



**PARENT
HANDBOOK**



Welcome,

First, we would like to take this opportunity to welcome you to Kingdom Kids Academy. It is our desire to create a warm, loving, Christian environment where your child can grow physically, spiritually, emotionally and academically.

We have developed this handbook to help some of the questions you may have about Kingdom Kids Academy. We invite you to visit us at any time.

Please read this entire handbook as it contains our policies, procedures and other important information you may need during your child's enrollment at The Academy.

Kingdom Kids Academy reserves the right to change or update policies at it's discretion.

MISSION STATEMENT

We, at KingdomKidsAcademy, desire to care for your child in a loving Christian atmosphere; an atmosphere that he or she will feel at home. We know the importance of a child trusting himself/herself, as well as others around them and the need to interact with others in work and play.

Each child is a unique creation of God and has the right to learn and grow at their own pace and express oneself in his/her own way.

STATEMENT OF FAITH

Kingdom Kids Academy is an outreach ministry of Destiny Church International. Established in 1984, our vision is to help your child grow physically, mentally, academically and spiritually by providing good quality Christian care provided by a wonderful staff. Kingdom Kids Academy is licensed by the Florida Association of Christian Colleges and Schools (FACCS).

CENTER DIRECTOR



Aleshia Newby Korede
"Ms. Leelee"

Services Offered

We offer full time care for children ages: 6 weeks – 5 year old Children with special needs
We act and comply with the Americans with Disabilities Act and other acceptable federal state or 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 ability or disabilities and we'll make an individual assessment to determine if we can meet each child's needs in our group child care setting.

Posted Information:

- Center's License
- FACCS Membership certificate
- FACCS Religious Exemption certificate
- Weekly Menu
- Special Announcements
- Special Classroom Announcements
- Daily Activities/Schedule

At this time you will be given:

- A copy of the Parental Agreement
- Waiver of Liability
- Parent Handbook
- Parental Agreement
- CCFP Food Participation
- Child Enrollment Form

Admission Requirements

Our admission process begins with an interview between our administrator, the parents and the child. During this interview we will discuss the center's policies, give you an opportunity to ask any questions you may have about our programs and complete all forms necessary for enrollment. After which you and your child will be taken on a tour of our facilities and meet the staff. *KKCC does not discriminate on the basis of race, color, religion, sex, or national origin. The center does reserve the right to refuse or recall admission of any child who, in the opinion of the administration, will not profit from our environment or program.*

The following forms must be completed for enrollment:

- Child Enrollment Form
- Waiver of Liability
- CCFP Food Participation
- Parental Agreement
- Copy of Birth Certificate

- HRS 680 Form (Shot Record)
- Student Physical Health Form
- Parental ID's
- \$65 Registration Fee

Fee Schedule & Operational Hours

Registration & Supply Fees:

New Students (due upon enrollment to hold the students spot)	\$70.00
Annual Registration (due September 1 st)	\$70.00

Tuition Fees:

Age	Weekly Rate
6 Weeks - 12 Months	\$210.00
13 - 23 Months	\$190.00
24 - 35 Months	\$175.00
36 - 47 Months	\$165.00
48 - 60 Months	\$150.00

- \$5.00 weekly discount for full time enrollment of additional oldest sibling

Payment Policies:

- All tuition payments are due on Monday of each week. Any payments submitted on Wednesday must be accompanied by a \$25.00 late fee. Any accounts that remain unpaid as of Thursday of each week will be subject to dismissal until the account is paid.
- A registration fee of \$70.00 is due and payable upon enrollment. An annual registration fee of \$70.00 will be due each year on September 1st. Registration fee is non-refundable.
- We utilize an app called "SmartCare" for all payments. If you wish to use a credit or debit card to pay, there is a 2.85% convenience fee that will automatically apply. If you pay through your bank account, there are no fees applied.
- Should your child remain at the center after 6:00 p.m., there will be a fee assessed. The charge is \$3.00 per minutes after 6:00pm. *This fee is due when you arrive to pick up your child.*
- A two week maximum vacation period will be allotted for each full time child, once a year, during which no tuition fee will be charged. Vacation must be used within the year immediately following the anniversary date. Vacation cannot be carried over and stacked from year to year. **All accounts must be paid in full before vacation can be taken.** Vacation is earned as follows: **Full time children** - 2 weeks' vacation **after** the child has been here for 12 months.
- Extended Illness: If your child has an extended illness (5+ days), you will be responsible for paying half of your regular weekly rate as a place retainer. This fee guarantees your space so that another child will not be enrolled to take your space.
- A two week notice is required when leaving our center.

Hours of Operation:

- Monday – Friday from 6:30 a.m. to 6:00 p.m.
- The center will close in observance of the following holidays: **New Year's Day, Good Friday 1/2 Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day (all day if it falls on a weekday, closed at noon if on a**

weekend), Christmas Day.No allowances, credits or refunds shall be made for holidays. We also close when SJC Public schools do for inclement weather. Full tuition is due for these days; however you may use your earned vacation time for these dates.

