



# **ALL-STAR KIDS 2**

# **PARENT HANDBOOK**

**June 1, 2021**

## **INTRODUCTION**

This handbook is intended to address and answer many of the common questions, issues and concerns which, from time to time, may arise. Please read it carefully and keep it for reference purposes. It will help you and your child have a more positive experience at All-Star Kids. If you desire any further clarification regarding our policies or procedures, please do not hesitate to talk with one of our administrators.

## **PROGRAM PHILOSOPHY AND DESCRIPTION**

In our school children are respected as valued and unique individuals. Children are provided with a healthy and safe environment. Teachers are sensitive to each child's needs and rate of development. Children learn best by doing, with opportunities for choice, experimentation and problem solving.

In our school basic skills are provided through a variety of activities that are relevant to children's lives. Activities are designed to enhance self-esteem and positive feelings toward learning. Children develop self-discipline through positive guidance. Teachers guide children in a predictable, yet flexible environment that allows for creativity. Teachers recognize that they are the parent's partners and recognize the necessity of ongoing positive communication.

## **REGISTRATION**

To enroll a child, you must complete all registration forms and checklists prior to the first day of attendance. A registration fee is to accompany the Application for Enrollment or Registration Form. Once a child has a scheduled enrollment date as indicated on a Program Enrollment Form, this registration fee is non-refundable. A re-registration fee is payable each August thereafter.

Forms Required for Registration:

1. Registration Form
2. Parent Checklist
3. Program Enrollment Form
4. Student Health Examination
5. Student Certificate of Immunization

Infants and toddler rooms are open from 7:00 am to 6:00 pm. Classrooms for all other ages are open from 6:30 am to 6:30 pm.

Two week notice is required for withdrawal from All Star Kids. If a two week withdrawal notice is not given, the family will be required to pay for the two week notice in full.

## **ENROLLED PROGRAM**

All-Star Kids will reserve a place and encourage full participation in the enrolled program as outlined on the Program Enrollment Form signed by the parent. Any changes, additions or deletions to enrolled program must be noted on an updated Program Enrollment Form and signed by the Parent and approved by the Director. Occasionally, days may be added (if space is available) at an additional cost.

## **CLASSROOM TRANSITIONS**

Parents will be provided with a letter informing them of any upcoming transitions of their child to a new classroom and all information about the new class. Children will have a week of transition time to visit the new classroom, meet the teacher and students. Parents will also be offered a teacher conference upon transition with the new teacher.

## **LATE PICK UP**

Parents agree to pick up children at the agreed upon pick-up time as indicated on the Program Enrollment Form. A Late Stay Fee will be charged at the rate of \$1.00 per one (1) minute interval per child. If you find yourself running late, a telephone call is appreciated to assist us in re-assuring your child and arranging appropriate staffing.

## **FINANCIAL OBLIGATIONS**

### **Tuition**

The school is dependent upon the tuition payments, therefore, it is important that payments are received when due. Each week's tuition is due on the Friday prior to the week of attendance. A fee \$15.00 per week will be added to any late payment and your child's confirmed enrollment is at risk. A full week's tuition will be charged during a week if your child attends any portion of that week.

With the exception of the refund policy of those people on the waiting list, all registration fees, tuition fees, and re-registration payments are non-refundable.

If there is not an opening available at the time of requested registration you will have the option of being placed on a waiting list. To be placed on the waiting list a completed registration must be submitted with the registration fee. If, at any time, you decide not to be on the waiting list your registration fee will be returned.

## **RETURNED CHECKS**

There will be a \$35.00 fee charged for any check returned to All-Star Kids by our bank regardless of the reason. All-Star Kids has the option to refuse further payment by check.

## **VACATION OR ABSENCE**

**All-Star Kids has four week vacation or absence policy as provided at the one-half tuition rate.** However, in order to reserve your child's place at All-Star Kids for an absence of one program week or more, you are asked to notify the center in advance and pay one-half of the weekly tuition for each program week of absence. In order to qualify as a vacation week your child must not attend any portion of that calendar week (Monday – Friday). Enrollment will automatically be discontinued if the fee is left unpaid. A full week's tuition will be charged during a week if your child attends any portion of that week. After the four weeks of vacation tuition is utilized any absences will be charged the full tuition rate in order to reserve your space in the class. Vacation weeks are calculated on the August 1 through July 31 year.

