



2023-2024

PARENT'S HANDBOOK

"Know Your Child Care Facility"

Dear Parents,

Welcome to KIDS BE KIDS PRESCHOOLS

Our program is designed to meet your child's needs through a curriculum that works on children's natural ability to learn through play and music. Critical thinking skills are a priority in our program.

We are very pleased to have your child enrolled in our program. Our center looks forward to sharing many wonderful learning experiences with you and your child.

Before your child begins with our program, please be aware that we must have the following forms:

1. Enrollment Form
2. The child's physical examination and all immunizations up to date (HRS Forms 3040 and 680 can be obtained from your pediatrician)
3. Parent's Handbook (Last seven pages must be signed and returned)
4. Child Care Food Application
5. Infant Feeding Form (if applicable)
6. Influenza Brochure
7. Getting in; Getting out brochure
8. Webcam sign-up (if applicable)
9. Media waiver
10. Emergency Contact Card
11. Copies of picture IDs for all the people authorized to pick up your child

We look forward to serving you and your child. We also encourage you to become actively involved in our center's programs.

Yours truly,
Kids Be Kids Preschools

POLICIES AND PROCEDURES

Our center is open Monday through Friday
From 7:00 a.m. to 6:00 p.m.

Our Philosophy

Our philosophy is based on the premise that children learn best within a social environment that supports each individual's unique development. To reach our main goal, our center offers a homelike environment filled with appropriate materials that provide experiences contributing to the growth of self-motivated, independent learners.

Mission

Our promise as an educational institution and childcare facility is to create optimum educational conditions that guarantee a proper development in the first years. This will help to establish the foundations of an identity where your child will build social and personal values like friendship, responsibility, tolerance, respect, and much more.

Vision

Our vision is to create an institution where childcare services, hands-on learning and the awakening of the children's conscience collide. By combining these three experiences, your child will become a better learner thus, a more responsible human being. Your child will guide new generations in a positive direction where there is peace, respect, tolerance, and forgiveness as well as other positive values that will help our society evolve with a brighter future.

Our Staff

Our Staff and Administrators are always encouraged to keep parents informed. Every morning there is a staff member who receives the child and greets parents at the door. The same occurs when a parent comes to pick up their child. The teacher who receives and releases the child will provide information to the parent about their child's day. Because we are committed to servicing our community, we give parents a survey that measures in detail our performance as an organization. We hope to grow with your feedback.

At Kids Be Kids Preschools Your:

Infant: Will have a daily learning and exercising routine that allows the babies to interact and learn through music and art activities.

One Year Old: Will participate in activities with materials that will support sensory development, increase attention span, fine and gross motor skills, language development, and social development all while encouraging independence.

Two Year Old: Will participate in activities with materials that will encourage language development, fine and gross motor skills, increase problem solving skills, exploration, and independence.

Pre-K3 student: Will actively explore, discover, create, analyze, investigate, solve and plan with daily activities supported by the teacher as a facilitator of learning. The learning environment is supported with creative and developmentally appropriate exercises.

Pre-K4(VPK) student: At this stage the child will accelerate more independent skills. They will dynamically explore, discover, create, investigate, analyze, and solve more abstract problems promoted by their teacher. The learning environment is supported by experiences that help the children grow emotionally and mentally in preparation for Kindergarten.

Policies & Procedures

Please read and write your initials next to each policy

_____ Health Records: Blue and yellow forms are mandatory for entrance. No student will be allowed to join our center until the medical forms have been filled out and are on file in the center's office. These forms must be up to date. The forms must be updated 10 days before they expire. Children will NOT be accepted in our program with expired forms.

_____ Absences: If a child is absent one or more days you are still required to pay for a month of tuition as soon as the child comes back to school.

_____ Clothing: All children should wear uniforms on a daily basis. Please have your children wear socks and closed toe shoes (no sandals.) Uniforms may be purchased from the school.

_____ Blankets: All children take a nap in the afternoon. They each have their own cots with their names on them. In order to make their sleep more comfortable the children need blankets and sheets. Parents must bring them every Monday, and they will be returned every Friday for washing.

_____ Cubby Clothes: In each classroom there will be a plastic container for each student. Here they keep an extra FULL set of clothing from home and the child's blanket. If your child uses the extra set of clothing, you must bring a new FULL set the next day.

