

Kidz College

Child Care Center

"Providing Quality and Educational Childcare"



2023/2024 Parent Handbook

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Admissions Requirements and Enrollment Procedures

We encourage that the parents as well as the child visit the center prior to placement to help reduce separation fears.

If we agree that the child will be placed, the parent must provide the following:

- ☺ A complete registration packet
- ☺ An updated record of age-required immunizations
- ☺ Physical exam
- ☺ Authorization to receive emergency medical care
- ☺ Authorization to transport child in vehicle
- ☺ Authorization for field trips, walks, etc.
- ☺ Age-appropriate supplies
- ☺ First week's tuition and registration fee.

Hours of Operation

- The child care facility will operate Monday through Friday from 6:00 AM to 6:30 PM
- Children may be in attendance a maximum of **10.5** hours a day. Late fees apply for each additional hour over **10.5** hours
- Hurricane/Bad Weather Days - Under any circumstances of extreme bad weather (i.e. hurricane, tropical storms, etc.) for the safety of our children Kidz College will operate under the advice of the Orange County Public School System.
- Any days Kidz College is closed due to "Bad Weather", it does not affect the tuition for that week.

2023/2024 School Closing Dates

Monday September 4, 2023	Labor Day
Thursday November 23, 2023	Thanksgiving
Friday November 24, 2023	Day after Thanksgiving
Friday December 22, 2023	Friday before Christmas
Monday December 25, 2023	Christmas Day
Friday December 29, 2023	Friday before New Year's Day
Monday January 1, 2024	New Year's Day
Monday January 15, 2024	Martin Luther King jr. Day
Monday February 19, 2024	President's Day
Monday May 27, 2024	Memorial Day
Wednesday June 19, 2024	Juneteenth
Thursday July 4, 2024	Independence Day

Tuition Rates (Full Time & Part Time)

Infants (2 - 18 months)

\$250 per week

\$95 part-time daily rate

Toddlers (19 - 35 months)

\$235 per week

\$85 part-time daily rate

Preschool (3 - 5 years)

\$215 per week

\$65 part-time daily rate

Voluntary Pre-K

Free (9:00 AM - 12:00 PM ONLY)

WRAP AROUND RATE \$135 A

WEEK

Before &/or After School Care

(6:00 AM - School & After School - 6:30 PM)

\$115 week (same price for one or both services)

Summer Programs Ages 6 - 10 years

\$145.00 week

Registration: \$45

One Time Activity Fee: Varies

Payment Policies

- A. **Weekly tuition is due on FRIDAY's for the following weeks care.**
A 30.00 late payment fee will be assessed for late payments received after 12:00pm on Monday. If payment is not made by Wednesday morning drop off you must find alternate child care for your child. (Note: Tuition is still due timely regardless of following week's attendance)
- B. Anytime you pick up your child after 6:30 pm there is a \$30.00 late fee for **every 15 minutes** late due at time of pickup.
- C. **Parent referral bonus** of one week free, if you refer a family and they enroll their child. Referral bonus given to the oldest child in care after the family has been enrolled for 30 days and both accounts must be current.
- D. **No allowances, credits, refunds, or make-up days shall be made for holiday closings. Tuition must still be made in full.**
- E. Preferred method of payment is through the Smart Care App, Zelle (awesomekidz@kidzcollege.net), or money orders

Discounts

10% immediate family discount given to oldest child. Only one form of discount allowed which cannot be combined with other discounts

Typical Daily Schedule

Please have your child(ren) in care no later than the 9:00 AM cutoff time to minimize distractions during instructional time - **STRICTLY ENFORCED**

- A. Mealtimes
 - Breakfast 7:00 AM - 8:50 AM
 - Lunch 11:00 AM - 11:30 AM
 - Afternoon Snack 3:00 PM

- B. Napping and/or quiet time 12:00 PM - 2:00 PM
(Children under 18 months will be on an "on demand schedule")
- C. Daily schedule will include:
- ☉ Morning reflections
 - ☉ Preschool activities that will include age-appropriate curriculum to prepare for kindergarten
Fun Shine Express Digital
 - ☉ Free-play activities (large variety of toys)
 - ☉ Small muscle play (blocks, puzzles, stacking, sorting etc.) ☉
Creative play
 - ☉ Stories, songs, rhymes, and music ☉
Outdoor playground time

Meals and Snacks

- A. All meals, snacks, and drinks will be provided.
- B. All beverages will be 100% fruit juice or milk.
Bread products will be whole wheat. Cheese will be unprocessed.
No sugar cereals or sweet drinks will be served.
Other sweets and treats will be kept to a minimum.
- C. Meals and snacks will be nutritional and the daily menu will follow the guidelines recommended by the USDA child-care food program.
- D. Weekly menus are posted on the bulletin board.
- E. Grocery store prepared birthday cakes or cupcakes are welcomed and will be served during afternoon snack time.
- F. Gum is not allowed under any circumstances.

Discipline Policy

- A. Discipline is not viewed as punitive, but rather instructive. The first role of the staff is to ensure safety. Prevention is the key to success.
- B. A well-organized, well-supervised, and stimulating atmosphere will be provided that should minimize any need for discipline. If a discipline problem should arise involving your child, we will discuss the problem and work on a solution together.
- C. Physical punishment or verbal abuse of any type will not be used.

