

**KID'S HAVEN ACADEMY**  
**PARENT HANDBOOK**



*“A Special Place for Your Child”*

# **Kid's Haven Academy**

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Welcome to the new school year at Kid's Haven Academy. We appreciate the opportunity to share in helping to build your child's future. We accept the responsibility and assure you that we will do our best for all our students and parents to ensure a progressive school year.

## **Hours of Operation**

6am – 6pm Mon- Fri

### **Extended Hours**

#### **(Night care)**

3pm – 12midnight

#### **(Saturday Care)**

8am – 5pm Sat

18373 N.W. 27<sup>th</sup> Avenue

Suite B

Miami, FL 33056

Phone number: (305) 621-0990

Fax number: (305) 628-1615

# **Purpose of Handbook**

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The purpose of this handbook is to explain to the parents and students of Kid's Haven Academy our basic philosophy of education and our policies, which will direct our relationship together throughout this school year. If any problems or situations arise that are not in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

## **Licensed By:**

Bureau of Children's Services  
Child Care Licensing and Enforcement Section

## **Registered With:**

Florida State Department of Education

## **This Center proudly participates in:**

The Children's Trust Quality Counts Program

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## **Our Philosophy**

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We believe that a good education is one that shapes the growth of an individual's creativity, knowledge and character, and a pre-school center is the place it should all begin. The curriculum should be designed to recognize individual differences and foster the development of each child's intellect and personality, meeting the needs of the whole child.

## **Our Mission Statement**

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To create an inspiring environment, which will enable children to reach their academic and social potential by developing and enhancing skills that create the foundation for a progressive future. Self-esteem develops a strong sense of their accomplishments, and this enhances confidence and provides a necessary tool for a successful future.

# Director

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The **Director** is Mrs. Barbara Bucknor, who has the experience of teaching for over 31 years. She has worked with every age group of children and has a wealth of experience in early childhood education.

Mrs. Bucknor is a certified teacher from the University of the West Indies and is also FCCPC certified and possesses an administrative credential.

## **Admission to Center**

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Kid's Haven admits students of any race, color and national or ethnic origin. The center does not discriminate against anyone, adult or child, staff or parent, on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status.

## **Registration for First Time Students**

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Registration of a student will be finalized when the following have been received:

1. Application package
2. Copy of Birth Certificate
3. Immunization Form (Blue)
4. Physical (yellow)
5. Copy of Parent's ID
6. Copy of Parent's & Child's Social Security Card
7. Payment of registration and activity fee

## **Re-registration of a Student**

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Re-registration of a student is finalized when the following have been received:

1. Re-registration Application package
2. Yearly medical examination and updated shot record
3. Payment of Re-registration and activity fee

## **Extended Hours of Operation**

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For your convenience we are open from 6:00am to midnight, five days a week and Saturdays 8am – 5pm.

## **Registration Fees**

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Full Year:	\$60.00
Re-registration:	\$45.00
Night Care:	\$25.00
Summer:	\$15.00

## **Weekly Tuition**

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0- 13mos:	.....	\$155.00
14mos – 23mos:	.....	\$135.00
Age 2:	.....	\$130.00
Age 3:	.....	\$125.00
Age 4 –5:	.....	\$120.00
Elementary:	.....	\$149.00



# Tuition Policies

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## **Tuition Fees:**

The fee is due whether the child attends for the full week or only one, two or three days.

Your tuition fees, or the assessed fees by Child Development or Family Central is due **in full** on the first day of the week, each week as long as your child is enrolled in the Center. Parents that are subsidized please read your contract or discuss it with your worker.

Fees paid after Monday for the current week will be assessed a late fee as per the payment late fee schedule.

<b>PAYMENTS MADE ON:</b>	<b>APPLICABLE LATE FEE</b>
MONDAY	NO LATE FEE
TUESDAY	\$10.00
WEDNESDAY	\$20.00
THURSDAY	\$20.00
FRIDAY	\$30.00

**No account will be left unpaid any longer than two weeks.**

## **Returned Checks:**

If your check returns from your bank because of “Insufficient Funds” or “Uncollected Funds” it will cost you \$35.00 payable in cash.

