

Parent Handbook

KIDS CLUB



ACADEMY

11373 SW 211 St STE 1

Cutler Bay FL 33189

Phone # 305-256-0759

Fax # 305 256-7757

ADMIN@KIDSCLUBACADEMY.COM

C11MD2505

TABLE OF CONTENTS

MISSION AND VISION _____ **7**

DEFINITION OF FAMILY _____ **8**

HOURS OF OPERATIONS _____ **8**

HOLIDAYS _____ **8**

REGISTRATION _____ **8**

INCLUSION AND NON-DISCRIMINATION POLICY _____ **9**

ACCOMMODATION FOR CHILDREN WITH DIFFERIN _____ **9**

NON-DISCRIMINATION POLICY _____ **9**

HOW WE PROMOTE MULTICULTURALISM _____ **8**

HOLIDAY CELEBRATIONS: _____ **8**

PAYMENTS _____ **10**

DROP-OFF & PICK-UP _____ **10**

ARRIVAL AT SCHOOL _____ **10**

PICK-UP _____ **11**

CELL PHONE USAGE _____ **11**

AUTHORIZE & UNAUTHORIZED PICK-UPS _____ **11**

WHO CAN PICK UP YOUR CHILD _____ **11**

CUSTODY AGREEMENTS _____ **11**

SAFETY FIRST: NO RELEASE TO INTOXICATED INDIVIDUALS _____ **11**

LATE PICK-UP POLICY _____ **11**

ATTENDANCE & WITHDRAWAL _____ **12**

ABSENCES _____ **12**

VACATIONS _____ **12**

WITHDRAWALS _____ **12**

TRANSFER OF RECORDS _____ **12**

TERMINATION/EXPULSION POLICY	12
GUIDANCE STRATEGIES AND SUPPORT PRIOR TO EXPULSION FOR CHILDREN'S ACTIONS	12
GUIDANCE STRATEGIES AND SUPPORT PRIOR TO EXPULSION FOR PARENT'S ACTIONS	13
BEHAVIOR MANAGEMENT POLICY	14
DISCIPLINE POLICY	14
PHYSICAL RESTRAINT	15
CONFIDENTIALITY AND RECORD-KEEPING POLICY	16
CONFIDENTIALITY OF RECORDS	16
RECORD UPDATES	16
EMERGENCY CONTACT INFORMATION	16
CURRICULA & LEARNING	17
CURRICULA & ASSESSMENT	17
DEVELOPMENTAL SCREENING	17
ASSESSMENT GUIDELINES	18
OUTINGS AND OUTDOOR PLAY	18
TRANSITIONS	18
TRANSITION FROM HOME TO CENTER	19
TRANSITION BETWEEN LEARNING PROGRAMS	19
REST TIME	19
CHILD TO STAFF RATIO	19
STAFF QUALIFICATIONS AND TRAINING	20
QUALIFICATIONS	20
ORIENTATION AND ONGOING TRAINING	20
ELECTRONIC MEDIA	20
PARENT INVOLVEMENT	21

PUBLICITY AND PHOTOGRAPHY	21
COMMUNICATION & FAMILY PARTNERSHIP	22
RESPECTFUL BEHAVIOR	22
DAILY COMMUNICATION	22
BULLETIN BOARDS	22
MONTHLY CALENDARS	22
EMAIL COMMUNICATION	22
CLASSDOJO	23
FAMILY VISITS	23
PARENT CONFERENCES	23
OPEN DOOR POLICY	23
FIELD TRIP NOTIFICATION AND PERMISSION	23
PERSONAL BELONGINGS	24
WHAT TO BRING	24
CUBBIES	24
LOST & FOUND	24
TOYS FROM HOME	24
CHILD SAFETY	25
SICK ATTENDANCE LIMITATIONS	25
MEDICATION	25
BUILDING SECURITY AND EMERGENCY RESPONSE	26
SUSPICIOUS INDIVIDUALS OR VEHICLES	26
MISSING CHILD	26
EMERGENCY TRANSPORTATION	26
FIRE SAFETY	26

INTRUDER ALERT / LOCKDOWN / BUILDING LOCKOUT_____ **27**

SMOKING POLICY_____ **28**

PROHIBITED SUBSTANCES_____ **28**

SEVERE WEATHER AND EMERGENCY CLOSURES_____ **27**

CHILD PROTECTION AND SAFETY POLICIES_____ **27**

SUSPECTED CHILD ABUSE AND NEGLECT_____ **27**

CHILD CUSTODY_____ **28**

TOILET TRAINING_____ **28**

BITING_____ **28**

OUR APPROACH_____ **28**

PANDEMIC SAFETY AND REMOTE LEARNING PROCEDURES_____ **28**

HEALTH AND HYGIENE GUIDELINES: _____ **29**

REMOTE LEARNING: _____ **29**

PROCEDURES FOR ACTIVE COVID-19 CASES: _____ **30**

MEALS AND NUTRITION_____ **30**

FOOD PREPARED AT THE CENTER_____ **30**

INFANT AND TODDLER NUTRITION GUIDELINES_____ **31**

BREASTFEEDING SUPPORT_____ **32**

CELEBRATIONS_____ **32**

ALLERGIES_____ **32**

Welcome to Kid's Club Academy!

