



KRADLE TO KINDERGARTEN PRESCHOOL I & II

"A Foundation of Excellent Learning"

www.kradletokindergartenpreschool.com

Email Address: kradletokindergarten@yahoo.com

PARENT HANDBOOK

2023 - 2024



Kradle To Kindergarten Preschool I

2500 North State Road # 7
Lauderdale Lakes, Florida 33313
Office: 954.835.5228 Fax: 954.916.7026

Kradle To Kindergarten Preschool II

1269 NW 40th Avenue
Lauderhill, FL 33313 (INSIDE - Lauderhill Mall)
Office: 954.999.5003 Fax: 954.999.5844

**KRADLE TO KINDERGARTEN PRESCHOOL
PARENT HANDBOOK
SCHOOL YEAR: 2023 – 2024**



Welcome Message

Dear Parents,

We are pleased that you have enrolled your child in Kradle To Kindergarten Preschool; in fact, we appreciate your decision to make us your School of Choice. Our goal is to facilitate a safe and happy environment that provides your child with a meaningful, value-based, early learning school experience.

PHILOSOPHY, VISION & MISSION STATEMENT

Kradle To Kindergarten Preschool I & II, Inc., - our natural allegiance is that of a family!

We demonstrate our allegiance by creating a family-oriented atmosphere. In all facilities, we have created a positive environment, which promotes growth and social interactions that best suit our parents and their children's needs. We teach each child in a consistent and loving manner with an emphasis on respect, responsibility, tolerance, kindness, and cooperation.

Kradle To Kindergarten Preschool is very much like an extension of your core family. We promote lots of parental and maternal caring between instructional and non-instructional staff, core family, siblings, parents, and students. In this environment, we hope that your child will develop a very positive attitude and self-confidence. Daily, it is our objective to make your child feel special, appreciated, and celebrated beginning with their very first step. We look forward to working with you and your child.

We are a family-owned business and we will treat all children in our care as if they are our very own children; to this end, we embrace our **VISION** and openly declare to ALL parents that...

Our Mission at Kradle To Kindergarten Preschool I & II

"Love your child" - "Protect your child" - "Teach your child" - "Serve your child"

"Herein, our MISSION is to love, protect, teach and serve your child."

Subsequently, Kradle To Kindergarten Preschool I & II overall **VISION** is to provide all children with the very best care – one child at a time. We aspire to embody the commitment to create an environment that meets the needs of the whole child and promotes physical, social, emotional, spiritual, and cognitive development using creativity and developmentally, age-appropriate practices. We also encourage all parents to participate in age-specific extra curriculum activities in an effort to develop and enhance all relationships, including parent-child, and teacher relations.

First Day of School



Monday, August 21, 2023

GENERAL INSTRUCTIONS

This Handbook has been prepared for all parents of Kradle To Kindergarten Preschool I & II. Now that you are family, you should review your handbook and become familiar with all of our policies, procedures, rules and regulations.

Frequently, notices are sent home with your child to inform you of their progress, upcoming events & scheduled activities. It is **very important** that you look for them, read them and plan accordingly. Please look through your child's school bag, backpack, and weekly papers to be sure that you receive communications from the school. 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 & 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.

DAYS & HOURS OF OPERATION

All schools are open Monday through Friday from 7:00am until 6:00pm. **Attached is a listing of ALL Holidays, Activity Days (Public Schools Closed Days), No VPK – Activity Days (ALL SCHOOL CLOSED Day).** Please review this listing and adjust your schedule accordingly.

OPERATING POLICIES & PROCEDURES: Pertaining To All Enrolled Children

ARRIVAL AND DISMISSAL

Drop-Off & Pick-Up

There will be a sign-in & sign-out form for all parents to sign at the beginning and end of each school day. Parents or authorized adults must sign their child/children in and out each and every time your child arrives and departs, **NO EXCEPTIONS.**

'ACCURATE Sign-in & Sign-out Forms are MANDATORY'
They must be signed DAILY – as prescribed

Sign-In & Sign-Out

Parents are required to accompany their children from the front lobby to their classroom upon entering the school. When leaving the school, after signing your child out proceed to your child's classroom to receive your child from the teacher.

THE BACK DOORS ARE FOR EMERGENCIES ONLY
PARENTS ARE NOT PERMITTED TO DROP OFF OR PICK UP AT THE BACK DOORS

LATE ARRIVALS



TARDINESS

Arriving late to class is not suitable for a structured learning environment, therefore, late arrivals are NOT Acceptable.

