



## Parents Handbook

200 Park Street Miami Springs, FL, 33166  
601 E 2<sup>nd</sup> Ave Hialeah, FL, 33010  
Ph. 786.762.2454 – 305.882.6706  
[INFO@KIDSPLANETPRESCHOOLS.COM](mailto:INFO@KIDSPLANETPRESCHOOLS.COM)

## Table of Contents

Welcome .....	4
Our Mission .....	4
Our Philosophy .....	4
Schedule of Operations.....	4
Late Pick-Up Fees .....	4
Admission Procedure.....	5
Payment Policies .....	5
Guidance Socialization .....	6
Expulsion Policy .....	6
Responsibilities/Natural Consequences.....	8
Health Department Regulations .....	8
Health/Illness.....	8
Procedures for Medical Emergencies.....	8
Medications .....	9
Biting Policy .....	9
Potty Training .....	9
Nap and Rest Time .....	9
Absences .....	9
Hygiene.....	10
Nail Hygiene.....	10
Head Injuries .....	10
Extra Set of Clothes.....	10
Lunch/Snacks - This Center is Peanut Free .....	10
Curriculum .....	10
Show & Tell Toys .....	11
Arrival Times .....	11
Holidays .....	11

Daily Sing-In/Out.....	11
Dismissal Times .....	12
Extended Day .....	12
Children's Records .....	12
Family/Teachers Conferences .....	12
Uniform Policy .....	13
Privacy .....	13
Birthday Parties .....	13
Family Visits .....	13
Enrollment.....	14
Family Communications .....	14
Inclement Weather.....	14
Problems and Concerns.....	14
Emergency Evacuation.....	15

## **Welcome**

Thank you for choosing Kids Planet Preschool. Please review the following summary of our center's policies so that you may better understand our objectives in providing a safe and pleasant learning environment for your child. Should you have any questions or concerns not answered in this handbook, please feel free to contact us, we will be happy to help you.

## **Our Mission**

We are committed to assuring the optimal physical, intellectual, emotional, and social development of children from the time of conception (2 months) to five years of age, through inclusive, comprehensive, personalized education centered on holistic health, and competency building that fosters the acquisition of learning skills and independence. We look forward to serving you, creating a nurturing, memorable and educationally exceptional experience in a stimulating environment, and hands-on learning.

## **Our Philosophy**

Kids Planet Preschool is an innovative early childhood education center that offers a Creative Curriculum. We provide opportunities for children of all ages to learn through discovery and play, form and maintain relationships, and express and regulate emotions, which we see as the keys of school readiness. Daily experiences provide learning across all the developmental areas and provide a comprehensive approach to building cognitive, social, physical, language, and emotional skills.

Our goal is an ongoing commitment to helping every child succeed academically, socially and emotionally in life. We believe that parents are our students' first teachers; Therefore, we strive to create a bond with parents to help our students become model citizens. Our holistic approach to child development facilitates early childhood education activities that stimulate sensitivity, movement, thinking, language, emotion, and socialization as we meet needs individual for each child.

### **KIDS PLANET PRESCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYMENT EMPLOYER.**

All employees strive to be accepting of all persons regardless of sexual preference, age, race, ability, or culture. Prejudicial behavior will not be tolerated by staff, families, or children. **ALL EMPLOYEES ARE EXPECTED TO CELEBRATE DIVERSITY. IT IS OUR DIVERSITY THAT MAKES US STRONG.**

## **Schedule of Operations**

The center's hours of operation are from 6:30 AM to 6:30 PM, Monday through Friday, we are closed for all major Holidays and we also have 4 teacher work days a year.

## **Late Pick-up fees**

Fees will be applied to children who come in before or leave after their scheduled time.

- Elementary students from 3:00 p.m. to 6:30 p.m. will be charged a \$10 fee.
- Free VPK students from 12:00 p.m. to 6:30 p.m. will be charged a \$15 fee.
- All students after 6:30 p.m. will be charged a \$2.00 fee per minute.

## **Admission Procedure**

A registration form must be completed indicating the days you would like your child to attend along with the registration fee. We have a flexible schedule and will try to accommodate your needs. Any changes must be made in writing and approved by the Front Office.

## **Children With Special Needs**

We act in compliance with the Americans with Disabilities Act and other applicable federal, state, and local laws pertaining to the provision of services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while **maintaining a healthy and safe environment for all the children and staff**. We will make reasonable accommodations to afford children with disabilities full and equal enjoyment of our programs and services in the most integrated setting appropriate to their needs. We will make no assumptions concerning any individual's abilities or disabilities. Kids Planet Preschool will conduct an individual assessment to determine if we can meet each child's need in our school setting.