General Information

Children's Records:

- All application forms, immunization forms and consent forms must be completed prior to enrollment.
- Please update your file whenever a change occurs to insure that we have the proper information to contact you in case of an emergency.

Drop Off and Pick Up Procedures:

Security Entrance System:

Our school is equipped with a security entry system to protect the children in our care. This system ensures that only people with access will be allowed into the school. You will be given free access to the school during business hours. Upon enrollment, the director will provide you with access and instruction for entry. Please do not allow other person's to "piggyback" into the building when you enter our school. While we all want to be polite and hold doors for others, the security system cannot be enforced if parents allow others to enter at the same time they do, with no knowledge of whether that person has legitimate access to school property.

Due to staffing ratios and maintaining schedules in our classes, we ask that you not drop your child off after 9:30 a.m. unless due to a doctor's appointment. This will insure that they are included in the lunch count, and will not interrupt class time for the other children. You must call ahead of time if they are going to be late. If you have to pick a child up in the morning and plan to return them for school later, they may not return during nap. They can return after 2:30 or before by 11:45.

- Children will only be released to the parent, guardian or persons listed (ages 18+) on the Authorized Pick Up portion of the application. If you need to send an alternate person to pick up your child, you are required to notify the administrator. If our staff does not know this person, they will be asked to show identification.

Arriving at the school

Please keep your child with you at all times, especially when exiting your vehicle in our parking lot. Do not leave children, regardless of their age, unattended in your car when dropping off or picking up. Lock your car, as we cannot be responsible for any personal belongings taken from your vehicle while it is on our property.

You must sign in both at the kiosk and in your child's classroom book, accompany your child in to his or her classroom/playground, and let the teacher know your child has arrived. This provides a smooth transition and allows you a brief exchange with a teacher to convey information about your child (i.e. if they did not sleep or eat well etc.) Children must be supervised at all times; therefore, if you have more than one child at our school, take your older child to his or her classroom first. It is unsafe for infants and small toddlers to have older children in their classrooms.

When we first opened for the day and attendance is low, children may be gathered into one room before moving to their respective classrooms. Likewise, at the end of the day as children

are picked up, remaining children may be placed in a room other than their assigned classroom. It may be necessary at times in order to keep with student/child ratios for your child to be in a different class than they are typically assigned.

Picking up your child

When you arrive to pick up your child, allow time for your child to complete whatever activity he or she is participating in. Please remember to let the teacher know that your child is leaving and sign out as you exit the building. We must ask you to make every effort to pick up your child before closing time. If you're going to be late, please call our office immediately. A late fee will be assessed for arriving at the school after closing time of \$3.00 per minute and must be paid upon arrival. If we do not receive a call from you and cannot reach your emergency release contacts, we may be required to call local authorities to assist with the situation. Members of our staff are not permitted to take your child home with them. Repeated late pickups can result in termination.

Persons appearing to be impaired by drugs

If a parent or other adult enters the school to pick up a child and appears to be intoxicated either by the smell of alcohol or his or her actions appears to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, the director may notify the local authorities.

Parking

We have **reserved** parking spaces for pastors and ministry staff located next to the daycare playground. This is done so that we may control traffic in the playground area. In order to maintain **safety** as well as **security** for the children, **please do not use these spaces for parking and drop off/pick up of your children**. Parking spaces are provided in the front of the daycare for parents to use. The handicap spots are only reserved as such for our Sunday & Wednesday night church services and you are welcome to use them for drop off & pick up. PLEASE do not park on the grass. There are parking spots on the south side of our daycare building to use as well. We will not be responsible for theft or damage to any vehicle parked on our premises. We will not be responsible for personal property left in vehicles that is either: lost, damaged, stolen or destroyed.

New classroom:

When your child is ready to move to a new classroom, we do all we can to make this transition is smooth and successful one. We will contact you when we feel your child is ready to move. This will always be a collaborative decision among the parents, teachers, and management. We have created protocols and procedures for teachers to use to support children when moving from one classroom to another. We also communicate with your child so he or she knows what to expect ahead of time, and we invite your child to visit the new classroom several times before the official move so as to become secure with a new environment, teacher and classmates.

Visitations:

Parents are welcomed to visit at any time during the day. We only ask that you check in with the office before going to your child's room. By doing this, we are able to know who is in the facility at all times.

A positive daily transition from home to school for your child is a collaborative effort between you and our staff. Each child reacts differently to the separation from their family when coming to school each day. Please take the time to come into the classroom/playground with your child

every day and check in with your child's teacher. Your child will feel more secure while at school if he or she knows that you value his or her teacher, friends, and environment.

