



Family Handbook

Kids Paradise 2, Inc.
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• 24555 SW 112 Ave. Miami, FL 33032

Introduction

Kids Paradise 2, Inc also known as KPLC Academy, has an organized program to help the individual child develop his/her maximum capacity in all aspects, not solely physically but also intellectually and emotionally.

Our program is performed with love and discipline. At all times we aim to teach to trust in themselves and also in others. This trust is vital in developing a happy and healthy attitude towards life.

All staff member are active in our state and are certified. They are experience early childhood educators and participate in a continuous program of in-service education and studies for professional advancement. They do this in order to remain alert to the ever-changing needs of today's families and to the finding of current research, in child development.

The school is open to all children, regardless of race, nationality or creed; who may benefit from our type of program. The children must be at least 3-month old and until 12 years of age.

We group the children in each class by age. If we observe that a child is mature enough academically prepared for higher level of class-work, if possible, we will place the child in the proper level. We would like to see that no child receives any pressure from the teachers nor the parents. They should be free to develop and progress at their own individual pace. If on the other hand, we feel that a child is not mature enough for the next group level, a conference will be scheduled with the parent to retain the child in the same level for another term.

All that we expect of the children is that they come to school, be themselves, and have respect for others. What we expect of the parents/guardians is that you read the operating procedures in this manual and in the supplemental notes and memos that we may send you from time to time. We would like for you to feel comfortable as a part of the school, offering suggestions, comments, and constructive criticism, as well as moral support.

These years, as you parents know, are the most important years of your child's life. We feel privileged to be able to assist you in this wonderful-task.

Thank you very much for allowing us this opportunity.

Sincerely,

School administration & Staff.

Philosophy

Our main goal is to provide our children the opportunity of an Active Learning Environment that encourages all the developmental areas. We provide rich learning experiences for all children to explore new skills and gain knowledge of the world around them.

School Hours

We are open Monday through Friday from 6:30 a.m. - 6:30 p.m.

Registration

Registration fees are non-refundable and non-transferable. Receipt of this fee confirms your decision to enroll your child and insures a place in the school for your child. KPLC Academy is fully licensed by the State of Florida Department of Family and Children services.

- Certificate of Health with TB test included up to date (yellow form/DH 3040)
- Immunization Form up to date (blue form/ DH 680) or 681

-This forms should state that the child has had:

1. A physical examination
2. All required immunizations
3. TB test*

*Any special disabilities that would keep the child from following the regular curriculum of the school should be included in the medical history (including any allergies)

All registration forms will be completed at the time of registration. The following are needed at the time of registration:

- Registration packet
- Registration fee (cash, check or money-order)
- Monthly tuition (cash, check or money-order)
- Vaccine
- Physical
- Parent Id's
- Childs birth certificate

Vacations

All months are due in full. There is no allowance for time off. Our school year term starts in August and ends in July. All registration is due in August to assure availability for August. If the child is registered in July or August, registration fee will cover the next school year term.

Returned Checks

We will not re-deposit checks. The amount will be re-charged to your account along with a \$40.00 returned check fee. The total amount of your account must be cleared in cash within two working days. After the second returned check on the same account, we will no longer accept any checks for payment on that account. Only cash payments or money-orders will be accepted.

Tuition payments

Tuition payments are monthly, but always in advance, see fee schedule. Late fees will be added for payments not made on time. A place in the school will not be held when tuition payments are five days late. Access to the center will not be allowed if payments are not received by the dates provided in the fee schedule.

Holidays

The following are the fourteen holidays our center is closed on:

- New Year's Day
- Martin Luther King Day
- President Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Day after
- Christmas Eve
- Christmas Day
- New Year's Eve

*No credit to tuition is given for scheduled school day holidays and scheduled closed day

Arrival at school

During arrival time it is required that the person who brings the child to the center sign in and document the time of arrival. The person is required to escort the child to the lobby. Fast drop-off is through the drive through. VPK students should not arrive any later than 9:00 a.m. and for students in the daycare (1-3 years old) arrival time should not be after 10:00 a.m., unless a doctor's appointment was scheduled, or an emergency occurs. Parents should notify the school when this occurs, to be able to make accommodations for the child. A child may feel uncomfortable about arriving after everyone else has become involved in the morning activities. Remember there is a morning playtime that children usually enjoy.

Dismissal

During dismissal time it is required that the person who is picking up the child from the center signs out and documents the time of the child departure.