At the School's Discretion, any student arriving after 9:00am may not be admitted to their classroom that day.

Sometimes, unforeseen circumstances require that a child arrives at school after 9:00am. If such a circumstance occurs, it is mandatory that the parent contacts the school and notify the office **in advance of the Child's Late Arrival.**

LATE PICK-UP POLICIES



If you know you will be late due to an EMERGENCY of some kind, please call the school so that we can assure your child you are going to be a few minutes late. When sending another person to pick up your child, you **must** notify the school. We will need the person's name and request identification from them before we release your child. All adults (18 & older) should have government-issued picture identification with them at all times. Please be aware that your child will not be dismissed to an individual who does not have an ID. We do apologize for any inconvenience this might cause, but the safety of your child comes first.

LATE FEE

There will be a late fee charged on any day that your child is picked up after 6:00 p.m. For every minute or part thereof that a child remains after closing, **\$2.00 per minute** will be charged upon your arrival. This charge **MUST** be paid immediately, **NO EXCEPTIONS**. Your child will not be readmitted to the school until this fee is paid.

ADDITIONAL FEE

There will be an additional fee of **\$30.00 per child per week** if your child is not fully potty-trained for our three-year-old class.

ATTENDANCE POLICY & PROCEDURES

TUITION & ATTENDANCE 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 morning.

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.**

ABSENCE POLICY & PROCEDURES

MEDICAL ABSENCES

All childcare 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 3rd 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) week** notice to Kradle To Kindergarten Preschool. If the parent fails to issue a two (2) week notice prior to withdrawal, the parent is in non-compliance, thereby obligated to pay their child's two (2) week tuition fee. All remaining items and supplies will only be stored in our facility for one to two weeks after you have been notified by our office. Failure to comply will forfeit your rights to claim any items or supplies and we will be forced to donate your child/children's items to a local organization of our choice.

HOLIDAYS & INCLEMENT WEATHER

Tuition fees are to be paid in full for the entire week and there will be no tuition credits issued for the scheduled closing of any Holiday(s) or unscheduled closing as a result of any inclement weather conditions such as Hurricanes, Storms, Tornadoes, Twisters...etc. At the discretion of Kradle To Kindergarten Preschool, all tuition fees are still due regardless of the School's closure for the aforementioned days. **Kindly note that Kradle to Kindergarten Preschools are closed in sync with Broward Schools when there is inclement weather.**

Please refer to our school calendar, at the back of this handbook. All Holidays & Activity Days are listed by the month.

PAYMENT METHODS

When making payments to Kradle To Kindergarten Preschool, parents must pay using **EXACT CHANGE** at all times, No credit or change will be given for overpayments made to Kradle To Kindergarten Preschool.

VACATION POLICY

Kradle To Kindergarten Preschool I & II has a liberal family vacation policy. During the weeks that the Public School is not in session (Summer, Winter, and Spring Breaks), parents may choose to exercise (3) three tuition-free VACATION WEEKS, providing that the parents follow the following guidelines:

- A parent may choose any (3) three of the above-mentioned VACATION WEEKS.
- To determine the dates of these weeks, you may request a copy of the current year's calendar.

- A parent must give Kradle To Kindergarten Preschool I & II **two weeks WRITTEN notice** in advance of which VACATION WEEKS they will be using.
- A VACATION WEEK must be a complete week (Monday through Friday)
- A parent can only schedule up to (3) three VACATION WEEKS per school calendar year as described above. These weeks do not have to be consecutive.
- Any changes to a child’s VACATION WEEK schedule must be submitted to the office as soon as possible and it must be done so within the two-week notice period.
- If a child is absent during weeks other than those described in this section, tuition fees will be due and payable as explained per the above-mentioned absence policy.
- Please understand that there will be no exceptions made to this policy. We urge our parents to make every attempt to plan accordingly so that they can benefit from this liberal policy.



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)(O). Health records include a Florida Certificate of Immunization form, as well as a Student Health Examination Form DH 3040. The student health form must be updated every two years; these forms can be obtained from your pediatrician. All records must be current at all times in order for your child to attend classes. These regulations are strictly enforced by our monitoring agencies.

PARENT INVOLVEMENT

We provide many opportunities for parents to join in the wonderful learning process of their children. Parents are encouraged to become actively involved in their child's classroom environment Kradle To Kindergarten Preschool I & II has an Open Door Policy that welcomes parents all day, every school day.