Custody and visitation issues

It is our policy to not interfere with a custody relationship of a child's parents. As such, we assume that both parents / guardians have equal rights to pick up/drop off, visit, or request documents about their child. If that is not the case, it is the parents/guardians responsibility to provide court documents and or legal binding parental agreement to clarify the rights and responsibilities of their parents and/or guardians. We will follow the last dated court documents, without prejudice, to either parent / guardian. We ask that parents / guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment . All Financial records in the enrollment package are considered private and confidential to the enrolling parent

Withdrawing your child:

If you decide to withdraw your child from our care, you are required to give us a two week notice. If notification is not provided, you will still be responsible for all tuition and fees for the two weeks, whether or not your child is in attendance.

Guidelines for Guiding Behavior:

- Discipline at Kingdom Kids Academy will always be directed from a loving Christian atmosphere in a positive manner. By teaching right from wrong, establishing routines, setting limits and stating the rules, our staff will help your child develop self-discipline and self-control over their own actions.
- At NO TIME will physical or verbal abuse be used. No child will be denied food, bathroom privileges or rest periods as a means of discipline.
- "Time Out" will be used to help re-direct behavior but only with the following guidelines:
 - One minute per year of age of the child
 - Located only where he/she can see and be seen by staff
- Our staff is instructed that all recurring discipline problems must be brought to the attention of the administrator and the administrator will discuss the problem with you.
- The Director reserves the right to terminate due to behavioral issues. Immediate termination can be made at the discretion of the Director. You may also be asked to pick up your child for the day due to a behavioral issue.

Expulsion/Dismissal Policy:

We believe that all domains of learning are supported during play and through strong, positive, interactions with others. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. The preschool period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social-emotional skills just as they teach washing hands, or learning colors and shapes.

We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success. We support this development through:

Our Environment

- We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals
- We develop schedules to meet the needs of young children and avoid long periods of wait time without activity
- We are flexible in our schedule and follow the interests and needs of the children's cognitive, physical, and biological needs
- We regularly observe the environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. Having multiples of the same toy)

Our Teachers

- Work to develop a relationship with each child
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict
- Have time set aside to have parent/teacher meeting
- Put words to children's emotions (ex. "Billy, I can tell you were mad when James took your block.")
- Use social stories with young children to teach healthy social skills

Our Families

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partner with us and allow us time to work with all children, including those needing higher levels of support
- We strive to serve individual needs while ensuring the safety of young children
- To best serve children, we may need to partner with social and emotional experts to help give a child the best foundation for academic and life success

Our Children

- Learn how to handle conflict in a healthy manner (using appropriate words and not hands)
- Develop confidence and self-efficacy
- Develop skills to help them control their behavior and emotions

Thank you for choosing to allow our staff to support your child's development. We are committed to each child's social emotional development. From time to time behavior concerns can arise and normally that tell us that children need more time, support and practice to develop their social and emotional skills. However, when serious concerns arise, we will partner with parents and see what we can do to get professionals who specialize in supporting children's social and emotional health to aid in the support of those concerns. On rare occasions, it may be necessary to discontinue a child's enrollment. This decision will be based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school including staff. Dismissal may be a result of one of the following but is not limited to:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent / guardian.
- Disruptive or dangerous behavior by child or parent / guardian.
- Disruptive or dangerous behavior by an individual identified as an authorized or emergency pickup person.
- The schools inability to meet the child's needs or the parents /guardians expectations.
- Repeated late pickups/drop offs.
- Nonpayment of tuition.

Biting:

If you are the parents of an older infant or toddler, we know it is distressing to learn your child has been bitten or has bitten a friend. Experts in the field of Child Development agree that biting is within a range of expected behaviors among toddlers 13 months to 3 years of age. Common reasons cited for biting are need for autonomy and control, exploration, teething, attention-getting, frustration, anxiety, mimicking, self-defense, and lack of experience interacting with children in a group. At the first sight of biting, we evaluate the environment activities at the time of the bite. If warranted, adjustments in the environment, routines, or the transition in the classroom may be made. If a bite occurs, the teacher will first attend to the bitten child by comforting the child and gently cleaning the area with soap and water. Then the teacher will speak to the child who bit, saying that biting hurts others and is not allowed, keeping words to a minimum so the child does not get the message that this behavior is a way to get the teacher's attention. Staff will complete an incident report for the bitten child. Staff will also complete an incident report for the child who has bitten and discuss the incident with the child's parents. It is important to remember that biting is a developmentally appropriate behavior for infants through 3 years old. For children who continue to bite, more specific intervention will be initiated. Each case will be assessed on an individual basis. If it is clear that the biting cannot be controlled, that child will be terminated from our program. Staff cannot discuss with either parent the identity of the other child involved in the incident, nor can staff discuss the medical history of any child involved in a biting incident with the other parent.