## **Payment Policies**

Tuition Payment Plan: We have two options for tuition payment.

- a. Weekly,
- b. Monthly.

**You are responsible for payment regardless of days missed due to illness, vacation, school holidays, weather conditions, disasters, etc...**

After two weeks of continued absences, the child will be withdrawn from the class roster and the parents are still responsible for paying the outstanding balance to the school. If you decide to enroll again, registration fees have to be paid in full.

The school offers continued education, meaning we remain open year-round, for which

the 12 months must be paid in full regardless of attendance.

**Tuition and Registration fees are NON-REFUNDABLE.** For your convenience, all tuition payments are evenly divided for the school year. **When withdrawing a child we request a two-week written notice.**

Discounts: 10 % Discount for 2nd child (Siblings ONLY). 5% Discount for school year tuition paid in full BEFORE school begins. All tuition must be pre-paid BEFORE the child may attend. Only checks, cash, and credit cards are accepted (3% processing fee) or ACH (no processing fee).

**There is a \$35.00 non-refundable fee for returned/declined checks or cards.**

**Late Payment Fees: A late fee of \$ 35.00 will be applied if payment is not received by after 2<sup>nd</sup> day of each week.**

If there are pending payments on the account, you will receive a notice from the administration; if the balances are not paid in full, they will be sent to collection. **After two weeks of debt the child will not be able to enter the school and the balance will be sent to collection. You will be held responsible for any additional collection fees.**

### **Guidance/Socialization**

In Kids Planet Preschool, discipline is defined as teaching children socialization and communication skills as well as self-control. Harsh discipline is never administered at the center. Instead, corrective measures are worked out between the child and the teacher that help the child's self-image and help the child to develop self-discipline. Children will not be called names (Bad, Cry-Baby, etc.) There is no verbal harassment of the child. The child is expected to cope with simple rules. For aggressive behavior or biting, our method of discipline will be first, age-appropriate discussion and redirection; this is the most effective method of handling young children's behavior.

**For Toddlers:** Teachers verbalize that the child is following routines and simple safety limits (ex. "You are holding my hand and being safe", "we are walking in the hall"). Teachers give clear, positive, one or two-step directions.

**For Preschoolers:** Teachers look for the cause of inappropriate behavior. Teachers move the children and do not call across the classroom or playground. Teachers follow through with directions given to the child. Teachers use logical consequences to promote desired behavior.

If, after a reasonable time, there still appears to be a problem, the parent or legal guardian will be notified and a conference will be held with the Director, the family and, if necessary, the teacher. The school will make every reasonable effort to resolve the

situation. Hopefully, solutions will be found. If not, removal of the child may become necessary. (Any inappropriate behavior from a parent or guardian may be cause for student dismissal).

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

## **Expulsion Policy**

### **WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM**

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

### **SCHEDULE OF EXPULSION**

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to the school.

## PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

## CHILD'S ACTIONS FOR EXPULSION

- Failure of the child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three-year-old program.
- Three or more Accident/Incident Reports may cause a child expulsion

## Responsibilities/ Natural Consequences

Children are taught and encouraged to be responsible for their actions, for example, if they spill, they are expected help wipe up. If they play with a toy, they are expected to put it away. If they damage or break something, they are expected to fix it or replace it, with the parents help, of course. Please be patient with your children. These responsibilities will carry over into their daily lives.

## Health Department Regulations

The Health Department requires that all children be properly immunized. In order for your child to have continued attendance at Kids Planet Preschool, we require the proper medical forms. All children must have current the yellow form #3040 and the blue form #680. Please submit all forms to the office.

***Parents are responsible for keeping their records up to date, if immunizations are expired, children will not be allowed in the school until proper documentation is submitted.***

## Health/Illness

A daily health inspection of each child is completed. ***If a child is not feeling well and has a fever or exhibits other symptoms, the family will be called and the child will be isolated until his/her family can come for him/her. A sick child should not be sent to school***

Children who become ill at school or who appear contagious must be picked up as quickly as possible after the family is notified. Families MUST HAVE AN EMERGENCY CONTACT

or be available by telephone throughout the day. You will be called to come and pick up your child for the following reasons: (as per Health Department Regulations): 1. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound. 2. Difficult or rapid breathing. 3. Stiff neck. 4. Diarrhea (more than one abnormally loose stool within a 24-hour period). 5. Temperature of one hundred degrees Fahrenheit or higher. 6. Conjunctivitis (Pink Eye). 7. Untreated infectious skin patch (es). 8. Unusually dark urine and/or gray or white stool and yellowish skin or eyes. 9. Vomiting. 10. Pediculosis (head lice). 11 And any other unusual signs or symptoms of illness.

