



Dear Parents:

We are honored that you have considered KinderSchool, the place of love, laughter and learning, as a preschool for your child. We hope you have visited other schools and then found that KinderSchool is the type of school that you want your child to attend. At KinderSchool your child comes first. It is a privilege that you will allow us to share in the development and education of your most precious possessions, your children.

It is a task, however, that we will not fully accept on our own. The education and well-being of your child will be a combined effort between you and KinderSchool. We realize that the parent is the first teacher of the child and we will gladly assist in providing a combined education for each and every one of your children. If this is truly your desire for your child, then let me welcome you to KinderSchool.

Our Administration and Staff look forward to a wonderful time sharing in your child's growth as they experience change in all areas of their life. We have been operating since 1997 and have just celebrated our 26th anniversary. We have been blessed with loving, caring teachers who are dedicated to children. We are also blessed with parents who are involved and care about what their children are doing and their early education. We have had some wonderful families over the years who have challenged us to strive for greater accomplishments.

Please take the time to review your parent manual to ensure that you understand the policies in place to keep KinderSchool a happy environment for everyone involved. It is designed as a quick reference guide to our program. Please keep the manual handy throughout the year. If you have any questions please ask! We will be happy to go over any concerns with you.

I know your child will have a positive experience at KinderSchool, learning through an exciting theme-based program that includes many opportunities and experiences. All of these are designed to stimulate physical, social and emotional growth in a loving and comfortable environment. Please feel free to stop by the office any time, my door is always open. If you have a problem, I would like to assist in finding a resolution that best works for your child and family.

Sincerely,

Theresa Land
Owner/Director



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GENERAL POLICIES

Mission Statement

To provide a safe, healthy, happy environment for children ages birth through 10 years. To recognize the uniqueness of each child and to provide for individual differences or strengths and weaknesses within our total curriculum. To provide each child with adequate stimulation for physical, mental, social and emotional growth through love, laughter and learning.

Philosophy

The KinderSchool program operates for both children and their families. Each person is recognized as a unique personality and is therefore of the utmost importance.

Our environment provides love, acceptance, security, trust, respect, safety and guidance. The positive learning atmosphere promotes educational, emotional and physical growth and development. A child's strengths and preferences are carefully observed and incorporated in the design of our lesson plans.

Staff Structure

Each staff member is trained in their field, attends ongoing in-service training, participates in staff meetings and completes continuing education as required by the State of Florida in addition to professional development training.

KinderSchool has an open door policy with all staff including but not limited to; daily interaction with a Director, meetings to air concerns, and the ability to suggest ideas or to ask about specific situations. Additionally, a Director records observations of each staff member, noting highlights in their techniques, special talents and areas for improvement.

Each person employed with KinderSchool has passed a Level 2 State of Florida and Leon County background check.

ENROLLMENT

Registration

All Registration Forms must be completed and signed including the following items BEFORE a child will be admitted:

- Application for Admission
- Enrollment Questionnaire
- Authorization for Emergency Medical Care
- Late Pick-up
- Permission for Release of Child
- Information on Reporting Child Abuse
- Discipline and Guidance
- Open Door Policy
- Field Trip Permission (ages 4-10)
- Fee Policy and Payment Form
- Developmental Screening Permission
- Signed Parent Handbook

Parents will notify a Director when pertinent information changes, such as employment, marital status, phone numbers, address and child's health status, etc. Child care personnel will have access to children's records.

Items Supplied By Parents

- Formula or Breast Milk for Infants not drinking milk
- All meals/snacks for infants
- Lunch for all ages
- Diaper supply for at least one week
- One complete change of clothes (including underwear and socks). Toilet learning children should have at least 3 extra changes
- A special blanket or security toy

Items Supplied By KinderSchool

- Whole milk for morning snack
- 100% Fruit Juice served with lunch and afternoon snack
- Snacks for children 12 months and up (morning and afternoon)
- Wipes
- Crib linens (crib linens laundered weekly unless soiled)
- Rest mats
- Sippy cups



OPERATIONAL PROCEDURES

Payment Information

Private Pay - Monthly - Cash or check only
Payments may also be made on the Brightwheel App.
Voluntary Pre-Kindergarten

Fees are payable in advance, due upon effective date of enrollment and on the first day of the month thereafter. Tuition is due on the 1st day of each month. If the first falls on a weekend the tuition is due the Friday before. A 3% discount will be given for tuition paid on or before the 25th of the preceding month. A 5% discount will be given for the oldest child if two children from the same family attend KinderSchool.

Tuition fees are due **NO LATER THAN** the fifth day of the month. If you do not make payments on time you will be required to pay a late fee. A \$25.00 per week late fee will be charged for those paying after the fifth day of the month. All payments are to be made on time by everyone, **NO EXCEPTIONS!** If extenuating circumstances exist, the parent should make prior arrangements. The only person who can waive this policy is the Owner/Director of the school. If payment is not made within two weeks (14 days) of the due date, you will not be allowed to bring your child to the school until payment and late fees are paid.

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank for collection of the amount, plus any applicable fees as permitted by state law. A processing fee of \$25 will be assessed for checks returned under the amount of \$300. Checks greater than \$300 will be assessed a 5% returned check fee.

We accept CHECKS and CASH only. We do not accept credit cards. Credit card companies charge between 3%-8% for their services. We strive to keep our prices competitive and by not offering these services helps to cut costs. For your convenience, payment may also be made online using the Brightwheel App.

If you keep your child home for any reason, payment is still due. This will ensure that your child's spot stays reserved for him/her. If payment is not received, the Director has the authority to terminate enrollment at that time.

REGISTRATION FEE \$150.00 per year

There is a non-refundable registration fee per student per year.

PAYABLE AT TIME OF REGISTRATION AND DUE MAY 1ST OF EACH YEAR.

New enrollees must also pay one half of the first month's tuition at the time of registration. This may be refunded if a 30-day written notice is given.