If there are more than two returned checks within a short period of time, your payment will need to be made in cash, money order, visa, mastercard or cashiers check.

## **Late Fees:**

Regular School closes at 6:00pm and late fees start at 6:00pm. That fee is \$6.00 for the first ten minutes and then a \$1.00 per minute thereafter per child payable on arrival for pickup unless prior arrangements have been made for extended care where the parent will be assessed a charge of \$20.00 for the first hour and \$15.00 per additional hour if the child is picked up after 6:00pm. Children for extended night care must be picked up on or before 12midnight.

# Program Descriptions

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**Infants:** We provide a safe, peaceful, and stimulating environment to each infant with much attention. Personalized hours and quality interaction the whole day motivating to explore, develop and grow in each unique manner.

**Toddlers:** We have a good learning environment in which helps the toddler explore, to be independent and acquire self-confidence and have success in the years to come. To prepare the appropriate activities the teachers respond and follow each individual child's interest.

**Two Year Old:** Two Year old children have the opportunity to actively explore , motivating the independence in everyday life. To prepare the appropriate activities the teachers respond and follow each individual child's interest. The process is begun by teaching them how to go to the bathroom.

**Three and Four year old. Pre-school :** We help the children develop control of their actions and thoughts which they need to acquire to enter Kindergarten. We teach them to gain literature and writing abilities and learn how to interact and share with other children. We also teach them to love learning by practicing different activities like games in which they get to choose freely during the day. We use the Creative Curriculum mixed with Director Created Curriculum to help develop children's school readiness.

**Kindergarten through Fifth Grade:** For our Elementary age students. we have an advance curriculum in place that allows our children to be challenged and keep interested mentally, emotionally,

socially and physically. Our program allows students to be above the required for their age group. This curriculum and our structure allows our children to gain a world of self-confidence. The way our children are taught is different from the way they are taught in public schools. Kid's Haven Academy has its own research-based curriculum, though it is based on Florida's Sunshine State Standards and encompasses the core subject areas of math, reading/language arts, science, and social studies, Our curriculum will encompass elements of whole language and phonics instruction, as well as whole group, small group and cooperative activities.

**After School Care:** For this particular group of children we have a very fun and interesting educational program in which the children get to choose games, and explore and socialize among other children. The teacher provides the opportunity so that the children work alone or in groups on projects or clubs according with that they are learning at school. They also have the opportunity to do their homework, and choose different activities like computer, art, writing, literature, drama, music, culinary arts and sports if they are accessible.

**Summer Program:** We Provide three ingredients which tell it all: fun, exploration and field trips. We organize a calendar with many activities for each group. (If you are interest you may ask about this program at the office in the month of April.

## Attendance & Absences

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Regular attendance in school is necessary for a child to achieve the best possible education. Excessive absence and lateness can retard a child's learning process.

**Please call the center and inform us if your child is going to be late in the morning or absent for the day. No child will be allowed to enter the center after 11:00am. You are also required to call if you are going to be late for your usual pick-up time or if you are sending someone else to pick up your child. When sending someone else please inform them of the security pick up code and that they must show an ID before the child can be sent home with this person.**

Children will not be released to person or persons not listed on your child's registration form, unless verbal or written permission is given by the parent.

**Please Note: This person must know the security pickup code in order for the child to be released to him/her.**

# Dress Code

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- **Uniforms are mandatory for daily wear and school trips (2yrs – 6yrs)**
- No student will be allowed to attend school trips without full uniform.
- Please label all sweaters, coats, cups and any other personal items with student's name for identification purposes.
- Please make sure you purchase the correct uniform.

