



# Parent Handbook

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## **Introduction: Mission, Vision and Values**

We are overjoyed to welcome you and your family to an environment that not only nurtures the intellectual and emotional growth of your child, but also embraces the timeless principles of love, kindness, and faith.

This Parent Handbook is designed to offer insight into our approach, policies, and the unique blend of academic and spiritual enrichment we provide.

### **MISSION:**

**LOVE KIDS WELL**, our mission is simple yet profound – to love and nurture children whole-heartedly. We provide a warm, supportive, and enriching environment where every child feels valued, heard, and encouraged to thrive. Through genuine care, creative engagement, and a commitment to their well-being, we aim to inspire a lifelong love for learning, foster positive relationships, and contribute to the foundation of happy, confident, and well-adjusted individuals. At DKA, our passion is to create moments of joy, growth, and love that leave a lasting impact on the hearts and minds of the children we serve.

“Love the Lord your God with all your heart, all your soul, all your mind, and all your strength. The second most important command is this: ‘Love your neighbor the same as you love yourself.’ These two commands are the most important.” (Mark 12:30-31).

### **VISION:**

We are a training center for little people (ages 6 weeks to 4 years old). Our heart is to provide a safe and loving place for children to flourish- emotionally (heart), intellectually (mind), spiritually (soul) and physically (strength).

“Teach children in a way that fits their needs, and even when they are old, they will not leave the right path” (Proverbs 22:6).

## **VALUES:**

**Christ-Centered** - Our commitment to a Christ-centered approach is not just about words; it's a guiding principle that permeates every aspect of our programs. We believe that by showcasing the love exemplified by Jesus, we create an environment where compassion, kindness, and understanding thrive.

**Community-Focused** - Beyond creating a familial atmosphere, we celebrate and embrace the diversity within our community. Our aim is to cultivate an inclusive space where every child feels valued, respected, and a sense of belonging.

**Classroom-Oriented** - Our dedication to preparing children for their next step involves interactive learning experiences. We engage students in stimulating activities that not only educate but also inspire curiosity and a lifelong love for learning.

At our core, we believe being Christ-centered, community-focused, and classroom-oriented fosters an environment where each child can grow spiritually, emotionally, and intellectually. Our goal is to equip them not just for the next step academically, but for a purposeful and fulfilling life.

## **POLICY STATEMENT:**

Destiny Church International has implemented policies and procedures to guide the pre-school in making informed decisions aligned with the goals outlined in our mission. The translation of policy intentions into action involves collaboration among our school staff, parents, and students. Policies crucial to shaping your child's experience at the academy are detailed in the following sections.

DKA maintains the right to make exceptions to or modify policies as deemed necessary by the Director. Parents will receive written notification of any substantial policy changes implemented during the school session.

## **Non-discrimination Policy**

Destiny Kids Academy is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, color, sex, or national origin.

## **Children with Special Needs**

We adhere to the Americans with Disabilities Act and other relevant federal, state, and local laws governing the provision of services for children with disabilities. Our objective is to address the unique needs of each child within the framework of our program, ensuring a safe and healthy environment for all children and staff. We are committed to making reasonable accommodations to provide children with disabilities the opportunity for full and equal participation in our programs and services, choosing the most integrated setting suitable for their needs. Without making assumptions about anyone's abilities or disabilities, we conduct individual assessments to ascertain whether we can meet each child's needs within our group preschool setting.

## **Staff**

At Destiny Kids Academy, our team is composed of seasoned adults with a collective wealth of experience. Each team member is whole-heartedly devoted to the dual mission of teaching and ministering to both the students and their families.

### **Staff Training:**

We place a strong emphasis on the comprehensive training of our staff, recognizing specific skills and competencies crucial for meeting the early education needs of children. Our thorough selection process, which includes background checks, is succeeded by detailed training during our New Employee Orientation. To continually refine their capabilities, our teachers actively participate in ongoing training sessions, conducted both in-house and at specialized seminars, including First Aid and Infant/Child CPR training. This continuous training ensures the ongoing development, maintenance, and updating of their skills.

Our management staff diligently observes teachers, providing valuable feedback to ensure the provision of the most developmentally appropriate and highest quality care possible.

## Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Destiny Kids Academy are considered mandated reporters, under this law. The employees of Destiny Kids Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Destiny Kids Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Destiny Kids Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

## Parent Code of Conduct

Destiny Kids Academy always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Destiny Kids Academy 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 employees of Destiny Kids Academy but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

### SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH DESTINY KIDS ACADEMY.:

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be fully prosecuted according to the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR, AND IN CONTROL OF, THEIR BEHAVIOR AT ALL TIMES.**

#### PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT DESTINY KIDS ACADEMY:

While Destiny Kids Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child; doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavioral issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### SMOKING:

For the health of all Destiny Kids Academy employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Destiny Kids Academy. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Destiny Kids Academy. Please be particularly mindful of Destiny Kids Academy entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Destiny Kids Academy:

While it is understood that parents will not always agree with the employees Destiny Kids Academy or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## **Hours of Operation**

Monday-Friday  
7:00am-5:30pm

## **Tuition, Payments, and Other Fees**

### **AUG 2025 - JULY 2026 Tuition Rates**

<b>Infant Rooms (6wks-walking)</b>	<b>\$220/week</b>
<b>Preschool Rooms (walking-4yrs)</b>	<b>\$195/week</b>
<b>Registration Fee (all children enrolled)</b>	<b>\$155/year</b>
<b>Late Pick-Up</b>	<b>\$1/min after 5:30pm</b>
<b>Tuition Late Fee</b>	<b>\$15</b>
<b>Returned ACH Fee</b>	<b>\$10</b>

### **Tuition**

Tuition is due on Monday each week. Invoices are sent out each Monday. If tuition is not paid by Tuesday morning, a \$15.00 late fee is incurred and there is the possibility of your child not being able to return to the program until payment is received. For parents choosing to pay monthly, tuition is due on the 1st of each month. If tuition is not paid by the 5th, a \$15.00 late fee is incurred and the possibility of your child not being able to return to the program until payment is received.

If your payment is returned by the bank, a \$10 processing fee will be applied for each occurrence. This, along with the \$15 late fee, results in a total charge of \$25 for all returned payments. In the event of a returned ACH payment, your fees and tuition must be made in cash the next business day or your child will not be permitted to attend, until your account is current.

Tuition each month is the same, regardless of center closures, sick days, or holidays.

### **Payment**

Payment is only accepted through the ProCare app. Payments are collected by ACH draft directly out of your bank account through ProCare. There is a processing fee of 3 percent that will be charged for all Debit/Credit card one-time payments. ProCare payments can be set up for recurring processing for your



convenience. Destiny Kids Academy reserves the right to remove your child from the program if tuition remains unpaid. No refunds will be issued on the \$155 yearly registration fee.

**Delinquent Accounts & Collection Fees**

In the event that any tuition or fees become past due, the parent(s)/guardian(s) agree to be responsible for all costs incurred by Destiny Kids Academy in the collection of such unpaid balances. This includes, but is not limited to, reasonable attorney’s fees, court costs, and collection agency fees. Failure to pay tuition may result in immediate dismissal from the program and further legal action as necessary.

**Withdrawal**

In the event you need to withdraw your child from Destiny Kids Academy, please submit a written request to the director within 30 days of your child's last day to attend the program. Pre-paid Tuition for future months will only be reimbursed if proper notification is given. Tuition for the current month is non-refundable.

**Holidays and Other Closures**

Labor Day	September 1, 2025
Veteran’s Day	November 11, 2025
Thanksgiving Holidays	November 27-28, 2025
Christmas Holidays	December 24-26, 2025
New Year’s Eve	December 31, 2025
New Year’s Day	January 1-2, 2026
MLK Day	January 19, 2026
Good Friday	April 3, 2026
Memorial Day	May 25, 2026
4 <sup>th</sup> of July	July 4, 2026
Summer Break	July 22-24, 2026

## **Enrollment**

Destiny Kids Academy (DKA) is a State of Alabama License Exempt program. Children enrolled must be at least 6 weeks old. Children need to be **fully potty trained** before entering a 3-year-old classroom. All children must have an updated Alabama Certificate of Immunization or valid State of Alabama Certificate of Medical or Religious Exemption. Children must also have a Notification of Exemption affidavit signed by a Notary Public to attend or remain in the program. Please keep all forms on file with DKA updated.

