



Policies and Guidelines for Parents 01JY



10249 S. John Young Pkwy. Orlando FL, 32837

Phone: (407) 850-2492

Fax: (407) 850-2859

info@kinderclubacademy.com

www.kinderclubacademy.com

Kinder Club Academy

We are a child development center providing a quality environment. We guide each child to developing at his or her own rate and encourage him/her to fully enjoy every day's new challenges. We seek to help children in our care through a play and learn environment that supports their physical, emotional and social needs. Children will participate in a variety of activities, which are focused on developing the child in every aspect.

Our Mission

Kinder Club Academy's mission is to serve as a learning center and exceptional care for children in a safe and healthy learning environment. In a caring and positive atmosphere we create a warm and innovating place for children to learn. We provide hands on experience for learning science, math, music, literature, and social concepts in our innovative club. We aim to establish exceptional communication between the teacher and the parent.

Our Caregivers

Our teachers are dedicated and experienced early childhood professionals.

In addition to having an excellent ratio of staff to children, our limited group sizes are designed to provide better supervision and care. We provide parents with curriculum plans, so that parents know what your child is learning in their classroom. We also have a center specific newsletter, to highlight upcoming events, and important information.

Our teachers are fully screened through background and criminal checks. Each teacher is required to maintain up to date with Florida State requirements and guidelines. Every staff member at Kinder Club is certified in CPR and first aid.



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Policies and Guidelines

Tuition fees are due Monday or Tuesday as you drop off your child in the morning.

- Credit / Debit Card for payments is mandatory. Please fill out form A12.
- Credit / Debit Card information will be kept on our file.
- A \$5.00 dollar late fee will be added to tuition everyday of late payment.
- If the payment is not received by Wednesday, your child will not be able to attend class.
- A two week notice must be given to withdraw your child from our program.
- A \$1.00 late fee will be charged per minute after closing time, payable at time of pick-up.
- A \$25.00 charge will be added for returning checks.

- Your child will be eligible for one week free for vacation annually starting six months from the enrollment date.
- If your child is absent for five or more continuous days without notice, he/she will be dropped from our attendance sheet and will be placed on the waiting list.
- Tuition is based on a monthly fee divided into weekly installments for your convenience.
- Kinder Club Academy encourages parents to interact with our teachers and to keep them informed about your child's day. However, if a longer conversation is needed, please set up a conference appointment. Our teachers must keep their consent attention on the children, and are not to be distracted for any length of time.
- Tuition is not based on a daily fee; you must pay full tuition even if your child attended just a few days, or if there is a holiday during the week, **no exceptions**.
- Kinder Club academy will be closed the following days : New Year's day, Memorial day, Independence day, Labor day, Thanksgiving and the day after Thanksgiving, Christmas eve (we will close at noon), and Christmas. If a holiday closes on the weekend we will be closed the Friday before the holiday.
- Kinder Club academy may close or call to pick up their children early due to severe weather alerts. **VPK will follow the "Orange County public school Calendar". There will be a \$25.00 fee for holiday care.**
- We will administer medication to your child with the following conditions:
 - No medication or over the counter medication shall be given by child care personnel without the signed permission of the parent or legal guardian.
 - All medication must be in the original container with the child's name,



name of the physician, medication name and medication directions written on the label. Pediatrician note is required. Nonprescription medication brought in by the parent or legal guardian can only be dispensed if there is written authorization from the parent or legal guardian to do so. Medication which has expired or is no longer being administered shall be returned to the parent or legal guardian. Time to be Given We will not administer medication or over the counter medication if it is not prescribed by a doctor. If symptoms persist within 3 consecutive days, the parents will need to take the child to the doctor. Kinder Club Academy will not be responsible for any allergies or negative reaction cause by medication provided.

- Medicine will be administered by the director at 11:00am and 4:00pm.

Medicine cannot be kept in the child's backpack and must be given to the administration upon entering the facility.

