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**KRADLE TO KINDERGARTEN PRESCHOOL II - KINDERGARTEN**  
**PARENT - HANDBOOK**  
**SCHOOL YEAR: 2022 – 2023**  
**First Day of School - Tuesday, August 16th, 2022**  
**Welcome Message**

A Warm Welcome from Principal Owners...

Dear Parents and Students,

Welcome to the 2022 -2023 School Year! We are so proud to have you join us - our opening year.

We are also very excited about this year's theme -

We will continue to build a better world in which we educate our students to take care of themselves, each other, and the environment. After all, academics is not the only component of a successful individual. Kradle To Kindergarten Preschool II - KINDERGARTEN focuses on empowering our students with the key skills necessary to be College and Career Ready. Being a positive individual, learning to persevere, and working together as a community helps all of our students reach their goals. Part of this vision requires seamless procedures so that we can all spend our energies on what matters most - our precious kids!

Therefore, this Parent/Student Handbook was designed to provide you as well as your child with an overview of school procedures and protocols to help maximize our parent - school communication.

On behalf of The Kradle To Kindergarten Preschool II - KINDERGARTEN Staff, we look forward to a successful year. Please know that our complete staff welcomes the opportunity to assist you.

Respectfully,

**Tommie B. Butts, Jr. & Vera Butts**



**GENERAL INSTRUCTIONS:** If you have any questions about this Handbook or any information that might not be covered by this Handbook, PLEASE ask your school's Director or Administrator.

**Immediately** - following your acceptance of this Parent Handbook, you are required to sign and return the enclosed Receipt of Parent Handbook Acknowledgement Form.

### **ENROLLMENT PACKET**

It is important that you thoroughly read ALL attachments enclosed in your child's enrollment package, especially, "Know Your Child Care facility.

### **DISCRIMINATION POLICY**

Kradle to Kindergarten Preschool does not for any reason discriminate against any person because of race, color, sex, religion, handicap or national ethnic origin in its educational programs and activities.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Kradle to Kindergarten Preschool I & II affords people with disabilities the same access to programs, services, and employment provided to all citizens.

### **About Us**

School Colors - **PURPLE & ORANGE**

**This Year's Theme** - "K TO K II KINDERGARTEN PAVING THE WAY"

Kradle To Kindergarten Preschool II - KINDERGARTEN is proud to be recognized for its Inception & Innovative Program. Our school offers an accelerated program called Quantum Leap for our gifted and high achievers. As a technology-oriented school, we utilize a blended classroom in which technology is integrated throughout the day. In our PreK and Kindergarten classrooms, there is an impressive amount of digital access available to broaden our students' learning while taking advantage of a modern venue of exploration within a blended learning environment. Students partake in a wide variety of learning materials that are relevant to the Florida Standards and its rigor.

We have various preschool programs to meet the needs of all of our students. We have one of the finest early childhood preschool programs.

**All of our children are provided with enrichment classes including STEM/Science, Music, and Physical Education.**

Our goal is to provide your child with a personalized instructional path that focuses on his/her academic as well as socio-emotional needs with the end result leading to college and career readiness.

We are a diverse community that has a variety of infant, preschool through Kindergarten students coming from within our boundaries and other areas across Broward County. We proudly accept all scholarships, eligible reassignments as well as McKay Scholarship students.

Aftercare at Kradle To Kindergarten Preschool II - KINDERGARTEN ...

Our Award Winning Aftercare Program is second to none. Our students are very special to us; and therefore, we go above and beyond to extend our talents to the extended day. We run our own aftercare program, and it is monitored by the school's administration.

Students in our aftercare program are directly escorted to our aftercare area. Attendance is taken for safety reasons immediately upon arrival. There are NO WAITS! Your child will have a pleasant transition instead! Many of our parents have chosen our aftercare program for the many reasons below, especially the homework help, computer access, and most importantly the tutoring services for select students. All of this for one low, affordable price!

Our aftercare has several enticing features including the following:

- Homework help (computer access for enrichment)
- Arts and crafts
- Early Release - special activities
- Tutoring provided by our expert teachers
- Playtime
- Extracurricular programs of interest to the students

Aftercare Regular Time: Begins at dismissal - 2:00 p.m. to 6 p.m.

**\*\*NOTE\*\***-Aftercare payments will be accepted during arrival and/or dismissal times – Fees are due every Monday. There will be an additional \$5.00 per day for any fees paid after Monday.

Contact: The Front Office

School Procedures...