## **HOLIDAY**

All-Star kids will close in observance of the following holidays:

New Years Day *	Memorial Day	July 4 <sup>th</sup> *
Labor Day	Thanksgiving Day	Christmas Day

\*If actual holiday falls on a weekend, school may close on the appropriate Friday or Monday, as determined in advance by All-Star Kids.

Our tuition rates are figured on an annual basis but charged weekly. A full week's tuition is charged during any week, regardless of scheduled closings or civil emergencies.

## **HEALTH CONCERNS**

In the interest of your child's health, and the health of all children enrolled at All-Star Kids, you are required to submit your child's current medical and immunization forms prior to your child attending All-Star Kids. This physical examination needs to be renewed and updated every two years and immunization forms updated in accordance with the Sequential Immunization Schedule for Child Care Operators, as included in the Parent Handbook.

All-Star Kids maintains a school accident insurance policy for each child. This accident insurance policy begins coverage after any other medical, health, or accident insurance in force with your child. Parents agree to accept this accident insurance provided by All-Star Kids as the total liability of the school.

Childhood diseases and illnesses are part of growing up, however, sick children may not be brought to All-Star Kids for care. Parents will be asked to pick up children and keep them home until the following signs and symptoms are no longer present:

- severe coughing
- difficult or rapid breathing
- stiff neck
- more than one episode of diarrhea
- temperature of 100 F as taken under the arm
- discharge from the eyes (pink eye)
- unexplained rash
- unusually dark urine and/or gray or white stool, yellowish skin or eyes
- vomiting
- head lice
- any other unusual symptom or sign of illness

If your child becomes ill at the center you will be called to make arrangements to pick up your child. For families who find it difficult to miss work, we encourage you to build a network of support people, whether family or friends, who can pick up and care for your child in the event of an illness or emergency. In order to reduce the possibility of transmittal of contagious illnesses we have a policy at All-Star Kids that children with a fever in excess of 100 F to abstain from coming to the school until after 24 hours after removal from the school. If a physician's note is received which indicates the source of illness and that the illness is not contagious the child will be allowed to return prior to the 24 hour period.

In the instance of a communicable disease affecting children at All-Star Kids, you will be notified and encouraged to consult your family physician. If your child contracts a contagious illness, please notify us so we can pass the information on to the other parents.

All-Star Kids will administer only dated, labeled, prescribed medication (or "over-the-counter medications; i., Tylenol, cough syrup, etc. with physician prescription). Parents must fill out an All-Star Kids Medication Permission Form stating the time and amount of dosage and the name of the medication for each prescription. Along with a medication permission Form, parents must provide a written statement or verbal authorization from the doctor's office that states what your child is being treated for and that your child is not contagious and can be in school.

In accordance with State and Local Rules and Regulations we are required to have a signed statement from parents authorizing All-Star kids to apply a Topical non-medicate physical barrier cream such as Desitin, A&D ointment, sunscreens, and insect repellent. We will apply such items only if you provide them

## **CLOTHING**

When dressing your child, remember that many of our days may be "messy" days. Please remember that ours is a "discovery program" and spills and paint spots ARE inevitable (even with smocks on). It is important for your child to be dressed in comfortable, washable play clothes that will adapt to food spills, paint, sand and water play. Please dress younger children in easy to remove clothing for facilitate toileting.

A complete Labeled change of clothes (shorts, short, socks, underwear) in a labeled plastic bag (for emergencies) should be sent to school the first day. Children being potty trained should have several sets of extra clothes. If you child uses his/her extra clothes, return another change of clothing for the following day.

For children still in diapers, parents need to supply a minimum of 10 diapers daily and an adequate supply of diaper wipes. In the event that All-Star Kids' needs to provide any diapers, there will be a \$2.00 per diaper charge.

## **DISCIPLINE**

At All-Star Kids, we recognize that discipline is based on respect, honesty, trust, caring and love. We provide a consistent, positive approach that helps the children develop and internalize self-control, self-respect, self-esteem, and self-determination.