We are delighted to welcome you and your family to Kid's Club Academy, where learning, care, and community come together to create a nurturing and enriching environment for every child. Choosing a childcare program is one of the most important decisions a family makes, and we are honored that you have entrusted us with your child's early learning journey.

At Kid's Club Academy, we believe that each child is unique and capable of achieving great success when given the right support, encouragement, and opportunities. Our dedicated team of educators is committed to fostering the social, emotional, physical, and cognitive development of all children through developmentally appropriate practices and engaging, hands-on learning experiences.

This Parent Handbook has been prepared to help you become familiar with our philosophy, policies, and procedures. It serves as a guide to the daily operations of our center, and we encourage you to refer to it throughout the year. Inside, you will find information regarding our educational approach, health and safety procedures, communication practices, and family engagement opportunities.

We value open and ongoing communication between families and educators, as we believe strong partnerships are essential to a child's success. Your questions, feedback, and participation are always welcome. We encourage you to visit our office at any time if you need clarification, wish to share suggestions, or simply want to learn more about your child's experiences in our program.

Thank you for becoming part of the Kid's Club Academy family. Together, we will work to create a joyful, safe, and inspiring learning environment that helps your child grow with confidence, curiosity, and a love for learning.

Warm regards,

Kid's Club Academy Leadership Team

MISSION AND VISION

Our early childhood curriculum's primary goal is to develop children's enthusiasm for learning. This entails encouraging children to be active, creative thinkers who don't hesitate to test their theories and reflect on their personal experiences. Our goal is to support young children in developing into self-reliant, curious, confident learners. We educate students how to learn in methods that work best for them and at their own speed. We provide them with this especially constructive perspective on attitudes and behaviors that might change their life.

Our curriculum identifies goals in all areas of development.

Social: To help children develop friendship, trust their surroundings, feel like they belong, and feel at ease in school.

Emotional: To foster in children a sense of pride and self-worth, independence and self-discipline, and optimism about life.

Cognitive: to help children develop learning abilities including problem-solving, questioning, and using words to express their thoughts feelings.

Observations; to help them become self-assured learners by allowing them to experiment with their own ideas and experiences of success.

Physical: to assist children feel more confident about their body's abilities and improve their large and minor muscle skills.

The activities we plan for children, the way we set up the room, the way we establish a routine, how we speak to children, and choose our materials are all intended to meet the goals of our curriculum and provide your child with a positive start to school.

DEFINITION OF FAMILY

In this handbook, we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interest and responsibility of the child in our care.

HOURS OF OPERATIONS

Our centers are open from 6:30 am to 6:30 pm. Monday through Friday.

HOLIDAYS

The center will be closed on the following Holidays. Please mark these days on your calendar.

New Year's Eve	Labor Day
New Year's Day	Veterans Day
Marlin Luther King	Thanksgiving Day
President's Day	Black Friday
Good Friday	Christmas Eve and
Memorial Day	Christmas Day
Independence Day	

REGISTRATION

All registration forms—including the enrollment application must be completed at the time of registration. See Appendix for registration documents.

A non-refundable, non-transferable registration fee of \$95.00 will be charged at the time of registration. This fee is charged annually on the child's registration anniversary. A 10% discount is applied for each additional child enrolled from the same family.

To register a child at the center, the following documents are required:

- **Certificate of Health (DH Form 3040)**, including a TB test, up to date
- **Immunization Form (DH Form 680)**, up to date

INCLUSION AND NON-DISCRIMINATION POLICY

- Accommodation for Children with Differing Abilities

Kid's Club Academy welcomes all children and is committed to providing inclusive care in accordance with the Americans with Disabilities Act (ADA). We believe that every child, regardless of ability, deserves the opportunity to participate fully in our program. Reasonable accommodation will be made to support each child's individual needs, abilities, and developmental goals. Our staff will work closely with families and professionals to ensure that every child can thrive in a safe and supportive environment.

- Non-Discrimination Policy

Kid's Club Academy does not discriminate against any child or family based on race, color, religion, national origin, sex, age, marital status, disability, or any other characteristic protected by law. All children and families are treated with respect and given equal opportunity to participate in our programs, services, and activities.

- How We Promote Multiculturalism
 - ✓ We incorporate books, music, games, and activities that reflect cultural diversity.
 - ✓ Children learn about different traditions, beliefs, and ways of life in a meaningful and age-appropriate manner.
- Holiday Celebrations:
 - ✓ Our holiday policy emphasizes understanding and respect for the diverse cultures, beliefs, and traditions of children, families, staff, and the community.
 - ✓ Celebrations are used as opportunities to teach inclusiveness, respect, and appreciation for diversity rather than promoting any single tradition.

This approach supports social-emotional growth, cultural awareness, and a positive, inclusive learning environment.

PAYMENTS

Ages	Amount FULL TIME	Amount PART TIME
Infants	\$230 Per Week	\$180 Per Week
Toddler	\$210 Per Week	\$160 Per Week
2 Years Old	\$190 Per Week	\$140 Per Week
3 Years Old	\$180 Per Week	\$130 Per Week
4 Years Old	\$170 Per Week	\$120 Per Week
VPK Wrap	\$170 Per Week	\$120 Per Week
Special Needs	\$200 Per Week	\$150 Per Week

School Age Before **AND** After School \$120

Special Needs Before **AND** After School 160

School Age Before **OR** After School \$120

Special Needs Before **OR** After School 160

Tuition for the summer program varies based on the type of activities planned for the school year.