**Start Times: Office Hours: 7:00 am - 6:00 pm**

**School Hours: 8:00 am – 2:00 pm**

Kindergarten Programs - Drop off at 7:50 am Late Bell rings at 8:10 am

Kindergarten -- Late Bell rings at 8:10 a.m.

Please be aware that attendance will promptly be recorded by the child's teacher immediately upon the late bell ringing. Therefore, your child must be in class prior to the late bell in order to not be marked tardy. Tardy arrivals do add up to potential truancy concerns. Excessive tardiness and absences will not be accepted.

**Dismissal Times: Kindergarten - 2:00 p.m.**

## SCHOOL ATTENDANCE PHILOSOPHY

In order to develop habits of self-discipline and responsibility, students are expected to attend classes regularly. While it is possible for an absent student to make up most of the school work missed, it is impossible to completely compensate for absences and tardies from the classroom.

In order to maintain interest and understanding in a program of instruction, students cannot expect to be absent.

Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up work missed.

Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt. Tardiness to class creates an obvious interruption and confusion for all class members.

***Students who are in the building are expected to be in the classroom by 8:10 a.m.*** It is unfair that an entire class may be interrupted by students who are unprepared because of irregular attendance and/or tardiness.

Students with good attendance records are developing these good habits with prompt, regular school attendance.

## PARENTS RESPONSIBILITIES

Parents are responsible for the student's regular attendance and ***are required to notify*** the school office by phone before 8:30 am when the student will not be attending school.

A student is recorded present on the attendance report if he/she is in school for five or more hours of instructional time

## POLICY

It is the parents' responsibility to cause the child to attend as required by the compulsory attendance statute.

**Twenty (20) days in one school year** (defined as 10 days each semester) will be considered excessive absenteeism. Students who reach 20 days (10 in a semester) of absenteeism will place themselves in jeopardy of expulsion or have certain academic consequences outlined below:

(On the seventh day of absence in one semester, the Principal/Director will notify the family by a written letter or by mail.

The student along with a parent/guardian and the student's teacher will be required to attend an administrative staffing. The staffing serves the purpose of notification and dialogue. A proper course of action will be outlined for the future success of the student.

## Attendance, Tardiness, and Early Pickups

### ATTENDANCE

ALL COMPULSORY AGE STUDENTS ARE REQUIRED TO ATTEND SCHOOL EVERY DAY OF THE 180-DAY SCHOOL YEAR OR THE EQUIVALENT ON AN HOURLY BASIS PURSUANT TO THE STATE BOARD OF EDUCATION. PARENTS OF CHILDREN OF COMPULSORY SCHOOL AGE ARE RESPONSIBLE FOR THEIR CHILD'S DAILY SCHOOL ATTENDANCE. BECAUSE POOR ACADEMIC PERFORMANCE IS ASSOCIATED WITH NONATTENDANCE, SCHOOLS WILL RESPOND IN A TIMELY MANNER TO PREVENT THE DEVELOPMENT OF PATTERNS OF NONATTENDANCE WHICH MAY INDICATE EARLY SIGNS OF TRUANCY. SCHOOLS WILL COLLABORATE WITH APPROPRIATE LOCAL AND STATE AGENCIES THAT ARE INVOLVED IN TRUANCY PREVENTION, INTERVENTION, AND JUDICIAL ACTION.

Kradle To Kindergarten Preschool II - KINDERGARTEN, strictly adheres to the School Board of Broward County's Truancy Program and policies. **Please refer to The Student's Code of Conduct Book for acceptable absences.** Attendance is crucial to learning. In addition, being on time is just

as critical. Please see Code of Conduct for details. **If your child is part of our Scholarship program. In order to keep your child's scholarship active, upon receipt of the scholarship check, the parent must restrictively endorse check over to the school. There are no exceptions to this rule. Failure of designated parent to sign check will result in the loss of your child's scholarship for any additional guidelines regarding scholarships, please make sure you visit [www.stepupforstudents.com](http://www.stepupforstudents.com) to review your scholarship handbook that can be found under the parent link.**

**Tardy Arrivals** - Parents must park in a visitor's spot (not fire lane), and escort student into the office to sign the child into the school. Do not drop off student outside of the school and have child enter without parent escort at any time.

**Absences** - If your child is absent, the attendance hotline is available 24/7 at 954-999.5003. Leave your child's name, teacher's name, reason for absence, telephone number and parent's name and/or submit a note the day of your child's return to school. Excessive or continued absences may require a doctor's note. Please be aware that chronic absences regardless of reason will be recognized as a pattern of non-attendance. Please plan your vacations during non-school days to ensure that your child has the best education possible.