If your child is in the half-day program and you know that you are going to be late, please notify the school immediately so that we can reassure your child. If you expect to be over an hour late, let us know so that a cot may be set up for your child to rest. (Late fees will be added; see fee schedule).

Pick-ups after 6:30 p.m. should only occur in emergency cases, as the school does not have employees after this time (Late fees will be added; see fee schedule) Names and phone numbers of the people who on occasion will be picking up your child should be on file in the office. These people who are listed must present a photo identification before the child is released. In the event that a person other than the ones listed in the file will be picking up your child, you will have to inform the school by email of the person's name and a brief description. That person must also present a photo identification before the child will be released. Do not send anyone other than those listed without notifying the school, your child will not be released.

In a situation where one parent has legal custody and stated that the other parent is not allowed to pick-up the child from school, a copy of the legal document stating these facts must be on file in the child's record.

When picking up your child, do not honk the horn for the child to be brought outside to your car. No teacher or staff member will release a child in this manner. Please drive up in the driveway as far forward as possible to allow room for other parents to stop behind

you. If you feel you might take long inside, please park your car in one of the spaces provided. This is to avoid disruption in the flow of traffic or any traffic warnings.

Late Pick Up

In case of an emergency our afternoon teachers will care for the child who stays after 6:30 p.m., on their own time. The charge will be of \$20 until 7:00 P.M. after that you will be charged \$2 a minute. If you do not answer the phone or if we are not able to get in contact with you by 7:00 P.M. we will need to call the police. if you foresee that you will be delayed, please call us so that we may have someone available to stay with your child. This policy will be strictly enforced. Make sure to sign the late pick-up form, so the office may bill you correctly.

Non-release Children to Intoxicated Individuals

KPLC Academy does not release any child to someone who appears to be under the influence of alcohol or any toxic substances. The child will not be released even if the person is authorized for pick up. Parents/Legal guardians or any other emergency contact will be notified immediately. In case that no one listed can be contacted then the police department will be called. The center encourages parents to update the emergency contact as needed.

Meal

Children with special diets must notify administration with a doctor's note, so that a balanced meal can be prepared. Allergies should be notified to administration with a doctor's note to avoid certain foods. KPLC Academy participates with the USDA program, allowing us to provide nutritious breakfast, lunch and snack. Please, do not bring food from home as it is not allowed. Breakfast is held from 7:00 a.m. to 8:30 p.m. The weekly menu is posted in the parent information bulletin board for your convenience.

Breastfeeding Policy

Mothers who are breastfeeding are welcomed in our center. Mothers can feel free to come during any operating hours to breastfeed their child. If breast milk is going to be offered to the infant, then the family must follow the procedures for storing and transporting breast milk in a sanitary manner.

Allergies

If the child has allergies the parent/legal guardian must provide the center with a pediatrician note. The center will accommodate and provide an alternative food related to the allergy.

Birthday Celebrations and Special Occasions

Parents may celebrate their child's birthday at the school if they follow these guidelines:

1. The teacher has ample notice of the date/day
2. Only the children in that class can attend the party
3. The children in the morning program will have their party after lunch, if the parent will be providing lunch (Such as pizza or happy meals) the teacher will have to notify the cook ahead of time. Children in the full day program can have their party at snack time in the afternoon, from 3:00 p.m. to 5:00 p.m. Parties must not extend beyond this time, as it interferes with the housekeeping of the area.
4. If they wish, parents may bring:

Cake or cupcakes, pizza or happy meals, cups, plates, forks, spoon, balloons and party favors. Candy should be brought in goodie bags for the children to take home. No confetti or gum is allowed in goodie bags.

Open Door Policy

Parents and legal/guardians are welcomed at Kids Paradise 2, Inc. at any operating time. Volunteer parent/legal guardians must pass by the office to sign in the visitor's log and document volunteer hours.

Television and Videos

The use of television is only for the direct purpose of enhancing a lesson and directly tied to the theme of the lesson for the week or month. Television viewing is to be requested by the lead teacher from the administration in writing and with the material to be viewed attached to the request. The Director will review the material and approve the lesson if it is deemed to meet the necessary criteria.

Children Personal Belongings

Children are encouraged to show responsibility for their personal items. All dry or wet clothing taken off of children should be placed into a labeled plastic bag and put in the child's cubes. The teacher or assistant should notify parents to replace soiled clothing.