Tuition payments are due every Monday-Tuesday morning. Payments made after this day are considered late and will incur a \$10.00 late fee per child, per day, in addition to the weekly tuition.

Please note that there are no credits or refunds for absences due to illness, holidays, weather conditions, or other emergencies. Kid's Club Academy reserves the right to discontinue childcare services if tuition payments are overdue.

DROP-OFF & PICK-UP

- Arrival at School

Our center opens at 6:30 a.m. Please do not drop off your child before this time. When arriving, the adult bringing the child must escort them to the classroom, sign them in, and record the time of arrival. We encourage parents and

guardians to bring up children before 9:00 a.m., as educational activities begin promptly at that time.

- Pick-Up

Our center closes at 6:30 p.m. Please allow enough time to sign your child out and leave by closing.

- Cell Phone Usage

The time you spend dropping off and picking up your child is important for communication with our staff about your child's day. To make the most of these moments and to ensure we can give full attention to all children, we ask that you refrain from using your cell phone while at the center.

AUTHORIZE & UNAUTHORIZED PICK-UPS

- Who Can Pick Up Your Child

For your child's safety, only parents, legal guardians, or individuals listed on the enrollment form are allowed to pick up your child. All pick-ups require signing out and showing a photo ID to verify identity.

- Custody Agreements

If there are any court-ordered custody agreements, please provide copies to the center. Without these, we cannot prevent a child from being released to either parent listed on the enrollment form.

- Safety First: No Release to Intoxicated Individuals

We will never release a child to someone who appears to be under the influence of alcohol or other substances—even if they are authorized. Parents, guardians, or emergency contacts will be notified immediately. If no one can be reached, we will contact local authorities. We encourage families to keep emergency contact information current.

- Late Pick-Up Policy

If your child is not picked up by closing time and we haven't heard from you, we will call you and your emergency contacts. Staff will stay with your child safely until someone arrives. If we are unable to reach anyone after one hour, we will contact local child protective services.

A late pick-up fee of \$1.00 per minute per child applies for pick-ups after 6:30 p.m.

ATTENDANCE & WITHDRAWALS

- Absences

Kid's Club Academy bases its operations on annual enrollment projections to ensure consistent staffing, equipment, and supplies. For this reason, tuition is not reduced due to illness, holidays, natural disasters, or other circumstances.

- Vacations

We encourage parents or legal guardians to notify the administration at least two weeks in advance of any family vacation. To hold your child's space in the center, one week's tuition must be paid in advance.

- Withdrawals

Written notice, provided at least two weeks in advance, is required when withdrawing a child from the center. Failure to provide notice will result in forfeiture of the two-week deposit.

- Transfer of Records

When transitioning to a new classroom or program within the center, your child's records will be transferred internally. If your child is moving to a new school, a written request with instructions on where the records should be sent is required.

TERMINATION/EXPULSION POLICY

At Kid's Club Academy there are reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) to prevent this policy from being enforced. Expulsion is used only as a last resort in extraordinary circumstances where there is a determination of a serious safety thread that cannot otherwise be reduced or eliminated with reasonable intervention.

Guidance strategies and support prior to expulsion for children's actions

1st. Unusual Incident reports are completed and reviewed with parents, teachers and/or directors.

2nd. Child is observed and/or screened by their teacher for 2 weeks. Daily reports are provided to parents from here on now.

3rd. Parent conference is held to share results and provide resources. One week follow up with parents to discuss utilization of resources provided is completed.

4th. Behavior support plan is created and implemented for the child. Information is shared with parents.

5th. Weekly communication with parents to discuss improvement or regression.

The following are reasons we may have to terminate or suspend a child from this center:

Causes for Expulsion:

- The child is at risk of causing serious injury to other children or himself/herself.
- Uncontrollable tantrums/angry
- Ongoing physical or verbal abuse of staff or other children
- Excessive biting.

Guidance strategies and support prior to expulsion for parent's actions

1st. If there are late payments administration will provide reminders of when payment was due.

2nd. If required forms are pending administration will contact parents and provide deadlines.

3rd. If habitual tardiness pickup is occurring administration will meet with parents to discuss action plan and review of tardiness policy is completed.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff. Parents threaten physical or intimidating

In the event of an expulsion Kid's Club Administration will work together with the family for a seamless transition. (Refer to transition plan policy). The parents will be given a minimum of one week's notice to find another center to provide care for the child.

BEHAVIOR MANAGEMENT POLICY

At Kid's Club Academy, all staff are trained to address challenging behaviors in a developmentally appropriate and respectful manner. The approach emphasizes understanding the child's perspective and considering the nature and frequency of incidents before determining interventions.

- Positive Guidance: Staff use encouragement, redirection, and modeling to teach appropriate behaviors.
- Consistency: Clear expectations and routines are maintained across all classrooms.
- Proactive Strategies: Environmental arrangements, structured activities, and individualized support help prevent behavioral issues.
- Individual Consideration: Staff respond based on the child's developmental level, temperament, and history of behaviors.
- Documentation: Incidents are recorded and monitored to identify patterns and adjust strategies accordingly.
- Collaboration: Staff communicate with families and program leadership when persistent or concerning behaviors occur.

This policy ensures that challenging behaviors are addressed constructively, respecting the child's development and supporting a positive learning environment.