**Special Circumstance Absence** - If you should have a special circumstance that requires your child to be absent, you must submit a request to the principal via a written letter no later than five days prior to the absence. The principal will review the request, and you will be notified of the status of your request. The special circumstance absence may not be approved if your child already has many absences, is at risk of retention, or if the request was not submitted in a timely fashion. Additional documentation should accompany the request for approval.

KINDERGARTEN- Early Pick Ups- are not permitted after 1:30 p.m. Early dismissal disrupts the safety of the dismissal process.

Although early pickups are at times inevitable, it should only be as a last resort. Instruction takes place until the very end of the day. Early pickups not only disrupt the instructional flow but also cause your child to miss valuable learning time. Please be aware that early pickups also count towards the Truancy Program.

### **ARRIVAL PROCEDURES:**

Please note that teachers greet their students as early as 7:50 am. Therefore, students should be in their designated arrival areas prior to 7:50 am so that they are escorted to class by the teacher and can begin the morning classroom routines. Class begins exactly at 8:00 am.

### **Late students -**

Students arriving after 8:00 a.m. must be escorted by the parent into the front office.

**The office staff will issue your child a late pass that will need your signature.**

### Car Riders –

Do not leave your car in the car lane unattended for any reason as it blocks traffic.

### Walkers –

A walker is defined as a person walking his/her child to school. Walkers should take caution while walking through the parking lot as this is a safety hazard.

Staff will be ready to greet your child no earlier than 7:50 am. The only exception is if he/she will be eating breakfast.

### **Do not block traffic in the front of the school.**

You must escort your child into the school daily. Cars that are discharging children should stay in line.

Please do not park on the fire lane or staff parking.

### Kindergarten Arrival

7:25 a.m. - Breakfast Students: If your child is not a Kindergarten student that is eating breakfast, your child is to arrive no earlier than 7:50 a.m.

Our goal is to provide all of our students with a nutritious start to their day and have all children in class prior to the late bell - 8:10 a.m.

Students in KINDERGARTEN who are having breakfast may enter the building at 7:25 am.

Students must be in the breakfast area no later than 7:50 a.m. to ensure they are not late to class and have ample time to eat. Breakfast is FREE to ALL students at the school.

Earliest Arrival is 7:50 a.m. - All KINDERGARTEN students not having breakfast may enter the building.

### Tardy Students

Gates and doors close immediately upon the late bell ringing, and instruction begins thereafter. Students must be escorted into the building at all time. If your child is late he/she will receive a late pass to class. Please see attendance section for additional information. Please do not block the fire lane. Kindly use one of the unmarked parking spaces. PRESCHOOL PARENTS MUST REMAIN WITH CHILD UNTIL A STAFF MEMBER IS ABLE TO TAKE THE STUDENT TO CLASS.

### Dismissal Procedures

#### Kindergarten -

Students will be promptly dismissed upon the dismissal bell, so please act accordingly.

## Changes in Dismissal

For the safety of your child, submit a change of dismissal, in writing, no later than the morning of day. In case of an emergency ONLY, you must call the front office no later than noon with the change of dismissal. If a different person will be picking up your child, be sure to give the name of the person as noted on his/her state issued photo identification card. The individual must have his/her photo identification card to present at the time of student release.

Students WILL NOT be released to anyone who does not have a state issued photo identification card and who is not on the emergency pickup contact form. It is the responsibility of the parent/guardian to update the contact information. Please be proactive and be sure to place all of the names as well as contact information for all individuals who may be reached in the event of an emergency. This will prevent any unnecessary inconveniences. Avoid frequent changes in dismissal as this may cause confusion. If you find yourself in a hardship, please consider our Krandle to Kindergarten Preschool II - KINDERGARTEN Aftercare Program. Call the school for details.

## Parent Contact and Pickup Information

Update your telephone numbers, addresses, and email address as soon as you make a change. This will help the school contact you in the event that there is any emergency. In addition, be mindful of who you place as any additional pickup person. Place all of those individuals who are able to pick up your child on the emergency contact form. All adults (18 years and older) should have a government issued picture identification card with them at all times. Please be aware that your child will not be dismissed to an individual who does not have the above mentioned. Although we apologize for the inconvenience, the safety of your child comes first.

## Severe Weather Dismissal

When the National Weather Service issues a severe weather warning, the school is not permitted to release students as walkers. Each parent/guardian must have a severe weather plan and know who is picking up the child. Procedures are as follows.