SUPPLY FEE \$100.00 per year

There is a supply fee charged per year for 2, 3, 4 & 5-year-old children.

PAYABLE AT TIME OF REGISTRATION AND DUE AUGUST 1st OF EACH YEAR.

FULL TIME - FULL DAY PRESCHOOL Ages 6 weeks - 5 years Monthly

Room	Price	Room	Price
<i>Infant</i>	<i>\$1085.00</i>	<i>Toddler (age One)</i>	<i>\$1065.00</i>
<i>Two-year-old</i>	<i>\$1045.00</i>	<i>Three-year-old</i>	<i>\$1025.00</i>
<i>Four-year-old</i>	<i>\$1000.00</i>	<i>**VPK Extended Day</i>	<i>\$780.00</i>

** Rates subject to change according to State of Florida funding.

Rates increase each year effective September 1st

KinderSchool currently does not provide drop-in or part-time care.

SCHOOL AGE CARE Ages 5 - 10

Before and After School \$370.00 per month

Fee includes one day in-service days, one day holidays and early release days. Rates include transportation to and from Gilchrist, DeSoto Trail, Killlearn Lakes and Hawks Rise Elementary Schools. An afternoon snack is provided.

Spring Break/Winter Break \$55.00 per day

Summer Camp \$50.00 annual Registration/Supply \$240.00 per week (includes all Field Trips)

Part-time School age or Summer camp is not available.

Hours of Operation

KinderSchool opens at 7:00 a.m. All children should be present by 9:00 a.m. to take full advantage of the programs. KinderSchool closes at 6:00 p.m.

Late Pick-up

An extra fee will be charged for all children remaining after 6:00 PM. That fee will be \$10.00 per child every ten minutes after closing, paid directly to the teacher who has remained with the child.

We understand that emergencies occur. In case of an emergency, please call the school to ensure that we know and can make arrangements at that time.

Emergency Policy in Case of Failure to Pick Up Child

In the event that a child is not picked up by 6:00 P.M, staff shall use all available contact information in attempting to arrange for the earliest possible pick up of any child remaining at the school. Staff shall contact a Director if parents are unreachable and an alternate pick up might need to be arranged. If we have not had phone contact with a parent by 6:15 p.m., we will begin calling emergency contacts. If a child is released to one of the emergency contacts and staff then leaves for the evening, the information will be left on the parent's voicemail if possible, and a message will be posted on the school's front door.

If a child has not been picked up one hour after school closing time or notification of emergency evacuation, and all attempts to reach parent/guardians have been unsuccessful, staff shall call the police or sheriff (depending on the jurisdiction of where the child lives) and request that they assist in locating a responsible adult to pick up the child. If the police report that they are unable to locate a responsible adult, then staff shall immediately call Department of Children and Families Protective Services and request that they arrange to have someone from Protective Services pick up the child from the school as soon as possible.

Staff will carefully and fully document all efforts, including names and times, throughout this process and provide documentation to a Director the following workday.

Sign In and Sign Out & Child Pick up Policies

Children must be accompanied by a parent or guardian in and out of the building. Please remain with your child until they are signed in by a member of the KinderSchool staff. KinderSchool cannot assume responsibility until a child is placed in the staff's care. Signing your child out is required and will be enforced. The sign-out book is located in the lobby or in a designated area in the classroom (VPK participants).

Each child must also have a Pick-up Authorization Form on file indicating those individuals (who must be over the age of 16) authorized to pick-up the children from KinderSchool. Exceptions will only be made per the parent(s)/guardian(s) written request. Such special authorization must be given prior to the actual pick-up time. The special authorization will be valid only for that date, therefore prohibiting continued pick-up privileges (unless his/her name has been added to the child pick-up authorization form). A Director will verify all requests for change.

Until the KinderSchool staff becomes familiar with authorized individuals, photo ID will be required to verify name and identity upon pick up.

Parent(s)/Guardian(s) are required to leave two (2) contact person names and telephone numbers in case of emergency.



Suspension or Termination

The policies outlined in this handbook are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions listed below to avoid suspension or termination:

Failure to pay for services rendered (fees) or failure to pay on time.

If receiving a VPK voucher, failure to maintain eligibility requirement and/or attendance.

Failure to provide updated Health and Immunization Records for each child as required.

Failure to abide by KinderSchool rules and regulations.

KinderSchool reserves the privilege of dismissing any child who cannot or will not participate in group experiences or when continually disrupting the normal activities of KinderSchool. Dismissal will be after attempts to correct the problem have not been successful and after consultation with the parent.

Holiday Schedule

KinderSchool will be closed for the following holidays/Teacher Planning Days:

Date	Event	Date	Event
September 4	Labor Day	November 10	Veteran’s Day
November 23 & 24	Thanksgiving	December 22 & 25	Christmas
January 1	New Year’s	January 15	Martin Luther King Jr. Day
March 29	Good Friday	May 27	Memorial Day
July 4 & 5	Independence Day	August 5 & 6*	Teacher Planning Day

Contingent on Leon County Schools Start Date

If July 4th, Christmas Eve, Christmas Day or New Year’s Day falls on a Tuesday, KinderSchool will be closed the Monday before. If July 4th, Christmas Eve, Christmas Day or New Year’s Day falls on Thursday, KinderSchool will be closed on the Friday after.

*****VPK ONLY*****

In addition to the KinderSchool Holiday schedule, VPK will not be in session for the following holidays/Teacher Planning Day:

Date	Event	Date	Event
September 25 th	In-Service Day	October 16 th	In-Service Day
November 20 th – 24 th	Thanksgiving Break	December 20 th – January 5 th	Christmas Break
February 19 th	In-Service Day	March 11 th – 18 th	Spring Break
April 1 st	In-Service Day		

Care will be provided for VPK extended day students at no extra charge.

