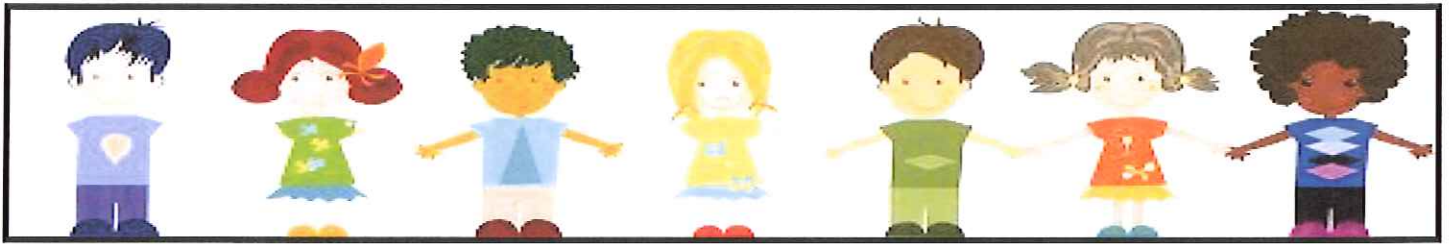


"Where Kids Can *Bee* Kids"

Parent Handbook

-CHILDREN-LOVE-THE-WORLD-CHILDREN-LOVE-EACH-OTHER-



PHILOSOPHY- Kid City USA is committed to exceptional childcare and early childhood education. Kid City USA is a place "Where Kids Can Bee Kids". We pride ourselves on allowing children to grow and develop in a hands-on, literacy enriched environment. Kid City USA is committed to providing our families with a home-like environment filled with love, care and nurture. We respect the uniqueness of each individual family's customs and beliefs. Most importantly, we work with each family to promote their self-esteem. Our belief is that every child is unique. Our program works to promote the social, emotional, cognitive, and physical development of each individual child.

HOURS OF OPERATION - Center hours are Monday through Friday from 6:30am - 6:30pm*. (A phone call informing us that you will be late is appreciated; however, if you pick-up after closing a \$1.00 per minute per child late fee will be assessed at the time of pickup. Your child may not attend school until the late fee is paid. If you are habitually late, we reserve the right to dismiss your child from our program.) *Hours may vary by location.

HOLIDAYS - New Year's Day (our center will close at 5:00pm on New Year's Eve)
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Holiday: Thursday and Friday
Christmas Holiday: December 24th, 25th and 26th

The center will be closed on the above listed holidays. When a holiday falls on Saturday, it will be observed on the Friday before. If the holiday falls on Sunday, it will be observed the following Monday. No tuition allowances will be given for the Holidays. This fact is taken into consideration at the time prices are established.

VACATION AND SICK TIME - After 90 days of attendance, the child is eligible to receive two free weeks for vacation and/or sick time. "When a child is sick or hospitalized for an extended period of time please contact management for arrangements. Tuition leniency and/or space reservation will be determined on a case by case basis.

*If you wish to withdraw your child from our program, we ask that you give notice 2 weeks prior to the withdrawal date.

AGES SERVED AT KID CITY USA - We are proud to care for children without regard to race, religion, or national origin between the ages of 6 weeks* and 12 years. We provide before and after school care for anyone in Pre-K through 5th grade. * Infant care may not be available for some locations.

REGISTRATION - Our center requires a completed registration form, medical consent form and emergency data card for each of our students prior to their first date of attendance. Parents of children not enrolled in public school must also provide a current and original shot/immunization record (blue form) and physical (yellow form) for their child prior to enrollment. Failure to maintain proper and current records may result in termination from our program. Please pay any applicable registration fees at, or prior to, the time of enrollment.

TUITION - Tuition is due on Friday for the upcoming week. A late fee will automatically be assessed if the tuition is not paid when due. Please include your child's name at the bottom of any checks. In order to provide the quality care that Kid City USA prides itself in, it is imperative that tuition is paid in a timely manner. If tuition is not paid, you jeopardize your child's place in our program. If tuition is not paid by the close of business on Tuesday, your child may not attend school until tuition is paid in full.

ADDITIONAL FEES -

\$25.00 late fee for past due accounts



\$1 .00 per minute per child late fee after center closing time (due at the time of pickup or before your child attends on the following day)

\$25.00 fee for any returned check

\$5.00 per 15 minutes beyond allotted one hour pickup time if you are called due to your child becoming ill.

ILLNESS, MEDICATIONS, AND FIRST AID - Bringing a child with symptoms of illness to the center puts all children at risk. If your child is sent home from public school due to illness, they may not attend our center. If your child becomes ill after being dropped off, we will contact you immediately, and you must pick up your child within one hour. **Your account will be charged \$5.00 per every 15 minutes that exceeds your one hour allotted time.** It is important that we have current and correct contact numbers in case of illness, incident, or injury. Your child will be considered ill by our center and per state guidelines if they have any of the following symptoms:

- * **Fever of 101 degrees or higher**
- * **Diarrhea**
- * **Vomiting**
- * **Colored nasal discharge**
- * **Pink eye**
- * **Rashes, bumps or any other questionable conditions**
- * **Head lice**

In some cases, a doctor's note may be required for your child to return to our center. In the event your child needs any medication, it must be in a prescription bottle with your child's name and dosage instructions attached and must be within its expiration period. However, we will not administer medications that only require only a twice-a-day-dosage. You must fill out a **Medication Authorization Form** before we can administer it to your child. All medication must be kept at the front desk to ensure that it is in a safe and secure place. **Our center will not give over the counter medications.**

In the event your child has head lice, you will be called immediately to come pick them up. You are allotted one hour to do this. In order for your child to return to our center, they must be checked at the front office and be totally nit free (no eggs).