- Please bring your child's physical and immunization record at the time of enrollment. You will have 30 days after enrollment for those records **.Failure to compliance will result in suspension of your childcare services for your child**
- The records must be up-to date all the time
- Please clearly label your child's belongings.
- Children are not allowed to bring food, jewelry, or toys. Kinder Club academy will not be held responsible for any item(s) lost or broken during your child's stay.
- For everyone's protection, do not bring your child to school sick with a contagious disease. As your child becomes symptom free and are ready to return to school please bring a doctor's note.
- We are an open door facility to parents and love when parents and family members visit, however we request your understanding and cooperation by not disturbing lunch and quiet time between the hours of 12pm and 2:30pm.
- We will not accept children past 11:00am or after 2:30pm, while lunch and nap quiet time are in progress. If your child has a doctor appointment, make prior arrangements with the director.
- Termination of enrollment by Kinder Club Academy: In certain circumstances it might be necessary for the director to decide to discontinue a child's attendance. Every possible effort will be made for the director to decide to discontinue a child's attendance. Every possible effort will be made to find the solution to a problematic situation before a decision is made.



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- Termination of your child' enrollment could be the result of one of the following :
 - Non-payment of tuition
 - Abuse of Children, staff, or property
 - Disruptive or dangerous behavior by a parent or child
 - Violation of facility's policies
 - Excessive late pick-ups of your child.
 - Inability of the center to get in contact with the custodial parent during an emergency situation.



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Biting Policy

Biting is common in a childcare environment.

Reasons for biting include teething, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety and curiosity. It occurs most frequently when a child is tired, frustrated, or over stimulated.

What do we do when it happens?

1. We first attend to the recipient. A teacher will apply first aid if necessary and write an incident report.
2. The child that bite will be redirected to appropriate activities.
3. The parents of both children involved will be notified.
4. When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher, director, and the child's parents.
5. If a child continues to bite with little or no sign of improvement, Kinder Club academy reserves the right to temporary exclude the child from our program.
6. The child will be excluded if it is determined that the safety and wellbeing of the other children is being compromised by this constant biting.



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Safety & Security

Your child's well-being and safety is our first responsibility

Smaller children take comfort in TLC's warm, nurturing atmosphere.

Our center operates under the recommended DCF teachers-to-child ratio to allow a better supervision of children and greater safety.

DCF Inspection Reports:

Our preschool is constantly monitored to eliminate safety hazard and improve learning conditions.

Our inspection reports can be viewed online at www.myflorida.com/childcare

Child Pickup

Only parents and others authorized by parents, as documented in a child's file, are allowed to pick up the child. Apart from the legal guardian(s), a person is authorized to pick up a child by the legal parent or guardian on the Emergency Contact and Release form. During pick-up, all persons are required to show a government-issued identification card that matches the authorized persons in the emergency release form.

Cleanliness

Every child must wash their hands frequently during the day. Especially before eating and after playing. We are always careful to wear gloves when handling food, feeding or changing children. All equipment, mats, learning materials and toys are cleaned and sanitized as required.

Fire drills and inclement weather

Fire drills are performed once or twice a month at different times of the day.

Evaluation of the evacuation of the building is done and if needed corrective actions are taken to improve the process.

Weather channel radio is constantly on to monitor emergency weather situations.

Natural Emergency

In case of a real natural emergency, procedures are followed to bring children to safety.

In some cases, 911 will be called. If necessary we will evacuate the building as directed by the police, teachers will keep track of the children with which they are entrusted. A master list of parents and telephone numbers is maintained and will be used to contact parents in the event it



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becomes necessary. Teachers and/or office management will stay with the children until the last one has been picked up by either a parent or other authorized person.

Power Failure

In case of power failure, we will remain in the classrooms and proceed with the regular activities. If the power does not return after a period of time and the situation starts to impact the safety, the parents or other authorized persons will be contacted.