We set limits that are clear and age appropriate. The limits we set arise from two areas of importance; not hurting oneself or others, and respecting everything in the physical environment. In the language we use with the children, children must be "nice to our classmates" and "have our listening ears on".

The staff positively reinforces appropriate behavior, gives alternates to inappropriate behavior, explains natural consequences and works with your child and urges him to use words and to listen to the words of others. In an extreme circumstances of unacceptable behavior the child will be encouraged to leave the activity until he is ready to act within the set limits. This could be for a short period of 3 to 5 minutes or if unacceptable behavior does not change, may result in a change of activities. If there is a continuing problem, you child will be brought to the Director and you will be contacted.

Corporal punishment is never permitted at All-Star Kids.

All-Star Kids reserves the right to dismiss any child who becomes a discipline or behavior problem or whose parent's refuse to cooperate with the educational process or school policies. In these instances the normal refund policy is still applicable.

Should you have specific concerns regarding discipline techniques, we encourage you to discuss them with your child's teacher and the director.

## NUTRITION

The facility agrees to provide nutritious: Mid-morning and Mid-Afternoon Snacks. The parent agrees to provide a nutritious: Lunch and Drink (in non-glass container). Parent has received a copy of the USDA nutritional guidelines. **WE DO NOT WARM UP FOOD.** If you want your child's food warm, please use a thermos. Please carefully read and understand the USDA nutritional guidelines brochure. Please understand that it is your responsibility to provide a nutritious lunch for your child every day. Parents will provide all food and drink for children under the age of two. For children dropped off before 7:30 a.m., parents can bring breakfast for the child to eat at All-Star Kids.

Parents are also responsible for providing a non-perishable lunch, including a drink. The Infant and Toddler rooms are the only rooms where both refrigerating and re-heating of food can be accommodated. All-Star Kids encouraged parents of other age groups to use Thermos containers and "blue ice" when packing their children's lunchboxes. Remember to put names on all lunch containers.

For children in our Infant and Toddler rooms, all bottles must be capped and labeled with child's name. No glass bottles are allowed. In the event All-Star Kids needs to provide any bottle caps there will be a \$2.00 per cap charge.

If your child has any food allergies, they must be listed on the enrollment form and discussed with the director.

## COMMUNICATION

All-Star Kids recognizes the importance of coordinating home with center. Our teachers strive to work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. School newsletters are sent home at the beginning of each month. Weekly schedules will be sent home to keep parents informed of all activities your child will be participating in. In addition, notes home from teachers regarding your child's progress will be sent home at least monthly. All-Star Kids will conduct at least three observations and evaluations per year for each child and will use these tools to improve specific curriculum and parent information and communication. Announcements, bulletins, etc. are posted at parent boards. Daily conversations help keep parents informed of their children's activities, interests and achievements. Formal parent conferences are offered on a bi-annual basis, however, informal conferences are encouraged and arranged whenever parents or staff feel it necessary.

Parents are also provided an in depth survey on an annual basis to gain insight and input regarding your perspective on the program as it relates to your family.

## VISITING

All-Star Kids encourages parents to visit during the school day. Parents are also warmly invited to drop in any time or join scheduled field trips and other outside activities. We also emphasize that, while notification of visits is helpful, **parents are free to come and go from the Center exclusively at their own discretion.** Non-custodial parents or other visitors will be permitted only with prior approval of custodial parent or All-Star Kids management.

## SAFETY MEASURES

In the interest of safety, we ask that you park your car, turn the engine off, and bring your child into the center and see that he or she is under the supervision of the appropriate All-Star Kids staff member before leaving the center. Equally important, is that you re-enter the building when picking up your child at the end of the day. Children must be with their parents and being supervised at all times when going to or coming from class. You are also required to sign your child in and out upon arrival and departure on the computer using your personal id code.

All Star Kids will not allow unauthorized persons to pick up children from our care. Proper photo identification and release authorizations must be provided if the employees at All Star Kids does not know you personally. Any person so authorized will be escorted back to the classroom and introduced to the teacher by office personnel prior to a child being released.

All-Star Kids abides by all legally serviced court orders regarding custody and visitation issues. However, we must have a notarized or certified court order on file.

As required by law All-Star Kids and its staff will report any suspicion of child abuse, neglect, or endangerment to the proper authorities. Children will not be released to anyone that is suspected of being intoxicated or impaired in any way.

