



## **MISSION STATEMENT**

ABC Kidz Preschool, Inc, is a child development center dedicated to raising a generation of children to achieve their God-given potential and destiny.

## **STAFF QUALIFICATIONS**

All teachers are fingerprinted, and background checked through the local Sheriff's office, FBI and FDLE. Teachers also complete forty-five hours of childcare training within one year of hire. After the first year of employment,

the teachers are required to obtain an additional ten hours of in-service training each year. Staff members have received certification in CPR, First Aid, and some have their teaching certificate or CDA.

## **STUDENT ADMISSION**

ABC Kidz Preschool, Inc, accepts children from 8 weeks to twelve years of age. We admit students of any race, color, religion, and nationality. The school administration reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive and harmful to other children.

The following requirements are necessary for admission into our preschool:

1. Enrollment application form completed in full
2. Registration fee and First week's tuition paid in full
3. Parent handbook receipt signed and on file
4. Certificate of Immunization (state required)
5. Physical (state required within)

## **CURRICULUM**

The curriculum is appropriately designed to the age groups and to the stage of development of each child. We believe that a child absorbs his concept of God from people, things, and experiences that are a part of his environment. Thus, a love for learning, a love for others, and love for God, and the things that God has made are developed. Numbers, letters, phonics, writing, and habit training are enhanced through a lively hands-on program. Curriculum is based on the Creative Curriculum, Curriculum series, and additionally supplementary texts may be used to enrich the material.

## **SIGN-IN AND SIGN-OUT**

Please make sure to sign your child in and out daily through the Brightwheel connect application. It is imperative that we have a record of your child's attendance, as per DCF policies.

## **DROP-OFF AND CONFERENCES**

A parent or guardian must accompany children into the building (Main Office), as we cannot assume responsibility until a child is placed in our care. When leaving your child, saying a quick good-bye with a hug and kiss is best. If your child needs to be dropped off after 9:00am, please notify the office prior to 9:00am so we have an accurate lunch count. If you would like a conference with your child's teacher, please make an appointment. Thank you. ☺



## **PICK-UP**

Only those people indicated on your child's application may pick up your child. If you plan on someone else picking up your child, please inform the office in the form of a letter, text message or email. Our email address abckidzlakemagdalene@gmail.com or abckidzdirector@gmail.com. Please have that person prepared to show photo identification.

## **LATE PICK-UP**

If you find that you are going to be late due to traffic or an emergency, please call the school and inform the person in charge. Please note there is a late fee of \$10 dollars fee, plus \$1.00 per minute per child after 6:00 PM. Payment is due in cash via cash app when you pick up the child.

## **WHAT TO BRING**

- Bag or Backpack labeled with the child's name.
- Clothing change that encourages self-help skills labeled with the child's name enclosed in a zip-locked bag.
- Pull-ups or training pants when potty training (please put your child's name on each one).
- A crib sheet, and blanket for rest time (please label each item with name)  
These articles must be taken home every Friday and laundered to keep down on illness.
- In cooler weather, please provide a sweater and/or jacket for outside play (please label with name).  
We do not go outdoors if the temperature is below 45 degrees or over 95 degrees.

## **WHAT TO WEAR**

Please dress your child in simple, comfortable clothing suitable for the weather. Please consider putting pants under girls' dresses or skirts. Children should wear shoes or sneakers that fit the foot securely.

## **MEALS**

Breakfast, Lunch, and mid-afternoon snacks are provided. Special diets shall be brought from home and not prepared at the facility. Breakfast will be given at 8:00am – 8:30am. Lunch schedules begin at 11:00am and end by 12:00pm.

## **BIRTHDAY**

Birthdays are very special, and we enjoy helping your child celebrate. If you wish to provide a special birthday treat, please let the teacher know in advance and coordinate with them. Any food brought into the center should be store bought.

## **NAP**

All children are required to rest in the afternoon. They do not have to sleep but we encourage them to rest quietly so their friends can nap. Children that are not "nappers" will be offered an alternative quiet activity after one hour on their mat. Naptime is scheduled for 12:00pm – 2:30pm.



## **HOLIDAYS AND HOURS OF OPERATION**

ABC Kidz Preschool, Inc is open Monday through Friday from 7:00am – 6:00pm. We are closed for the following holidays:

- \*Thanksgiving Holiday (Thursday and Friday)
- \*Christmas Eve and Christmas Day (If either falls on a weekend, either a Monday or Friday is reserved in its place.)
- New Year's Day (If New Year's Day falls on a weekend, either a Monday or Friday is reserved in its place.)
- \*July 4<sup>th</sup>

and some other days, that are posted in the Bulletin Board.

## **MEDICATION**

Center/teacher do not provide any medication. In an exceptional case, medication must be in the original container with the name of the physician, name of the child, and directions written on the label. Please provide a medicine spoon or cup to issue medication with. A medication form is provided for your written instructions.