Daily Access

Parents are welcome to call or visit the classroom at any time during the day. We only request that your visit does not interfere with our scheduled activities. An appointment should be made for conferences with teachers/staff.

Attendance

Your child is expected to attend KinderSchool on a daily basis. You are paying for excellent care and daily attendance will enable KinderSchool to provide that care.

1. **Your child must be in school by 9:00 A.M.**
2. Your child must be signed-in before 10:00 a.m. in order to be considered present for the day. If you arrive after the designated time, your child will not be accepted for the day.
3. If your child will be tardy for an excused reason (doctor visit, etc.) please inform the school.
4. If you keep your child home for any reason please be sure and contact the school. When the child returns, proper documentation must be accompanied to remain with us. Please Note: Your tuition payment will remain the same regardless of absences in order for your child to receive care without interruption. (NO EXCEPTIONS)
5. All children must be signed in and out of the school on a daily basis. Please be sure and notify all persons you authorize to bring or pick up your child in case of your absence.

Your cooperation is greatly appreciated!

Discipline & Expulsion

All individuals will be expected to cooperate in respecting the safety, welfare and rights of others. Discipline will be fair and consistent. Teachers will be instructed so as to insure consistent discipline. Children shall not be subjected to discipline which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. When disciplinary action is needed, we will use positive reinforcement, attempts to redirect interest, control of privileges, or isolation (time-out) if necessary. Parents will be contacted if assistance or consultation is needed. KinderSchool reserves the privilege of dismissing any child who cannot or will not participate or when continually disrupting normal activities. Dismissal will be after attempts to correct the problem have not been successful.

Withdrawal

Parents must give a thirty (30) day written notice on a KinderSchool Student Withdrawal form. Withdrawal must be given only to a Director. Parents are responsible for payment through the end of the notice period, whether the child is in attendance or not. Failure to provide notice will result in a 30-day charge on the account.

Grievances

If parents have any questions or concerns, we ask that the following procedures be followed. First, go directly to the person with whom you have a difference (the teacher, another parent or other staff member); Address the issue in a non-accusatory manner and attempt to reach a resolution. It is not acceptable to discuss an issue with any persons not directly involved. If the parent feels that the issue was not properly addressed, or it was dismissed, then the concern should be addressed with a Director. The Director will then work with the parents in an attempt to resolve the problem.

Remember:

Many problems can be avoided by going directly to the person(s) involved when questions arise.

Confidentiality

The use or disclosure of information pertaining to the families of children enrolled at KinderSchool shall be restricted to purposes directly related to the administration of the program.

Information may be disclosed by KinderSchool to the Florida Department of Children and Families and The Early Learning Coalition for purposes directly connected with the administration of their programs, unless disclosure is prohibited by law.

Data collection and dissemination of information shall be handled in such a manner as to ensure confidentiality of the names and addresses of individuals. Addresses and phone numbers of individual KinderSchool staff will not be given to parents.

Payment Receipts

Monthly receipts will be prepared by request in writing.

For income tax purposes, KinderSchool will prepare individual year-end statements as proof of child care expenses. **PLEASE KEEP THEM!** These are distributed the last week of January.

Clothing and Personal Items

Since the activities planned for your child may involve paints, clay and outdoor play, we suggest the following in order for your child to receive the maximum benefit from play:

- Dress your child in play clothes that are washable, roomy and easy for them to manage.
- Provide a change of clothing in case of spills, accidents or emergencies.
- Label all items brought to the school including outer garments with a permanent marker. KinderSchool is not responsible for lost items.
- Shoes are required at all times. Flip-flops and loose sandals are discouraged. They make outside play dangerous. Cleats are prohibited. Tennis shoes are best!
- We have ample toys for the children's play. We discourage toys brought from home other than a soft, cuddly toy for rest time and a special toy for "Show and Tell" days. Children **MAY NOT** bring money, small items, or play guns and swords to school for any reason.
- For health and safety reasons, children 2 and under with beads in their hair will not be permitted. Please limit the use of bows, barrettes and other small, potentially hazardous items.

We understand that many children have a need for security items. Although KinderSchool cannot be responsible for toys or other items brought from home, security items may be used by the child during the day when needed and stored in the child's cubby at other times.

The school has some extra clothes in the event of an accident and if the child does not have any extra items. We ask that you please launder them and return them for future use. We gladly offer this service when possible and want it to be available to families in the future as well, so please make sure that the clothes are returned in a timely manner. Please feel free to donate clothing your child has outgrown for other children.

Toilet Training

Deciding when the right time to go through the process of toilet training is different for every child. When you feel your child is ready to toilet-learn, we will be happy to assist you. Your child may be ready to toilet-learn if he or she is:

- Walking well
- Staying dry for several hours
- Able to communicate the need to use the toilet
- Appears to be aware of their wet or soiled diaper
- Is not fearful of the bathroom

There is no definite age when a child is ready, but should begin when parents and teacher agree that it is appropriate. Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be in the child's best interest to wait and try again at a later time. During training, it is very important to dress your child in suitable clothing (elastic waist pants that the child can easily pull down and up, no belts or snaps) and provide at least three complete changes of clothing.

Nap and Rest Times

We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. We will provide crib linens for infants which are laundered weekly or more often as needed. If you wish, you may bring one small pillow or stuffed animal and a crib sheet for nap mats. Please do not bring toys that encourage children to play during rest time.

For children under the age of one (1) we do not have set rest periods, since it is more appropriate to follow the children's individual schedule and up until the age of one (1) there is still much variation in children's sleeping patterns.

Children ages 1 – 5 are required to rest on a mat at the scheduled time for their age group.

Teachers assist children in resting by reading stories, providing soothing music and rubbing backs. Children are not required to sleep but are expected to rest quietly on their mats during this time.

PLEASE KEEP IN MIND that if children are tired, they will fall asleep on their own, and we WILL NOT wake them or prevent them from sleeping based on the request of a parent. The only thing we can do is instruct staff not to rub their back or otherwise assist them in falling asleep.