1. Parent link will be sent out if time permits. Be sure that your contact information including email address is current with the front office.

## Loss or Damaged Property

Any damage to property or facility by a **Student** shall be the responsibility of that student and his/her Parent(s)/Legal Guardian(s) and shall be billed accordingly.

**Reminder:** In order to prevent loss or breakage, we must insist that children do not bring toys to school. We will not be responsible for ANY lost items whatsoever i.e. jewelry, clothing, toys, money etc....

## BEHAVIOR

We encourage students to develop a sense of fair play, good sportsmanship, teamwork & sharing. We hope to teach our students the value of winning & losing in an appropriate manner. Any infractions will be dealt with an individual, age appropriate basis. We will use a cooling off technique to help a child correct inappropriate behavior, together with positive

reinforcement. We will stress positive solutions to problems & encourage children to communicate their feelings in order to better deal with them. Kradle To Kindergarten Preschool I & II will work together with parents to resolve behavior problems through conferences, charts & other positive reinforcements.

**No corporal punishment is EVER used. Please be advised, as our last resort, we do reserve the right to suspend a child for inappropriate or frequent misbehavior.**

#### Expulsion Policy

**EXPULSION POLICY:** Every effort will be made to prevent the expulsion or dismissal of children from our program. However, Kradle to Kindergarten Preschool II - Kindergarten reserves the right to cancel the enrollment of a child for the following reasons, not limited to, but including:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in the program's Parent Handbook.
- The child's behavior threatens the health and safety of him/herself, the other children or program staff.
  - Not meeting attendance Requirements / Excessive Tardies
- The parent/guardian exhibits behavior, which is detrimental to the health and well-being of the children and staff in classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.

#### Private Tuition /Aftercare Policy

In order to secure your child's education slot in his/her classroom, tuition is due in full prior to the week of service; therefore, all tuition paid after Monday will be charged a \$5.00 per day late fee for each day that a balance remains unpaid. All outstanding fees are Due in Full, no later than Wednesday A.M.

Once your child has been enrolled in one of our programs, tuition is due in full according to your child's fee schedule even though your child may have not attended any days of school for that particular week – Tuition Fees are still due in full.

**Tuition Fees are not refundable under any circumstances.**

In the event of a withdrawal from either Kradle To Kindergarten Preschool I & II, there will be no tuition refunds for payments made that were due & payable while your child was enrolled – whether or not they were in attendance.

Therefore, even if your child does not attend school at Kradle To Kindergarten Preschool I & II - **ALL Fees including Tuition are Not Refundable.**

## **AFTERCARE UNIFORM POLICY**

It is imperative that all parents remain in compliance with all policies, rules & regulations of Kradle to Kindergarten Preschool I & II.

Please be advised all Aftercare Students are required to have an aftercare shirt with Kradle To Kindergarten Preschool I & II Logo on it, If it is brought to our attention that your child/children



does not have their aftercare shirt, upon entering Aftercare we will be forced to charge a shirt to your tuition at a cost of \$10.00.

## **AFTERCARE PICKUP POLICY**

Please be advise and understand Kradle to Kindergarten Preschool's protocol concerning picking up your child(ren) from his/her Elementary school are as follows:

- A. It is the Elementary School's sole responsibility and obligation to make sure that your child(ren) is at the school designated area for pick up.
- B. It is the Elementary School's sole responsibility and obligation to make sure that your child(ren) is at the designated area on time and ready for pick up.
- C. Once Kradle to Kindergarten Preschool's van driver has arrived at the Elementary School's designated area for pickup and your child(ren) is not located at the said area, Kradle to Kindergarten Preschool's van driver will wait no more than five minutes for your child(ren) to arrive at the designated area.
- D. Subsequently to waiting five minutes for your child(ren) to arrive at the designated area and/or being told by the Elementary school monitor that your child(ren) is not on the school and/if Kradle to Kindergarten preschool has been advised that your child(ren) is still on the school's premises, it now becomes the obligation of the elementary school and the parent to make arrangements to pick up the child(ren). Kradle to Kindergarten will be unable to return to the school due to the fact that we have scheduled pickups at other Elementary schools.
- E. If your child(ren) will not be attending school at any given day or if you have arrangements for your child(ren) to be picked up by others, it is the parent's responsibility to notify Kradle to kindergarten Preschool of the same no later than 10am the day child(ren) will not be in school.