## **WITHDRAWAL**

If you plan to withdraw your child from the program, please notify the director in writing. We ask that this is done one week prior to the last day your child will be in the program.

We reserve the right to withdraw any child from the program for any of the following reasons:

- The child is a constant disturbance to other children.
- Repeatedly injures other children.
- Continually behaves in a manner that threatens his/her safety
- It is evident that the program schedule, philosophies, and goals, or other issues are in conflict.
- Non-payment of fees.

Prior to asking a parent to withdraw the child, we will contact the parent and try to resolve the problem(s).

## **ACCIDENTS**

If a child is injured at school, the incident will be documented, and an accident report will be provided for the parent. First aid is limited at the school to the use of soap, water, and bandages. We are not allowed to use any other type of medication without a completed authorization slip.

## **EMERGENCY MEDICAL TREATMENT**

In an emergency, school personnel will contact Emergency Fire and Medical Assistance (911). A parent or authorized contact will be notified immediately.



## **HEALTH POLICY**

Our responsibility for providing childcare includes taking care to limit the spread of illnesses. While we cannot prevent all illnesses, we can do our best to reduce the incidence.

A child may **not attend** ABC Kidz Preschool, Inc whenever he or she has had any of the following conditions within the preceding 24 hours (Unless your child has been on antibiotics for **at least 24** hours). If your child has allergies that may cause him or her to have any of these conditions on a consistent basis or during a particular season, please inform the director. If any of these symptoms are observed during the day your child will be sent home.

Vomiting.

Diarrhea (Two episodes in one school day).

Rash.

Eyes with any type of secretion.

Green mucus (runny noses).

Bronchitis or Pneumonia.

Fever – When there has been a fever of 10 degrees or more, the fever should be broken for at least 24 hours without the aid of medication.

Open sores, blisters, or rash with drainage.

Any illness that interferes with your child's ability to function within the normal routine of the center.

Please notify the director immediately if your child contracts a contagious disease. If your child has strep throat, they must be on antibiotics for 48 hours before returning to school.

## **DISASTER PLANS**

### *Fire:*

Children are walked to a designated position at the perimeter of the building to a clear path for emergency vehicles. Fire drills will be practiced and documented monthly, so the children are familiar with the procedure.

*Tornado* Children will assemble in the designated place where they will crouch down and cover their heads.

This also will be practiced and documented.

*Hurricane* Our preschool will follow the decisions made by the Hillsborough County School System. We will also leave a message on the phone line if it is possible



## **DISCIPLINE POLICY**

We use positive techniques of guidance, which include encouragement, redirection, anticipation, positive reinforcement, and elimination of potential problems. We do not spank, deny food, shriek, or call children derogatory names. Sometimes a child's behavior requires that the home and school, work together. In that case, the teacher, director, or person in charge will contact the parent. We reserve the right to withdraw a child from the program if the child is a constant disturbance to the other children, repeatedly injures other children, or continually behaves in a manner that threatens his/her own safety.

Our discipline policy is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices, so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self-discipline. In situations where children are having a challenging time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a challenging time, a meeting with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of school property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the school
- Disrespect
- Disruption of school functions
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Possession or use of a weapon, among other things
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of school's Computer/Network Policy
- Inappropriate use of the internet
- Willful disobedience.



### **BITING:**

The school understands that occasional displays of aggression, like biting, are typical in young children who are unable to communicate their feelings and are part of normal early childhood development. Repeated incidents of biting will not be tolerated and could result in dismissal from the school if the behavior persists. If your child is struggling with biting, we will work with you to discuss a plan to help support your child to reduce biting incidents. We will not release your child's name to the family of the child bitten. Our objective is to ensure that our school maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors. We understand that seeing a bite mark on your child can be upsetting, please know that we are taking steps to reduce and to discourage biting. If your child is bitten, we will notify you of the incident and of caring attention your child received.

### **HARRASMENT / BULLYNG POLICY:**

Our school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, disability, and any other protected status. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable learning environment. All concerns relating to harassment, bullying, or hazing should be reported immediately to the administration. When the school administration becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from school. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing. Behavior Probation Children may be placed on behavioral probation for violating any of the above rules, at the school's discretion. At such time, the family may receive a probationary letter from the school outlining conditions of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

### **FAMILY COOPERATION:**

A positive and constructive working relationship between the school and its families is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the school concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purpose. Moreover, the school reserves the right to expel a child at any time if, in the judgment of the administration, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the school, is not in keeping with the school's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the child's enrollment contract.