- Discipline Policy

According to Florida Statute 402.305(12) FS 8b, Kid's Club Academy 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 childcare 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 rules.

Staff reinforce positive discipline by teaching children self-control techniques such as breathing and relaxing. The teaching staff also help children solve problems by helping them express their feelings, identifying problems and coming up with solutions.

In the event of severe behavior problems, the parent/legal guardian will be contacted to discuss possible solution including referral to other professionals.

- Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may retrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Kid's Club Academy is committed to promoting positive, developmentally appropriate guidance and discipline strategies that are respectful of each child. All staff are expected to use methods that support learning, self-regulation, and social-emotional growth.

Acceptable Practices:
<ul style="list-style-type: none"> • Positive reinforcement and encouragement
<ul style="list-style-type: none"> • Redirection to appropriate behaviors
<ul style="list-style-type: none"> • Modeling and teaching problem-solving skills
<ul style="list-style-type: none"> • Clear, consistent expectations and routines
<ul style="list-style-type: none"> • Individualized support based on the child's age, temperament, and needs
<ul style="list-style-type: none"> • Collaboration with families and program leadership for persistent behavioral concerns

Unacceptable Practices:
Staff must never use any of the following when guiding or disciplining children:
<ul style="list-style-type: none"> • Physical punishment (hitting, spanking, or any form of corporal punishment)
<ul style="list-style-type: none"> • Psychological or emotional abuse (shaming, yelling, or threatening)
<ul style="list-style-type: none"> • Withholding food, drink, rest, or toileting
<ul style="list-style-type: none"> • Coercion or any form of manipulation to control behavior

These practices ensure that classroom management is both age-appropriate and respectful, fostering a safe, supportive, and nurturing environment for all children.

CONFIDENTIALITY AND RECORD-KEEPING POLICY

Kid's Club Academy is committed to protecting the privacy and confidentiality of all children and families enrolled in our program. All child and family records are treated as confidential and are accessible only to authorized staff members, licensing representatives, and parents or legal guardians of the child.

- Confidentiality of Records

All personal information, including names, addresses, and parent/guardian contact information, is kept strictly confidential. Records are securely stored and will not be shared with anyone outside the program without written consent from the parent or legal guardian, except as required by law or regulation.

- Record Updates

Child and family records are reviewed and updated annually to ensure all information remains current. This includes:

- ✓ Names, addresses, and telephone numbers of parents/guardians
- ✓ Emergency contact information
- ✓ Medical treatment authorization forms
- ✓ Medication administration logs and medical history
- ✓ Developmental and health history
- ✓ Immunization and physical examination records
- ✓ Progress and conference reports
- ✓ Transportation permission forms
- ✓ Injury and illness reports

- Emergency Contact Information

It is the responsibility of parents/guardians to notify the center immediately of any changes in address, phone numbers, or emergency contact information to ensure prompt communication in case of an emergency

CURRICULA & LEARNING

- Curricula & Assessment

Kid's Club Academy provides a developmentally appropriate curriculum designed to support each child's growth across social-emotional, cognitive, language, and physical domains. To ensure the curriculum meets each child's individual needs, we use a combination of lesson planning, child screening, and ongoing assessment.

The center implements the Creative Curriculum. The classroom environment is arranged to stimulate creativity, socialization, and learning through active play. Their routine and experience are carefully planned. Children are exposed to challenging, engaging and developmentally appropriate activities that are culturally and linguistically responsive. Children experience both teachers and child initiate activities. Teachers help young children build knowledge on prior experiences. The daily schedule includes free choice, group time, small group and outdoor play.

Play facilitates learning, because of that, children are engaged in active participation, learned to be independent and make their own choices. Observation is important part of the Creative Curriculum; therefore, teachers observe children on a regular basis to assess and plan activities according to the children and interests. At Kid's Club Academy, we believe in building strong relationship between teaching staff and families towards the same goals, which is the children's well-being.

Teaching Strategies GOLD is an assessment system we use at Kid's Club Academy to track your child's growth and learning. Teachers observe children during daily activities and record their progress in areas like social-emotional skills, language, literacy, math, and physical development. This helps us understand each child's strengths and needs, plan activities that support their growth, and share regular updates with families. It also ensures your child is developing skills needed for school readiness in a supportive and individualized way.

- Developmental Screening

Kid's Club Academy uses the ASQ-3 Ages & Stages Questionnaires and Florida Voluntary Prekindergarten (VPK) Assessment. To coincide with curriculum-based assessment(s), we monitor each child's achievement of development milestone,

shared observation with parent/guardians, and provide resources information as needed for further screening, evaluations and early intervention and treatments. The developmental screening process is a collaboration one, involving parental/guardian and done in conjunction with the child's primary care provider and health, education, and early intervention consultants.

- Assessment Guidelines:
 - ✓ Family Permission: Prior to any formal assessment, parents or legal guardians provide written consent.
 - ✓ Frequency: Children are observed and assessed regularly throughout the school year to monitor progress and development.
 - ✓ Assessment Methods: Assessments may include screening tools, observation checklists, anecdotal records, and developmental portfolios.
 - ✓ Who Performs Assessments: Classroom teachers and trained staff perform assessments under the supervision of program leadership.
 - ✓ Scoring and Documentation: Results are recorded, scored, and maintained confidentially in each child's file.
 - ✓ Using Results: Assessment results are used to inform lesson planning and classroom instruction, ensuring individualized support and targeted learning experiences to meet each child's unique needs.