I have read and agree to follow Kinder Club Academy Policies and Guidelines while my child is enrolled in the facility.



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Health Policy

For the safety of all our children attending at Kinder Club Academy, any child that should become ill should be picked up within the hour. If a child becomes ill, he/she will be removed from the classroom and kept in supervised isolation until the parent arrives for pick-up

It is essential that you keep the information sheet up to date, so you can be reached if your child becomes ill. Any child experiencing the following symptoms will be sent

- Severe coughing causing the child to become red or blue in the face
- Contagious skin or eye infection
- Sore throat or trouble swallowing
- Profuse nasal discharge
- Diarrhea
- Vomiting
- Fever over 100 degrees Fahrenheit
- Body rash accompanied with any above symptoms

Your Child must be symptom free for 24 hours before returning to the center. Please notify the center if your child becomes infected with a communicable disease such as whooping cough, measles, mumps, chicken pox, pinworms, pink eye, strep throat, scarlet fever etc.

The director will notify parents of other children who may have been exposed.

Thank you for helping us keep our environment and our little ones safe and healthy.

Meals and Snacks

Our school provides nutritious, and balanced breakfast, lunch, and snack.

Allergies and Special Diets

A weekly menu is posted including all food that will be served for snacks and meals. Any special diets for food allergies not available by the school must be provided by the family and accompanied with a physician's note. This includes children who prefer water or juice instead of milk during meals.



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Parent Responsibility

- Vaccine form
- Physical updated
- Extra Clothes
- Diapers (Pull-ups) for toddlers
- Wipes
- Sippy cups or bottle
- Fitted sheet

All belongings must be labeled inside their backpack. Each child must have a labeled change of clothes to be stored in their cubby. Kinder Club is no responsible for lost items, jewelry, blankets, jackets, etc.

Disposable diapers must be provided for your child

Birthday Celebration

Birthdays will be celebrated during snack time. If you would like to bring in a special snack, cupcakes and cakes are accepted (not homemade). Bring original packaging with labels.

Let the Director know through email or phone call 2 days in advance.

Birthday celebrations are subject to the Director decision.



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Remind App

As you know communication between the teacher and the parents is very important. Please make sure to download the **remind101** app.

We are using the **Remind101** app as a communication tool. We ask parents to check emails and text messages on the phone. In that way, parents can be informed about any updates from the academy. They also can receive reminders and pictures from any activities that children have participated. If for any reason you have any trouble with signing in or you need to update your email and phone number, please be sure to talk at administration, at the reception or directly with the teacher of the class.

To download the app follow these steps:

- Go to Apple store or Google Play Store and search for Remind101 app and download it.
- Do the sign up, put all the information requested.
- Make sure to join the child's class with the information indicated below.

Child's Class	Class Code
Bumble Bee (1 years old)	@bumblebee9
Froggies (2 years old)	@fe4db2k
Lady Bugs (3 years old)	@8a8ah23
Lions Cub (4 years old)	@8cd978
Seussville (VPK class)	@h4fh23

Please feel free to contact us at any time if you have any questions or concerns.



Shaken baby Syndrome (Abusive head trauma)

Prevention Policy

This is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby syndrome) occurs in infants and young children, whose neck muscles are not well developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken Baby Syndrome can lead to serious conditions including:

- Brain damage, problems with attention, cerebral palsy
- Blindness or hearing loss
- Intellectual speech or learning disabilities
- Developmental delays

Signs and Symptoms

The sign and symptoms of shaken baby syndrome or head trauma include:

- Seizures
- Bruises
- Lack of appetite, vomiting, or difficulty sucking or swallowing
- Lack of smiling or vocalizing
- rigidity , inability to lift the head
- Difficulty staying awake, altered consciousness
- Difficulty breathing, blue color due to lack of oxygen
- Unequal pupil size
- Inability to focus the eyes or track movement
- Irritability

Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/Guardians, caregivers and coworkers should



discuss what a calming strategies are successful with a particular child at home or in the center.

