. If you do not provide such notice, you will be billed and be responsible for all tuition due up to the day of withdrawal, you will only be charged tuition up to the withdrawal date.

NAPS/REST TIME

All full children are required to rest or sleep. We provide a mat. Parents are required to provide a labeled blanket and crib sheet. These items must be taken home every Friday to be washed and returned on Monday morning. In the event that a child tears or rips a mat, the parent (s) and/or guardians are required to replace it. No pillows or stuffed animals are allowed. We realize that some children do not need to sleep, however, we do support a

child's healthy development and encourage them to "rest" their bodies for a short time. All children need time to relax not only their bodies, but their minds too. If your child refuses to rest, quiet activities will be available, such as reading a book or playing quietly with a puzzle, etc.

TOYS IN SCHOOL

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child.

TOILET TRAINING

Please send in a box of baby wipes and a package of diapers/pull ups clearly labeled with your child's name on the first day of school. You will be asked by the teacher to send in more as the need arises. The teachers will work with the parents efforts at toilet training. We need you to communicate your child's toilet training needs, including the language used with the child, to the teaching staff so the entire process can be less stressful and calm. A well established routine at home will help with success at the center. Remember toilet training will be somewhat different at school since each staff member is responsible for attending to the needs of several children. Staff will ask children every hour to hour and a half if they need to use the toilet. Additionally, staff will assist individual children when they ask to be taken to the toilet.

The idea of training children to use the toilet is misleading because children learn when they are ready. Trying to speed up their biological clock or force a child to sit on a potty chair can be frustrating for both the child and the adult. The child may use this as an opportunity to battle the adult for control of power.

Having parents, caregivers and child care providers adopt an attitude that "it will eventually happen" will ease the frustrations that may occur and protect the child's self-esteem. Children may begin toilet training at our center when they demonstrate the following signs of readiness for toilet training:

- Express verbally the need to go
- Follow simple instructions (Ex. Going to the bathroom when asked, being able to get the clothing off when asked, etc.)
- Understand words about the toileting process
- Regulate the muscles responsible for elimination
- Keep a diaper dry for 2-3 hours

- Get to the potty on his/her own
- Pull diapers or underpants up and down

BITING POLICY

We recognize the seriousness of a human bite. We also recognize biting as part of a child's normal development. Obviously not all children bite, but for those who do, we will try to identify possible reasons. It is crucial for the families involved to be aware that the staff, the director and parent(s) of the child biting are working as a team to find a solution, and any information will be treated confidentially.

General information on why children bite:

- To express feeling of excitement, frustration, sadness or anger
- A means of communication
- Reinforcement/ Reaction
- Transition times during the day
- Usually not to be hurtful
- Incidents are usually random
- Exploration
- Teething... it feels good

The administration and staff at Kid's College will handle all incidents of biting as a serious matter and will take the following actions in the event your child is bitten while in our care:

- First aid, if necessary, will be administered immediately by their teacher. The bite will be washed with soap and water and ice will be applied immediately
- The teacher will complete an Accident Report for the parent for the parent of the child who was bitten to read and sign
- The teacher will also complete an Incident Report for the parent of the child that did the biting
- The priority of the teacher is to direct all of their attention to the children
- The director, teachers and parents will work together as a team to try to reduce and eliminate this behavior. If a child continues to bite, we reserve the right to dismiss the child from our school without further notice

BIRTHDAYS

A birthday is a special occasion. We welcome parents to celebrate their child's birthday here at Kid's College. Please give your child's teacher advance notice of your anticipated

celebration. Please be aware that due to Health Department regulations any food you provide for your child must be store brought and in the original container.

SCHOOL PICTURES

Every fall and Spring, we have a professional photographer come to the school to take pictures of your child. You will be provided with package options to choose from at reasonable costs to you.

REPORTING CHILD ABUSE AND NEGLECT

Every staff member has a legal responsibility to report any suspected child abuse and/or neglect issue to the proper authorities. An individual failing to report or knowingly preventing another from doing so can be prosecuted. Kid's college complies with Federal and State laws on child abuse and neglect by insuring that through the report, the child will be protected and the family will receive the needed services. It is imperative that families communicate with us regarding any accidents your child might have outside of Kid's College, of we are always are of any injuries and/or health needs of your child.

CAMERAS

Our facility has video cameras installed in every classroom, playground, and common area. These cameras serve the purpose of ensuring quality and safety for our children, families and staff. This program helps us further our commitment for having an open door policy without exposing your child(ren) to internet risks.

EVERYONE IS INCLUDED

At Kid's College we do not discriminate against anyone (child, adult, parents, or employee) based on age, sex, religion, national origin, race, color, marital status, mental disability, sexual orientation, or veteran status.