### **Late Pick-Up Policy**

There will be a late fee charge of \$2.00 per minute on any day that your child is picked up after 2.00 pm. The same policy applies If your child/children is in our aftercare program, there will be a charge of \$2.00 per minute/ for each child that remains in our care after 6.00pm closing time.

## **ABSENCE POLICY & PROCEDURES**

### **MEDICAL ABSENCES**

All private/aftercare tuition fees are due and payable weekly, in advance. No Credit for Absent Days, the only exception to this rule is when a child is absent for more than (1) consecutive week with a medical condition that requires such an absence. In the aforementioned case, the entire tuition fee is still due. However, after the first (5) consecutive days of absence, a 50% credit will be issued for the second consecutive week. If the child is absent for a 3<sup>rd</sup> consecutive week, then there will be no tuition fee due,

providing that there is a doctor's note describing the illness that caused the child to miss the aforementioned weeks.

*Example:* If a child is absent for (5) days with a Medical Justification, the parent will be responsible to continue regular tuition payment, however, a credit will be applied for 50% of the daily rate for the second consecutive week and a credit will be applied for 100% for the third consecutive week missed. **Returning to School may require payment of a re-registration fee. NO CREDITS WILL BE GIVEN FOR ANY NON-MEDICAL ABSENCES.**

## SCHOOL WITHDRAWAL

If a child is to be withdrawn from school, it is **mandatory** that the parent issue a minimum of a two (2) weeks' notice to Kradle to Kindergarten Preschool as well a complete withdrawal form. If the parent fails to issue a two (2) weeks' notice prior to withdrawal, the parent is in non-compliance, thereby obligated to pay their child's two (2) weeks tuition fee. For all scholarship students, you will be required to endorse your child's final scholarship check over to our facility to cover any remaining balance; we will not release any of your child's records until all payments have been made.

## Health Records

You must provide us with updated health records for your child. While we respect all religious traditions we require that all children that are enrolled comply with the Immunization Standard as outlined in rule 65C-22.001(7)(0). Health records include a Florida certificate of immunization form, as well as a Student Health Examination Form DH 3040. & a statement of good health. The good health form must be updated every two years; these forms can be obtained from your pediatrician. These regulations are strictly enforced by our monitoring agencies. No child will be permitted to attend school unless he or she has all documents listed above.

- All Kindergarten students will be required to submit a copy of their birth certificate upon registering and before he/she may start.

## MEDICATIONS



We do not administer any medications to your child without a doctor's prescription and your signed authorization to do so. We do not administer over the counter drugs under any circumstances. Please do not send any medications with your child or in their book bag, unless

authorized by a doctor's prescription note. Please help us by following these important safety measures.

### ILLNESS & INJURIES

In the event that your child appears to be ill, you will be notified immediately. The child will be made comfortable in a designated area with adult supervision. Please plan for alternate care when your child is sick. It is unfair and unhealthy for your child or a classmate to attend school with a fever, bad cold or other illness. We will not accept a child with a fever. Children MUST be fever free for 24 hours before returning to school.

Herein, if a child is sent home with a fever, he/she may not return to school unless accompanied by a doctor's note or has been fever free for 24 hours. Tylenol or other fever reducing agents may not be a cure for the condition that caused the fever; therefore, a child who is medicated to reduce a fever is not truly 'fit for school.' Please use common sense, common courtesy & discretion in this matter. When our staff receives your child in the morning, they have full authority to refuse to accept any child who, in their option, does not appear to be well enough to attend school that day.

Children will not be permitted to attend with green nasal discharge, diarrhea, vomiting, ringworm or pink eye and they are not permitted back in school without a doctor's release and return to school note.

If your child is injured during school hours, an incident report will be completed and you will be notified, thereafter. First aid will be administered; and if necessary, we will call 911 and names from your list of Emergency Contacts. It is Imperative that we have an up to date emergency contact list, and we MUST be able to reach someone during all school hours.

### EMERGENCY PROCEDURE PLAN

Kradle to Kindergarten Preschool I & II, Inc.  
(SCHOOL SAFETY IS MOST IMPORTANT AT OUR FACILITIES)

Emergency Drills are very important safety precautions; they are required by LAW to instruct staff should an incident occur such as:

1. A Missing or Lost Child,
2. Suspected Maltreatment of a Child,
3. A Child with an Injury or Illness Requiring Hospitalization or Emergency Medical Treatment,
4. Death of A Child/ Staff Member,
5. Presence of an Intruder, or
6. Relocation Site.