Families are informed of their child's progress through conferences, written reports, and daily or weekly communication. Assessment results are discussed with parents and integrated into ongoing planning to optimize each child's growth and learning.

- Outings and Outdoor Play

Weather permitting, children participate in 35 minutes of supervised outdoor play twice a day. Children are carefully always accounted for to ensure their safety.

- Transitions

We strive to make every transition in your child's care a positive and exciting learning experience. Our team works closely with families to ensure smooth transitions as new routines and people are introduced.

- Transition from Home to Center

Before your child's first day, you will have the opportunity to tour the center, meet your child's peers and teacher, and discuss any concerns. This is also a great time to share the best ways for teachers to communicate with you.

- Transition Between Learning Programs

Children move to the next program based on age, developmental readiness, state licensing requirements, and space availability. During this transition, both current and future teachers will meet with you to create a plan to help your child adjust smoothly to the new program.

- Rest Time

After lunch, all children participate in a quiet rest period. While children are not required to sleep, they are provided with a calm space and opportunities for quiet play or relaxation. School-age children are also offered the option of a rest period, though it is not mandatory.

- ✓ Linens are thoroughly cleaned and sanitized at least once per week, or anytime they become visibly soiled.
- ✓ No positioning devices that restrict a child's movement will be used without written instructions from the child's physician.
- ✓ Soft items such as bumpers, pillows, quilts, comforters, sheepskins, stuffed toys, or other soft products will not be used or stored in cribs, in compliance with safe sleep guidelines.

CHILD TO STAFF RATIO

Children are always supervised. All caregivers receive scheduled breaks which reduce fatigue and help ensure alertness.

Ages	Child to Staff	Maximum Group Size
Infants	1:3-4	6-8
Toddler	1:3-5	6-10
Toddler 2	1:6-7	12-16
3 Years	1:7-9	14-18
4 Years	1:9-11	18-20
5 Years or Older	1:9-11	18-20

- Staff Qualifications and Training

At Kid's Club Academy, we are committed to hiring and maintaining highly qualified staff to provide a safe, nurturing, and developmentally appropriate learning environment for all children.

- Qualifications

All teachers are hired in compliance with state licensing requirements, ensuring they meet or exceed minimum qualifications for early childhood education.

Typical staff certifications include:

- ✓ Early Childhood Education credentials or degrees
- ✓ First Aid and CPR certification
- ✓ State-mandated background checks and clearances
- ✓ Ongoing professional development in child growth, development, and safety

- Orientation and Ongoing Training

All caregivers participate in a comprehensive orientation before working with children. This ensures they are familiar with center policies, safety procedures, curriculum expectations, and best practices in childcare.

In addition, staff engage in ongoing professional training throughout the year to enhance their skills, stay current with early childhood education standards, and continue providing the highest quality care and learning experiences for children.

- Electronic Media

At Kid's Club Academy, our daily routine does not include regular use of electronic media, such as television, tablets, or computers. Occasionally, electronic media may be used as a teaching tool or discussion starter.

Guidelines for Use:

- ✓ All media is screened in advance to ensure it is non-violent, high-quality, and educational.
- ✓ Media is offered only as a free choice, aligned with developmental goals, and limited to no more than 30 minutes per week per child.

- ✓ The focus is to provide children with a positive learning experience that increases understanding of the world around them.
- ✓ In accordance with the American Academy of Pediatrics, children under 2 years of age are not permitted screen time.

This policy ensures that electronic media is used purposefully, safely, and in moderation, supporting healthy development and learning.

PARENT INVOLVEMENT

At Kid's Club Academy, we believe that children thrive when families and educators work together. We encourage parents, legal guardians, and family members to take an active role in our center's activities throughout the school year.

Families are invited to share their time, skills, and talents with us—whether by reading a story to the class, volunteering as a field trip chaperone, or simply spending time in the classroom. If you would like to participate, please contact the administration to decide.

The center also hosts parent meetings, family events, and educational workshops several times during the school year. We encourage all parents and guardians to join us in these opportunities to connect, learn, and strengthen our partnership in your child's growth and development.

Formal parent-teacher conferences are held at least twice per year to discuss children's progress, development, and goals. Additional conferences may be requested by families at any time to ensure open communication and collaboration.

Guidelines and suggestions for family involvement are provided to help families engage meaningfully in their child's learning and development.

- Publicity and Photography

At Kid's Club Academy, children may occasionally be photographed while participating in classroom activities or special events. These photographs are used to help families stay informed about their children's experiences and the center's activities. Parents or legal guardians have the option to grant or deny permission for their child to be photographed by completing a consent form, which is typically done at the time of registration. Only children with signed

permission will be photographed or included in any center publicity materials, ensuring that privacy and safety are always maintained.

COMMUNICATION & FAMILY PARTNERSHIP

- Respectful Behavior

At Kid's Club Academy, we are committed to treating all children and families with respect and dignity. In return, we expect the same from our families. Hostile, aggressive, or disrespectful behavior will not be tolerated. If such behavior occurs, the center reserves the right to ask families to adjust their behavior or, in extreme cases, to remove their children from care to ensure the safety and well-being of all children, families, and staff.

At Kid's Club Academy, we believe that open, consistent communication builds strong partnerships between families and educators. We strive to keep families well-informed and actively involved in their child's daily experiences and overall development.