_____ Pacifiers: Pacifiers are only allowed for children in the infants class. PK1 students will only be allowed to use pacifiers during nap time.

_____ Breakfast, Lunch and Snack: These meals are provided as a learning experience for the children. The children are encouraged to eat a variety of healthy foods. Breakfast is served starting at 8:00 a.m. Lunches and snacks are served depending on the schedule of each class. Students must be on time in order to receive the meals.

_____ Child Pick-Up: The names and phone numbers of the person(s) authorized to pick up your child must be listed in your child's file and a copy of their ID is required at the time of enrollment.

_____ Daily Sign-In and Out: Parents must sign their child in and out every day. Parents must check your child in and out via Brightwheel daily. School Readiness recipients must write the time of the arrival and dismissal with a complete signature on the sign in sheet.

_____ Letters to Parents: There will be many times during the year when we send you letters home. Please check your child's bag and the lobby for letters on upcoming events. We do not want you to miss any of our important messages.

_____ Birthday Parties: Birthday parties are a wonderful experience for children. Please note that we allow cake, chips, and soft drinks to be brought to the center. Please arrange for these at least a week in advance.

_____ Toys and Jewelry: Our center is equipped with age appropriate toys. Please do not allow your child to bring toys from home. Our center will NOT be responsible for lost or broken toys and/or jewelry brought from home.

_____ Arrival: School opens at 7:00 a.m. for arrival. Classes for the three year olds begin at 9:00 a.m. VPK begins at 8:30am. All children in those classes should be in school by 8:30 a.m. Children in the infant's – two year old's class should be in school before 9:30 a.m. Between the hours of 9:30 a.m. and 12:00 p.m. children will NOT be accepted without a doctor's note. Children will not be accepted between the hours of 12:00 p.m. and 2:30 p.m. as this is our lunch/nap time.

_____ Closing Time: Our center closes at 6:00 pm. There will be a late charge after 6:00 pm of one dollar per minute after closing time.

_____ Delivery and Pick-Up of Your Child: For the safety of our children, parents are required to remain in the waiting area upon delivery and pick up of their child. If you need a school tour or you wish to talk to the teacher you must request a meeting.

_____ Sick Policy: Our health policy is designed to protect and promote children's health. Our center keeps a healthy and safe environment. Children with symptoms of a contagious illness should not attend school. For example: measles, mumps, chicken pox, head lice, pink eye, corona virus and colds. Children experiencing unusual irritations, loose stools, sore throat, runny nose, rash, irritation of the eyes, or fever should be kept at home or should visit the doctor. If the symptoms occur at our center, we will notify the parent or guardian and they must pick up the child immediately, there will be no exceptions. This is to protect your child's health and his or her classmates. Children who have symptoms, been in close contact to someone experiencing symptoms, or have been in contact with someone testing positive of COVID-19 are asked to stay home for 14 days and self-isolate before returning to school.

Thank You...
Kids Be Kids Preschools

KBK's Disaster Policies

Unfortunately disasters often strike with little warning. Many circumstances must be considered both in preparing for a disaster and recovering from one. KBK's directing staff will act in the best interest of the **children and staff** residing within the building during operating hours. Decisions to remain open or closed will be made by the Director based on individual circumstances that may occur per disaster. These situations constitute extenuating circumstances and are not planned by the center as a "day off."

Hurricane: In the event of a hurricane WARNING, the center will be closed. We will remain closed until all danger of the storm has passed. Please stay tuned to a local news station for more information.

Tornado: In the event of a tornado warning, we will take all of the children into interior rooms with no windows, located away from the office area. We will remain there until all danger has passed.

Parents will be notified of any immediate threats or danger.

Parent's Signature

Date

KIDS BE KIDS PRESCHOOLS

Important Notice

Medication

Do not put any medications in child's backpack!

Parents and teachers must follow medication administration policy.

Infant's Bottles

Our staff will not be responsible for sterilizing baby bottles.

It's the parent's responsibility to bring sterilized bottles from home.