Clothing:

Dress your child suitably for the weather so that he/she can enjoy being outside. For the child's safety, they are required to wear appropriate shoes to the center (**no clogs, high heels, flip-flops, open-back, open-toe, Crocs, etc.**). Preschool age should provide a minimum of one extra change of clothing and must be labeled with your child's first and last name. We do have outdoor play when temperatures are under 45 degrees. Please send in warm clothes during cold weather.

Parties:

Special holiday parties will be given by the center. Individual Birthday Parties may be celebrated, provided that the teacher has been notified first. Parties should be scheduled from 3:00 - 3:30 in the afternoon. Healthy snacks and mini cupcakes are the approved party food. Balloons are not allowed in the center.

Toys:

In order to better serve your child, we ask that no toys are sent into the center. This can keep our staff focused on your child.

Breakfast:

Our breakfast cut off time is 7:30 a.m. Parents are welcome to sit inside with your child, but staff will not be available to do so after 7:30. Breakfast is not provided but we offer the chance for students to eat what they were not able to at home in the center from 6:30-7:30. Please only send in easily cleanable foods such as dry cereal, breakfast bars, juice with straws etc. If you send in a bowl, please send in a disposable one as we are not able to wash dishes for your student. Please no cereal with milk or items with syrup. No Food is allowed outside.

Lunches:

Lunch and 2 snacks will be provided daily. A weekly menu is posted for parent information. We participate in the USDA Childcare Food Program and we are an equal opportunity provider.

Staff:

We have identified certain skills and competencies that teachers must have to meet the child care and Early Education needs of children. Following a careful selection process, each staff member receives ongoing training. Our management staff observes the teachers and provides feedback to ensure we are providing the most developmentally appropriate, high quality learning opportunities possible. Teachers must complete the Department of Children and Families 45-hour course in childcare training and additionally must do annual in-service hours for training.

Staff hired by parents:

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with an employee to babysit for your family outside of the employee's normal working hours and or outside of the school hours, it must be done away from the school and with full knowledge and understanding that the sitter enter into such an agreement as a private citizen and not as a company employee. We cannot be responsible for employees away from the school, outside their working hours, and will not be liable for their acts or omissions when not on our property. You may be required to sign an acknowledgement and waiver to this affect. If you hire a staff member to work for you and the employee resigned their position with us in order to accept your employment offer, you may be required to pay the center a finder's fee. In addition, staff is absolutely prohibited from transporting any child to or from the school in their personal vehicles without a signed release of liability form from the parent or guardian.

Parent Communication:

To build a solid foundation, it is imperative to establish ongoing communication between our parents and the staff. We welcome your comments, concerns and suggestions.

Please get to know your child's teacher and visit the center whenever you can. Take time to discuss the day with your child, talk about the work he/she has accomplished, making sure he/she realizes that it is very important to you.

Please provide an email address to better help us contact you.

We look forward to a great relationship with you and your child as part of Kingdom Kids Christian Childcare. Please feel free to contact the administrator regarding any need or concerns about our program.

Family Expectations

Just as we set guidelines for appropriate behavior of children, we also must ensure that parents and other adults who come to our schools know what our expectations are in terms of their

interaction with our staff, other children, and parents. Appropriate language will be used in our school. Parents and Guardians and their guests must use appropriate language while on school property. Foul language of any type is not permitted on school grounds, which includes our parking lots and playground. If a problem or concern arises, the first step is to move the discussion into the private office area where you can express your concerns with the director. We will do our best to address every problem or concern that arises. If another time must be scheduled to address the problem or concern, we can reschedule the meeting for a time at which you and the director can discuss the problem or concern. Smoking is prohibited on all school property, including parking lot and playground.

Daily Activities

Active Time

Age-appropriate activities, snack and meal times, outside play and rest periods will be scheduled daily. Other regular scheduled activities will include quiet and active periods, teacher-directed activities, large and small muscle activities, language experiences, arts and crafts, dramatic play, rhythm and music and nature and science experiences.

Rest Time

A period of rest time will be included in the daily schedules immediately following lunch. We provide individually assigned cribs and sheets for Infant Room. We provide 2 ½" thick mats for all other rooms and parents must provide a blanket for cover. These will be sent home on Fridays to be washed and returned on Mondays.

Outside Time

We have scheduled morning and afternoon outside times for each class. The center is equipped with a large age-appropriate playground and a large "buggy" for our Infants. Please send in jackets in the winter as we will play outdoors as long as the temperature is above 45 with low winds.

Meal Time

We will serve lunch and two snacks, one in the morning and one after nap. If you have special needs/allergies please see the Administrator.

Chapel Time

We have a Chapel service once a week for our three and four year old class. A minister from our staff comes and teaches the kids songs and does a short Bible story.