HEALTH AND SAFETY

Safety and Security

If staff, parents and children feel safe from harm or fear, everyone will enjoy time spent together. The most fundamental need is the need to feel safe. Children are protected in their physical, mental and emotional wellbeing by the KinderSchool staff.

All outdoor areas are secured with childproof gates. KinderSchool maintains daily sign in (by staff) and sign out (by parent/guardian) sheets to record the dates and times that children were on the premises. A photo ID is required for pickup of children by an adult other than the custodial parent or guardian. Emergency numbers are called in the event of an illness, injury or other emergency.

The physical environment is maintained, clean, sanitized and secure. The program has a fire alarm and a burglar alarm. The local police are nearby and are familiar with the hours and activities of the program. Monthly fire drills are conducted to train the staff and the children on how to have an orderly and quick exit from the buildings, should the situation arise.

Child Abuse and Reporting

All child care personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201(F.S.) of the Florida State statutes.

Rilya Wilson Act

The Rilya Wilson Act is explained in detail on the flyer located on the Parent Information Board. If you have any questions or concerns feel free to discuss them with a KinderSchool Director.

Procedures for Environmental Emergencies

KinderSchool has specific procedures in place for the following environmental emergencies:

- Building Emergencies (Fire)
- Severe Weather Conditions (Tornado)
- Threats of Violence (Lock Down)

Building Emergencies In the event of a fire or any other building emergency, after evacuating the building, staff members are instructed to line the children up and take attendance. They are to take the children to the Timberlane Church of Christ parking lot (located across the street) and immediately take attendance again to make sure all the children are accounted for. Parents will then be called to pick-up their child.

The local fire department inspects KinderSchool annually by checking the expiration dates of all fire extinguishers, checking the fire alarm, and checking exit lights. The Florida Department of Children and Families inspects fire drill procedures to see if the teachers follow the correct evacuation procedure through the use of unannounced fire drills. They also view fire and evacuation drill logs.

In the event that problems arise with the electric, heating and cooling, or plumbing systems, the parents will be called, requesting that they pick up their child (pick up procedures will be observed). Parents will be notified if KinderSchool will need to be cancelled in response to any of these situations.

Severe Weather Conditions In the event of severe weather conditions such as tornadoes, lightning or thunderstorms, or severe winds that occur before school begins, parents should use their judgment. If severe weather occurs while the children are attending school, the teachers will take the children out of the classroom and take them to designated safe areas. Once the threat has passed, the children will then be returned to their classroom.

IN THE EVENT OF THREAT OF HURRICANE, KinderSchool will be closed if Leon County Schools are cancelled. Please listen to one of the local radio or television stations for the announcement. An announcement regarding the program will not be made separately.

Threats of Violence In the event of a threat of violence toward a child or the group's safety, the teachers are to follow these procedures: If KinderSchool must be evacuated, the teachers are to follow the same procedures for a building emergency. If someone arrives (or is suspected of arriving) with the suspected intent to harm a child, children or teacher, a Director or staff members will call 911. All doors will be locked until the premises are safe and secure.

Detailed Staff Procedures for Building Emergencies, Severe Weather and Threats of Violence can be viewed in each classroom.

Illness Policy

We are partners in your child's education, health, and well-being. Therefore, we have made it a primary concern for KinderSchool staff and administration to ensure we maintain a safe and healthy environment for everyone. We have a strict policy for illness at KinderSchool. We ask all parents to please adhere to the policy so that we will be able to control the spread of typical childhood illnesses.

In an effort to avoid sharing contagious illnesses, we ask that each family comply with the following:

- If your child has a fever of 101.0 or higher, please keep your child home for at least 24 HOURS AFTER the fever has subsided unassisted by medication;
- When a child has any indication of a body rash, see your doctor and do not bring the child to school until the cause and remedy are determined. Many highly contagious illnesses are accompanied by a rash;
- If your child has lice, a fungal infection (including ringworm), worms or any other parasite, do not bring your child to school until treated;
- Any vomiting is an indication of a stomach or intestinal virus and the child must remain at home, as this type of illness can be extremely contagious.
- If your child has two loose stools, the child must stay home 24 hours after the last episode.

Young children may exhibit indications of illnesses that are associated with erupting teeth and the staff will help you determine this, since this is clearly not contagious.

We have an isolation area for your child in the event he or she becomes ill while at school.

Your cooperation is appreciated. If all parents or guardians adhere to the policy, we will be able to control the spread of typical childhood illnesses. Children and staff practice washing their hands thoroughly and all toys are sanitized.

Should the school experience any unusual level or type of communicable disease, after notifying the proper authorities, we will inform you verbally or in writing if your child may have been exposed with information including signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that have been implemented at KinderSchool and/or measures that should be implemented at home.

Please note that absences, regardless of the cause, will not entitle the parent to a refund or discount on the regular rate.

If you have any further questions after reading the policy, please contact a Director.

Medications

No medication, whether over the counter or prescription, shall be given by KinderSchool staff without the signed permission of the parent or legal guardian. All prescription medication must be in the original container with the child's name, name of the physician, medication name, and medication directions printed on the label. In order to administer over the counter medications, it must be in the original container with the child's name written on the container. Directions on the container will be followed unless a lower dosage is requested by the parent or legal guardian. A completed medication authorization form must be filled out completely, and we require daily parent acknowledgment for the length of time the medication is administered.

Physicals and Immunizations

Daycare licensing requires all children to provide, within 30 days of enrollment, a CERTIFICATE OF HEALTH (yellow form) signed by a Florida physician. It states that the child is in good physical condition. This is valid for two (2) years.

A CERTIFICATE OF IMMUNIZATION (blue card) signed by a Florida physician is also required within 30 days of enrollment. An expiration date must be noted on the form.

These forms can only be obtained through a doctor's office or a public health department.