## Uniform Requirements

### **Boys 2 yrs & upwards**

- White or Navy Blue oxford or polo shirt
- Navy blue long or short pants
- Navy blue or white socks
- Black shoes, black or white sneakers
- Light blue Kid's Haven Academy Daycare and preschool T-shirt
- Emblems on each white and/or navy blue shirt

### **Girls 2yrs & upwards**

- White or Navy Blue peter pan collar blouse or white polo shirt
- Navy blue skirt, jumper, shorts or 13quirts
- Navy blue or white socks
- Black shoes, black or white sneakers
- Light blue Kid's Haven Academy Daycare and preschool T-shirt
- Emblems on each white and/or navy blue shirt
  
- **Blue School T-Shirts must be worn on Fridays only.** (on sale in the office for \$10.00 each.)
- **Infants 0 – 23mos will wear regular clothes.**

## **Uniform for Special Programs**

(I.e. Christmas & Graduation)

### **Boys**

White dress shirt

Black tie

Black dress pants

Black socks

Black shoes

### **Girls**

White dresses only

White stockings and/or socks

White shoes

## **Field Trips**

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All field trips will be adequately supervised by official chaperones. Parents may also volunteer as chaperones. Field trip permission slips are sent home with the student. The form must be signed and returned to the school by the due date noted on the form, along with any fees, if applicable. **THE ADMINISTRATIVE OFFICE WILL NOT ACCEPT FORMS AND/OR MONEY RECEIVED AFTER THE DUE DATE.** Students may be excluded from field trips due to poor behavior and dress code.

## **Emergencies**

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Please **immediately** inform us of any changes to the student's telephone number and/or address. In case of emergency every attempt will be made to call the family first. Keep your child's records updated on all emergency contacts, including yourself.

## **Lost & Found**

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Please be sure your child's name is on all personal possessions, such as wallet, purse, sweater, lunch box, raincoat, backpack, etc.. Many such articles are lost and unclaimed. Lost articles may be claimed in the school office when properly identified.

## **Fundraisers**

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We do fundraisers for various reasons:

1. To help keep field trips cost down
2. For the Christmas Party
3. To participate in Dr. Martin L. King Parade
4. Black History Celebration
5. An end of year Party
6. Graduation

## **Photograph Release Policy**

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From time to time, photographs are taken at the center of special activities and field trips. Occasionally these photographs are used in school newsletters and a end of year presentation at our graduation ceremony. If parents do not wish for their child/ren to be featured in these photographs please notify the office; otherwise Kid's Haven Academy may allow your student to be a part of such activities.

# **Physical, Intellectual, Social, Emotional and Spiritual Developmental Activities**

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Learning occurs as children touch and explore their world through their experiences of moving, listening, searching, feeling, and manipulating. To that end we provide the following activities:

- Singing devotional songs and having general devotion
- Running, climbing & jumping on an outdoor playground
- Using computers
- Dancing, singing & playing musical instruments
- Drawing, painting & molding
- Learning shapes, colors, numbers & letters
- Engaging in dramatic play with costumes and puppets
- Making choices about activities
- Collaborating and resolving conflicts with children and adults
- Increasing self-esteem through achievement
- Formal reading and math skills are included in our Pre-School and Kindergarten curriculum



# **Developmental Screenings And Referral Process**

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The first step in obtaining needed early intervention services for infants and young children who have developmental delays or disorders is the establishment of a comprehensive first level screening program. The goal of a first level-screening program is to separate accurately the few infants and young children who require more extensive evaluation from the children who do not.

The Ages & Stages Questionnaires (ASQ): A Parent/Caregiver-Completed, Child-Monitoring System, Second Edition is a first level comprehensive screening program used by the center. The ASQ screening system is composed of 19 questionnaires designed for parents or primary caregivers to complete.

The center will conduct a first level developmental screening on each child at the following intervals 4, 8, 14, 24, 36, 48, and 60 months of age during their enrollment at the center. Intervals 27, 30, and 54 months of age are available upon parents' request. The Ages and Stages Questionnaire Developmental Screening will be conducted by the child's teacher and/or assistant director or director with the help of the parent.

The questionnaires are designed to be completed by parents or caregivers, who can try each activity with the child and observe whether he or she can perform the designated behaviors. The items are divided into five areas: communication, gross motor, fine motor, problem solving, and personal-social and an overall section which addresses general parental concerns. Our staff members convert each

response to a point value, total these values, and compare the total score to established screening cutoff points.