Every month the prescribed Emergency Drills listed above are conducted:

- Anytime a **CHILD IS UNACCOUNTED** for, the staff member responsible should notify the Director, search premises inside and out, double check with other staff members or check to see if the child was picked up by their parent or guardian.
- If the child is not located and all areas have been searched, the director must begin lockdown procedure no person/personnel should be let in or out of the facility.
- Law enforcement should be called (911) and provided the best description of the child. The following information should be documented; Child's name, age, height, weight, date of birth, hair color and the child's clothing that he/she was wearing at the time the child went missing. The director will notify the child's parents/guardians that the child is missing from the center.
- During any time that a **CHILD IS SUSPECTED OF MALTREATMENT** as a result of or from a disaster, we will safely do our best to reunite children with their families. We will ensure there are multiple phone numbers to contact parents/guardian and others to whom the child can be released to. An emergency number will be provided to all parents upon enrollment of child/children.
- If a child becomes injured or ill requiring hospitalization or **EMERGENCY MEDICAL TREATMENT**. The teacher will stay with the injured child, notify the director and send another staff member to call 911. First Aid/CPR will be provided as needed. Staff will keep a current incident log to record illness or injury. A responsible staff will contact the parent/guardians or the child's alternate emergency contact person. Staff member will accompany the injured/ill child in a transport to the hospital if necessary and is required to stay with child until a parent/ guardian or emergency contact arrives. Serious illness/injuries which require medical attention will be reported to the licensor immediately. A copy of the illness or injury form will be sent to licensing no later than the day after the incident. A copy will be placed in the child's file.
- If **DEATH** occurs at the facility, 911 will be called immediately to request for emergency assistance.
- Local law enforcement will be contacted to notify family members.
- The body should not be moved or tampered with.
- All children will be moved to a section of the building away from the body.
- The children and staff will only be told what is essential for them to know about the incident, but they will be offered comfort and counselling as needed.
- No news media will be contacted, if a news reporter is aware of the incident and solicit information he/she will be referred to the facility's director.
- No filming or photograph personnel will be allowed inside the building.
- Licensing will be notified immediately.

In the event an **INTRUDER** has gained entrance in the facility, immediately call law enforcement (911) and notify security.

- Staff must alert security and center director that they may have a condition for selective/partial evacuation (this may be within the building if the potential violent person does not leave the area).
- If for any reason you may think the individual has a weapon a selective/ partial evacuation will be ordered if possible.
- If the intruder chooses to leave the premises allow them the freedom to exit making sure to note their vehicle make and model, license plate and direction of their travel. Communicate this to the emergency dispatcher.
- Try to isolate the intruder away from as many adults and children as possible.
- Remain calm.
- Do not physically restrain or block their movement.
- While you are engaging the potentially violent intruder other available persons should direct unaffected classrooms to move to locations in the center that are farthest from the incident point. This selective/partial evacuation should proceed room by room, quietly and orderly as possible being careful to use routes not visible to intruder.
- Once law enforcement arrives they will assume charge of the situation, negotiate and dictate further movements.
- **RELOCATION SITE: SHOULD AN EMERGENCY OCCURS AT KRADLE TO KIDERGARTEN PRESCHOOL I** If and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as playground or our alternate site. Staff will follow appropriate evacuation procedures, all children will be transported by an authorized staff using Kradle to Kindergarten Preschool I and II transportation van to our other facility **Kradle to Kindergarten Preschool II. Located at 1269 NW 40<sup>th</sup> Avenue, Lauderhill, FL 33313. You may contact the center at 954.999.5003.**
- **RELOCATION SITE: SHOULD AN EMERGENCY OCCURS AT KRADLE TO KIDERGARTEN PRESCHOOL II** If and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as playground or our alternate site. Staff will follow appropriate evacuation procedures, all children will be transported by an authorized staff using Kradle to Kindergarten Preschool I and II transportation van to our other facility **Kradle to Kindergarten Preschool I. Located at 2500 North State Road 7, Lauderdale Lakes, FL 33313. You may contact the center at 954.835.5228.**
- Parents/Guardians will have been already notified **via automated phone message to student's emergency numbers listed in their files. Updates will be sent when the children can be safely release to authorized person.**
- Licensing will be notified immediately upon returning to normalcy.