VISITOR – PARENT Open Door Policy & Procedures

The purpose of our Open Door Policy is to encourage open communication, feedback, and discussion. If you have any worries or concerns about your child’s education, then we believe that it is far better that you come into school and discuss them with the classroom teacher. Staff will listen to your concerns and work with you to resolve any issues that you might have.

We are able to maintain our “Open Door Policy” by requesting your cooperation with the following rules:

- ✚ All visitors/parents visiting FOR ANY REASON must report to the office upon arrival; obtain an Access Pass and return it before leaving the premises.
- ✚ Classroom teachers will usually be available for an Open Door meeting at the end of the school day. In some cases, the teacher may not be available for genuine reasons and a different meeting time should be arranged in advance.
- ✚ If you feel that the matter needs more than 10 minutes to discuss, then parents should phone the school office to make an appointment to see the member of staff at a mutually convenient time. Please make sure to state the purpose of the meeting requested.
- ✚ Staff may not be available to take phone calls, when they are not available please leave a contact number so that a member of our staff may call you back at a different time.
- ✚ At no time should a visitor/parent or teacher raise their voice, especially in front of children.
- ✚ Aggressive or threatening behavior is also unacceptable. Anyone who misuses the Open Door Policy may be asked to leave the school premises and a future meeting may be held only after a scheduled appointment is approved.
- ✚ In the spirit of our Open Door Policy, our Parent/Teacher Task Force meet often to discuss new initiatives, issues/policies and events.
- ✚ **REMINDER: All schools are locked – At All Times - for the security of our students.**

EMERGENCY CONTACT INFORMATION

It is your responsibility to make sure that – **AT ALL TIMES** - we have a current and accurate phone number with which we can contact you or a designated person in case of emergency or late pick-up. Place all individuals who are able to pick up your child on the emergency contact form. In addition, please inform the office of any changes in your email and address as soon as you make a change.

REMEMBER: When your contact information changes, you must update your child’s application in the school office.

If we are unable to reach a responsible party in a timely matter in either event, we will **CONTACT LOCAL AUTHORITIES.**

EMERGENCY SITUATIONS: WEATHER ALERTS

In the event of either WEATHER ALERT outlined below -

- a) Hurricane, b) Severe Storm, c) Tornado Warning, or d) Extreme Weather Conditions the following procedures will take place, step-by-step as deemed appropriate:
1. Each classroom is assigned to a specific location in the interior corridors of the school.
 2. Teachers are familiar with the area assigned to their classroom and the route to be used from their classroom
 3. Children will be INSTRUCTED TO move away from all windows and placed within the interior corridors – as assigned.
 4. Children will then be instructed to crouch on elbows and knees, and then place their hands over their heads.
 5. Specific personnel will be assigned to round up the children in playgrounds, bathrooms and all outdoor areas.
 6. The information will be posted on a school map near the emergency evacuation plan.

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 and are conducted every month. It is 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

In the event that any of the above-mentioned should occur the following procedures will be conducted:-

- If a **CHILD IS UNACCOUNTED** for, the staff member responsible will notify the Director, search the premises inside and out, double-check with other staff members, or check to see if the child was picked up by his/her parent or guardian.
- If the child is not located and all areas have been searched, the director will begin a lockdown procedure no person/personnel will be let in or out of the facility.
- Law enforcement will be called (911) and provided the best description of the child. The following information will be documented; the 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/guardians and others to whom the child can be released. An emergency number will be provided to all parents upon enrollment of the 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. One of our staff will contact the parent/guardians or the child's alternate emergency contact person. A staff member will accompany the injured/ill child in transport to the hospital if necessary and is required to stay with the child until a parent/ guardian or emergency contact arrives. Serious illnesses/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 emergency assistance.
- Local law enforcement will be contacted to notify family members.
- The body will 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 counseling 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 photographing personnel will be allowed inside the building.
- Licensing will be notified immediately.

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

- Staff will alert the security and center director that there's a condition for selective/partial evacuation (this may be within the building if the potentially violent person does not leave the area).
- If for any reason we may think the individual has a weapon a selective/ partial evacuation will be ordered if possible.
- If the intruder chooses to leave the premises we will allow them the freedom to exit making sure to note their vehicle make and model, license plate, and direction of their travel. This will be communicated to the emergency dispatcher.
- The intruder will be isolated away from as many adults and children as possible.
- Other available staff will direct students in unaffected classrooms to move to locations in the center that are farthest from the incident point. This selective/partial evacuation will proceed room by room, quietly and orderly as possible being careful to use routes not visible to the 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 KINDERGARTEN PRESCHOOL I, if and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as the 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 40th Avenue
Lauderhill, FL 33313
954.999.5003

- **RELOCATION SITE:** SHOULD AN EMERGENCY OCCURS AT KRADLE TO KINDERGARTEN PRESCHOOL II, if and when a decision is to be made to **RELOCATE** under any circumstances to a safer location such as the 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

2500 North State Road 7

Lauderdale Lakes, FL 33313

954.835.5228

- All efforts would have been exhausted in notifying Parents/Guardians via telephone as to the Student's Emergency Numbers listed in their files. Updates will be sent when the children can be safely released to an authorized person.
- Licensing will be notified immediately upon returning to normalcy.