Medical Care

- Hospital to be used for serious injury or illness:

Flagler Hospital
400 Health Park Boulevard
St. Augustine, Florida 32086
(904)819-5155

- Emergency Medical Procedure: In the event your child becomes seriously ill or suffers an accident requiring immediate attention, a staff member certified with CPR and First Aid will evaluate the child and proceed with proper treatment. One of our staff will call 911, if needed, and pull medical records from the child's file that will accompany them to the emergency room. Parents will be called immediately and informed that their child will be taken to Flagler Hospital. Parents are expected to meet us there and assume all responsibility for payment.

Immunizations:

All children are required to have an up-to-date immunization record prior to acceptance to the center. The State of Florida requires all shot records be furnished on Form 680.

Medication:

You must personally hand over all medication into your child's classroom teacher. You must complete a consent form which will be kept with the medicine. Any medication brought by you for your child must be in the original container. It must be labeled with a child's first and last name. It must be labeled with the date of prescription medicine. Include directions to administer the medication. If prescribed, include the name of the physician prescribing the medication. It must be current, not expired. Our staff will record the date time and amount of medication given. It is not required that our staff dispenses medication, and the teacher has the right to not administer if they feel uncomfortable as we are not medical professionals. You will be notified if we will not dispense the medicine and asked to come provide the assistance to your child.

Should your child have a fever, diarrhea, symptoms of a contagious/communicable disease or is vomiting, he/she should be kept home; however, *we do not give absent or sick credits on billing except for extended illness (over 5 days) and you are required to pay ½ of your weekly rate to hold your place in the center.*

Illness/Absence:

It is important to notify the center if your child is ill and plans to be absent. If your child gets sick at school, the parent will be notified and expected to pick him/her up within 30 minutes.

If we observe your child developing symptoms of illness during the day we will isolate him or her from the other children and call you to pick up your child. For the health and well-being of your child and others, your child must be kept home if he or she develops any of the following symptoms of contagious diseases until the child is symptom-free for 24 hours. In some instances the Director may request the child's physician to indicate in writing that the child can return to school after the 24 hour period.

The child has any of the following conditions:

- A fever above 101 degrees
- Diarrhea
- Blood or mucus in the stool not explained by dietary changes.
- Vomiting.
- Persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other signs or symptoms of illness.
- Mouth sores with drooling.
- Rash with fever or behavioral changes.
- Head lice or nits, until nit free.
- Streptococcal pharyngitis commonly known as strep throat or other streptococcal infection.
- Scabbies, until after treatment has begun.
- Chicken pox.
- Infantigo.
- Pertussis (i.e. whooping cough) we will follow direction of our local Health Department.
- Measles, mumps, and rubella we will follow the direction of the local Health Department.
- Tuberculosis we will follow the direction of the local Health Department.
- Hepatitis A virus infection we will follow the direction of the local Health Department.
- Any child determined by the local Health Department to be contributing to the transmission of illness during an outbreak. If your child has a communicable disease, please inform the school immediately so we can take necessary precautions. We will take necessary measures to protect your child confidentiality, and will only share the information relating to the communicable disease with those that need to know. We will also notify you if we become aware that an employee or child in our care has contracted a communicable disease that a local health department requires us to report.

In addition, the center may find it necessary to send the student home if :

- The illness prevents the child from participating comfortably in activities, including outdoor activities, as is determined by the staff.
- The illness results in a greater need for care than the staff determined they can provide without compromising the ability to care for the other children.

The child will be able to return only when his/her temperature has returned to normal, diarrhea has subsided, or is no longer contagious and symptoms has ceased for at least 24 hours, medication free.

We reserve the right to ask for a doctor’s note clearing your child healthy enough to attend school.

Plans for Emergencies

Emergency drills

We conduct fire, intruder an emergency evacuation drills regularly. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the school of fire and emergency/evacuation plans. During an emergency drill, parents must wait until the drill is complete and all children have returned to the building before signing their child out. Parents can wait with their child's class in the designated safe zone outside the building until the drill is complete.

In the event of a real fire emergency situation, the director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children from the center, the children will be moved to the designated

Emergency Closing and Inclement Weather Information:

It is our intention to be open and provide Childcare Services every weekday of the Year excluding our closed holidays. However, situations out of our control such as inclement weather, national / natural disasters, or major building issues may disrupt services from time to time.

We ask that you call the school, check our Facebook page or check our website to ensure it is open during periods of inclement weather or other unusual situations.

If the school must close after you have dropped off your child, you or your designated emergency contacts will be notified by the school's management staff so that you can make appropriate arrangements for picking up your child. In the event that the school is unable to open or must close early, you are responsible for tuition payments for up to 3 business days. If you decide to keep your child out longer after the weather has passed and Kingdom Kids is open, you are responsible for those days missed. You may use earned vacation days to cover those days if you would like.

Severe Weather, Thunder, Lightning and Wind Immediately upon the threat of severe weather, all children will be taken inside. Staff will be required to take roll and make sure all children are accounted for.