In compliance with HRS rules and regulations, fire drills are conducted monthly with all age groups.

## **EMERGENCY PROCEDURES**

Each Staff member checks with the Director regarding specific emergency procedures. All-Star Kids practices regular fire drills every month and at least bi-annual tornado drills. All-Star Kids will contact all parents by phone in case of an emergency.

### **Fire Emergency**

1. Children are taken out of the building and far enough away from the building to allow safe access by the fire department.
2. Staff members take their attendance sheets with them when exiting the building and account for all children.
3. Fire drill procedures are practiced at least monthly, alternating the time of day.
4. Exit route diagrams and procedures are posted by exits.

### **Tornado Emergency**

1. Children are to be taken to an inside area, away from windows, preferably a bathroom. If there are too many children to take into a bathroom, the children shall be taken into the two large middle rooms (Ms. Donna's and Ms. Michell's rooms) and are to sit down in a corner with their teacher. Of course, prior to exiting your room attendance shall be taken and upon arrival to the designated area attendance shall be taken again and verified.

### **Tropical Storm/Hurricane Procedures/Policy**

1. All-Star Kids will remain open during a tropical storm warning. However, no transportation will be offered while there is a tropical storm warning issued.
2. All-Star Kids will close when a hurricane warning has been issued and is expected to arrive within 24 hours. All staff must inform office if you expect to evacuate and the time you expect to return to work. All-Star Kids will open the day after the hurricane warning has been canceled.

In case of an emergency situation, i.e. hurricane, fire, power failure, etc. All-Star Kids will call all parents immediately to inform them of the situation. In case of necessary relocation, all children will be transported by school transportation to Pierce Hammock Elementary School, 14255 Hamlin Blvd., Loxahatchee, FL 33470 (561) 633-4500. Our emergency contact cell phone for All-Star Kids is (561) 301-7606.

## **REST PERIOD**

Your child's day at All-Star Kids is planned to provide many exciting, active learning experiences. A rest period is scheduled each day to balance the active times. A rest mat is provided as part of the registration package to all children not in cribs. We encourage you to send in a small blanket for your child to use during rest time. These will be sent home every Friday to be washed and should be returned to school the following school day.

## **TELEVISION**

Television viewing is restricted to special programming designed to meet the needs of children or on special occasions.

At no time does a group of children spend more than 30 minutes viewing television. Occasional appropriate (G-rated) movies are acceptable. Alternative activities are available for children who do not wish to watch television.

## **TOYS AND ACCESSORIES**

Napping children may bring a special sleeping toy or blanket, which can be kept in their cubby. It is permissible to bring a toy to play with here at All-Star Kids during the **first month** or so of the child's enrollment to facilitate the transition. Please understand, however, that these toys are subject to being damaged or lost. Please remember to label these items. **NO TOY GUNS, WEAPONS, SWORDS, ETC. OF ANY KIND ARE PERMITTED IN SCHOOL.**

All-Star Kids shall make every effort to safeguard personal belongings brought by the child or parent, but shall not be responsible for lost or broken items.

## **BIRTHDAY PARTIES**

Birthdays may be celebrated during afternoon snack time only (or morning snack time for part-time children). All food items must be pre-approved by your child's teacher and Director. Birthday celebrations must include whole classes and invitations are not permitted because other families may feel obligated to purchase and bring presents.

All-Star Kids facilities, playground and staff are available for private birthday parties, family outings, and special occasions to both parents and community members. For more information speak to the Director.

## **FIELD TRIPS**

Junior Kindergarten, Afterschool, and Camp children over the age of 4 will have many opportunities for enjoyable field trips. These trips, often planned to go along with the weekly theme in your child's class, are an important and fun part of learning about the world around us.

All-Star Kids requires your permission for your child to accompany us on a field trip. Occasionally there may be a small fee related to the trip. The Center will notify you in advance of all excursions.



## **EQUAL OPPORTUNITY PROVIDER**

All-Star Kids is an equal opportunity provider. Applications for enrollment and employment are accepted without regard to race, religion, marital status, veteran status, color, physical or mental disability, sex or national origin. All Star Kids includes children with special needs and make accommodation as required by the Americans with Disability Acts.

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