***In order to keep your child well, children who have become ill may return to school if: a. they have been free of a fever for 24 hours b. They are on an antibiotic for 24 hours or more. c. A doctor's note accompanies the child's return. Children must be able to participate fully in all normal daily activities.*** (If your child has a problem, please feel free to discuss it with the Director). d. Notify the office if your child has something contagious.

### **Procedures for Medical Emergencies**

Teachers will call the front office with a color code to let the office staff know that there is an emergency in their classroom. The Director will determine if 911 needs to be called. The children will be removed from the classroom and brought to the office until the situation is resolved. All families will be contacted via telephone. If the child needs to be transported, the rescue service will transport the child.

### **Medications**

Kids Planet Preschool does not dispense any medication.

### **Biting Policy**

To provide the best possible care for all the children at Kids Planet Preschool, we have implemented a Biting Policy. The parents will be notified when their child has bitten another child. One teacher will shadow the child trying to avoid another biting incident from happening. If the child bites again during the same day, we will contact the parent to come and pick up the child from the school. After the child has been bitten three times in a day or it becomes an ongoing problem, our school reserves the right to withdraw your child at any time without notice.

### **Potty Training**

This is a task when teachers and parents need to work together as partners. When you believe that your child is ready to begin potty training, we recommend that you bring in at least three (3) extra sets of clothing each day. Each child is a unique individual and has

their own pace when it comes to potty training. We all need to have patience and encouragement for your child. By working together as partners, we will see success in time. **If your child turns three and is not potty trained, they will be required to pay the two-year-old rate until they are fully potty trained.**

## **Nap and Rest Time**

After lunch, a nap/rest time will be required for all preschool children. Individual blankets and standard-size Daycare/Preschool cot sheets are required for nap time. Parents must send blankets and bed sheets every Monday and they will be sent home every Friday to be washed and sanitized.

## **Absences**

Students are allowed 30 absences in a school year. Every absence needs to be notified and parents need to provide proper documentation in case it is needed (doctor's note/medical release/vacations, etc....) **Please call the school if your child will be absent so we can notify the teachers.**

## **Hygiene**

Personal hygiene is taught and encouraged. Children should wash their hands as they walk into their class, after using the bathroom, before and after eating, and after playground times. They are also taught and encouraged to cover their mouths when coughing or sneezing, and to use a tissue when needed.

## **Nail Hygiene**

Fingernails should be kept short, and the undersides should be cleaned frequently with soap and water. Because of their length, longer fingernails can harbor more dirt and bacteria than short nails, potentially contributing to the spread of infection.

## **Head Injuries**

Our policy is to notify all parents of any head injury to their child, however slight. Other minor injuries are attended to by the teachers. An Incident/ Accident report will be sent home.

## **Extra Set of Clothes**

In case of accidents, an extra set of clothes (in the child's appropriate size) should be always labeled and left at school. Place these in a large plastic bag. This set should include a T-shirt, underpants, slacks or shorts, socks, and shoes. We cannot be responsible for any clothes not clearly labeled.

### **Lunch/Snacks - This Center is Peanut Free**

Please do not send any food containing nuts or nut products. While we encourage children to eat their food, we do not force them to do so.

### **Curriculum**

Kids Planet Preschool offers a Creative Curriculum. We provide opportunities for children of all ages to learn through discovery and play, form and maintain relationships, and express and regulate emotions, which we see as the keys of school readiness. Daily experiences provide learning across all the developmental areas and provide a comprehensive approach to building cognitive, social, physical, language, and emotional skills.

### **Show & Tell Toys**

To encourage communication during Show & Tell, children are invited to bring an object from home to tell the class about. The Head Teacher will notify families of Show & Tell days. Toy weapons and toy tools are not allowed in our school. They are considered inappropriate and not consistent with the school's philosophy. Other than Show & Tell, bringing toys to play with from home is discouraged. We cannot be responsible for these toys.