## **Classroom Procedures, Schedules, and Ratios**

### **Curriculum**

Destiny Kids Academy provides a welcoming and nurturing setting, ensuring our children experience a sense of safety, care, and value. Christ lies at the heart of our curriculum, serving as the foundation for all learning experiences. We implement a combination of various curriculum, tailored to the needs of children aged 2-4 years, guiding them through age-appropriate activities that pave the way for a seamless transition to kindergarten. In addition to educational components, DKA incorporates age-appropriate Bible stories, weaving spiritual development into each stage of childhood from toddler to preschool.

### **Naptime**

A designated naptime is scheduled from 12:00 p.m. to 2:00 p.m. for all toddler and preschool rooms. Please ensure your child brings a ROLL-UP ONLY nap mat (no bulky mats), clearly labeled with their name. Your child may also bring one small, soft comfort item to remain at school for nap time. To promote appropriate spacing, children are arranged head to toe. Nap mats are sent home on Fridays for laundering.

**Nap time is a required part of our daily schedule.** While children are not required to sleep, they must be able to lay quietly on their mat without disturbing others. Continued issues with a child being unable to follow nap expectations may result in dismissal from the program.

### **Meals and Snacks**

Every child should bring a labeled lunch and drink in their lunch box. Please include nutritious foods that require no additional preparation by the teacher, such as a sandwich, raw veggies, ready-to-eat, peeled, and cut fresh fruit. Kindly refrain from sending items that need to be warmed or carbonated drinks and do not include candy in your child's lunch. If a plastic spoon/fork is necessary, please include it in your child's lunch box. Additionally, each child should have a refillable and labeled water bottle,

which we will fill with water as needed throughout the day. Ensure that only water is filled in the water bottles. An afternoon snack should also be provided. Please do not send food in glass containers.

All formula must be prepared and ready for your child. We are not allowed to mix formula here at the center.

If your child has any food allergies, promptly inform the teacher. It is the parent's responsibility to communicate allergies and complete the necessary paperwork. We will notify parents if there are any specific food items that cannot be brought into the classroom.

Children checked in **before** 8am may bring breakfast. Please ensure that the guidelines for breakfast align with those set for lunch.

### **Potty Training Policy**

All children enrolled in our 3 and 4-year-old classes must be fully potty trained, including during nap time. In each of our 3 and 4-year-old classrooms, there is one teacher, and as a result, the teacher cannot leave the class unattended to address potty-related issues.

What constitutes being fully potty trained:

- Ability to communicate the need to go “potty” to the teacher.
- Capability to independently pull down and pull up pants.
- Capability to wipe themselves.
- Ability to get on and off the toilet independently.
- Capability to wash and dry hands without assistance.
- No reliance on pull-ups.

While we acknowledge that occasional accidents may occur, if a child experiences two or more accidents in a day, the parent will be contacted to pick up their child for the day.

### **Biting Policy**

Many times, toddlers and preschoolers will attempt to resolve their conflicts by biting their peers. Although this type of behavior can be common, it is very hurtful to their peers and may expose other children to the risk of infection. It is recommended by the Department of Public Health that a child see a doctor if the skin has been broken or the bite causes bleeding. DKA has adopted a policy that may help interrupt the pattern of biting behavior. The first time a child bites he/she will be sent to the office, removing him/her from the stimuli associated with the biting. The second time, you will be asked to pick up your child for the day. When you are called, you must pick your child up within an hour of the incident. If there is a third time, we will ask you to give your child a one-week break from school.

Hopefully, this will interrupt any association your child has between biting and school. Further incidents will be discussed with the director and the child may be withdrawn from the program. The staff will take every measure possible to prevent and/or correct biting patterns in the classroom.

## **Birthdays**

If you wish to celebrate your child's birthday at school, please contact your teacher in advance. Refreshments must be store bought, not opened and label still attached. No gifts will be received at the center. Candles or balloons will not be allowed. Organized birthday parties with special activities should be planned outside of school, not during school hours. If you bring birthday invitations to class, you must have one for each child in the class. Classes may celebrate special occasions and holidays with special snacks.

## **Severe Weather Policy**

In case of severe weather conditions, the day care follows Baldwin County Schools Inclement Weather Policy. You may listen to local TV stations for this information. We will notify you through ProCare with updated information.

## **Fire Drills/Tornado Drills**

Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm and fire extinguishers placed throughout the building.