As your child receives additional shots and wellness exams, please request new forms from the physician. Failure to provide this information can be cause for removal from the school since current immunization records and updated physicals are required for KinderSchool to maintain a valid license. We perform audits of our physical and immunization records on a regular basis in cooperation with the Florida Department of Children and Families and the Leon County Health Department.

Please note – there may be under immunized or non-immunized children enrolled in our program. Due to confidentiality rules, we may not provide information pertaining to these children.

Accident/Incident

A staff member in each class is trained in First Aid and CPR. First Aid kits are located inside, outside and in each van used for transportation. In the event that a child becomes ill or injured, the supervising staff member or a Director will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

In the case of a non-emergency situation, the teacher will apply first aid measures such as applying ice or washing injury with soap and water and applying a band aid. The teacher will complete an accident/injury report, for the parent/guardian to read and sign and it will be placed in the child's file. If the injury starts to swell, the teacher will call the parents, notifying them of the situation. If the injury continues to get worse, the parents will be asked to pick up the child and take him/her to the doctor/hospital.

In the case of an emergency situation, KinderSchool has permission to take such reasonable measures as, in the judgment of the staff, necessary to the welfare and safety of the child. A parent and if necessary paramedics will be notified immediately.

KinderSchool carries public liability insurance. Liability for the acts of the child while under the care of KinderSchool is the parents' responsibility. Parent/legal guardian will release KinderSchool from responsibility for any injury to their child resulting from accidents and hold KinderSchool harmless from any liability for such accident or injury. KinderSchool also provides accident insurance for all students enrolled.

Allergies

The following policies and procedures regarding allergies have been developed to further protect the children in our care. These policies require the full understanding and cooperation of staff and parents.

Children with a history of allergies will have these problems specified by the child's parent on the enrollment questionnaire and the child's health care provider on their medical information form.

A Director will review medical forms upon enrollment with parents and if a child has a special medical need, an emergency care plan will be developed by the parent. This plan will include written instructions from the child's physician or parent regarding the management of his/her allergies. This written care plan must be in place within 30 days of enrollment. For children with life-threatening allergies, a care plan must be in place before the child begins attending the program. All staff who work with the child will be familiar with the care plan as well as the location of any medications or EpiPen's.

If the parent determines that KinderSchool cannot safely provide snacks, milk or juice, the parents will be responsible for providing substitute foods, which will be served by the staff.

An allergy list is maintained by the Directors for all children who are enrolled. It is posted in every classroom. It is revised and reviewed monthly.

All parents must update their emergency medical information immediately upon any change in allergy conditions.

Communicable Disease, Pandemics and Epidemics

Children's health and safety are our top priorities. Working together, we can take assertive measures to protect our children and keep them in good health. In the event of a Pandemic/Epidemic, KinderSchool will implement advanced measures to keep children safe and reduce risks of spreading which may include the following:

Temporary Change in Hours of Operation

New Drop off Procedures

Increased Handwashing Practices

Modified Sick Policy

Additional Classroom Cleaning Processes

Additional Practices to Control Spread of Germs

Communicable Diseases Prevention and Reporting

Each child will be observed daily for illnesses. Children will be kept isolated from other children as much as possible when thought to have a communicable disease and removed from the school. Any suspected outbreak of a communicable disease will be reported to the Leon County Health Department.

Universal Precautions

KinderSchool follows Universal Precautions to prevent accidental exposure to disease and ensure the children's health. Primarily, Universal Precautions, as developed by the US Centers for Disease Control and Prevention, are about hygiene - the thorough cleansing of hands and surfaces and the proper disposal of materials that have come into contact with bodily fluids. Hand washing is required of both adults and children. For added protection, gloves are worn to prevent skin and mucous membrane exposure when adults come into contact with blood or other bodily fluids.

Snacks, Lunches and Nutrition

Snacks are provided by KinderSchool. Morning breakfast-snack will be served between 8:30 - 9:00 a.m. Children arriving after that hour should eat prior to arrival. Afternoon snack will be served between 2:30-3:15 p.m. Snack times are posted in each classroom. Portions are served according to the child's age. Children are served all snacks but are not required to eat everything. Whole milk is provided with morning snack and 100% fruit juice with the afternoon snack.

Parents may also provide suitable substitutes for the snack items that their child cannot eat. Please review the posted snack menu for appropriateness for your child. Snack menus are posted in the lobby. Licensing requires that The USDA My Pyramid, April 2005, be used to determine at least two different food groups to serve at snack. The KinderSchool menu is approved by the Florida Department of Children and Families and the Leon County Health Department.

Parents are to provide the child's lunch and we encourage you to prepare a healthy lunch for your child. All lunches must be stored in a lunch box (with a cool pack if needed). Each class has a designated "heat up" day for hot lunches. Juice will be provided by the school and it is 100% fruit juice. Lunches should meet the guidelines of the Child and Adult Care Food Program for the types of foods and portion sizes. USDA Meal Pattern Requirements are available online at: http://www.fns.usda.gov/CND/Care/ProgramBasics/Meals/Meal_Patterns.htm.

Guidelines to prevent choking include the following:

- **Under 4 yrs of age:** Examples of foods that must not be served, including but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe.
- **Infants:** Food for infants must be cut into pieces ¼ inch or smaller,
Toddlers: Food for toddlers must be cut into pieces ½ inch or smaller

Lunch boxes need to be labeled with the child's name. Leftover food will be discarded. The only food that may be returned to the family will be items that came to the school in a commercially wrapped package and was never opened. Lunches from Chick-fil-A and Pizza may be ordered for an additional cost. These lunches must be purchased by the first day of each month. Payment should be made separate from tuition. You are encouraged to send in supplemental food such as yogurt, fruit cups, etc.