Hurricane Watch/Warning In case of a hurricane watch we will stay in touch with the National Hurricane Center, by way of the Weather Channel on the radio and the internet, for current information. Should there be a hurricane warning posted, parents are expected to pick up their child immediately as the center will need to close.

Tornado Watch/Warning Children outside will be instructed to return to their rooms immediately upon the threat of severe weather. If weather worsens, children will be taken to an interior hallway or room away from windows. We will continue to stay in touch with the local news channels for all weather updates.

Loss of Power/Structural Damage Emergency lighting will be used for short term power loss. If the local power company determines the power loss will be for an extended amount of time, parents will be called and ask to pick up their child.

Loss of Child The following procedures will be enforced if a child is lost or wanders away from the group on the premises. The St. Johns County Police Department will be notified giving a complete description of the child. Parents will be notified immediately, and all available staff will assist in the search.

Death of Child In an extreme situation of the death of the child, a person certified with CPR and First Aid will evaluate and stay with the child until emergency personnel arrive. 911 will be called giving clear details, location and problem. Parents will be called. Other staff personnel will remove all other children from the area.

Infant Room

- Parents of infants that do not opt to use daycare supplied formula of Up & UP Gentle Fortified with Iron or UP Soy with Iron, will need to supply all formula and each should supply plastic bottles. All bottles and tops should be marked with your child's name. It is also recommended that you leave an *emergency* can of formula with us at all times.
- Parents can either bring diapers on a daily or weekly basis. Either way, please be sure that you supply enough to meet your child's needs.
- When your baby begins eating cereal and baby food, you may bring in a box or jars of food to last a week if you do not opt for daycare supplied baby food. The teachers will let you know when your supply is low. Please be sure that all of these items are marked clearly with your child's name.
- When your child begins eating table food, please check the menu to see if your child will eat what is being served.
- Please leave at least two changes of clothes in your child's cubby to insure that your child is kept in unsoiled clothing. Please be sure to label all items of clothing you send. Socks and bids are suggested for backups.
- Notes are sent home daily that list diapering and feeding schedules and to make you aware of items needed.
- If alternate sleeping positions other than sleeping on the back are required, we can accommodate this request only with the written physician's instructions. This doctor's note must be kept on file.
- If you will not be picking up your child and need to leave the car seat with us, we ask that you leave it in the front entry way on/by the wooden bench. This gives us more room in the classroom for our students to explore in a safe environment clear from those obstacles.

One year old Information

- Parents can either bring diapers& wipes on a daily or weekly basis. Either way, please be sure that you supply enough to meet your child's needs.
- Please leave at least two changes of clothes in your child's cubby to insure that your child is kept in unsoiled clothing. Please be sure to label all items of clothing you send.
- Notes are sent home daily that to make you aware of items needed and how your child's day was.
- You will need to provide a light cover or blanket for nap time (1 nap daily from 12:00-2:30) and a crib sheet for the mat. This will be sent home on Fridays to be laundered and returned to the center on Mondays.
- Child will need to come to school with shoes and socks on. No sandals or flip flops.
- Breakfast ends at 7:30am
- Bottles and pacifiers will be weaned by parents and teachers working together
- 1 Sippy cup with your child's name clearly marked

DAILY SCHEDULE FOR 1'S

<u>TIME</u>	<u>ACTIVITY</u>
6:30-7:30	Breakfast (not provided)/ Quiet play / Movie
7:30-8:45	Center Play
8:00-8:45	Diaper Changing
9:00-9:30	Morning Snack Time / Clean Up
9:30-10:00	Circle Time(Arts & Crafts, Music, Stories)
10:00-10:30	Playground/Gross Motor Activities (Movie room or Buggy ride)
10:30-11:00	Diapers/Clean up
11:00-11:30	Lunch

11:30-12:00	Diaper check/Clean up –nap mats out
12:00-2:30	Nap time
2:30-3:00	Wake up/ Diaper changing
3:00-3:30	Afternoon snack time
3:30-4:00	Circle time/Flashcards
4:00-4:30	Centers
4:30-4:45	Diapers/Clean up
4:45-5:40	Free play/ Music & Movement
5:40-6:00	Room clean up

2 Year Old Information

All children need two full sets of clothing (short, pants, underwear and socks) that should be left in the cubby at all times. Please put these items in a gallon zip lock bag with your child’s name marked on it. This should be season appropriate so it may need to be switched out as the weather changes. Also a backup pair of shoes should be kept in the cubby as this is a potty training class.

You will need to provide a light cover or blanket for nap time. This will be sent home on Fridays to be laundered and returned to the center on Mondays.

All pre-school classes have a class schedule designed around our curriculum. “Class time” begins at 9:30 a.m. with circle and center times, music, art and free play. For your child to get the most out of this learning experience, it is important for your child to be here by 9:30 a.m. If you are going to be later than 9:30, please notify the school prior to 9:30.