CHILD ABUSE GUIDELINES & REPORTING REQUIREMENTS

These issues are of extreme importance & significantly impact our ability to provide the highest quality environment. Kradle To Kindergarten Preschool I & II has an ethical responsibility to report abuse. All such suspicions will be reported to HRS via Child Abuse Registry Hotline immediately by calling 800-96ABUSE (800-962-2873).

MEALS

We provide your child with breakfast (including milk), lunch, and afternoon snacks. Parents must submit a note from the child's doctor specifying allergies to any milk or foods.

Infants are fed on a demand feeding schedule. Please provide a ready-to-serve formula for your infant as well as jar food, if needed. Make sure all formulas and foods are labeled with your child's name and date. **(Please do not add cereal to infant formula).**

Breakfast is served from 7:00am to 8:45am. Any child arriving during this time will be served breakfast. The child must be at school no later than 8:45am to eat breakfast, **NO EXCEPTIONS.**

Lunch is served from 11am to 12:30pm (according to the age of the child)

Snack is served from 2pm to 3pm (according to the age of the child)

BIRTHDAYS & SPECIAL CELEBRATIONS



We would love to help your child celebrate his/her birthday at school. If you would like to send in a special birthday snack, we would be glad to serve it at snack time. **Only store-bought snacks will be permitted.** Please feel free to ask the teacher the number of children expected in class that day. If you would like to leave a camera at school, we will be glad to take a few photographs for you. We encourage you to participate in your child's special day. No invitations are necessary for in-school birthday celebrations. Invitations for parties outside of school may only be distributed in school if EVERY child in the class will receive an invitation so as not to hurt the feelings of any child. Children may NOT hand out their own invitations. They must be given directly to the teacher.

Birthday Uniform Policy

We know how special your child/children's 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 \$10.00 charged per birthday child. **Reminder: In order for your child/children to participate it must be their birthday and the fee of \$10.00 must be paid in full. No exceptions.**

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.

NAPS/REST PERIODS

ALL FULL-DAY CHILDREN WILL HAVE A REST PERIOD AFTER LUNCH. PLEASE PROVIDE A 2” LIGHTWEIGHT MAT FOR YOUR CHILD, A FITTED SHEET IS REQUIRED AND A LIGHTWEIGHT BLANKET FOR COVER-UP – during nap. ALL ITEMS **MUST** BE LABELED – properly.

REMINDER: LINENS MUST BE TAKEN HOME EVERY FRIDAY AND THEY SHOULD BE RETURNED CLEAN ON MONDAY – NO EXCEPTIONS.

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, and 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.

I have received and read the Brochure on Influenza Virus, The Flu, A Guide to Parents

Parental Acknowledgement _____ Date: _____

CLOTHING

It is mandatory that your child be dressed in appropriate school uniforms from Kradle To Kindergarten Preschool I & II. If your child is left at the school without being dressed in the school's uniform, then he/she will receive a new uniform, and the fee for the same will be incorporated into the child's weekly tuition. It is the parent's responsibility to provide pampers and wipes and in the event that your child has run out of the same, Kradle To Kindergarten will provide the said items at a cost of \$1.75 per pampers and \$0.50 per wipe.

At least, three changes of clothing MUST be kept at school – at all times

Accidents of all kinds do happen. Please LABEL all garments and storage bags. We cannot be responsible for soiled clothing. The children are involved in many different, enjoyable activities, some of which may be messy. Please remember the children are here to have fun and experience new things. Therefore, when dressing your child just remember that pants with elastic bands are more appropriate than belts and snaps.

Jewelry **cannot** be worn to school. Shoes should be a closed style or sneakers. Sandals or jellies are dangerous during playtime and are never allowed at school, at any time. **Hair beads are also dangerous.** We insist that children **do not** wear beads in their hair because loose beads may fall out of their hair. If a loose bead is picked up by your child or another child, they may choose to place it in their mouth and possibly swallow causing an inappropriate and unnecessary emergency situation.