Emergency Response

If a child has any of the symptoms listed, or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent or guardian and inform your director or assistant director.
- Report to the appropriate child protective agency, or law enforcement, if applicable within 24 hours or less as required by law. See child abuse/neglect and mandated reporting policy and procedure for further information.
- See medical Emergencies, calling 911 for additional information.

Strategies for Caregivers and Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time, but sometimes nothing will comfort a crying child. A teacher should seek the support from a coworker or center management. If a child is inconsolable on a regular basis, the director and assistant director should be notified and determine if the right supports are in place for the child and for the staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office for support; take deep breaths and count to ten.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If a baby readily takes the bottle, feed slowly stopping to burp often. **Do not force the baby to eat.**
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or sounds that mimic the constant whirl of noise in the womb.
- Hold the baby on its side or stomach position to help with digestion. **Babies should always be placed on their backs to sleep.**



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- Take the baby for a walk indoors or outside for a ride in the stroller.
 - Be patient: let the baby cry it out if necessary.

Never:

- Shake a child
- Drop a child
- Throw a child into the air, into a crib, chair, or car seat.
- Push a child into any object including walls, door, and furniture.
- Strike a child's head, directly or indirectly.



Child Conduct / Expulsion

Basic Expectations

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

Discipline

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children.

At Kinder Club Academy, we use a method of ‘redirection’ to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will ‘redirect’ the child towards appropriate behavior without withholding food, toileting.

Child Behavior

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

- Abuse or damage of school property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the school.
- Disrespect
- Disruption of school functions
- Fighting
- Lewd or obscene behavior
- Possession or use of weapon



-
- Profanity or vulgarity
 - Sexual or other misconduct
 - Stealing
 - Threatening behavior

Consequences

In addition to determining the appropriate disciplinary action pursuant to the school's discipline procedures, the school reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion. In the event that your child damages school property you may be responsible for any expenses incurred in the repair or replacement of damaged property.

Behavior Probation

Children who are placed on behavior probation may be required, at the school's discretion, to have their family sign a probationary agreement with the school as a condition of continued enrollment. Failure to comply with the disciplinary probation agreement may result in the dismissal.

Family Cooperation

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



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Injuries or illness requiring hospitalization or emergency treatment

All accidents including those which do not involve serious injury must be reported immediately to the director or person in charge. Additionally, an incident report must be filled out in every case. Teachers must also immediately report any potentially unsafe conditions found in the classroom or playground. Teachers must also report any head injury that occurs, even if the injury is minor.

In the event that a child is injured and requires emergency treatment Kinder Club staff will proceed as follows:

One member of staff will take over the incident, or injured person. They must assess the situation and respond accordingly (including performing CPR or first aid). Meanwhile, another teacher must react by calling 911, followed by calling the parents, or legal guardians. If the child needs to be taken by ambulance, one teacher will accompany the child to the emergency room and inform the child's parents, or legal guardians as to which hospital the child has been taken to.



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Presence of a threatening individual who attempts or succeeds in gaining entrance to the facility.

If there is a presence of a threatening individual who attempts or succeeds in gaining entrance to the daycare, the protocol is as follows:

The director, assistant director, or staff member in charge of opening the door will deliver a predetermined code to other teachers, staff, and children in the daycare. Each classroom will proceed to lock down and hide in a designated bathroom, while a teacher calls 911.



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Deceased Child or Staff member

In the event of a child, or staff members death in the daycare, Leave the child's, or staff member's body on the floor, and remove children or personnel that are in the room. Immediately call 911 and wait for authorities to proceed. In addition to calling the police, parents or emergency contacts of the child, or staff member will be contacted.

Reporting of Accidents and Hazards

All accidents, including those which do not involve serious injury, must be reported immediately to the director by the staff member. Only through full knowledge of accidents can we strive to maintain a safe and healthy place.