Teacher and/or Director will sit with parent/s and discuss in detail the results of the ASQ Development Screening. A copy of the questionnaire along with summary sheet will be provided to the parent/s. The questionnaire and summary sheet can be brought to a primary care pediatrician/clinic for scoring and discussion during a well-child examination. In most cases, these questionnaires can identify accurately infants or young children who are in need of further evaluation to determine whether they are eligible for early intervention services.

# Parent/Teacher Meeting

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We conduct Parent/Teacher meetings twice per year. Parents are also given the opportunities throughout the year to schedule parent/teacher conferences. We want you to participate and support your child/children's education.

## Illness

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**If a student is sick, he/she should not attend school. If a student has a temperature, diarrhea, or vomiting, his/her parents will be contacted to take the student home.** The student must be free of fever and symptoms before returning to school. Contagious diseases require a medical note upon returning to school.

We understand that it is difficult for working parents to stay at home every time your child gets sick however, in an effort to control spreading illnesses in the Center, and in conjunction with the regulations of the "Department of Health", we must ask you not to send your child to the center with any of the following:

- **No kind of communicable diseases**
- Measles
- Mumps
- Chicken Pox
- Whooping Cough
- High Fevers
- Thick mucus from a bad cold

- Pink eye
- Open Skin Sores
- Diarrhea
- Vomiting

If a child becomes ill during the day, the procedure is:

1. Isolate the child under supervision
2. Call the parent immediately to come and pick up the child

## **Medication**

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Teachers are not allowed to administer medication to any student. It is against the law. If it becomes necessary for a student to take medicine during school hours, it must be given by the office administrators only. All medication must be in its original prescription bottle with the student's name, name of medication, amount to be given, and the time to be administered, in order to be given. Parents should fill the medication authorization form for medication to be administered.

## Accidents

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The children are supervised in their indoor and outdoor activities, however an accident can still happen. A child can simply reach out without warning and scratch or hit another child. They are constantly told to walk don't run but they will run and without a warning they fall and there is a bruise. We will tend to the matter and call you **if it is necessary**. A report will be written by the teacher and reported to you when you arrive. Please sign it take a copy and leave the other one for the child's file. In the event of a more serious accident our first concern would be to obtain the proper help from the source needed, as we seek that help we will be contacting you also.

## Transportation

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It is the parent's responsibility to provide regular transportation for a student. For late students where the parent cannot be contacted, the emergency contact person will be called, or as a last resort, Department of Children and Families will be contacted. For emergencies, 911 will be called to assess the situation and provide transportation if needed.

# **Graduation**

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Graduation will be held in May or June of each year for the Pre-Kindergarten and Kindergarten students. We expect all parents who are involved to attend and to give help where needed.

## **Release of Records**

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No report cards, transcripts, health or academic records will be released at anytime or at the end of the school year if a balance remains on a student's account.

## **Personal Property**

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Students are not permitted to bring personal items that have no bearing on, or use in the educational process. Radios, game boys, jewelry, hair beads, walkmans, toys, etc. should be left at home. If students bring such items to school, the items will be confiscated. The center is not responsible for lost of any of the above-mentioned items. Any items that are permitted in school should be fully labeled in the event that they are misplaced.

## Withdrawals

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All withdrawals from the center will be handled by the front office. A written note or a phone call from the parents will initiate the withdrawal process. All financial obligations must be current before any information is released. **If the child is withdrawn before the end of the school year, it is incumbent on the parent to pay all school fees up to the end of the contract year.** Please notify us as soon as you decide to withdraw.

## Discipline Policy

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No form of physical punishment will be tolerated. There will be no threatening remarks, no denial of food, or any form of humiliation. Children are encouraged to work out their problems through reasoning and accepting redirection. No form of Corporal Punishment is not permitted. Depending on the severity of behavior, children may be put in time out and/or not be allowed to participate in privileged activities. If a child's behavior is threatening to the safety of other students and/or childcare personnel, the child may not be allowed to return to the center at the discretion of the facility administrator.