LOSS OR DAMAGED PROPERTY

Any damage to property or facility by a student shall be the responsibility of that student and his/her parent/legal guardian 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, that is, jewelry, clothing, toys, money etc.

BEHAVIOR

We encourage students to develop a sense of fair play, good sportsmanship, teamwork, and sharing. We hope to teach our students the value of winning and losing in an appropriate manner. Any infractions will be dealt with on 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 and 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, and other positive reinforcements.

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

EXPULSION POLICY

Every effort will be made to prevent the expulsion or dismissal of children from our program. However, Kradle to Kindergarten Preschool I & II Inc., 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 Parent Handbook
- The child's behavior threatens the health and safety of him/herself, the other children or staff
- Not meeting attendance Requirements/Excessive Tardiness
- The parent/guardian exhibits behavior, which is detrimental to the health and well-being of the children and staff in the classroom and/or program. This included but not limited to vulgarity, intimidation, harassment of violation of childcare licensing regulations.

COMMUNICATION

We want you to be aware of what your child is experiencing at school. Weekly, parents will receive a progress report informing them of their child's progression. You are invited to visit the school at any time to observe your child in class and we welcome you to volunteer as well. We have an open-door policy. Our staff of highly qualified, warm, caring individuals is committed to our high standards of pre-school education. We hope to provide your child with a strong, positive experience. We encourage parental participation in all our activities. Our Administrative Director and/or Educational Director is always available to answer any questions or concerns. Conferences can be arranged via telephone or appointment, whichever is more convenient for you.

CURRICULUM

Kradle To Kindergarten Preschool I & II offers a well-planned curriculum for children at each level stressing basic skills, mathematics, language and reading, while at the same time introducing our children to the Arts & Sciences. Our educational philosophy is both traditional and developmentally appropriate. Your child will be assessed three times throughout the school year. We encourage children to play and learn by interacting with other kids and adults. We recognize that each child is unique and has his/her own strengths and needs. We hope to provide your child with a firm foundation of readiness and academic skills introduced in their proper sequence and enriched with many beautiful hands-on activities created to stimulate interest and discovery. Our goal is to help each child develop physically, socially, emotionally, and finally academically so as to be prepared to succeed in Elementary school and beyond. In addition, Kradle To Kindergarten Preschool I & II does NOT allow television and video viewing as a regular occurrence. It must only be used when it pertains to the curriculum and has to be preapproved by the director.

SPECIFIC POLICIES & PROCEDURES PERTAINING TO ALL VOLUNTARY PRE-K (VPK) ENROLLED STUDENTS

HOURS

The school day begins promptly at 9:00am and ends at 12:00pm. Wrap-around care is from 7:00am (Opening) and continues until 6:00pm (Closing). For children who are participating in our three-hour VPK program only, the parent cannot bring their child to school prior to 8:50am and must pick the child up no later than 12noon to avoid a late fee penalty of \$2.00 per minute.

ATTENDANCE POLICY

Excessive Undocumented Absences

If a student, is absent from the VPK program for 5 consecutive instructional days, the student is considered withdrawn from the program unless the student's parent or guardian provides written documentation describing the reason for the absence.

Certifying Student Attendance

The signature of the child's parent or designee must be recorded daily with the time and data. The parent or designee must also certify the student's monthly attendance by signing the Student Attendance and Parent Choice Certificate Form.

VPK Transfer Protocol

If you would like to transfer your child/children to another VPK Provider, you can request the transfer on your Family Portal or call the ELC Customer Service line if you need assistance.

VPK/EXTENDED CARE TUITION

- Voluntary three (3) hour program – No tuition rates
- Extended care through Early Learning Coalition — Parents will be charged the rate determined by Early Learning Coalition and/or Kradle To Kindergarten Preschool I & II.
- Private Pay Extended Care is available — care is available from 7:00am to 6:00pm. (Please check with the front office for extended care fees).

Tuition is due in advance and payable **EVERY MONDAY** for the upcoming week of school.

VPK ACTIVITY DAYS (Public Schools Closed Days)

On Broward Public Schools Closed Days when Kradle To Kindergarten Preschool I & II is open, there are no formal classes for VPK children (please check your calendar and make the appropriate adjustments). ALL PAYMENTS MUST BE MADE IN ADVANCE - **NO EXCEPTIONS**.