## **Supplies**

Your registration fee covers supplies needed for your child. We do ask each family to bring a can of Lysol and Clorox wipes for your child's classroom. From time to time we may ask for donations for special programs such as graduation, pizza days and end of the year parties.

Parents are to provide diapers and wipes, and bottles in their child's diaper bag for each day.

## **Your Child's Adjustment**

It is normal for your child to have some fears and misgivings about being away from parents. Children, like adults, need time to adjust to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If this is the first time your child has been separated from you, it is natural for the child to be hesitant. A cheerful goodbye kiss from you, a smile, and a reassuring

word that you will be back is all that you need to do. Our caring staff will take it from there. Usually, the child settles down shortly after the parent leaves. These behaviors are common upon separation:

- Clinging to the parent or refusing to let go
- Tantrums
- Potty accidents
- Bed wetting
- Nightmares

These behaviors are temporary. If both you and the staff treat your child lovingly and consistently, these problems should soon go away. If you are enthusiastic, chances are your child will soon be too! Please let us know if your child has or is experiencing a traumatic situation at home. The school staff will always be supportive. The church staff is also available to help in difficult situations.

### **Helping your Preschooler**

- See that your child receives proper amount of rest.
- Allow plenty of time in the mornings to minimize stress.
- Arrive on time.
- Listen to their daily reports about school.
- Reassure them of your love and understanding.
- Encourage them to do things for themselves.
- Make time to meaningfully connect with them daily.

### **Tentative Daily Schedule- Infant**

Morning:

7:00 Drop off/bottles

8:00 Diapers

8:30 Circle time

9:00 Bottles/snacks

9:30 Diapers/clean up

10:00 Morning nap

10:00 Outdoor play

11:00 Bottles/wake-up

11:30 Story time

12:00 Free play/tummy time/ stroller ride

Afternoon:

1:00 Lunch/bottles

1:30 Afternoon nap

2:30 Diapers

3:00 Bottle/snack

3:30 Free play/tummy time/stroller ride

4:30 Diapers

5:00 Clean up/ Ready for pick up

5:30 Center closes

### **Tentative Daily Schedule- Preschool**

Morning:

Afternoon:

7:00 Arrival and Free Play  
8:00 Group time, teacher led activities  
8:20 Small group activities  
8:40 Toileting, handwashing  
9:00 Indoor free play  
9:30 Lesson Time  
10:00 Outdoor Play  
10:45 Toileting, handwashing  
11:00 Bible Story activities  
11:00 Lunch begins

12:00 Naptime  
2:00 Naptime ends  
3:10 Toileting and handwashing  
3:15 Afternoon snack  
3:30 Indoor free play  
4:00 Toileting and handwashing  
4:15 Outside play  
4:45 Indoor free play/movie  
5:30 Center closes

## **Ratios**

We determine ratios based on the square footage of our classrooms to ensure the safety and individualized attention your child deserves.

Infants (0-12 months): 1:5  
Toddlers (13-24 months): 1:8  
Preschoolers (2 years): 1:10  
Preschoolers (3 years): 1:10  
Preschoolers (4 years): 1:18

These ratios are carefully maintained to guarantee a nurturing and secure environment for every child under our care. Our dedicated staff is committed to fostering a positive and enriching experience for your child at Destiny Kids Academy.

## **Medication Policy**

All medication administered to a child at DKA must be accompanied by a written statement from both the child's physician and parent. Please consult the teacher or front desk to obtain the necessary medication form. It is essential that all medication is provided in its original prescription container, specifying the child's name, type of medication, date, amount, and designated time of dosage. Non Over-the-counter medication is only accepted if prescribed by a doctor.

For proper storage, medications should be handed over to the front desk. If your child requires bug spray or sunscreen, kindly apply it before arriving at school. Please refrain from sending hand sanitizer or ChapStick with your child and avoid storing any medicine in their backpack. Ensuring the safety and well-being of your child is our top priority at DKA.

## **Termination Policy**

At Destiny Kids Academy (DKA), we strive to maintain a positive and nurturing environment for all children in our care. However, there may be instances where termination of enrollment becomes necessary. Possible circumstances and procedures related to termination may include:

**1. Parent Cooperation:**

- DKA expects open and honest communication between parents and staff. Cooperation in addressing concerns and working collaboratively is essential.