Kids Be Kids Preschools utilizes fresh filtered water to prepare baby formula. If mothers choose to provide breastmilk there is a refrigerator and bottle warmer available for use in the classroom. Mothers are also more than welcome to use the rocking glider to nurse children in the room.

Parent's Signature

Date

Medication Administration Policy

Best Practice:

- Families should check with the child's physician to see if a dosing schedule can be arranged that does not involve the hours the child is in the child care facility.

Intent Statement:

- This policy is intended to ensure safe administration of medication to children with chronic conditions, special health needs, and mild or non-contagious illnesses, for whom a plan has been made by a doctor and approved by the director of the child care facility.

Background:

- Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff, and having medication in the child care facility is a safety hazard.
- Administration of medicine requires a prescription and clear, accurate instruction and knowledge of why a child needs the medicine. Child care providers need to be aware of what the child is receiving, when it is to be given, how to read the prescription label in relation to the measured doses, frequency, expiration dates, and be aware of any side effects.

Procedure/Practice:

- Medication will be administered ONLY with a prescription from a doctor.
- Medication will be administered ONLY if the parent or legal guardian has provided written, signed, and dated consent to include:
 - Child's first and last name
 - Name of medication
 - Time the medication is to be given and how often
 - Criteria for the administration of medication
 - How much medication to give
 - Manner in which the medication shall be administered (oral, topical, injection, etc.)
 - Medical conditions or possible allergic reactions
- Medical consent forms are to be filled out DAILY!
- Medication must be administered with the authorization and in accordance with doctor's instructions and prescriptions.

Prescription Medication:

- Must be administered only to the child for whom it was prescribed.
- Must be administered as authorized with specific, legible written instructions by the parent or legal guardian not to exceed the amounts and frequency of dosage specified by doctor's prescription.
- Must be in its original child resistant container labeled by a pharmacist to include:
 - Child's first and last name
 - Name of medication
 - Date prescription was filled
 - Name of health professional who wrote the prescription
 - Medication expiration date
 - Storage information
 - Instructions on administration: dosage amount and frequency

Receipt, storage, and disposal:

- All medications brought into the center must be given to the teacher for review and approval. **DO NOT PLACE MEDICATION IN CHILD’S BOOKBAG!**
- Medications will be stored in a sturdy, child-resistant, container that is inaccessible to children and prevents spillage.
- Medications will be stored at a temperature recommended for that type of medication.
- Any medication remaining after the course of prescribed treatment will be returned to the parent or discarded after 48 hours.

Documentation:

- A consent form will be maintained in the child’s file to record any time prescription medication is administered by child care facility personnel.
- The child’s name, date, time, amount and type of medication given, and the name and signature of the person administering the medication shall be recorded for each administration.
- Only one medication shall be listed on each form.
- Spills, reactions, or refusal to take medication will be noted on the log.

Medication Error:

- In the event of a medication error, the appropriate first aid or emergency action will be taken.
- Director, parent/guardian, and as needed the physician or first responders will be notified.
- An incident report will be prepared.

Applicable:

- This policy applies to all staff, families, volunteers, and children who use the child care services at ABC’s Preschool & Learning Academy.

Review/Approval:

- This policy will be reviewed and approved by:

Owner/Director

Date

Parent/Guardian

Date

Kids Be Kids Preschools Needs to Know!

Child Health History Form

Child's Name _____ Sex _____ Birth date _____

Address _____

Past Illness (Please check the ones that apply)
(Within the last two years)

Chicken pox ___

Rubella___

Rheumatic fever ___

Asthma ___

Hay fever ___

Diabetes ___

Poliomyelitis___

Epilepsy___

Mumps ___

Whooping cough ___

other _____

I. Please list any prior surgery your child has had and give us their dates

II. Please list any accidents or chronic illnesses

III. Describe any condition requiring special attention by staff

IV. Allergies that our center should be aware of

V. Date of child's most recent medical examination

Please use this line for additional comments:

DISCIPLINARY POLICY

How the Center Handles Behavior Problems

Generally, behavioral problems are controlled by studying the conditions in which these situations develop. Teachers are then able to plan ahead to avoid these difficult moments.

However, when these situations persist, after redirecting the child and offering reflection time, we inform the parent about the situation. Parents may share valuable information that could help the teacher understand the origin and nature of the behavior.