Reminder Notice: VPK students have the opportunity to attend classes at Kradle To Kindergarten Preschool I & II at a rate that varies between \$25.00 per Activity Day. VPK students enrolled with the Early Learning Coalition will be charged at the same rate determined by the Early Learning Coalition.

SPECIFIC POLICIES & PROCEDURES PERTAINING TO

ALL OTHER STUDENTS ENROLLED THROUGH EARLY LEARNING COALITION (ELC)

HOURS

The educational school day begins promptly at 9:00am. Breakfast will be served from 7:00am to 8:45am. If you would like your child to participate, please have your child here no later than 8:45am. Breakfast **will not** be served after 8:45am. An excused tardy and same-day late admission may be allowed if your child is not in attendance by 9:00am.

It is the discretion of management to consider your child's late entrance. Management has the final decision to allow your child to enter the facilities, provided your child's entrance allows their classroom to remain within the ratio.

ELC WITHDRAWAL POLICY

Upon withdrawal of your child/children from Kradle to Kindergarten Preschool I & II Inc., you must have a zero balance. If you are requesting a written letter stating a zero balance from our facility, the child/children's last day will go into effect once you receive the letter at the end of the day when the child/children are being picked up. A zero balance letter will not be issued before the child's last day. In the event you request a zero balance letter on the day you decide to withdraw your child/children, please allow 24-48 hours for your letter to be ready.

TUITION

All payments must be kept current and paid in advance. Payments are due by Monday for the following week. **There is no credit for absences.** Past due amounts will result in non-admittance, for student(s). Tuition is to be paid by credit card, debit card, cash, or money order. No Checks are accepted. We will refuse admittance to your child if your account is not kept current. All cash receipts must be retained to provide proof of payments (Absolutely No Exceptions). There will be no refund relating to payment for tuition fees nor any other purchases completed at Kradle To Kindergarten Preschool I & II.

ELC parents will be charged a differential payment. Which is the difference between what the ELC reimburses the center and our center's private pay rate.

ELC Activity Days (Broward Public Schools Closed Days)

On days when Kradle To Kindergarten Preschool I & II is open but there are no formal classes for students (please consult your calendar); your child may attend our Activity Day Program.

ADVANCE PAYMENT is required - THERE ARE NO EXCEPTIONS!

SPECIFIC POLICIES & PROCEDURES PERTAINING TO ALL OTHER STUDENTS ENROLLED THROUGH PRIVATE PAY

PRIVATE PAY - Activity Days (Broward Public Schools Closed Days)

On Broward Public Schools Closed Days when Kradle To Kindergarten Preschool I & II is open, there are no formal classes for VPK children (please check your calendar and make the appropriate adjustments). Private pay rates vary between \$25.00 per Activity Day.

ALL PAYMENTS MUST BE MADE IN ADVANCE - THERE ARE NO EXCEPTIONS.

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 incur 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 morning.

Once your child has been enrolled in one of our programs, tuition is due in full according to your child's fee schedule. If your child does not attend school any day for that particular week, tuition is still due in full. **Tuition Fees are not refundable under any circumstances.**

In the event of a withdrawal from either of our preschools, there will be no tuition refunds for payments made that were due and payable while your child was enrolled, whether or not they were in attendance.

Therefore, if your child does not attend school at Kradle to Kindergarten I & II, **ALL Fees including Tuition are Non-refundable.**

AFTERCARE UNIFORM POLICY

It is imperative that all parents remain in compliance with all policies, rules, and 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 do not have their aftercare shirt, upon entering Aftercare we will be forced to charge a shirt to your tuition for \$15.00

AFTERSCHOOL PICKUP POLICY

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

- A. It is the Elementary School's sole responsibility and obligation to make sure that your child(ren) is at the school's designated area on time and ready for pick up.
- B. 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.
- C. After waiting for 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 Premises, then Kradle to Kindergarten van driver will leave the school. After leaving the Elementary premises and Kradle to Kindergarten Preschool has been advised that your child(ren) is still on the school's premises, it now becomes the responsibility 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 because we have scheduled pickups at other Elementary schools.
- D. If your child(ren) will not be attending school on any given day or if you have other arrangements for your child(ren) to be picked up, it is the parent's responsibility to notify Kradle to Kindergarten Preschool of the same, no later than 10:00am the day your child(ren) is absent.

DISMISSAL

Please come to the front office to pick up your child. Your child must be picked up no later than 6:00pm otherwise there will be a late charge of \$2.00 per minute for late pick-up **NO EXCEPTIONS**. Your child will not be re-admitted to school until **ALL** late fees are paid.

Revised & Updated 2022