# Holidays

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Holiday Celebrations are learning experiences for the children. We design concepts and activities that give the children more experiences with understanding of the holidays.

## **Our celebrated holidays are:**

- New Years day
- Dr. Martin L. King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Veteran's Day
- July 4<sup>th</sup> (Independence Day)
- Labor Day
- Columbus Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day
- Day after Christmas

## **Weather Emergencies**

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IN THE EVENT OF A HURRICANE OR OTHER WEATHER DISASTERS, WE WILL FOLLOW THE DECISION OF THE MIAMI-DADE COUNTY PUBILC SCHOOLS REGARDING CLOSING. If a closing is deemed necessary during the present day, you will be called to pick up your child/children as soon as possible.



# Menu

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A carefully planned, nutritional menu consisting of hot and/or cold meals will be provided each day for your child. We serve breakfast, lunch and an afternoon snack. Please advise us if there are any dietary considerations, concern or limitations with your child. The menu is posted on the **“Parent Bulletin Board”** in the reception area as you enter the building. If you feel that you need to send in a different meal for a day you may do so.

We ask that you do not send junk food. All children like junk food and they can't understand why they can't have it. All junk food or extra snack sent to the center will be given to children during their “afternoon outdoor play time” not at regular snack time.



## Allergy Precautions

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If your child has an allergy, it is imperative that you disclose this information with the center. Please fill out the necessary information with in the enrollment packet and advise the front office.

Children with allergies will be posted on an allergy list, both in their classrooms and by the serving area (cafeteria).

**Please take notice of our daily food menu or ask for a copy of our food menu, as you are responsible to bring in a substitute breakfast, lunch or snack for your child if they are allergic to an item on the menu.**

## **Parent-Teacher-Director Relation**

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1. A bulletin board above the sign in – sign out table will keep you informed of current events and planned activities and articles that may be of interest to you.
2. Please inform the director or the assistant director of any special problems, which may affect your child.
3. Any complaints or misunderstandings should be immediately brought to the attention of the director or assistant director, so the problem can be dealt with swiftly and efficiently.
4. Kid’s Haven Academy extends an open invitation to our parents to visit the center and encourage you to participate and volunteer in school activities, however in order to make your visit a successful one, please DO NOT visit during naptime, since the entire facility is down napping.

# **Transitioning of Children**

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The transition period can be a challenging time for both the child and the parents. We take the time to allow you and your child to become accustomed to the new environment they will be transitioning to.

## **Transitioning Within the Center:**

The transitioning period will take approximately two weeks. In the first week, your child will visit his/her new classroom in the morning, and within the second week, your child will visit in the morning and also have lunch in his/her new classroom.

## **Transitioning to Kindergarten:**

This transitioning period will start 30 days before the end of the school year. The child's current teacher will start by letting the children know that they will be attending a different school and that they will be in a new class, "Kindergarten". Throughout this period your child's teacher will continuously bring in new things or pictures of how going to Kindergarten will be for them. Children will also take a field trip to a local elementary school to visit and partake in activities, with a Kindergarten class.

With in this 30 days transitioning period, your child's teacher will complete the first section of a Transition Checklist and then you, the parent, will complete the last section.

Information such as, school demographics, kindergarten introduction packet, school supply lists and letter grade for your local elementary schools will be provided to parents.

Parents are welcome to ask for any other information they would like to receive.

## **Arrival & Departure**

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Children must always be walked in by a parent or responsible adult and should not be dropped off at the parking lot or the door.

All children must be signed in and out at all times. Children will not be released to anyone who is not on the registration form, without written or telephone permission from parent. Person or persons picking up child must show a valid ID and also provide the security pick up code.

Please call fifteen minutes ahead if you are picking up between the hours of 12:00noon to 3:00pm, remember this is naptime and it will take us a few minutes to prepare child/ren for pickup.