If your child needs minor first-aid treatment, please be advised that our staff members are CPR / First Aid certified and are capable of providing this treatment. If an injury requires medical attention, appropriate emergency procedures will be followed and you will be contacted immediately.

INCLEMENT WEATHER - In the event of severe weather, our center will remain open unless conditions become unsafe. We will follow the county school boards decision regarding school closing prior to a storm. After the storm, our center will open provided the center has electric, water, and air conditioning.

DROP OFF AND PICKUP PROCEDURES - We require that you carry or walk your child into our facility, sign them in, and walk them into class if there is not a teacher to escort them. When picking up your child, please remember to sign them out. This allows us to properly credit your account and keep track of your child. Your child will not be released to anyone who is not authorized by a parent or guardian. We must have written permission for anyone not listed in the child's records. IF there is a question at all, the child will remain in the center until proper release is arranged.

* **Parking must be done in the parking lot and NOT in a fire lane.**



TOYS FROM HOME - Except for show-and-tell days, please do not allow your child to bring toys from home to the center. We are not responsible for toys brought from home that may be lost or broken. Kid City USA provides all children with many play experiences throughout the day which include toys that are developmentally appropriate for everyone in the class. When children bring personal items from home, it often causes conflict in the classroom.

DRESS CODE - It is important that your child comes to school in clothing that will allow him/her the freedom to play and explore. Clothes should allow for self dressing, especially those little ones who are potty training. The children get involved in activities and should not have to worry about getting dirty. For safety reasons, please do not send your child in open toed shoes. In addition, every child must have a change of clothes for emergencies. It is important that you label all your child's belongings. If you accidentally take another child's clothes, please return them to the center the next day.

- * No diaper bags please.
- * Please bring 160 wipes at the first of every month for each of your children.
- * Please bring a box of tissue at the first of every month for each of your children.
- * Please bring enough diapers or pull ups for 1 week per child.

MEALS AND SNACKS - Kid City USA provides nutritious meals and snacks for your child daily at no additional cost to you. Please have your child at school at east 30 minutes prior to lunch time to avoid any classroom disruptions. If your child has any allergies or special dietary needs, please inform the front desk as well as your child's teacher; also provide this information in writing on your child's enrollment form.



DISCIPLINE - Kid City believes that proper behavior can be maintained by rewarding positive behavior and through positive re-direction when the behavior is inappropriate. Rewards include specific verbal praise, hugs, stamps, and stickers. IF re-direction Fails and the inappropriate behavior continues, we will direct the child to a quiet place in the room where

he/she will have a few minutes to gather his/her thoughts and actions, he/she can rejoin the group when he/she is ready. The center reserves the right to dismiss any child whose behavior is not conducive to an appropriate learning environment.

INFANTS/TODDLERS - According to the National Association for the Education of Young Children, infants and toddlers learn through their own experiences, trial and error, repetition, imitation, and identification. It is important for adults to create a safe environment that is emotionally supportive. We believe it is important for parents and caregivers to frequently discuss major events and milestones. At Kid City USA, we use curriculum to promote the development of all stages in each child. Most of all, we provide our families with loving, trained, caregivers who understand that all children develop differently.



TWOS - Two year olds thrive on creativity and exploration. They enjoy fantasy and using props for play. Two year olds also begin to assert themselves for individual independence. Twos need many opportunities to be responsible and make decisions. This is a stage when they are faced with many emotions. Our caregivers will guide them to express their feelings in acceptable ways. Our curriculum provides for gross-motor, fine-motor, cognitive, and emotional development. Self-help skills, including potty training, will also be encouraged as part of the curriculum when interest is shown.

THREES - Three year olds begin a distinct period of development. Activities for the threes encourage language and movement. Our curriculum focuses on dramatic play, gross and fine motor skills, and many sensory activities. Social skills are also a main focus in our activities in the threes.



FOURS / VPK - Four year olds are ready for more concentration, recall, and recognition of objects according to size, color, and shape. Motor skills are well developed now allowing four year olds to use scissors with skill. Four year olds are also increasing their awareness of the alphabet. Our print-rich environment will stimulate their literacy skills. Four year olds are also becoming more aware of numbers and their meaning. Our math centers will encourage this skill and our curriculum will include many hands-on math experiences to develop these concepts.

SCHOOL AGE - We offer a variety of activities for this age group. Activities include before and after school transportation, summer camp, field trips, and childcare for school holidays. These children have a special room designated just for them where they can partake in many activities and centers such as games, computers, books, manipulatives, and art.



Kid City USA

- Altamonte Springs (407) 682-5437
- Deland Coming Soon!
- Deltona (386) 860-7979
- Orange City (386) 228-3345
- Orlando (407) 465-0001
- Lake Mary (407) 323-1221
- Longwood (407) 786-4023
- Sanford (407) 321-9209
- South Daytona (386) 763-5093
- Winter Park (407) 671-2882