## Birthday Celebrations

Parents are welcomed to bring in cookies, cupcakes, or doughnuts and/or juice boxes/pouches for birthdays provided that the following are practiced:

- \*Only store bought items can be brought in. No home-made items are permitted!
- \*No nuts or peanut butter items.
- \*Be sure to keep the ingredients of the items on the container in case of student food allergies.
- \*Avoid rings or toys that are used to decorate the goodies.
- \*No cakes unless it is a pull apart.
- \*Bring enough for the entire class.
- \*Student must bring the items in the morning with him/her. Classroom instruction cannot be interrupted to bring in items. If for whatever reason you bring the items after class begins, clearly label the items prior to submitting to the front office. The front office will deliver message to teacher to pick up items from the front office as instruction is not to be interrupted.

Goodies will only be shared with the class during your child's lunch time. Goodies must be able to be easily distributed when students are done with their meal. Parents are welcomed to sign in provided that you follow our sign in procedures. You will be able to sign in a few minutes prior to your child's lunch time and meet the class for lunch. You will be escorted by a staff member to the designated area

## Birthday Uniform Policy

We know how special your child/children birthday can be especially when they are given an opportunity to celebrate with their friends at school. If you would like your child/children to wear a birthday shirt for that special day, there will be a fee of \$7.00 charged per birthday child.

**Reminder: In order for your child/children to participate it must be their birthday and the fee of \$7.00 must be paid in full. No exceptions.**

## LUNCH

Breakfast is free to all students.

Lunch is served at 11:00 am

It is recommended that you apply for free/reduced lunch. We would be more than happy to assist you in the front office. We are here to help!

Ice Cream is sold on Wednesdays for \$1.00.

## Visiting the Campus

All Kradle To Kindergarten Preschool II - KINDERGARTEN Private School visitors, parents, and all non-staff members MUST report to the front office and present their government issued photo identification card. Visitors will be escorted to their destination and must remain in the designated area. Please refrain from entering other areas in the building. Upon leaving the building, the temporary badge issued to visitors must be used to check out in the front office and will be collected before exiting the building.

We make every effort to keep our school as safe as possible. Please help us by:

- Being patient. We are here to help you! The rules and procedures are in place for safety reasons. Please adhere to them so that we can maintain a kid-friendly as well as positive tone of decency.
- Reporting directly to the front office or your arrival/dismissal area. Do not veer from these areas.
- Follow the rules.

## Volunteering

We love our volunteers and encourage our parents to sign up with someone in the front office. Upon approval, you will receive a volunteer orientation and will be able to partake in many valuable experiences including field trips, test proctoring, room parent, special activities, listening to a child read, and more. All volunteers must be fingerprinted and should pass a background check. We welcome you to be a part of our school community.

## Field Trips

Throughout the school year, each grade level participates in at least one off campus excursion in order to enhance the unit of study. You will receive a permission slip with the needed information. The permission slip as well as the payment must be received by the deadline.

We are requesting that Students follow the Code of Conduct of field trips as well. As per School Board Policy 6303,

“Students who violate the Code of Student Conduct, act in a disruptive manner or fail to conform to school rules and regulations may be denied the privilege of participating in field trips, social and/or extracurricular activities. The principal shall make the final decision on whether the student may participate after receiving documentation and input from the affected staff.”

In addition, Kradle To Kindergarten Preschool II - KINDERGARTEN has adopted the following, and we expect all students to adhere to:

- 1). TAKE CARE OF MYSELF,
- 2). TAKE CARE OF OTHERS, and
- 3). TAKE CARE OF THE ENVIRONMENT.

Students are expected to abide by the school rules above as well as the procedures set in place in order to maintain a safe and orderly environment. We strictly enforce the code of conduct.

Chaperones are needed on every trip. Please sign up for volunteering and become a chaperone. Your child will love it! The safety of your child is extremely important to us.

### Uniforms

Uniforms consist of the following:

Tops – Orange & Purple logo collar shirt

Bottoms – Khaki & Black Only

Shoes – Closed toe hard bottom

Uniform shirts can be purchased from the front office.

Every Friday is Spirit Day, so show your school spirit!

Spirit Shirts are encouraged to be worn ONLY on Fridays.

**Other special occasions** take place throughout the school year in which students are encouraged to participate in.

**Communication** – the Home and School Connection...

It is important to us that we keep you informed. Our school uses the **Parentlink** system in order to provide you with notification of events, severe weather information, safety alerts, the monthly newsletter, and other pertinent information. Therefore, it is important that you provide the front office with your main contact number (cell phone) and email address. Here are a few ways in which our school will contact you.