Immediately report any unsafe conditions, defective equipment or other hazards to the director.

Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety requires constant vigilance and common sense. Safety is everyone's responsibility.

The school is equipped with a fire alarm system, a sprinkler system, and fire extinguishers in each room. Fire drills are performed on a monthly basis including occasionally during nap time, and all staff members are instructed on proper tornado and evacuation procedures.

If there is an accident the staff member(s) will follow the following procedure: Rapidly assess the situation, and determine whether it is necessary to call 911, and ambulance, or a paramedic. In addition, phone the parent, and family of the child and alert them of the situation.

Meanwhile another staff member will apply first AID, or CPR if necessary.

A full report will be written by the manager and staff involved in the incident and sent to the parent for signature.

Evacuation process: to Freedom Middle school

If there is an emergency and we need to evacuate, your children will be evacuated through the playground to Freedom Middle school.

Children will walk with their teachers to the middle school.



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Teachers will take a list of emergency contact numbers, attendance sheets, and a first aid kit.

The school is located at 2850 W. Taft Vineland Rd Orlando, FL 32837. The phone number to the Freedom Middle school is (407) 858-6130.

Parents can also reach school staff on the emergency phone (407) 850-2492. Families will be notified as to where to pick up their child. If the family cannot be reached, the emergency contact will be called (This person should be local to the school).

Infants will be transported in the emergency evacuation cribs and walked over to Freedom Middle school.



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Suspected maltreatment of a child

Child abuse is defined by

- Physical abuse is generally defined as “any non-accidental physical injury to the child” and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child.
- Abuse also includes any form of sexual abuse.
- Emotional abuse that hinders the child’s psychological growth.
- Subjecting a child to at-risk behavior. Which endangers child through abuse through neglect.
- Injuries that are not consistent with the explanation given.

Child Neglect is defined by

- Neglect is frequently defined as the failure of a parent or other person with responsibility for the child to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child’s health, safety, and well-being are threatened with harm

Procedure:

If a director or teacher suspect abuse, they are obligated to make a full report and contact the Florida Department of Children and Families. If the circumstances reflect an imminent danger to a child or an adult, the police department will be contacted at 911 and a request for immediate assistance made.

Report online at <https://reportabuse.dcf.state.fl.us/>

Call 1-800-962-2873



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Lost or Missing Child Policy:

A child's safety is our highest priority at all times, both on and off the school's premise. In the unlikely event that a child becomes lost or missing we will follow the following procedure:

The teacher or staff will alert the director. The Kinder Club academy director and some staff will conduct a full search of the building and outside area while ensuring that all other children are supervised by remaining staff. All doors, and gates will be checked to verify that there was no security breached where a child could exit the building. The director will talk to the child's teacher to find out what happens and where the child was last seen. If necessary, the director will contact the police and the child's parent/legal guardian. Once the child is found, all of the alerted parties will be contacted and updated.

If a child goes missing when outside of the daycare, where parents are not attending and responsible for their own child, the daycare ensures the following procedures are put into place:

A staff member will search the immediate vicinity only whilst ensuring the remaining children are adequately supervised. If the child is still not found they will inform the director and police using their mobile phone. The director will make their way to the location and be a point of contact with the police and child's parents/guardians who will also be informed. All other staff and children will return to the daycare. The person in charge of the daycare will contact the child's parents/legal guardians who will meet at the venue as agreed with the person in charge. When the child is found, Staff at the venue will care for and comfort the child bearing in mind they may have been distressed and comfort the child. After The Incident A full report will be written up.



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Parent Understanding of policies and guidelines

I _____ Parent/guardian of _____

Have read Kinder Club Academy policies, I hereby agree to follow all set policy guidelines while my child is enrolled in this facility.

Parent/Guardian Signature

Print Name

Date

Director's Signature

Print Name

Date