- Daily Communication

Teachers maintain observations of each child's progress, behavior, and daily experiences, which are shared with families in written or verbal form.

- Bulletin Boards

Bulletin boards located throughout the center provide important information such as center news, upcoming events, staff updates, holiday closures, and announcements.

- Monthly Calendars

A monthly newsletter highlights classroom activities, upcoming events, and program updates. Copies are available at the sign-in/sign-out desk and may also be sent electronically.

- Email Communication

We encourage all families to provide an up-to-date email address. Important announcements, event invitations, newsletters, and general updates are often shared electronically.

- ClassDojo

Our center uses *ClassDojo* as a communication tool that connects teachers, parents, and students. Through this secure app, we share classroom photos, videos, and messages throughout the school day to help families stay connected and informed.

- Family Visits

We welcome family participation in center activities! You are invited to visit your child's classroom, volunteer, join field trips, or share a meal with your child. For safety reasons, all visitors must sign in and out at the office and wear a visitor's badge while on the premises.

- Parent Conferences

Parent-teacher conferences are held at least twice a year to discuss your child's progress and development. Parents may also request a conference at any time during the school year.

- Open Door Policy

Kid's Club Academy maintains an open-door policy. Parents and legal guardians are welcome to visit the center at any time. Volunteers must check in at the office, sign the visitor log, and record their volunteer hours.

FIELD TRIP NOTIFICATION AND PERMISSION

Kid's Club Academy ensures that families are informed in advance of all field trips. Notification includes:

- ✓ Destination of the field trip
- ✓ Time of departure from the center
- ✓ Time of arrival at the destination
- ✓ Time of return to the center



For the safety of all children, signed permission forms are required from parents or legal guardians prior to participation. These signed forms are kept on file for each child attending the field trip

PERSONAL BELONGINGS

What to bring

- ✓ Infants: Enough clean bottles for a day's use, formula, and six dippers and at least two changes of clothes per day. All bottles must have child's name.
- ✓ Toddlers; six dippers and at least two changes of clothes per day.
- ✓ Older Toddlers: six dippers and at least two changes of clothes or more per day, if they are going through the toilet training program
- ✓ Preschool: at least one change of clothes per day.

Kid's Club Academy requires that families provide each child with at least one complete change of clothing suitable for outdoor play. This ensures children are protected and comfortable while participating in outdoor activities, considering weather conditions: (heat, cold, or rain), sun exposure: (sunburn prevention), insect-borne diseases: (appropriate coverage to minimize bites)

Providing an extra set of clothing helps children fully engage in outdoor learning and play while maintaining health and safety.

Please label all items brought from home with your child's name) i.e. clothes, bottles, diapers) to prevent items from becoming misplaced or lost. We are not responsible for lost damaged PR items.

- Cubbies

Upon enrollment your child will be assigned a "cubby". Cubbies are labelled with your child's name and photo. Please check your child's cubby daily for items that need to be taken home.

- Lost & Found

You can look for lost items and bring found items to the Lost and Found Box located in the office. Please note that we are not responsible for lost personal property.

- Toys from home

We request that you do not allow your child to bring toys from home into the center, unless they are part of a show-and-tell activity.

CHILD SAFETY

Safety is a major concern in childcare and so daily and safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g. scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state's regulation.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we try to contact you or an emergency contact.

- Sick Attendance Limitations

Children exhibiting any of 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 24 hr. period)
- ✓ Severe coughing or whooping
- ✓ Difficult or rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Conjunctivitis
- ✓ Temperature of 101 degrees
- ✓ Untreated infected skin path
- ✓ Stiff neck
- ✓ Vomiting
- ✓ Head lice
- ✓ Grey/ white stool or dark urine

Parents will be contacted if children get sick at the center. While waiting to go home, children will be placed in an isolated area under adult supervision.

- Medication

The center reserves the right to decline to administer medication that appears to pose potential harm to the child

The center reserves the right to decline to administer non-traditional medication.

Parents are responsible for bringing the medication to the center. Parents must replace expiring or depleted medications in a timely manner.

Kid's Club Academy only administers medications to children who have an Authorization for Medication signed by the parents/legal guardian, with designated time of administration. Medications 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 the medication.

Medications are kept out of children's reach and under locking key.

BUILDING SECURITY AND EMERGENCY RESPONSE

At Kid's Club Academy, the safety and well-being of children, staff, and families is our top priority. To ensure a secure environment, the center has established comprehensive building security and emergency response procedures.

- **Suspicious Individuals or Vehicles**
 - ✓ Call 911 immediately if a suspicious person has access to the facility or if there are suspicious vehicles nearby.
 - ✓ If a weapon is suspected, initiate evacuation if possible.
 - ✓ Try to isolate the potential threat from adults and children.
 - ✓ Once police arrive, they will take over the situation.
- **Missing Child**
 - ✓ Staff continuously count children, especially when moving between locations (classroom, playground, field trips).
 - ✓ If a child is missing, all staff search immediately.
 - ✓ If the child is not found within 5 minutes, families and the police are notified
- **Emergency Transportation**
 - ✓ In a medical emergency requiring transportation, an ambulance will be called if no authorized contact is available.
 - ✓ A staff member will escort and remain with the child until a family member or emergency contact arrives.
- **Fire Safety**
 - ✓ The center is fully equipped with fire safety features.
 - ✓ Fire evacuation drills are conducted monthly with children and staff.