**2. Violation of Policies:**

- Continued violation of DKA policies, as outlined in the Parent Handbook, may lead to termination. These policies include but are not limited to health and safety regulations, payment procedures, and behavioral expectations.

**3. Failure to Pay Tuition:**

- Persistent non-payment of tuition fees may result in the termination of enrollment. DKA relies on timely payments to maintain the quality of services provided.

**4. Behavioral Concerns:**

- If a child's behavior poses a consistent risk to the safety and well-being of themselves or others, and efforts to address and rectify the behavior are unsuccessful, termination may be considered.

**5. Non-Compliance with Health and Safety Measures:**

- Failure to comply with health and safety measures, including vaccination requirements and health screenings, may result in termination to ensure the well-being of all children in our care.

**6. Failure to Provide Necessary Documentation:**

- Parents must provide accurate and up-to-date information, including emergency contacts and medical records. Failure to do so may result in termination.

**7. Repeated Late Pick-ups:**

- Repeated instances of late pick-ups without prior arrangement may lead to termination, as it affects the well-being of both the child and staff.

**Termination Process:**

- Prior to termination, DKA will make reasonable efforts to address concerns through meetings and communication with parents.
- In the event of termination, parents will be provided with written notice, specifying the reason(s) for termination and the effective date.
- Outstanding financial obligations, including any unpaid tuition, must be settled before the child's termination is finalized.

**Appeals:**

- Parents have the right to appeal a termination decision. The appeal must be submitted in writing within 5 days of receiving the termination notice. Appeals should be submitted to the Director or Assistant Director.

**Review and Modification:**

- This termination policy is subject to periodic review and may be modified at the discretion of Destiny Kids Academy.

We appreciate your understanding and cooperation in adhering to these guidelines. Our priority is to maintain a safe, positive, and supportive environment for all children at DKA.

### **Pick-Up/Drop-Off Procedure**

Please ensure your child remains with you at all times, especially when entering or exiting your vehicle in our parking lot. Regardless of their age, do not leave children unattended in your car during drop-off or pick-up. Lock your car, as we cannot assume responsibility for any personal belongings taken from your vehicle while it is on our property.

**DROP-OFF:** To drop off your child at the daycare, parents/guardians must sign in their child/children on the iPad at the front desk and then escort them to their classroom or the designated drop-off area.

**Our cut off for the day is 9:00am.** No drop off will be permitted after this time without prior approval from the administrative staff.

During the early hours when attendance is low, children may be temporarily gathered in one or more rooms before heading to their assigned classrooms. Similarly, at the end of the day while waiting to be picked up, children may be in a room other than their regular classroom.

**PICK-UP:** When arriving to pick up your child, sign them out on the daily attendance on the iPad at the front desk and proceed directly to the classroom for pick-up. For the safety of your child, please ensure they do not run ahead of you towards the exit.

We request your cooperation in picking up your child by 5:30 pm. A late fee of \$1.00 per minute will be applied for arrivals after the designated pick-up time. In the event we do not receive a call and cannot reach your emergency release contacts, we may need to involve local authorities to assist. It is important to note that DKA staff members are not permitted to take your child home with them under any circumstances.

### **Authorized Persons**

It is important that the registering parent notify DKA in writing of persons authorized to pick up your child. DKA assumes no liability if not properly advised. Under no circumstance will we release a child to someone not on the registration form. If you need to add or take a person off your registration form, please see the front desk to update your form. Please do not call and leave this message on the voicemail. Anyone picking up your child should be prepared to show a picture ID before the child is released. In the case of divorced parents, it is important that the registering parent indicate on the enrollment application who has legal custody and who may pick up the child. A copy of the legal document needs to be on file at the preschool for cases in which a parent is not allowed to visit or pick up the child. As a courtesy to our teachers, please notify the center on ProCare if your child is going to be absent.



## **Communication**

As collaborators in the care and growth of your child, we value your feedback and concerns regarding the quality of care your child receives. The DKA teachers and staff are ready to assist you with any questions or concerns you may have. You can reach out to us via email at the provided addresses below or call to schedule an in-person meeting. To ensure our teachers can fully focus on the children during drop-off and pick-up times, we kindly request that important communications are made through email ProCare app, or scheduled meetings rather than during these busy transition periods. Your understanding and cooperation in this matter are greatly appreciated.