### **Arrival Times**

**The door are open to enter to the classroom at 6:30am to 8:45am. Students arriving after 9:00am will have to wait until the end of the circle time at 9:30am to join their class. Meanwhile, the student must remain with their parents or guardians. No children will be able to enter the school after 10:00am unless they bring a current medical/legal excuse from their appointment.**

DO NOT leave your child alone in the classroom or at the front office. If the class is not in their room, they may be in the playground. Bring in ALL valuables including Mom's

purse, Dad's briefcase, etc... We cannot be responsible for items left in your car.

Daily curricular activities begin officially at 9:00 a.m. To ensure that your child takes part in all school activities, he/she should be there no later than the arrival time. **Your child MAY NOT be brought to school during nap time unless there are unusual circumstances.** Be sure to call the school so that we may inform the teacher. **It is unfair to expect a child to come to preschool and be put down for a nap.**

VPK students will have to be dropped off just before 9:00 a.m., which is the starting time for their class (review VPK Contract). NO child will be able to enter class once it has started per the VPK contract. If your child has an appointment, a physician's note must accompany their return to school. Please give a courtesy call to the academy to let us know.

## **Holidays**

Kids Planet Preschool is closed for the following holidays; observed on the day of the holiday or the preceding Friday or following Monday, should the holiday fall on the weekend: New Year's Day, Dr. Martin Luther King's Birthday (observed), President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day Thanksgiving Day and the day after, and Christmas Day and the day after, and New Year's Eve. No allowance for tuition will be made due to holiday closings.

## **Daily Sing-In/Out**

A daily sign-in/out is located in the foyer via Procare. Please make sure that you sign your child in and out on a daily basis. The time your child is dropped off and picked up, along with your signature, should be entered on your child's sheet. If a VPK (Enrichment) or School Readiness parent does not sign in or out per the requirements, then they will be held responsible for days to reimburse Kids Planet Preschool.

**VPK Only students will be charged per the non-instructional guideline in the VPK Only Contract.**

## **Dismissal Times**

For your child's protection: If someone else will be picking up your child, please call the office to identify that person (name and description). Any person picking up your child must have a picture I.D. Only an adult may pick up a child. Do not send a younger child to pick up unless you have signed a release form in the office. A late fee will be charged if children are picked up after their regularly scheduled dismissal time. (Fee charges are noted on the billing information sheet.) Signing your child In & Out is a requirement from Child Care Licensing and Enforcement. This helps us with monitoring the safety and

security of the children.

### **Extended Day**

If your child will be on an extended day, he/she is requested, by state regulations, to take a nap or have a quiet rest time. Please provide a crib-size fitted sheet and a light blanket (which is required by Child Care Licensing). Blankets and sheets will be sent home each Friday for laundering. Children will not be forced to nap or stay awake. If your child does not fall asleep in 5 or 10 minutes, then a quiet toy or book will be provided and the teacher will be available if needed. Nap time will be based on the child's needs. No pillows are allowed.

### **Children's Records**

All children's records must be kept current. Kindly notify the office of any changes in address, phone numbers (at home and at work), and emergency numbers. Medical records should also be updated.

### **Family/Teachers Conferences**

Conferences are regularly scheduled three times a year. Families may, however, request a conference at any time. To respect the needs of your child and his class, Head Teachers will be able to discuss problems and concerns only during a private conference. It is inappropriate for the teacher to discuss your child while she is tending to the children. Family phone calls are welcome at any time, whether to inquire about your child or to relay information. The office staff will be happy to see how your child is doing and to answer questions or concerns you may have. However, since the Teacher's primary responsibility is for the entire class, she may not be distracted and/or leave her class to speak on the phone. Only Head Teachers are authorized to speak to the family about their child. Assistant Teachers are not allowed to discuss your child's development with you. If you have any comments or concerns, please stop by the office and talk to the director- we have an "Open Door" policy.

### **Uniform Policy**

***A uniform shirt should be worn every day. All children MUST wear the school's polo shirt and blue/ Khaki bottoms.*** Children should be dressed comfortably and in clothes that they can manipulate independently during the day. For example, they should be able to handle their own clothing when they go to the bathroom. Children should NOT be expected to stay clean all day. Making a mess is a normal and necessary experience for children, and their clothing should reflect this. Shoes should protect their feet (no flip-flops or slip-ons allowed). Uniforms are sold at the front office. Potty-trained children should

wear underwear at all times.

## Privacy

The names, addresses, and phone numbers of students are confidential and will NOT be given out unless the parent's written permission has been given.