Transportation

Children must be 4 years old to be transported. Children under the age of 6 must be in a child booster seat. ALL children must wear an individual seat belt. An enter and exit log of children will be kept at arrival and departure by two different staff members. A physical inspection and visual sweep will be conducted to make sure no children are left in the vehicle. Drivers will have a valid Florida Driver's License and an annual physical exam which grants approval to drive. All vehicles have inspections quarterly and meet all insurance requirements. One staff member with first aid training and CPR will be present during all transportation activities.

Smoking Policy

Pursuant to Chapter 386, Florida Statutes, smoking/vaping is prohibited within the childcare facility, all outdoor areas, during field trips, and in vehicles when being used to transport children.

CURRICULUM, SCREENING AND ASSESSMENT

Daily Schedule

Each age group or class has a written and followed plan of scheduled daily activities posted. The written plan meets the needs of the children and includes scheduled activities that promote emotional, social, intellectual and physical growth; Includes quiet and active play, both indoors and outdoors; and includes meals, snacks and nap times.

The daily schedule is a carefully planned balance between self-directed and teacher-guided activities. During “free play” children have the freedom to choose activities and playmates. Each child is offered large and small group experiences, one-on-one interactions, as well as time to play alone if he or she chooses. Children are encouraged to participate in activities, but are never forced to do so. The activity plan for the week is posted for your review and we encourage families to participate in our curriculum activities as often as they desire.

Teaching/Learning

All children learn when they are happy, fed, rested and having fun. Trusting the caregiver is a critical element for a young child, so the staff is trained in positive interactions with children. Positive, nurturing and kind professionals genuinely enjoy the children in their care and demonstrate their patience with consistent, positive regard for all children.

The academic portion of the program uses a curriculum designed for the specific ages of each group. All children learn at their own pace and are NEVER made to feel that they have failed!

Learning takes place through play, outdoor activities, games and positive interaction between the children and the staff. The staff is always finding exciting ways to teach a new skill. Social skills and strong personal values are modeled by our KinderSchool staff.

Curriculum

KinderSchool uses our own curriculum combined with *The Creative Curriculum*®. This system includes curriculum, assessment, implementation and evaluation, as well as professional development.

KinderSchool Curriculum and The Creative Curriculum® for Infants, Toddlers & Twos translates research from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. These are comprehensive curriculums with clear organizational structure and focus on routines and experiences.

KinderSchool Curriculum and The Creative Curriculum® for Preschool balances both teacher-directed and child-initiated learning with an emphasis on responding to children’s learning styles and building on their strengths and interest. They have an environmentally-based approach that defines the vital role of the teacher in connecting content, teaching, and learning for preschool children and offers a practical, easy-to-understand approach to working with children and their families. These are comprehensive curriculums with clear organizational structure and particular focus on interest areas.

Thematic Units

KinderSchool themes are used in conjunction with *The Creative Curriculum*® and provide a broad framework for activity planning. The themes and time frames are flexible so that teachers can branch off into areas of learning that are of special interest to the children in their groups. Units and themes may be added according to the children's interests, at the teacher's discretion.

Screenings

KinderSchool can screen children upon parent request.

The Ages and Stages Questionnaire (ASQ) Developmental Screening is used with written authorization.

All screening information will be kept confidential. Parents will be notified of the results.

A referral to the Early Learning Coalition's Warm-Line will be recommended to the parents if needed.

The screening form issued by the coalition will be utilized.

Hearing and Vision Screenings

The Early Learning Coalition offers free hearing and vision screening for any parents who wish to have one completed on their child. If you are interested, please see a KinderSchool Director and a specialist from the Early Learning Coalition will come to the school to screen your child.

VPK POLICIES AND PROCEDURES

Voluntary Pre-Kindergarten Program

On January 2, 2005, the Governor approved a Voluntary Pre-Kindergarten Education Program (VPK). KinderSchool is a provider of the program which is a three-hour program for 180 days. Spaces are limited and are filled on a first come-first serve basis.

VPK Eligibility

A child living in the state of Florida is eligible for the VPK program if the child is four years of age on or before September 1st of that school year. An eligibility certificate must be obtained from the Early Learning Coalition (ELC) of the Big Bend Region in Tallahassee. Applications are accepted online at www.elcbigbend.org. Proof of birth and residency must be provided to the Early Learning Coalition. For more information, please call the Coalition at (850) 385-0504.

The certificate must be submitted to KinderSchool for acceptance in our program.

VPK Tuition

Every four-year old child in Florida shall be provided by the State a high quality pre-kindergarten learning opportunity in the form of an early childhood development and education program which shall be voluntary, high quality, free, and delivered according to professionally accepted standards.

VPK Hours

KinderSchool opens at 7 AM and closes at 6 PM. VPK classes begin at 8:30 AM and ends at 12:00 PM. Children must be accompanied by a parent or guardian in and out of the building. The school WILL NOT assume responsibility until a child is placed in the teacher's care. Children enrolled in VPK ONLY may arrive between 8:00 AM – 8:30 AM and must be picked up by 12:00 PM. An extra fee will be charged for all children left after dismissal time. That fee will be \$16.00 per hour and must be paid at the time of pickup. Enrollment in the VPK Extended Day Program allows children to attend KinderSchool during breaks when VPK is not in session, at no extra charge. Tuition rate reverts back to the Pre-Kindergarten 4 year old rate at the end of VPK in May.

VPK Enrollment & Withdrawal

Enrollment priority is given to current KinderSchool students and their siblings. Upon enrollment, parents are expected to complete and return necessary information forms. Parents will notify a director when pertinent information changes, such as employment, marital status, phone numbers, address, and child's health status. A two-week written notice must be given to the director on a KinderSchool Student Withdrawal form

Children enrolled in the VPK Extended Day program; parents must give a thirty (30) day written notice on a KinderSchool Student Withdrawal form. Withdrawal must be given only to a Director.



VPK Tardy

Your child must be at school by 8:30 AM. Children are allowed FIVE tardies per month. If you arrive last consistently, your child may be dismissed from the VPK program. If your child will be tardy for an excused reason (doctor visit, etc), please call the school ahead of time to advise.