### **PARENT/GUARDIAN CODE OF CONDUCT:**

ABC Kidz Preschool, Inc, partnerships with parents/guardians are vital to high quality early childhood education experiences and children's learning success. Our goal is every interaction with parents/guardians is respectful, informative, and supportive. It is expected that parents/guardians will strive for respectful interactions with staff as well. Unacceptable behavior will not be tolerated and will handle swiftly. The following, while not limiting, are examples of unacceptable behavior-All forms of bullying: i.e., physical, verbal, emotional, social, or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive (i.e., hitting, pushing, name-calling, mocking, excluding someone, spreading rumors or gossip either in person or by using social networking internet sites), harassment, behavior that degrades, demeans, humiliates, or embarrasses someone (i.e., touching, name-calling, offensive jokes, yelling, etc.) all forms of abuse, sexual, physical, or psychological (including verbally, in writing or otherwise), discrimination, against any person or group because of their race, color, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical and mental disabilities; Actions that put another person at risk of harm including violent or attempted violent physical acts (with or without a weapon) and threatening someone; and the inappropriate use of technology, including e-mail, the internet and other technology.

### **TRANSPORTATION**

Parents authorize their child (ren) to participate in field trips and transportation on the enrollment application. The field trips are posted at the door at least 48 hours prior to the day. The parent/ guardian release employees, owners, agents, and volunteers from any claims or causes of action, including negligence, resulting from any damages or injuries to your child or his/ her parents/ legal guardians or family members, arising out of or resulting from your child's participation in any field trip or transportation to and from school, including transportation to and from the event.

ABC Kidz Preschool, Inc provides transportation to and from local schools during regular drop off and pick up times. Please verify/confirm with the office whether your school is on our route. The parent is required to notify the

school that their child will be picked up and/ or dropped off by ABC Kidz Preschool, Inc. The parent is required to notify the center in advance whenever transportation arrangements are changed. If the center has not been notified at least two hours in advance that their child will not be picked up on the ABC Kidz Preschool, Inc, the parent will be responsible for a \$10.00 fee for every occurrence. Ages 5 and up may be allowed to attend field trips. Car booster seats are used on the van for each child under 8 years of age. Field trips and water activities are scheduled throughout the year. Parental notification will be posted on the door 48 hours prior to the event. ABC Kidz Preschool, Inc field trip shirts are mandatory for every child. Certain trips are associated with an additional charge and attendance is based on behavior of the child. Please stop by the office for specific fees that are associated with trips, shirts, etc.

Our policy strictly prohibits employees of ABC Kidz Preschool, Inc to transport children to and/or from the facility for clients of the center. It is a policy violation for employees to provide childcare services to clients of the center. It is our goal to provide professional, quality childcare to you and your family, therefore; we ask that you do not compromise this policy by asking employees to provide childcare outside of the center.



### **INSECT REPELLENT AND SUNSCREEN**

Children will be sprayed once a day with insect repellent and/ or sunscreen that must be provided to the center by the parent. Providing such sprays will serve as parental permission.

### **MEDICAL REQUIREMENTS**

State Law requires that every child in a childcare setting have an up-to-date physical and immunization record on file within 14 days after enrollment. This is in accordance with health regulations. After enrollment, you will be required to update your child's immunizations as needed. There will be a one-week grace period allowed to you, after which time, your child would not be able to re-enter care until their immunizations are brought up to date.

### **TUITION**

***Payments are due on Monday morning at drop off*** and considered late on Tuesday morning. **A late payment fee of \$15.00 is assessed to the account on Tuesday after 9:00am** and children are not permitted into our care on Wednesday if payment has not been made for the week. Thank you for your prompt attention to our payment policies.

An invoice will be emailed to the parents who prefer to pay by CASHAPP

**If the child is unable to attend the school for any reason, tuition must still be paid unless arrangements have been made with the Director PRIOR to the absences.**

### **SICK POLICY/VACATION/SCHOOL CLOSURES**

**If your child does not attend school on his/her scheduled days, full tuition will still be due.  
(Please keep in mind that your child's absence, no matter what the reason, does not reduce our expenses.)**

One week of vacation per year is granted after a child has been in attendance for 12 months. A vacation week is defined as the average number of days your child attends each week. If your child is absent for two consecutive weeks without any notification to the office, their position will automatically be terminated.

### **REPORTING CHILD ABUSE**

ABC Kidz Preschool Inc staff is required by law to report any incidents of suspected child abuse or neglect. Children may be subject to interviews by licensing staff, child maltreatment investigators, or law enforcement officials for investigative purposes without parental notice or consent.

### **IF YOU SUSPECT CHILD ABUSE**

Most day-care facilities, like most parents, take good care of children. If you do suspect that your child has been abused, or sexually molested, report situations immediately. Use the toll-free number: 1 (800) 252-5400.

I have read and agree to abide by ABC Kidz Preschool, Inc's Parent Handbook policies and understand the Discipline Policy contained within.