DAILY SCHEDULE FOR 2’S

<u>TIME</u>	<u>ACTIVITY</u>
6:30-7:30	Breakfast (not provided)/ Quiet play / Movie
7:30-7:45	Center Play
7:45-9:00	Playground/Gross Motor Activities
9:00-9:30	Diaper Changing/Hand washing/Snack Time
9:30-10:30	Class Time: Arts & Crafts, Music, Stories
10:30-11:00	Center Time, Dramatic play &Self-directed activities
11:00-11:15	Diaper Changing: pre-lunch wash-up
11:15-11:45	Lunch
11:45	Diaper Check/Change
12:00-2:30	Nap time with soft music

2:30-2:45	Wake up/Diaper Changing /hand washing
2:45	Afternoon learning activity
3:00-3:30	Snack time
3:30	Playground Time/Center/Directed Activity
5:00-6:00	Free play/ Music & Movement / Movie

3 Year Old Information

All children need a full set of clothing (short, pants, underwear and socks) that should be left in the cubby at all times. Please put these items in a gallon zip lock bag with your child’s name marked on it. This should be season appropriate so it may need to be switched out as the weather changes.

You will need to provide a light cover or blanket for nap time. This will be sent home on Fridays to be laundered and returned to the center on Mondays.

All pre-school classes have a class schedule designed around our curriculum. “Class time” begins at 9:30 a.m. with circle and center times, music, art and free play. The three year old class uses Brightstart curriculum. For your child to get the most out of this learning experience, it is important for your child to be here by 9:30 a.m.. If you are going to be later than 9:30, please notify the school prior to 9:30.

At the beginning of the school year your child will need the following items:

- 2 boxes of 8 count Crayola Washable crayons – Classic Colors
- 2 boxes of 8 count washable markers– Classic Colors
- 2 packs of small glue sticks
- 1 family size box of Kleenex
- 2 box of wet wipes
- Expo Dry erase markers
- 1 Bottle Tacky Glue (in a gold bottle)

DAILY SCHEDULE FOR 3’S

<u>TIME</u>	<u>ACTIVITY</u>
6:30-7:30	Breakfast (not provided)/ Quiet play / Movie
7:30-7:45	Center Play/Potty Time
7:45-9:00	Playground/Gross Motor Activities
9:00-9:30	Hand washing/Snack Time
9:30-10:30	Class Time: Arts & Crafts, Music, Stories
10:30-11:00	Center Time, Dramatic play &Self-directed activities
11:00-11:15	Potty Time: pre-lunch wash-up

11:15-11:45	Lunch
11:45	Potty Time
12:00-2:30	Nap time with soft music
2:30-2:45	Wake up/potty time/hand washing
2:45	Afternoon learning activity
3:00-3:30	Snack time
3:30	Playground Time/Center/Directed Activity
5:00-6:00	Free play/ Music & Movement / Movie

<h2>4 Year Old Information</h2>

All children need a full set of clothing (short, pants, underwear and socks) that should be left in the cubby at all times. Please put these items in a gallon zip lock bag with your child’s name marked on it. This should be season appropriate so it may need to be switched out as the weather changes.

You will need to provide a light cover or blanket for nap time. This will be sent home on Fridays to be laundered and returned to the center on Mondays.

All pre-school classes have a class schedule designed around our curriculum. “Class time” begins at 9:30 a.m. with circle and center times, music, art and free play. For your child to get the most out of this learning experience, it is important for your child to be here by 9:30 a.m. If you are going to be later than 9:30, please notify the school prior to 9:30. The four-year-old class uses The UNF Early Literacy & Learning Model Plus (ELLM) curriculum with aspects of the Links to Literacy as a supplement.

At the beginning of the school year, and throughout the year as needed, your child will need the following items:

- 1 box of 24 -count crayons
- 1 box of 8-count washable markers
- 1 box of wet wipes
- 1 box of gallon size ziplock bags

DAILY SCHEDULE FOR 4’S

<u>TIME</u>	<u>ACTIVITY</u>
6:30-7:30	Breakfast (not provided)/ Quiet play / Movie
7:30-7:45	Center Play/Potty Time
7:45-9:00	Playground/Gross Motor Activities
9:00-9:30	Hand washing/Snack Time
9:30-10:30	Class Time: Arts & Crafts, Music, Stories
10:30-11:00	Center Time, Dramatic play & Self-directed activities
11:00-11:15	Potty Time: pre-lunch wash-up
11:15-11:45	Lunch

11:45	Potty Time
12:00-2:30	Nap time with soft music
2:30-2:45	Wake up/potty time/hand washing
2:45	Afternoon learning activity
3:00-3:30	Snack time
3:30	Playground Time/Center/Directed Activity
5:00-6:00	Free play/ Music & Movement / Movie

Child Care Food Program

We participate in the Child Care Food Program (CCFP), which provides reimbursement for serving nutritious meals to enrolled children. All meals served must meet meal pattern requirements established by the U.S. Department of Agriculture (USDA). In the operation of USDA child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. The information requested on the attached Free and Reduced-Price Meal Application is necessary so that we may receive reimbursement for meals served to your child while in care. The amount of reimbursement we receive from the CCFP depends on the household income status of the enrolled children. Please complete the attached application, sign, date, and return it to the address listed below.