VPK Dismissal

KinderSchool reserves the privilege of dismissing any child who cannot or will not participate or when continually disrupting normal activities. Dismissal will be after attempts to correct the problem have not been successful. Any student who does not comply with KinderSchool attendance policies will be dismissed.

VPK Attendance

Daily attendance is imperative for your child to receive the instruction needed to start Kindergarten.

Each child is allowed 10 excused absences **per year**. An absence is excused only if a written note from a parent is received upon returning to school. An absence form should be completed when your child is absent for any reason.

Five additional days will be given due to extraordinary circumstances with documentation. Examples of extraordinary circumstances include:

- (a) hospitalization of the student, parent, or guardian with appropriate documentation.
- (b) illness of the student, parent, or guardian, which requires a home stay as documented.
- (c) death in the student's, parent's, or guardian's immediate family with appropriate documentation (e.g., obituary, death certificate).
- (d) court ordered visitation with appropriate documentation (e.g., court order); or
- (e) the parent's or guardian's unforeseen documented military deployment or exercise.

If a student is absent for five consecutive days, the student is considered withdrawn from the program.

Undocumented or excessive absences not paid for by the Coalition are the parent's responsibility.

Required Documentation

Parents are required to sign their child in and out every day. The sign in/out book is located in each VPK classroom.

Parents are also required to sign a VPK Attendance Verification form each month to verify their child attended KinderSchool the entire month. This form must be signed on the last instructional day of each month. This form is located in the back of the sign in/out book.

SCHOOL AGE PROGRAM

Before & After School Care

Ages 5-10

The KinderSchool Before & After School Care has been established for the school aged child and the family. The administration of KinderSchool understands the needs of parents with school aged children. Therefore, before and after school care has been developed to take some burdens from the family unit.

Before School Care will assist in making sure the student is ready for the school day. If something is not in order, the coordinator will do everything possible to resolve the problem before the child is transported to the school.

After School Care will assist each child in completing homework with parent permission. Resources for projects/reports will be made available as designated by the parent. The KinderSchool goal is to allow more family time at home and less schoolwork. Parents are encouraged to review all homework and reports/projects.

Summer Camp Program

The KinderSchool Summer Camp Program will allow for a fun-filled atmosphere while providing an agenda filled with enrichment programs and organized sports. We have a well-rounded program administered with tender loving care in an environment for fun and learning.

The Program schedule is a structured program which reinforces regular school curriculum in a fun and relaxed atmosphere.

The KinderSchool Camp goal is to balance the child's development in all areas: social, emotional, physical, and intellectual. Our staff is dedicated to helping children grow at their own pace by building their self-confidence, strengths, and skills.

Birthdays

Birthdays are exciting events for children! Although birthdays are special, we request that they be celebrated simply – no gifts, please. Feel free to visit with your child and his or her classmates during the day. If you would like to provide a special treat at lunch or afternoon snack time, we will be glad to arrange a convenient time. For birthday parties, allergy policies must be followed precisely. Please see the allergy policy for more information or speak with your child's teacher.

Parent/Teacher Conferences

Parents are invited to speak with classroom teachers or a Director at any time concerning school matters or your child's development. These conferences are held to learn and share with each other about your child. It is best to talk directly to your child's teacher if you have concerns regarding your child or your child's classroom and to a Director if you have concerns about a staff member, KinderSchool policy or procedure.

We strongly encourage **ALL** parents to sign up for a conference at the designated time after fall and spring assessments. A parent conference **MUST** be held whenever a parent, teacher, or Director feels it is necessary. Failure to meet with KinderSchool staff regarding your child's well-being could be grounds for dismissal.

Volunteering

We encourage parents to become involved. KinderSchool honors the important role of parents. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with KinderSchool, parents are encouraged to:

- Volunteer in their child's classroom
- Have lunch with your child
- Participate in holiday and seasonal events
- Share a talent (music, art, sewing, etc.)
- Donate items for Dramatic Play

We realize that our parents are very busy working and/or going to school. We encourage your involvement but do not want to overburden you with high expectations, so it's up to you as to how involved you would like to become with the program.

Celebrations

KinderSchool enjoys celebrating holidays. These events are part of our parent participation plan. It allows you to get to know other children and parents in your child's class. There is usually a sign-up sheet to bring food, snacks, party favors. The following events are for families and we enjoy your participation:

Easter - Each year we celebrate Easter with a party, egg hunt and The Easter Bunny!

Moms and Muffins - The children make gifts and celebrate their wonderful Mothers on this day.

Graduation - This is a time for us to celebrate our upcoming Kindergartners for their accomplishment during their time at KinderSchool. They enjoy showing off too!

Dads and Doughnuts - The children make gifts and celebrate their fabulous Fathers.

Independence Day - We have a parade to celebrate the Fourth of July. Each child makes a patriotic shirt and they march in celebration of our great country.

Halloween - We have a carnival with games, a party and everyone dresses in their favorite costume. (even parents and teachers)

Thanksgiving - Every family prepares their best dish and we show our thanks for all we have.

Christmas - This event is the best! Santa Clause comes to each room. He brings gifts (the parents purchase) and we have a great party.

Watch for notices of events so you can mark your calendar to sign up to bring something and attend with your child.

We also have small celebrations in most classes for New Year's, Valentine's Day and St. Patrick's Day.

Communication

KinderSchool values our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child – a move, developmental or medical needs, the birth of a baby, divorce or separation, death in the family, a new pet, etc.

Teachers will share information with you about your child’s day on a daily basis through daily reports. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at KinderSchool, the reason we are communicating it is not necessarily because they need to be “fixed” at home. We will handle the situations that arise, but just want parents to be aware of what we are doing in the classroom as it pertains to your child.

A newsletter is distributed to provide information concerning KinderSchool curriculum, policies, announcements, and general information about young children. Please read these newsletters so you can remain informed about classroom/school policies and procedures. We also try to inform you of community events. You can also visit our website at KinderSchool.us or Facebook for updated information.