## General Rules

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1. Uniforms are mandatory for children 2years and up; and if for any reason a child is not able to wear uniform, the child will not be able to attend school on that day without a legitimate excuse. Child will be admitted for one day with a reasonable excuse. School T-shirt may be worn only on Fridays.
2. Children should wear closed toe shoes to the center to avoid injuries from the mulch on playground.
3. Children who are being potty trained should not have on clothing that is very difficult to get out of.
4. Please secure hair bows, clips and beads on the girl's hair so that they do not come out. Children will put these objects in their nose and mouth.
5. Please send a complete change of clothing for your child to wear in case of an accident. These clothes may be left in their cubbyhole until needed or you may take them home every day. **Accidents can happen even to the older preschooler at times.**
6. Please keep **all jewelry at home** or "you must be aware" that we cannot take responsibility for broken or lost jewelry.
7. You need to bring to the center on **each Monday morning 2 blankets (or a fitted sheet (crib size) and a blanket to cover)** for your child age 2 years and up or **1 fitted sheet (crib size)** for your child age 1 month old to 23 months old, for the mat/cot that your child naps on. This cover/s will be returned to you on Fridays to be laundered and returned again on Monday mornings.
8. Parents of very young children will need to bring a cover for their mats, disposable diapers, change of clothes, bottles and any special items.
9. **Please label all** bottles, sippy-cups, bags, sweaters, jackets, blankets and any other possessions you are bringing with the child to the center.

10. There is no credit given for days missed from the center unless you have proper documentation that the child was ill, or we were informed in advance that your child is going to be out for a certain length of time. We cannot afford to leave a space available for more than five consecutive days without proper documentation.
11. If you want to hold your child's space without proper documentation you will have to continue to pay your tuition fee in advance. **There is no credit given for legal holidays.**
12. Please call the Center and inform us, if your child is going to be late in the morning. If you are going to be late for your usual pick-up time or if you are sending some one else to pick-up your child.
13. Children are not to be picked up or dropped off during naptime (12noon – 3pm). If there is an emergency or the child has a doctor's appointment please, advise the front office ahead of time.
14. Children will not be released to person or persons not listed on your child's registration form, unless we have permission from you. The person must have a valid picture ID, know the security pick up code and know the child in question.

# Health and Safety

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**In accordance with CHILD DEVELOPMENT SERVICES, FAMILY CENTRAL and CHILDREN AND FAMILIES Services terms and policies, I would like to remind parents of certain rules and regulations that must be followed on a daily basis.**

- **Child Development Services and Family Central States:**

Each child must be signed In and Out each day he/she attends the center. If a Child Development employee visits the center and your child is present but not signed in, the center will not be paid for that day or for any time involved during that day. Unfortunately, if Child Development does not pay the center, you “the parent” will be expected to pay on the same day the incident occur.

- **Children and families health and safety states:**

Students (children) cannot sleep on a cot or a mat without a cover. This is your responsibility. The center does not supply covers. The mats are disinfected each day but it is most sanitary for the children to have a clean comfortable sheet or big beach towel under their faces and bodies. Some children are more comfortable when they have a blanket to cover with. Therefore you will need to send two covers on Mondays.



# Confidentiality

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Please be aware that anything and everything that is in your family file will be held in the strictest confidence. Information will not be given to any party or parties without your written consent.



## **Visitation**

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Parents and other Family members are welcome to visit the Center, however to get the full benefit out of your visit it would be better to come during the children's work time, outdoor time or lunch time. Please do not visit during naptime, since the entire facility is down napping. We encourage visitation and cooperation of all parents and friends.

## **Naptime**

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Naptime is during the hours of 12:00noon to 3:00pm. The covers that you bring to the center on Monday will be returned to you on Fridays for laundering and you must send them back on Mondays. It is required that you send a cover (ex. A crib size fitted sheet) for the bedding and one to cover with if your child sleeps with a cover. For children sleeping in cribs please send a crib size fitted sheet only (no blankets).

## Birthday Celebrations

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A very important occasion for a child is his/her birthday. It can be celebrated with classmates if you desire, here at the Center. You may come and stay or we will do it for you. Bring your balloons, gift bags and all the trimmings and make it as enjoyable as you like.



**Thank you for choosing**



**“A Special Place for Your Child”**