## Birthday Parties

1. Your child's birthday is an important event and may be celebrated in the classroom if you wish. Please discuss your arrangements with the teacher. Presents are inappropriate for classroom parties and are not allowed.
2. If you wish to do a bigger celebration the Playground will be available for a \$150.00 fee for a two-hour time frame. (LIMITED TO 4 ADULTS)
  - a. 12:30 p.m. - 2:30 p.m. (**VPK**)
  - b. 2:30 p.m. - 4:30 p.m.
  - c. (Classrooms 1, 2 and 3)
3. Party invitations: For birthday parties outside of school, your child's teacher will be happy to help you distribute party invitations but only if the entire class is invited.
4. To avoid conflicts in scheduling, please notify the Head Teacher at least two weeks ahead of time if you plan to have a birthday celebration in the classroom. Contact the office for the playground room.
5. We are not allowed to light candles for birthday cakes.
6. Balloons are only allowed as decoration.
7. No homemade goods will be accepted and a receipt of all the food brought is required. (no cupcakes with buttercream).

## Family Visits

Family participation is always encouraged at any time of the day. Please adhere to the following guidelines:

1. To help your child adjust to school, do not have an overly long goodbye or plan to visit the classroom. Your child will sense any feelings of apprehension on your part and will react. Our staff members, who are experienced in helping children deal with separation anxieties, treat all the children with a great deal of care and kindness.
2. You may watch the class through the viewing window or our televisions in the front office for no more than 5 minutes, so as not to distract the class from its normal routine. Make sure your child does not see you.

## Enrollment

Children may attend only for those hours and periods for which their families have registered them. **An additional charge will be assessed for children who arrive ahead of or stay after their scheduled time.** Changes in a child's schedule may only be made in the office. Families must fill out a Schedule Change Form for any changes in their child's schedule during the school year. Substituting days is not allowed due to enrollment constraints. Student(s) and their families may take part in activities and events only during the period for which they are enrolled. Families are invited to bring their children to events that occur on days for which they are registered.

### **Family Communications**

Be sure to read the information posted in your child's class. A Monthly Calendar, noting school events and holidays is sent home every month. Special Family Articles are available to families in the office. They deal with developmental changes and common childhood problems. Incident Reports are sent home if your child has any kind of accident, no matter how slight, or if there is an incident you need to be made aware of.

### **Inclement Weather**

Should local Public Schools close due to the weather conditions, Kids Planet Preschool will also close. Listen to your T.V. or radio in the morning for information. If schools close during the day, families should come for their child. We will do our best to inform you by telephone, e-mail, or text message. Be sure to keep your phone number and all emergency phone numbers current.

### **Problems and Concerns**

Should you have any problems or concerns about your child, please bring them directly to the attention of the Director, who will do everything possible to see that they are swiftly resolved. Surveys are given out annually.

### **Emergency Evacuation Miami Springs Center**

**First Building:** In case of evacuation, staff and children will walk across the street to **MDFR FIREHOUSE 35** located at **201 WESTWARD DR, MIAMI SPRINGS, FL, 33166**. Once settled, all families will be notified of our need to evacuate the school and that we are at the evacuation site. Families will be permitted to pick up their children from there.

If there is any change in location due to evacuation, families will be notified by text message, e-mail, or phone call. I have read this handbook and understand Kids Planet Preschool policies and procedures. Please sign and date the statement of receipt of policies and procedures in the enrollment packet.

Please inform the Director along with documentation (doctor's note or other) if for any reason your child/children cannot adhere to our handbook policies.

#### **Emergency Evacuation Hialeah Center**

**First Building:** In case of evacuation, staff and children will walk across the street to **Hialeah Fire Station #1 located at 93 E 5<sup>TH</sup> St, Hialeah, FL, 33010. Once settled, all families will be notified of our need to evacuate the school and that we are at the evacuation site. Families will be permitted to pick up their children from there.**

If there is any change in location due to evacuation, families will be notified by text message, e-mail, or phone call. I have read this handbook and understand Kids Planet Preschool policies and procedures. Please sign and date the statement of receipt of policies and procedures in the enrollment packet.

Please inform the Director along with documentation (doctor's note or other) if for any reason your child/children cannot adhere to our handbook policies.

I hereby acknowledge that **I have read and understood** the terms and conditions as provided in the **PARENT'S HANDBOOK** and I agree to all the terms.

---

STUDENT'S NAME

CLASSROOM

---

PARENT GUARDIAN SIGNATURE

DATE