- **Intruder Alert / Lockdown / Building Lockout**

- ✓ An intruder is any unauthorized individual who poses a potential threat.
- ✓ Intruder Alert / Lockdown: Children are locked inside classrooms if the threat is inside the building.
- ✓ Building Lockout: If suspicious or criminal activity occurs outside, doors are locked and access is restricted, but movement between classrooms is allowed.
- ✓ Staff are trained to respond quickly and calmly to ensure safety.

- **Smoking Policy**

- ✓ Secondhand smoke is particularly harmful to infants and young children. Therefore, all indoor and outdoor areas of the center, as well as vehicles used by the center, are always designated non-smoking zones. The use of tobacco in any form is strictly prohibited on the premises.

- **Prohibited Substances**

- ✓ The use, possession, or distribution of alcoholic beverages, illegal drugs, or unauthorized toxic substances is strictly prohibited on center property. Any adult who appears to be inebriated, intoxicated, or under the influence of mind-altering or harmful substances will be required to leave the premises immediately to protect the safety of children and staff.

- **Severe Weather and Emergency Closures**

- ✓ If severe weather or other conditions (such as floods, tornadoes, hurricanes, loss of power, or loss of water) prevent the center from opening on time or at all, families will be notified promptly. Please follow Miami-Dade County Public School announcements for updates. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. It is the responsibility of parents or guardians to arrange for the early pick-up of their child.

CHILD PROTECTION AND SAFETY POLICIES

- Suspected Child Abuse and Neglect

All staff at Kid's Club Academy are mandated reporters. We are required by law to report any observation or reasonable suspicion of child abuse or neglect,

regardless of where it may have occurred. Reports are made to the local child protective services agency, which determines the appropriate action and may investigate. The center fully cooperates with any investigation while maintaining confidentiality. Our goal is to ensure the safety and well-being of every child in our care.

- Child Custody

Without a court document, both parents/guardians have equal rights to custody. Kid's Club Academy is legally bound to follow the directives of the parent/guardian with legal custody, based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. The center cannot make determinations about custody where no legal documentation exists.

- Toilet Training

At Kid's Club Academy, we believe that successful toilet learning is a partnership between families and teachers. A supportive, consistent approach helps children feel confident and reduces stress during this developmental milestone. Research shows that children are ready to learn toilet skills when they are physically, physiologically, and emotionally prepared. Most pediatricians note that children under 24 months are generally not yet capable of fully controlling bladder and bowel muscles. Our staff is committed to working closely with families to ensure that toilet training is carried out in a way that aligns with your child's readiness, abilities, and emotional needs. Communication and consistency between home and school are key to a positive toilet training experience.

- Biting

Biting is a normal stage of development, especially among infants and toddlers, and occasionally preschoolers. Many young children may try biting at least once as they learn to communicate and manage emotions.

- Our Approach:

- ✓ Our priority is to care for the child who was bitten.
- ✓ We also address the behavior of the child who bit in a safe, constructive way, focusing on understanding the cause rather than punishment.
- ✓ Staff document each biting incident and communicate with the families of both children involved.

- ✓ We work collaboratively with families to develop strategies that support positive behavior change and prevent future incidents.

PANDEMIC SAFETY AND REMOTE LEARNING PROCEDURES

At Kid's Club Academy, the health and safety of children, families, and staff is our top priority. We follow the protocols of the CDC, Florida Department of Health (FDOH), and the Department of Children and Families (DCF) to prevent the spread of viruses. Families are asked to help maintain a safe and hygienic environment by following these guidelines:

- Health and Hygiene Guidelines:
 - ✓ Only healthy children will be admitted. Children and parents will be screened upon arrival, including temperature checks before arrival, before rest periods, and before departure.
 - ✓ Parents are not allowed inside the center, and children will be admitted only between 6:30 AM and 9:00 AM. Late arrivals will not be accepted.
 - ✓ In classrooms, children will be grouped in small play areas, maintaining 6 feet of distance whenever possible.
 - ✓ Lunch will not be served family-style; designated areas will allow safe distancing.
 - ✓ Children and staff must wear easily disinfected shoes; shoes will be sanitized each time children come from outside.
 - ✓ The center will be disinfected throughout the day and at closing.
 - ✓ Only ZIPLOCK bags with essential extra clothing are permitted; backpacks are not allowed. Parents will be contacted immediately if a child needs extra clothing and none is available.
 - ✓ All children must have current physicals and immunizations. Overdue reports will not be accepted.
 - ✓ Girls are encouraged to keep their hair tied up, and masks are mandatory for children ages 2 and up, staff, and parents.
 - ✓ Water fountains are closed; children will use disposable cups.
- Remote Learning:
 - ✓ VPK children not attending in-person will participate in online classes with teacher support.

- ✓ VPK children attending the center will continue regular classes at the standard tuition rate.
- ✓ K–2 students will follow remote learning from home; if in-person attendance is needed, children will receive individualized support at a private rate.
- Procedures for Active COVID-19 Cases:
 - ✓ The infected individual will be isolated immediately.
 - ✓ Parents will be contacted to pick up the child within one hour.
 - ✓ The center will notify families of any exposure.
 - ✓ The affected areas of the center will be thoroughly disinfected and sanitized.
 - ✓ Children and family members who were exposed must provide one negative COVID-19 test before returning to the center.
 - ✓ For additional guidance regarding closures, the center will consult the Department of Health.

