

# Kids Unlimited Learning Center Inc.

## Parent Handbook

**Effective Date: February 1, 2026**

5751 N. Main Street, Suite 208  
Jacksonville, FL 32208  
Phone: 904-240-1389  
Website: [kidsunlimitedlearning.com](http://kidsunlimitedlearning.com)

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## Welcome

Welcome to Kids Unlimited Learning Center Inc. We are honored to partner with your family during these important early years. This handbook provides a clear overview of our policies, procedures, and expectations to ensure a safe, nurturing, and respectful learning environment for all children.

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## Mission & Philosophy

Our mission is to provide a safe, nurturing, and engaging environment where children grow academically, socially, and emotionally.

Our program is **A+ Accredited**, Montessori-inspired, and grounded in developmentally appropriate practices. We provide hands-on learning experiences that foster independence, curiosity, confidence, and a lifelong love of learning.

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## Licensing & Nondiscrimination

Kids Unlimited Learning Center Inc. is licensed by the Florida Department of Children and Families (DCF).

We provide services without discrimination based on race, color, religion, disability, ancestry, national origin, age, or sex.

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## Staff Qualifications

Our staff is experienced, trained, and committed to early childhood education. All employees complete background screening and maintain CPR, First Aid, and Fire Safety certification. Ongoing professional development is required.

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## Enrollment & Withdrawal

- Enrollment is open to children **18 months–5 years**.
  - A \$75 registration fee and signed fee agreement are required prior to the start date.
  - Health and immunization records must be submitted within 30 days of enrollment.
  - Two weeks written notice is required for withdrawal.
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## Tuition & Payment Policy

- Tuition is due **in advance** and based on enrollment, not attendance.
  - Payments are made through the **Brightwheel Parent Portal**.
  - Late payments may result in fees or termination of services.
  - Families using ELC subsidies are responsible for all required copays.
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## Program Hours & Closures

**Hours:** Monday–Friday, 7:00 a.m.–5:30 p.m.

The center is closed on major holidays including New Year’s Day, MLK Day, Good Friday, Memorial Day, Juneteenth, July 4th week, Labor Day, Veterans Day, Thanksgiving (Thursday & Friday), and Christmas (Dec 24–26).

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## Curriculum & Daily Routine

Our program follows a **child-centered, Montessori-inspired approach** that respects each child’s individual pace, interests, and abilities. Children are encouraged to explore, make choices, and actively participate in hands-on learning experiences that support independence, confidence, and a love of learning.

Our curriculum supports literacy, early math, science, creative arts, music, and daily movement.

Children follow a predictable daily routine that includes learning centers, outdoor play, meals, and rest time (12:00–2:30 p.m.). Schedules are posted in each classroom.

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## Meals & Allergies

We provide a nutritious breakfast, lunch, and afternoon snack following USDA Child Care Food Program guidelines.

**Breakfast is served daily from 7:30 a.m. to 8:45 a.m.** Children arriving after 8:45 a.m. should eat prior to arrival.

Parents must inform the center of any allergies. Medical documentation is required for food substitutions or emergency allergy care.

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## Health, Illness & Medication

To protect the health of all children and staff, children must remain home if they exhibit any of the following symptoms or illnesses:

- Fever of **101°F or higher** (or within the past 24 hours)
- Vomiting or diarrhea
- Persistent or severe cough
- Thick or excessive nasal discharge, eye drainage, or mucus
- Unexplained rash
- Pink eye (conjunctivitis)
- Strep throat
- Influenza (flu)
- COVID-19
- Hand, Foot, and Mouth Disease
- Head lice
- Chickenpox
- Any communicable or contagious illness

Children may return once they are symptom-free, fever-free for 24 hours without medication, and/or have a doctor's note confirming they are no longer contagious.

Parents are required to pick up sick children within 45 minutes of notification.

Medication is administered only with proper authorization, original containers, and physician instructions.

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## Arrival & Pick-Up Procedures

- Children should arrive by **8:45 a.m.**
  - Parents must sign children in and out using the kiosk or QR code.
  - Photo ID is required for all authorized pick-ups.
  - Late pick-up fees apply after 5:30 p.m.
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## Guidance & Discipline

We use **positive guidance**, redirection, and age-appropriate problem solving.

Discipline focuses on teaching self-control, respect, and responsibility. Physical punishment is never used.

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## Safety, Emergencies & Weather

Fire and emergency drills are conducted regularly.

If Duval County Public Schools close due to severe weather, KULC will also be closed. Families will be notified via Brightwheel and local media.

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## Expulsion Policy

We work closely with families to address behavioral concerns. Expulsion may occur only when safety or program integrity is compromised and all reasonable interventions have been exhausted.

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## Parent Communication & Access

Parents are welcome to communicate with staff through Brightwheel or by contacting the Director. Parents have the right to immediate access to their child during operating hours, as permitted by law.

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## Parent Handbook Acknowledgement

I acknowledge that I have received and reviewed the Kids Unlimited Learning Center Inc. Parent Handbook and agree to abide by all policies.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_