The center is equipped with a variety of educational materials selected accordingly to the children's age and development. The center recommends parents not to allow their children to bring toys or other expensive personal items to school. Toys brought to school will be kept by the teacher and returned to the parents at the end of the day. Kids Paradise 2, Inc. Is not responsible for any lost or damaged belongings brought to school.

Medication

Kids Paradise 2, Inc. will not provide medication. If your child needs medication, you must bring it from home and sign a permission slip, giving instructions for the administration of the medicine. **NO MEDICINE WILL BE ADMINISTERED WITHOUT A SIGNED AUTHORIZATION FORM.** Medication must be in the original container with a label from the pharmacy. The label should include the name of the child and instructions on how to administer medication. Medication are kept out of children's reach and under locking key.

Uniforms

School uniforms are mandated for children 1 year and up, enrolled in the school program. (Uniforms can be purchased at school, see cost schedule). Closed shoes are mandatory. For children under 1 year, think of your child's comfort and provide clothing free of complicated fastening. Think of the messy artwork materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Think of the weather and dress accordingly. It is much easier to remove unneeded items than to put on something you don't have. Have them wear closed shoes.

Parent Involvement

Kids Paradise 2, Inc. encourages parents/legal guardians and family members to participate in the center activities through the school year. Please contact administration if you wish to participate in any event or reading a come to the children.

Parent Conferences

Kids Paradise 2, Inc. conferences are planned at least twice throughout the year. Teacher-Parent conferences gives are a great opportunities to discuss about the children's progress. Conferences can be requested by parents at any time during the school year.

Nondiscrimination policy

Kids Paradise does not discriminate against any adult or child based on sex, age, religion, national origin, color, race, marital status, physical or mental disability or veteran status.

Sick Attendance Limitations

Children showing the following symptoms should stay home until symptoms are no longer present or when the doctor provides a note to return to school.

- Diarrhea (more than 24hr. period)
- Severe coughing or whooping
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 101 degree
- Untreated infected skin path
- Stiff neck
- Vomiting
- Ringworm
- Head lice
- Grey/White stool or dark urine

Parents will be immediately contacted if children are sick at the center. Children will be placed in an isolated area under adult supervision.

Guidance Policy

Based on the Florida Statute 402.305(12) FS 8b, Kids Paradise 2, Inc. prohibits children from being subject to discipline which is severe, humiliating, frightening or associated with food, rest or toileting, spanking and any other form of physical punishment is prohibited for all child care personnel. The center believes in creating consistent routines, setting up limits, and preparing classroom environment with the purpose of helping children learn to become independent and follow the rules. Teachers reinforce discipline positively by showing children self-control techniques such as breathing and relaxing. In the event of severe behavior problems the parent/legal guardian will be contacted to discuss possible solutions including referral to other professionals.

Missing a child

To avoid leaving a child behind our staff continuously counts children under their supervision; especially but not limited to : before leaving the classroom, going to and leaving the playground, during field trips, and any other time when leaving any room.

Emergency Procedures

All emergency phone numbers are located next to each phone in our facility. Our staff has been trained on the location of emergency phone numbers as well as to the contact offices in case of different types of emergency. Accident/incident reports is completed when a child is injured at school. If necessary the staff is instructed to call 911 and provide immediate care to the child involved in the emergency.

Evacuation Site

The evacuation site that children will be taken in case of an emergency evacuation is across the street which is the safest distance from the childcare center. All staff members are to remain with their specific class group and must take their class attendance with them. Children will be counted as they are removed from our facility as they cross the street and when they have arrive at the evacuation site.

Reporting abuse and neglect

Any suspected child abuse or neglect of a child should be reported immediately to the Child Abuse Hotline 1-800-96-ABUSE. All staff is legally responsible for such reporting. Professional behavior is of the utmost importance in such matters. Anyone who knows or has reasonable cause to suspect child abuse or neglect is required to report that abuse or neglect. Any person failing to report is guilty of a second degree misdemeanor. All staff should inform the administration of all such situation.

American Disability Act

The American with Disability Act prohibits discrimination against qualified individuals with disabilities in the job application procedures, hiring, firing, advancement, compensation fringe benefits, job training and other terms conditions and privileges of employment.



Acknowledgement Receipt of Family Handbook

Dear Parents:

Please read and sign this agreement and return to the office.

I hereby agree to comply with the rules and regulations of the Kids Paradise 2, Inc.
I acknowledge that I have read the Family handbook.

Parent Name: _____

Parent Signature: _____

Child Name: _____

Date: _____