



# Parent Handbook

Early Childhood Center: Kids Zone Academy LLC

3551 42<sup>nd</sup> Ave South,

Saint Petersburg FL 33711

(727)592-43-32

[Kidszoneacademy@yahoo.com](mailto:Kidszoneacademy@yahoo.com)

[www.KidsZoneAcademy.Club](http://www.KidsZoneAcademy.Club)

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# Introduction

Dear Families,

Welcome to Kids Zone Academy LLC. We are happy that you have chosen our program for your child's preschool enrichment. We look forward to providing a year filled with exciting and rewarding experiences to all our preschool friends.

We hope the information provided in this handbook will help you to gain an understanding and appreciation for your child's preschool experience. The aim of preschool is to provide a basic foundation for your child's education and to make each child's first experience with school a successful and happy one.

As teachers and parents, we must remember, and keep in mind, that a positive self-image is the main ingredient to a child's success. It is our job as parents and teachers to make this a priority.

Enjoy your year with us! We know we will enjoy the year getting to know all of our friends and families at Kids Zone Academy LLC.

Sincerely,

Karen Tatiana Scheeley

Owner/ Center Director

# Mission Statement

To provide safe, affordable, high quality childcare in a nurturing and Play-base environment, our curriculum builds children's self esteems and problems solving skills, while fostering respect for themselves and others, we believe that Parents/Guardians have the most influence in a Childs life. We view parents as our partners in the education of their children's.

The most important thing we provide for students is the opportunity to learn at its own unique way.

*"We hold the future "*

## Philosophy and Curriculum

Our philosophy is based on the belief that children learn best in an early childhood program that provides developmentally appropriate educational experiences in an integrated setting.

To help us in planning for your child's experience at Kids Zone Academy LLC, we chose a curriculum that includes the physical, emotional, social, language, cognitive, creative, and cultural domains of development. We wanted to be sure that the curriculum's fundamental beliefs were in line with our educational philosophy. We found that the Creative Curriculum is the most supportive in helping the teachers plan a developmentally appropriate classroom for the Children's.

The fundamental beliefs of The Creative Curriculum coincide with our educational philosophy and are as follows: Building a trusting relationship with each child

- Providing responsive, individualized care
- Creating environments that support and encourage exploration
- Ensuring children's safety and health
- Developing partnerships with families

- Observing and documenting children’s development in order to plan for each child and the group
- Recognizing the importance of social/emotional development
- Appreciating cultural, family and individual differences
- Taking advantage of every opportunity to build a foundation for lifelong learning
- Supporting dual language learners, and

Including children with disabilities in all aspects of the program.

As its introduction states, “A curriculum is like a road map; it helps you get where you want to go. A developmentally appropriate curriculum ... includes goals and objectives for children’s learning in all areas of development.

## Non-Discrimination Policy

Kids Zone Academy LLC does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin or sexual preference.

## Ratios

Appropriate ratios are kept according to licensingboard manual. The appropriate ratio varies with the age of the children enrolled and capacity of each classroom.

The ratios for the center are as follows:

Mixed Ages 2’s & 3’s year olds

Mixed Ages 4’s & 5’s Years Old

1 adult for each 10 children 2 years old.

1 adult for each 15 children 3 years old.

1 adult for each 20 children 4 years old.

1 adult for each 25 children 5 years old or older.

# Hours of Operation and Holidays

In order to meet the needs of the families served Kids Zone Academy LLC offers several options for child attendance. The amount of tuition charged is figured on the numbers of days and the hours the child is in attendance.

Parents have a variety of options from which to choose, based on availability. These options include attendance for 2, 3, 4, or 5-days per week; Kids Zone Academy is open all year around from 6:30 Am to 5:30PM Monday through Friday.

\*\*\* Late school Arrival in the morning is no later than 9:00 AM, Children's that arrive after 9:00AM will not be accepted at the preschool that day unless previous notification have been made with our office staff (Director / Assistant Director)

**If a parent signs their child/ren up for a designated childcare day when school is not in session, they will be charged even if they do not attend, as staff must be hired to make sure there is appropriate ratio of adults to children.**

## Holidays & Vacation as follow:

- Martin Luther King Day
- Presidents Day
- Memorial Day
- Good Friday
- 4<sup>th</sup> of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- After Thanksgiving Day
- Christmas Break: Last Week of Christmas
- New Years
- **A fee will always Be Due whether or not a Childs attends**

# Withdraw Information

All families are required to provide the Director two weeks prior to withdrawing with a written notice upon terminating their child's care at Kids Zone LLC. If we are forced to go outside the agency to collect funds Kids Zone LLC will add an Additional 20% o the total owed.