Please refer to the back of the application for full instructions. Your application will be placed in our files and kept confidential. Children from households that receive Food Assistance Program (formerly known as the Food Stamp Program) or TANF (Temporary Assistance for Needy Families) benefits are eligible for free meals. Children enrolled in Head Start or Early Head Start (HS/EHS) are eligible for free meals, subject to the submission of official, acceptable HS/EHS enrollment documentation. With proper documentation, HS/EHS children will not need Free and Reduced-Price Meal Applications. Foster children are eligible for free meals regardless of the income of the household with whom they reside, subject to the submission of official, acceptable foster care agency/court documentation or a Free and Reduced-Price Meal Application. Children from households with total incomes less than or equal to the levels listed below are eligible for either free or reduced-price meals.

HOW TO APPLY:

If any member of your household currently receives Food Assistance Program (FAP) or TANF benefits, then any child in the household is eligible for free meals. The application must include the child's name, the FAP or TANF case number, and the signature of an adult household member. If completing a Free and Reduced-Price Meal Application for a foster child, the application must identify the child as a foster child, and include the child's name, any "personal use" income, and an adult's signature. Households wishing to apply for meal benefits for foster children should contact us if they have any questions. If you do not list a FAP or TANF case number, or if the child is not a foster child, the application must include:

- the child's name;
- the names of all household members, including spouse, children, parents or other persons who live with you in the same household;
- the amount of income each person usually receives (before deductions for taxes, social security, etc.), how often it is received, and where it is from, such as wages, retirement, or welfare. For self-employed persons, list net income. Net income is defined as gross receipts less operating expenses. For persons who do not receive any income, check the "NO INCOME" box;
- the signature of an adult household member; and
- the last four digits of the social security number of the adult household member who signed the application or the word "none" if that adult does not have a social security number.

VERIFICATION: Your application may be reviewed by the child care center or other officials at any time during the year to determine if it has been correctly approved. **CONFIDENTIALITY:** The information that you report will be used only to determine eligibility for free or reduced-price meals in the CCFP. **REAPPLICATION:** You may apply for free and reduced price meals at any time during the year. If you are not eligible now but your household experiences a change, such as, a decrease in household income, an increase in household size, unemployment or receipt of Food Assistance Program or TANF benefits, then complete a new application. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****

Copy of Parental Agreement

1. Kingdom Kids Academy agrees to provide child care for (child's name) _____ at the current weekly rate (prices are subject to change). I understand that there is no reduction in fees due to absences, holidays or emergency school closings. Holidays are listed in the Parent Handbook.
2. Before any medication is dispensed to my child, I will provide a written authorization, which includes: child's name, date, name of medication, prescription number (if any), dosage, date and time of time of day medication is to be given. Medicine will be in the original container with my child's name on it.
3. My child will not be allowed to enter or leave the facility without being escorted by the parent(s); person authorized by parent(s), or facility personnel.
4. I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization record, etc.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
6. Regulations issued by the Florida Department of Children and Families Services do not allow us to keep children who are sick or running a temperature. If your child becomes ill during the day, we will notify you, so that you can make arrangements for your child to be picked up. They must stay out 24 hours symptom free. Days they are home sick will not be credited.
7. Discipline Policy: KingdomKidsAcademy uses only one type of discipline. It is called "Time Out." Time Out will be used to help re-direct behavior but only with the following guidelines:
 - One minute per year of age of child
 - Located only where the child can see and be seen by staff
8. I acknowledge that no allowances, credits or refunds shall be made for absences. It is my responsibility to make payments for the care of my child on Monday. A \$25.00 late fee must accompany my payment if submitted on Wednesday. If my account remains unpaid as of Thursday morning, my child will not be able to return to the Academy and no service will be provided until my account is paid in full.
9. I understand that Kingdom Kids reserves the right to end the enrollment of a child at any time for any reason deemed appropriate.
10. I have received a copy of the DCF "Know Your Child Care" Pamphlet.
11. I have read and agree to abide by the policies and procedures set forth in the Parent Handbook.

Copy of Waiver of Liability

In case of accident or illness:

In the event a child becomes seriously ill or suffers an accident that in the opinion of the day care administrator requires immediate attention; a staff member will take him/her to Flagler Hospital's emergency room. You will be contacted and expected to meet us there. Parents will assume responsibility for payment. The academy's insurance is secondary to any other available insurance.

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More
information
and free
resources:

MyFLFamilies.com/ChildCare

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: _____
License Issued on __/__/____
License Expires on __/__/____
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your
Child Care
Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.