### Progress Reports/Report Cards

Kindergarten children will receive a report card at the end of each quarter. Progress report will be issued 3 times throughout the school year. We will attach these Report cards or Progress Report to your child's planner and also send a parent notice via email, so it's important that we have current email addresses. At this time the teacher will report on various aspects of your child's development. Of course, you can request a conference at any time during none school hours 7:30am Or 2:15pm.

### Retention/ Promotion

There are specific benchmarks and assessments students must past that is outlined in our Retention Promotion Policy in order to be promoted. For detailed information regarding student retention and promotion, please view some policies adopted by **School Board's Policy Document 6000.1**. Kradle to Kindergarten II follow some of the provisions in the **School Board of Broward County's Student Pupil Progression Policy 6000.1** with approved alternative promotion criteria listed on our school website [www.kradletokindergartenpreschool.com](http://www.kradletokindergartenpreschool.com).



## Parent Conferences

Teachers will have at least 2 conferences per year. One conference will take place prior to winter break and the second conference will take place prior to the end of the school year. ;

## Student Planners and Communication Folders

Kindergarten students will receive a student planner. Students write in the planner daily to record homework and various information. Parents are requested to review and SIGN their child's planner on a daily basis. The planner will include homework information, due dates, special events, and notes from your child's teacher.

The homework folder will hold your child's homework as well as necessary documents mentioned above for your review.

Please check your child's backpack daily in order to keep up to date with your child's progress.

**School Newsletter** – will be distributed on the first of each month. It will also be posted on the school's website and will be electronically sent via **Parentlink**. It is important that the school has your accurate contact number and email address so that you receive all pertinent information. Important events, recognitions, and information will be provided. If you do not have internet access, the school will provide you with a paper copy.

**ParentLinks** – Text or Email will be made to notify you of severe weather alerts, school or grade level specific reminders, attendance, or lunch account information. In addition, you will receive pertinent information regarding upcoming events. These messages will also be sent via text messages (short versions) and emails. Please be aware that you will miss these important messages if the school does not have your accurate contact information.

**Website** - the school's website will continuously be updated with pertinent information. Visit [www.kradletokindergartenpreschool.com](http://www.kradletokindergartenpreschool.com)

**Mini Marquees** - are placed on the counter in the front of the school. Some reminders are shared in this fashion.

**Twitter and Facebook** - Please follow the school on Twitter and Facebook for updates and photos. The school posts current events using these accounts. We don't want you to miss out!

## Communication Fridays/Graded Materials and Notices-

Please be on the lookout each Friday for important information. This year, Friday will be the designated day in which important school wide notices and flyers. Please note, however, that most notices and flyers will be sent to you electronically via **Parentlink**. In addition, your child's teacher will distribute your child's work and information regarding your child's progress on Fridays. Please sign the folder and return the following Monday. **Please note that quizzes and exams will not be sent home.**

## **What to Do If You Need Help?**

We are here to help you! In order to provide you with the best service possible, we ask that you follow the guide below.

**For Academic Concerns** – First, contact your child’s teacher. Based upon the nature of the conversation, a face to face conversation may be most appropriate if you have already met with the classroom teacher and are still in need of further assistance, please see someone in the office.

**For Concerns with Student Behavior** – First contact the classroom teacher; however, if you require further assistance, please contact management or someone in the office.

**For Concerns with Staff Members or Customer Service,** - Please contact management.

**For Concerns with Attendance,** - Please contact management or someone in the front office.

**For Volunteering Information,** - Please contact the office.

If you do not receive a response within 24 hours, please email [kradletokindergarten@yahoo.com](mailto:kradletokindergarten@yahoo.com)

Please remember that your first line of communication is always the teacher; however, there may be times in which you require additional assistance. Our goal is to have a positive relationship with you so that your child’s educational experience is a positive one.

### Ways You Can Help Our School

- Attend night events including parent workshops and festive events
- Participate in fundraisers
- Volunteer on field trips, classrooms, media center, decorate for an event, cut out laminations, decorate, help with musical events, listen to a child read, donate canned goods and staples during fundraising drives, help during school hours, field day, and more!
- Open House

Directory...

Your first line of defense is always your child’s teacher. However, there are times in which you may need further assistance. Kindly call the front office at 954.999.5003 and our clerical staff will connect you with the individual you are seeking.

You may also wish to email us directly. Email addresses are located on the school’s website.

**Kradle To Kindergarten Preschool II - KINDERGARTEN**

**1269 NW 40th Avenue,**

**Lauderhill FL, 33313**

**954.999.5003**

**(Fax) 954.999.5844**