Email: [info@destinykidsacademy.com](mailto:info@destinykidsacademy.com)

Phone: 251.494.4122

Address: 28328 CR 13

Daphne, AL 36526

## **Clothing and Personal Items**

Your child will have numerous opportunities to engage in a variety of activities. To ensure their comfort and participation in playground and art activities, it is advisable to dress them in simple, washable clothing. Please have your child wear sneakers only, and girls should wear shorts under dresses and skirts.

Please label all clothing with your child's name.

Additionally, include an extra change of clothes, along with socks and underwear, in a labeled Ziplock bag to be kept at the school or in their backpack. In the event your child does not have extra clothes and experiences an accident, we will contact you to either bring clothes to the school or pick up your child.

For show-and-tell, please seek permission from the teacher before sending toys to school. It is important to note that we are not responsible for any personal toys that may get lost or damaged.

Lastly, as part of our commitment to creating a safe environment, children will not be allowed to initiate or engage in pretend play involving guns, knives, or anything that encourages rough or violent play. Your cooperation in adhering to these guidelines is appreciated.

## **Injury and Illness Procedures**

Your child's well-being is of utmost importance to us at DKA. If your child exhibits signs of illness, it is crucial to keep them at home. In the event they become unwell during preschool hours, they will be promptly removed from the classroom, and you will be notified to pick them up immediately. If we are unable to reach either parent, the individuals listed on your release form will be contacted, and your child will be isolated from other children until your arrival.

For any special health concerns your child may have, please discuss them with the teacher. It is important to note that we do not have a licensed nurse on staff.

To maintain a healthy environment, DKA has established policies regarding illness:

Keep your child at home if they do not feel well.

- If your child exhibits a constant cough, runny nose, red eyes, or has a fever, it's best to keep them at home.
- If your child has a fever, they should not return to school until they have been fever-free for 24 hours; even a fever controlled by medicine is considered a fever.
- If your child vomits at home or at school, they should not return until they have been vomit-free for 24 hours.
- If your child experiences diarrhea two or more times in a day, they should not return until they have been diarrhea-free for 24 hours.
- If your child tests positive for Covid-19, they should isolate according to the current CDC guidelines. Please inform the school of the positive result, and your child should not return until they have been fever-free for 24 hours and other symptoms of Covid-19 are improving.
- In the case of a positive Covid-19 case in the classroom, everyone in that class will be informed, and it will be at the parents' discretion if they wish to send their child to school.

If your child is sent home by the preschool for any illness, they are not to return the following day. Please be aware that these policies are subject to change as recommendations evolve.

Any time your child is seen by a doctor for an illness or has undergone a surgical procedure, we require note from your doctor stating they may return to DKA.

At DKA, we prioritize the safety of your child, and our staff members are certified in CPR/First Aid/AED. While we make every effort to prevent accidents, we acknowledge that minor incidents may still occur. As your trusted partner in caring for your child, we understand the importance of keeping you informed about any injuries that may happen. In the event of an accident or injury, your teacher will promptly notify you and a digital incident form will be created. Your signed emergency medical release will also aid us in obtaining swift medical attention for your child.

## **Discipline Procedures**

At DKA, we uphold the expectation that every individual treat others with dignity and respect. Our teachers employ positive reinforcement and redirection techniques to address behavioral issues with students, refraining from the use of physical punishment or harsh verbal correction. Should additional discipline be necessary, the following procedures will be implemented as needed:

1. Verbal Reprimand: Requesting the student to stop or change behavior.
2. Redirections: Guiding a student on appropriate behavior for the situation or redirecting them to a different activity.
3. Time Out: Allowing the student to take a break from the environment, which may involve time away from other students and/or time with the director.
4. Natural Consequences: Implementing consequences for misbehavior that are relevant to the deed. (Cutting in line, the child may not want to play with the line skipper at free time).
5. Parent Meeting: Conducting a meeting with the teacher and parents to address disciplinary issues.
6. Expulsion: In the event disciplinary problems persist, the student may be asked to leave the program.

We make every effort to collaborate with parents, teachers, and other children involved. DKA reserves the right to request alternative care arrangements for your child if necessary. Our aim is to foster a positive and respectful environment for everyone in our community.