## Late Fee as follow:

Kids Zone Academy closes at 5:30PM; Kids Zone Academy LLC Staff members work very hard each and every day and want to feel confident that they can leave at 5:30PM. Many Staff members have evening's commitment, parents who arrive late often interfere with this plan. There will be a late fee assessed if children are picked up after 5:30PM.

Late fee are as follows according to our clocks: 5:32 \$ 5.00, 5:35\$ 10.00, 5:40 \$15.00, 5:45 \$20.00 and \$ 5.00 per minute after that.

All fees must be paid every Friday in Advance. Fees paid after Monday will be charged \$10.00 a day. I f you do not pay your child's tuition by Monday afternoon your child's does not stay.

After one returned check, all fees must be paid in cash or money order. A \$30.00 NFS Fee will be charges for the returned check.

It is the parent's responsibility to ask for the receipt upon payment.

**A fee will always be due whether the child attends.**

# Access to the building

**All visitors and guests must check in with the center office or director before entering the classroom**

## Authorized pick-up:

Anytime someone other than the typical pick-up person picks up your child please let office staff know by a writing note ONLY

Inform this person that Kids Zone Academy LLC will require proof of identification before releasing your child. In the event of an emergency, a parent may call the office (727) 592-4332 to give verbal permission for his or her child to go home with someone else.

Staff members are encouraged to observe the state of the adult picking the child up from our center. In the event that a staff member believes the adult picking up a child is authorized but is angry or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's Emergency Form.

## Legal Custody:

The center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties, we strongly urge you to keep the center director fully advised of circumstances that affect your child and their drop-off and pick-up routines at the center. Divorced or legally separated parents are required to provide copy of custody documentation. Parent records will be kept, confidential, in the child's file.



# Daily Meals and Snacks

Kids Zone Academy LLC will provide, Breakfast, snack, lunch and afternoon snack for our preschool children's, Staff sits with children during mealtimes to serve as role models and to encourage healthy eating habits. Meals and snacks are planned according to the recommendation of the USDA Federal Child Care Food Program.

Snack time provides a rich opportunity for adults to model and encourage healthy eating habits. Therefore, we encourage you to bring nutritious foods to share with our children. We usually serve plain water or Milk to drink. Please do not send glass bottles or carbonated beverages. Inform office staff if your child may be allergic to any food, so we can inform to his/her teacher.

## Nap Time

Your center director will discuss napping and sleeping arrangements with you during your tour to our center.

We are required to provide a napping/resting period for all children up until they reach kindergarten age. Our licensing requirements prevent us from disrupting a child's sleep by waking them up or forcing them to sleep if they are not tired. Children's will need a clean blanket brought from home weekly and they will take the blanket home every Friday and bring a clean one in Monday.

# Potty training

Our approach towards potty training is one of positive reinforcement and encouragement.

Children's are not punished or shamed into using the toilet, If you desire to bring Pull-Ups we ask that you bring the kind with the Velcro sides Cooperation between parents and teachers is essential for potty training to be a successful, positive learning experience for the child. Please realize that it is not the responsibility of Kids Zone Academy LLC to potty train your child.

We will make every possible attempt to support the potty-training process, but it is our belief that an "accident" is something that happens occasionally. If a child requires a change of clothes multiple times in one day, he or she is not ready to be wearing underwear on a regular basis. Please try to be patient and understand that potty training may be a long and frustrating process.

## Our Teachers

All Kids Zone Academy LLC teachers meet or exceed the Florida State Department of Education licensing requirements, DCF accredited and have completed required basic coursework in early childhood education as well as Local and State background Check.

Some teachers hold an AS, AA Degree in Education. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours. All the staff has experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

# Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Kids Zone Academy LLC takes confidentiality very seriously and makes every effort to protect each family's privacy.

Communications among staff and parents about children should be kept confidential at all times. Kids Zone Academy LLC recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child. Discussions in the hallways are not permitted. If a parent has a question or concern about their child, he/she need to arrange a parent's conference with the office staff so they can determinate the right time and day for the parent's conference to take place. Teacher will be at the parent's conference along with the center Director to discuss any concerns or questions parents may have.

**Parents are not allow to contact any of Kids Zone Academy LLC staff via, Email, Phone , Facebook , instagram , tweeter or any other Social Media as well as Kids Zone Academy LLC staff is not allow to contact any of our students family privately .**

# Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problems solving abilities and self-discipline. Base on this Kids Zone Academy LLC uses a positive approach to discipline.