Discipline shall not be associated with food, rest, or toileting. Parents must be informed of their child's behavior with a verbal and written incident report, which they will sign; this will be filed in the child's file. If more than 3 incidents are reported, the school has the right to suspend the student for a period of time or permanently.

Termination from Our Program

Termination letters will be given to parents when any or all of the following occur: Violation of contract and/or parent handbook, Repeated NSF checks or unpaid tuition, parent/provider differences, child's or parent's behavior, and others.

Parent's Signature

Date

EXPULSION POLICY

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- Recommendation of evaluation by professional consultation.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three year old program.

**KIDS BE KIDS PRESCHOOLS
2023-2024 HOURS AND TUITION**

FULL TIME: 7:00a.m. To 3:00p.m.		
	Monthly Rate	Registration
Infants	\$1,300.00	\$250.00
1 Year Old	\$1,075.00	\$250.00
2 Year Old	\$ 950.00	\$250.00
3 Year Old	\$ 845.00	\$250.00
4-5 Year Old	\$ 875.00	\$250.00
VPK FT	\$ 780.00	\$250.00
PART TIME: 7:00 am. To 12:00 pm.		
Infants	\$1,025.00	\$250.00
1 Year Old	\$ 855.00	\$ 250.00
2 Year Old	\$ 750.00	\$ 250.00
3 Year Old	\$ 650.00	\$ 250.00
4-5 Year Old	\$ 675.00	\$ 250.00
4-5 Year Old (VPK)FREE 8:30am -11:30am		\$ 250.00
EXTENDED CARE: 7:00a.m. To 6:00p.m.		
	Monthly Rate	Registration
Infants	\$1,450.00	\$250.00
1 Year Old	\$1,225.00	\$250.00
2 Year Old	\$1,100.00	\$250.00
3 Year Old	\$ 995.00	\$250.00
4-5 Year Old	\$1,025.00	\$250.00
VPK FT	\$ 925.00	\$250.00
Summer Camp (5-8)	\$ 195.00(weekly)	\$ 250.00
Winter Camp (5-8)	\$ 195.00(weekly)	\$ 150.00
UNIFORMS		
School Tshirt	\$12.00	
School Polo with Logo	\$20.00	

TUITION IS DUE THE 1ST OF EVERY MONTH; ANY PAYMENT RECEIVED AFTER THAT IS CONSIDERED LATE AND A LATE FEE OF \$30.00 WILL APPLY. PAYMENT AND LATE FEE MUST BE PAID MONDAY MORNING IN ORDER TO ATTEND CLASS THAT WEEK.

ALL REGISTRATION FEES AND MATERIALS ARE NON-REFUNDABLE.

Prices are subject to change without notice.

Parent's Signature _____

Date _____

**Kids Be Kids Preschools
Parent Agreement**

I, _____ have read and understand the
Child Care Facility Brochure with all the policies, rules and regulations of the
center.

Parent's Signature

Date

Student's Name

Please feel free to discuss any concerns that you may have with our
Director in regards to our Policies and Procedures.

Kids Be Kids Preschools

Financial Agreement

Student's Name: _____.

Tuition is collected on a monthly basis; tuition is due the 1st of every month. A late fee of \$30.00 will be applied to any payment received after the 1st. The tuition must be paid online via Brightwheel (service fees apply). Third party checks will not be accepted. All monies collected for tuition are not refundable or transferable.

Full tuition must be paid regardless of days missed for any reason; this includes holidays and/or any acts of nature.

A two-week notice must be submitted to our director in order to terminate a student from our program; such notice must be submitted to our office in writing by the parents or legal guardian. Verbal termination will not be accepted. If proper termination procedures are not submitted to our office your account will be billed accordingly.

Overdue accounts that remain unpaid after two weeks will be turned over to our collection agency and/or attorneys for collection. All collection fees and attorney's fee are the responsibility of the debtor.

Tuition and fees are subject to change during the school year.
Registration fees are collected at the beginning of every school year.
We offer scholarships and family discounts to those who qualify.

The weekly tuition for school year 2023/ 2024 is: \$ _____.

I _____ have read and understood this agreement.
Parent's Name

Parent's Signature

Director's Signature

Date: _____

Date: _____