To enhance parent communication, we ask that you refrain from talking on your cell phone while dropping off or picking up your child.

E-mail is also a great way to communicate. Informational e-mails are sent periodically. Make sure we have a current e-mail address. To contact your child’s teacher during business hours, please call the school at 668-1457. Do not text or send facebook messages as they may not receive them in a timely manner. Cell phone usage is not allowed during class time in order to properly supervise the children.

What We Expect From Parents

- Read bulletin boards, notices and newsletters that are sent home. Important information is shared with you on a regular basis, but you must make the effort to read it.
- Give your child time to adjust to childcare before leaving them here. Parents can help set a positive tone for the rest of the day by taking a few minutes in the morning to greet the teachers and help involve your child in an activity.
- Value staff members and show them common courtesy. Caregivers are more than just babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child's development.
- Focus on your child when you pick him/her up. Take time to greet staff and your child and see if there is anything the teacher wishes to communicate before you leave.
- Pay your childcare fees on time. We are providing a valuable service and deserve prompt payment. Don't put the Director in the position of begging you for payment or having to threaten dismissal.
- Make sure your children follow school rules. If we ask that you do not bring in toys, then please do not allow your child to do this. It is always impossible to fully enforce all policies but know that your disregard for a policy is causing a problem.
- Make sure your child is wearing appropriate clothing. Children will get dirty in childcare. It is not realistic to send them in good clothing and expect teachers to keep them clean. Make sure clothing is easy to remove if your child is in diapers or in the process of toilet learning.
- Keep a sick child home. The state mandates health regulations to prevent spread of infections and illness. Although it may seem inconvenient at times, these rules also keep YOUR child from being infected by others as well.
- Address concerns in a respectful way and to the appropriate person. Do not speak badly about staff to others – seek to resolve your problem with the appropriate staff member.
- Try to minimize your child's time in childcare. Most children have had a full day after 8 hours and need to re-fuel emotionally by spending time with their family.
- Communicate with teachers about what is going on at home.
- Make sure children get a good night's rest so they are ready for their busy day.
- Pick children up before the school closes. Staff need to get home too!

Changes in Policies

KinderSchool Policies stated herein are subject to change without notice. However, we will do everything that is reasonably possible to notify you of any changes well in advance of their becoming effective.

STAFF QUALIFICATIONS

Florida Department of Children and Families (DCF) Training Requirements

KinderSchool meets all DCF Training Requirements.

Childcare personnel must successfully complete the department's 45-hour Introductory Child Care Training, as evidenced by successful completion of competency-based examinations offered by DCF or its designated representative.

All childcare personnel must begin training within 90 days of employment and successfully complete training within 12 months from the date training begins.

DCF's training courses, developed by the department are identified below:

- Child Care Facility Rules and Regulations.
- Health, Safety, and Nutrition.
- Identifying and Reporting Child Abuse and Neglect.
- Child Growth and Development; and
- Behavioral Observation and Screening.

10 hours of training that consists of a selection from the DCF's specialized training courses:

- Infant and Toddler Appropriate Practices,
- Preschool Appropriate Practices,
- School-Age Appropriate Practices,
- Special Needs Appropriate Practices,
- Basic Guidance and Discipline,
- Early Literacy for Children Age Birth to Three,
- Early Childhood Computer Learning Centers, or
- Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors.

All childcare personnel must complete a single course of training in early literacy and language development of children ages birth through five years.

Some exceptions apply for those with an Associate degree or higher with qualifying credit hours.

There are no educational exemptions from the Child Care Facility Rules and Regulations and the Identifying and Reporting Child Abuse and Neglect courses, or from DCF's online training courses.

Annual In-Service Training

KinderSchool meets all DCF In-Service Training Requirements.

All childcare facility personnel must complete a minimum of 10-clock-hours or one CEU of in-service training annually. The annual 10-clock-hours or one CEU of in-service training concentrating on children ages birth through 12, must be completed in one or more of the following areas:

1. Health and safety, including universal precautions.
2. Infant/Child CPR.
3. First Aid.
4. Nutrition.
5. Child development – typical and atypical.
6. Child transportation and safety.
7. Behavior management.
8. Working with families.
9. Design and use of child-oriented space.
10. Community, health, and social service resources.
11. Child abuse.
12. Childcare for multilingual children.
13. Working with children with disabilities in childcare.
14. Safety in outdoor play.
15. Literacy.
16. Guidance and discipline.
17. Computer technology.
18. Leadership development/program management and staff supervision.
19. Age-appropriate lesson planning.
20. Homework assistance for school-age care.
21. Developing special interest centers/spaces and environments; or
22. Other course areas relating to childcare or child care management.

Staff Credentials

KinderSchool meets all DCF Staff Credential Requirements.

A licensed childcare facility must have a minimum of one credentialed staff member for every 20 children. A credentialed staff member is defined as a childcare professional that has been issued a Staff Credential Verification. Florida law requires that VPK instructional personnel possess an appropriate credential or an active National Early Childhood Credential (NECC) or Formal Educational Qualifications or an active Birth Through Five Child Care Credential awarded as a Florida Child Care Professional Credential (FCCPC) or Florida Department of Education Child Care Apprenticeship Certificate (CCAC), or Early Childhood Professional Certificate (ECPC).

Director Credential

KinderSchool exceeds all DCF Director Credential Requirements.

Every childcare facility must have a credentialed director.

First Aid, Cardiopulmonary Resuscitation and Emergency Procedures

KinderSchool exceeds all DCF First Aid and CPR Training Requirements.

Each childcare facility must have at least one staff member with current and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. One staff member satisfying these training requirements shall be present at all times that children are in care at the facility, on field trips, and during all transportation activities.

A copy of all training certificates, college transcripts and verification will be included in each staff member's childcare personnel record and maintained at each child care facility.