Conference will be schedule with parent's f disciplinary problems occurs. If a Childs behavior consistently endangers the safety of the children around him/her, then Director has the right, after meeting with e parents and documenting behavior problems and interventions, to terminate childcare services for that child.

# Parent's Dress code/Code of Conduct.

Kids Zone Academy LLC requires the parents of enrolled children to behave and Dress in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Kids Zone Academy LLC is to provide the most appropriate environment in which a child can grow, learn and develop.

Achieving this ideal environment is not only the responsibility of the employees of Kids Zone Academy LLC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct can be banned from school property at discretion of the center Director.

Code of conducts as follow:

SWEARING/CURSING THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Kids Zone Academy LLC, PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Kids Zone Academy LLC , SMOKIN, CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Kids Zone Academy LLC , VIOLATIONS OF THE CONFIDENTIALITY POLICY , HARRASSMENT.

## Dress Appropriately

The Center are places of exploration and we encourage parents to Dress in a manner consistent with decency and respect , no parent would be allow inside the building without T-shirt ( gentleman's) , with suggestive clothes , showing their breasts , or any other area we may consider inappropriate for preschool Drop-off –Pick up time .

We are a Preschool and we have the responsibility to be a good role model to our little ones.

# Student's Dress Code

Kids Zone Academy ask parents to dress their children according with the weather of the day, we ask parents to use inexpensive clothes for schools days, children's have different activities through the day, Art time, Indoor –Outdoor Activities, snack time and more and in some cases clothes get damage during those activities, Kids Zone academy LLC is not responsible of damaging clothes, all children's are require to use closed toe shoes a MUST , NO OPEN TOE shoes will be permitted during Daycare Hours ( Unless previous arrangement notification with office staff have been made ) , in the case a child came to school with open toe shoes parents have the responsibility to go home and bring a change of shoes otherwise child ca not stay .

## Birthday / Special Occasions

Kids Zone Academy allows parents to celebrate their Childs birthday at their classroom with the teacher and the rest of the group, in order to do so all family members most go to the office to ID themselves with the director before entering any classroom.

Please set a date with office staff one week in advance. This time is necessary to assess the safety of all children who use your child's classroom, primarily with regard to life-threatening allergies. Snacks provided by families must be store bought and should be small portions. Each class will have its own distinct way, determined by the teacher, to honor birthdays, we ask that parents not distribute goody bags, or paper goods. Also, Kids Zone Academy LLC will not be able to distribute birthday party invitations. This includes parents putting invitations in cubbies. Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

# Emergency Procedure

Inclement Weather Policy:

School closing and delays are made to assure the safety of our children.

You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so.

Kids Zone Academy LLC follows Pinellas County School emergency planning,

We also have weather Radio to keep us updated with any Natural Disaster that may occur.

## Health Policy

We work hard to not share communicable disease between the children or staff. Please take all precautions and follow all guidelines to ensure a healthy school environment.

Do not bring your child to school if he/she:

Have fever greater than 100 degree temperature

Have diarrhea for more than 1 day

Nausea /vomiting

Unidentified Rash

Earache

Pinkeye

Lice / If lice occurs on the child more then 3 times. In order for the child to return. He or she would need a doctor note and a haircut.

If the symptoms persist for more than 2 days, Kids Zone Academy LLC will need parents to bring a Doctor's note that states the child can be brought back to school. Kids Zone Academy LLC may also contact parents for early pick up of a child if the illness occurs at school ground.

# Medication Authorization

If a child is well enough to be in school but requires medication, the parent must complete the "Medication Record and parent's authorization". Medication must be in the original container with drug name, manufacturer's name and dosage listed clearly on the label. If the label does not specify dosage for the age of your child, or the requested dosage differs from that on the label, a doctor's prescription with recommended dosage must be attached.

Staff does not administer medication that may mask a fever (i.e. Tylenol, Motrin, aspirin) If a medication is needed for more than one week, please have the family fill out a new blur sheet every Monday.

Only Director or office staff may administer medication, documenting date, time and dosage on the "School Medication Permission Form".

## Accidents

Kids Zone Academy LLC will contact parents immediately in the case of a child have an accident, we also will give the parent an accident report of the situation.

## Whether Temperature

Kids Zone Academy will reduce outside time at 15 Min during summer / wintertime and will make sure kids are hydrated at all time. \*\*\* Parents are in charge of applying sunscreen and bug spray to their children's, Kids Zone Academy Staff is not allowed to do so. A strong home and school environment are essential when building a good environment for young children. All our staff will try to do our very best to keep you informed and involved in our preschool program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved their child's preschool adventures. We look forward to getting to know you and your family.