Transportation

- A. Your child will be transported only in an automobile in safe operating condition that is covered by insurance and operated by a licensed and safe driver. There will be a van safety check log used on field trips issued by the Department of Children and Families.
- B. Your child will at all times be in a seat belt or other protective device suitable for his or her age and weight.
- C. There will be an occasional field trip to the local park or the library. Age-appropriate ratios will always be implemented during field trips. You will be notified of any field trips in advance, and will be informed if we will be transporting your child for any reason.

Health Policies and Procedures

A. Medical Emergencies

- Immediate first aid will be given.
- An ambulance will be called and the recommendation of the paramedic followed.
- Parents will be notified as soon as possible. If you are not available, other family or friends on your "emergency information" sheet will be notified.

B. First-aid Procedures

- First-aid will be in accordance with the Red Cross first-aid class.
- Everyone who cares for your child takes EMERGENCY CARE AND CPR INFANTS AND CHILDREN course each year.
- A complete first-aid kit, ice packs, and emergency numbers will be kept on the premises.
- Parents will be notified of all accidents, and a record of injuries will be kept on each child.

C. Illness

- If your child is ill to the extent that it interrupts the care of or endangers the health of the other children, it will be necessary for you to make arrangements for his or her care. Should your child become ill during his or her day here, you will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

Health Policies and Procedure (continued)

Illness (continued)

- We will always respect your need to be at work when it comes to an ill child. We ask, however, that when deciding if your child should be at home, you give consideration to the other children in care and ask yourself how you would feel if your child were here and well and another child were as ill as your child at that time.
- The "bottom line" for not providing care, a fever in excess of 101 degrees, vomiting, excessive diarrhea, or other potential contagious disorder. **If any of the above take place, your child cannot return for at least 24 hours.**
- If your child will be missing a day due to illness, please call or email in the morning or the previous evening.
- **No allowances, credits, refunds, or make-up days shall be made for illness. Tuition must still be paid in full.**

Nondiscrimination Policy

No child will be discriminated against on the basis of gender, race or religion.

Clothing

- Children learn by doing and "doing" is often a messy process. Art and outdoor activities require clothing that is comfortable and washable. Please bring a change of clothing, which can be kept in your child's cubby or bag, in the event that your child has an accident or becomes dirty. For children who are teething or are learning to feed themselves, we ask that you bring extra bibs to keep their neck dry or clothing clean while teething or eating. Closed toes shoes are required. **(Please label all clothing with your child's name).**

Vacation/Time Off

- A. If you are planning a family vacation, please give at least **two** weeks' notice of the absence of your child.

Vacation/Time Off (continued)

- B. We allow **one** week of vacation or time out of care per calendar year (September - August) without incurring any charges after a **6-month tenure**, however, if you plan to have your child out of care for more than one week there will be a charge of **seventy-five** percent of the weekly tuition in order to "hold your child's spot", otherwise your child will be unenrolled.

Termination Policy

- A. We would appreciate at least one week's notice if you plan to discontinue child care.
- B. We will give two weeks' notice if we feel the child-care arrangements need to be terminated. (Following are some but not limited to reasons for termination)
- Child hits, bites, or otherwise consistently hurts other children
 - Child chronically "acts out" (i.e., swears, throws tantrums, or fails to comply with child-care rules) to the point where the child may need therapeutic care
 - Child is genuinely unhappy and unable to adjust to being in child care
 - Parent routinely abuses pick-up times
 - Parent doesn't pay the provider's bill on time or at all
 - Parent disagrees with the disciplinary policy
 - Parent is unable to or refuses to comply with ordinary requests for the child's well-being

Miscellaneous Information

- A. Children are discouraged from bringing their own toys, we are not responsible for any that are broken or lost. Security blankets and/or pacifiers are welcomed.
- B. Parents are free to call or come by any time to see how their child(ren) is/are doing.
- C. We are mandated reporters of suspected child abuse or neglect. Your child's welfare will **ALWAYS** come first. We will consult with you if possible.
- D. Please note that all personnel will have access to children and family's personal information via files and Smart Care app.

Miscellaneous Information (continued)

- E. Any changes of personal address or phone numbers will be given as soon as possible. Names and phone numbers on emergency forms will be kept current.
- F. Your child will be released to persons other than the parent or legal guardian only if their name appears on your signed emergency form. In case of an emergency, a phone call from you will suffice as long as the person picking up the child is 18 years or older as has identification.
- G. Staff and personnel are privy to private information located in student files.

Family and Staff Communication

- A. Parents are encouraged to discuss their child at any time. Good communication is essential to good child care and happy children. Please speak with the onsite director to fulfill any requests.
- B. The Smart Care for Parents App is the mecca for all things to do with your child while in care. Your child(ren)'s daily progress is documented daily in the app. (meals, diapering/potty, milestones, child needs etc.)
- C. It is extremely imperative to maintain the app to ensure the communication parents and staff remain aligned in regards to the status of children in care.

Kidz College - Child Care Provider

Parent Handbook Volume 11

August 2023 to July 2024

Consent Form (Please print, sign and return this page)

I/We have read and agree to these policies and procedures for the care of my/our
child(ren)

Child/Children in Care

Child/Children in Care

Parent

Date

Parent

Date

Provider

Date

Note: These policies and procedures are subject to change.

Center Information

Kidz College

6556 Old Winter Garden Rd

Orlando, Florida 32835

Breahna King - Director/Administrator

Lashae Sheffield - Director

Linda Latson - Owner/Operator

Email: awesomekidz@kidzcollege.net

Phone: 407-601-5000

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