We strongly encourage all families and staff to follow CDC, FDOH, and local health authority guidance to help protect the community and maintain a safe learning environment.

MEALS AND NUTRITION

Kid's Club Academy participates in the USDA Child and Adult Care Food Program, which helps ensure that all children receive balanced and nutritious meals throughout the day. For this reason, outside food is not permitted at the center, as all meals are carefully planned to meet children's dietary needs and program guidelines.

The center provides a healthy breakfast, lunch, and afternoon snack for every child. Breakfast is served between 6:30 a.m. and 9:00 a.m., so families are encouraged to bring their child before 9:00 a.m. if they would like them to participate in the morning meal. Lunch and snack times are scheduled according to age groups and daily routines to provide adequate nourishment while supporting learning and play.

Our meals are thoughtfully prepared to promote healthy eating habits, variety, and cultural awareness, helping children develop positive relationships with food. Staff supervise all meals and snacks to ensure children eat safely and have opportunities to try new foods in a supportive environment.

By providing nutritious meals and snacks, Kid's Club Academy supports children's growth, development, and overall well-being, while reinforcing healthy lifestyle habits that can last a lifetime

- Food Prepared at the Center

At Kid's Club Academy, all meals and snacks prepared on-site are carefully planned, prepared, and portioned in accordance with the Child and Adult Care Food Program (CACFP) and state food service regulations. Our goal is to provide children with nutritious, balanced, and age-appropriate meals that support healthy growth, development, and lifelong healthy eating habits.

Menus are designed to include a variety of fruits, vegetables, whole grains, protein sources, and dairy, and are adapted to meet the developmental and dietary needs of infants, toddlers, and older children. Staff follow strict food safety and hygiene procedures during preparation, serving, and storage to ensure that all food is safe for consumption.

The weekly menu is posted in each classroom and on the parent information board in the lobby, so families are always aware of what their children are eating. Meals also provide opportunities for nutritional education, encouraging children to try new foods and develop healthy eating habits in a positive, supportive environment.

- Infant and Toddler Nutrition Guidelines

Infants (0 to 12 months) must bring their own formula, while baby food is provided by the center. Staff ensure that each infant is fed according to their individual needs and family instructions.

- ✓ The weekly menu is posted in each classroom and on the parent information board in the lobby for easy reference.
- ✓ Breakfast, lunch, and snacks are documented daily to track each infant's intake.
- ✓ Infants are fed by familiar teaching staff whenever they show signs of hunger, ensuring that feeding is responsive to the child's needs and not used as a substitute for comfort or attention.

This approach promotes healthy growth and development, supports family preferences, and ensures that infants receive personalized, nurturing care throughout the day.

Our program adheres to the following guidelines:

- ✓ Milk for Infants and Toddlers:
 - Infants under 12 months do not receive cow's milk.
 - Children 12–24 months are served whole or reduced-fat milk only, according to developmental needs.
- ✓ Solid Foods:

- Solid foods are not served in bottles unless specifically recommended in writing by the child's health care provider.
- Solid foods or fruit juices are not served to infants without written medical instructions and approval from the family.
- ✓ Juice and Fluids:
 - Only 100% fruit juices are served, and intake is limited to 4 ounces per day.
 - Young children are offered fluids from a cup once families and educators determine whether the child is developmentally ready.

- Breastfeeding Support

Kid's Club Academy is committed to supporting breastfeeding families. We accept and store expressed breast milk according to food safety standards, using sanitary, labeled containers with the infant's name and date. Milk is stored in the refrigerator for no longer than 24 hours (or 24 hours if previously frozen) or in a freezer at 0°F or below for up to 3 months. Breast milk is gently mixed, not shaken, to preserve its infection-fighting and nutritional properties. The center also provides a private space for mothers to breastfeed and coordinates feeding schedules with families to ensure infants receive consistent and nurturing care.

These practices promote healthy infant growth, support family preferences, and adhere to best practices for safe breast milk handling.

- Celebrations

At Kid's Club Academy, families are welcome to celebrate special occasions such as birthdays. Any food brought from home to share must be whole fruit or commercially prepared products that are sealed and in their original packaging. Birthday celebrations should be notified to the administration at least two weeks in advance. The center encourages families to bring 100% juice, while sodas are not permitted. Celebrations are scheduled after snack time to maintain daily routines and support healthy eating habits.

- Allergies

If a child has a food allergy, a note from the pediatrician is required. The center will accommodate allergies and provide safe alternative foods. Families with children who have food allergies, dietary restrictions, or special needs should communicate these with the center. Staff will work closely with families to ensure that all nutritional needs are safely met, promoting the health and well-being of every child.

Family Handbook Acknowledgment

I acknowledge that I have received a copy of the **Family Handbook** for Kid's Club Academy]. I understand that it is my responsibility to read and become familiar with the family policies, procedures, and expectations outlined in this handbook.

I have been given the opportunity to ask questions and know who to contact for clarification regarding family policies. I understand that these policies are intended to guide and support positive relationships between staff, families, and the center community.

My signature below confirms that I have received, reviewed, and understood the Family Handbook and agree to follow the family policies as part of my role as an educator at Kid's Club Academy.

 Parent's Name Print

 Date

 Parent's Name Signature

 Date

 KCA Administrator Signature

 Date