## **Registration Packet Parent Forms**

The following pages include the forms necessary for your child's enrollment. Please complete and return these forms to our office.

### List of Forms:

- Affidavit of Exemption
- Student Handbook Acknowledgement and Parent Agreement

**\*\* Original, notarized affidavits must be submitted annually and MUST be signed in the presence of a Notary Public\*\*\***

## Affidavit for Parent/Guardian

STATE OF ALABAMA  
COUNTY OF BALDWIN

COMES NOW, the Affiant, \_\_\_\_\_, who being duly sworn avers the following:

1. I am the legal parent or guardian of the minor child, \_\_\_\_\_.
2. I have been notified by \_\_\_\_\_, a representative of Destiny Church International (DBA Destiny Kids Academy), that said church or school has filed notice and is exempt under law from regulation by the Department of Human Resources.

**FURTHER**, the Affiant says naught.

\_\_\_\_\_  
Parent/Guardian

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, \_\_\_\_\_, the undersigned, a Notary Public in and for said county in said state, do hereby certify that \_\_\_\_\_ whose name is signed to the foregoing and who is known to me acknowledged before me on this day that, being informed of the contents of the same, executed the same voluntarily on the date the same bears date.

Given under my hand and seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

## PARENT/CENTER AGREEMENT FALL 2025/2026

Between Destiny Kids' Academy and Parent(s): \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Beginning \_\_\_\_\_, day care services will be provided by Destiny Kids Academy for the above listed child(ren). I consider this a binding contract between myself and Destiny Kids Academy and agree to follow all instructions and guidelines written in the handbook.

**I understand that until notified of a change, my weekly tuition payment will be \_\_\_\_\_.**

I also understand that tuition may change to accommodate increased operational costs or structural changes to the program. A minimum of a 30-day notice will be given before a new tuition rate goes into effect. I also understand and agree to all tuition requirements set forth in the handbook.

Destiny Kids Academy agrees to provide a loving, safe, and clean environment with rooms kept age appropriate and equipped with the proper equipment. They will provide a Christian environment with employees who love and care for my child and family.

I understand that as a parent, I have every right to expect my child be treated lovingly, fairly, and without discrimination in any manner.

I understand that Destiny Kids Academy is caring for my most precious possession and deserves fair treatment in and consideration in all matters, including prompt (complete) tuition payments and adherence to all policies without contempt.

I further agree...Please initial each of the following:

\_\_\_\_\_ 1) I have received the DKA Handbook and agree to the policies /procedures of Destiny Kids Academy.

\_\_\_\_\_ 2) I must submit all forms prior to my child's first day of attendance.

\_\_\_\_\_ 3) I will pay the tuition on Monday of each week, unless paid in full on the first of each month.

\_\_\_\_\_ 4) I understand that a late fee of \$15 will be charged on every Tuesday if payment is not received prior to that time.

\_\_\_\_\_ 5) I understand that my account will be charged a \$10 processing fee for any returned ACH transactions.

\_\_\_\_\_ 6) I understand that my account must be kept current. In the event my account becomes 5 days past due, I will be required to meet with the Director. If payment arrangement cannot be made, your child(ren) will be removed from our program.

\_\_\_\_\_ 7) I understand that full tuition is due and payable regardless of the number of days a child is present. I understand that I am paying for my child's space in the program and not the number of days he/she is present.

\_\_\_\_\_ 8) I understand that all holidays and scheduled closures have been figured into the tuition rate and that payments will not be reduced for any absence or school closure.

\_\_\_\_\_ 9) I understand that DKA reserves the right to dismiss any child whose behavior is uncontrollable, extremely disruptive to the class, or is a danger to him/herself or others. I also understand that if my child is dismissed, no tuition or fees will be refunded.

\_\_\_\_\_ 10). I understand that nap time is required. My child is not required to sleep but must rest quietly. Ongoing disruptions may result in dismissal.

\_\_\_\_\_ 11). I understand that I will be charged for the following late pick up: \$1 per minute after 5:30pm.

\_\_\_\_\_ 12) It is my responsibility to keep my child/children's information with Destiny Kids Academy updated.

\_\_\_\_\_ 13) I understand that a **30-day** written notice is required prior to my child's withdrawal from Destiny Kids Academy and no previously paid fees will be refunded.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date