

Kids Center for Academic Resources and Education

Policies and Procedures

Gina L. Suggs, Director

Kids Center for Academic Resources and Education(Kids C.A.R.E.) welcomes children year round when space is available in classrooms. Our goal is to strengthen comprehensive learning objectives by providing innovative learning resources and academic support.

MISSION STATEMENT: The mission of Kids C.A.R.E is to provide quality childcare to local communities by focusing on cognitive development through innovative approaches catered to diverse learning styles.

VISION: The vision and purpose of Kids C.A.R.E is to provide safe and affordable educational support for families unable to able to obtain cultural, developmental and educational support within our community. Our goal is to strengthen comprehensive learning objectives by providing innovative learning resources and academic support. Children and families will be provided with cultural appropriate learning styles that will allow them to be compatible with curricula from all communities, not just their own.

SCHOOL COLORS: Royal Blue and White

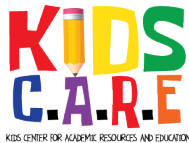
AGES SERVED:

- Year-round ages 3 years to 12 years (K3-5th grade)
- School year, after school program for ages 3 years to 12 years
- During the summer months, a full day summer enrichment program serving children ages 3 years to 12 years

HOURS, DAYS, MONTHS OF OPERATION: Kids C.A.R.E. is open Monday- Friday from 7:00 am- 6:00pm. Kids C.A.R.E.'s school year is from August through May with the exception of holiday closings and staff workday closings (a notification will be sent home in advance). June and July will be open for summer enrichment and will uphold the same scheduling.

ENROLLMENT PROCEDURES:

- Tour of Kids C.A.R.E. facility
- Read Policies and Procedures
- Return registration forms and signed parental agreement
- Submit a copy of immunization records along with any special needs information (allergies, medical problems, etc.)



- Pay registration fee, supply fee, and first month tuition

TUTUION:

- All tuition payments are due on the 25th of the month each month. The first tuition payment for the academic year is due July 25th. Any payment not received by the due date will incur a \$50.00 late fee.
- Any account that is more than one week past due will be subject to automatic withdrawal from Kids C.A.R.E. Please contact the Administrator immediately, if you have any unusual circumstances.
- All tuition must be paid by the due date, regardless of attendance, in order to reserve a child's space in the program.
- 10% discount for 3rd sibling enrollment (tuition only)
- In the event of school closings due to unforeseen events (weather, CDC epidemic, etc.) or foreseen events (Spring Break, Winter break, Holidays) tuition is still due in full.

REGISTRATION AND SUPPLIES FEES:

Application Fee \$25.00 (new applicants only, due at time of submission.)

Enrollment fees are due at the time of enrollment.

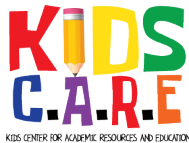
Enrollment Fee \$100.00

Supplies and book fees are due on July 1st. (book fees are subject to change)

AFTER SCHOOL PROGRAM:

- After school begins promptly at 4:01pm. Any student not picked up by that time will be charged the after school program expense.
- After school extra circular activities such as dance or martial arts are not included in the after school program charges.
- After school program hours end at 6:00pm. (See late pick-up policy)

RETURN CHECK FEE: A fee of \$50.00 will be charged for each returned check plus the bank fee. If more than two checks are returned, all tuition will be payable via cash, money order or cashier's check.



LATE PICK-UP POLICY: If your child is picked up after 6:00pm, a late fee of \$1.00 for each additional minute must be paid to the staff person who stayed with the child. This fee is due at the time of the late pick-up.

WITHDRAWAL: Kids C.A.R.E. enrollment is for the entire school year. Administrative budgets and teacher contracts are set based on yearly enrollment. Early withdrawal of students creates an opening which Kids C.A.R.E. may not be able to fill with a viable candidate. Students who withdraw any time between July 1st and April 30th will be assessed a Withdrawal Fee. Official transcripts, report cards, and records cannot be released or sent to other schools with any outstanding balance remaining at Kids C.A.R.E. If a parent wishes to withdraw a student from Kids C.A.R.E., a two week written notice is required. The withdrawal fee is equal to one month's tuition. If a two week notice is not given the withdrawal fee will be equal to one month's tuition plus two weeks.

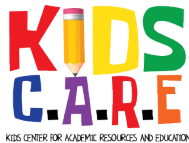
FUNDRAISERS:

Kids C.A.R.E. holds **two mandatory** fundraisers each year. The fundraisers are used to offset the cost of keeping tuition and after school fees lower than other area private schools. The first fundraiser is held during the fall semester and the second is held during the spring semester. The PTF Leaders will distribute communication on fundraiser merchandise. Kids C.A.R.E. families may participate in selling merchandise or they may pay their financial fundraiser obligations upfront.

The fundraiser obligation is \$75.00 for each student each semester. If a family has more than one child attending Kids C.A.R.E. the obligation is \$125.00 each semester. The second way Kids C.A.R.E. generates funds is through SPIRIT NIGHTS and local businesses. SPIRIT NIGHTS are fun outings with Kids C.A.R.E. families where your support of a local business provides financial support for Kids C.A.R.E. These outings are not mandatory but are encouraged. Utilization of local business is helpful toward building other means of financial support for Kids C.A.R.E. Each year the PTF will provide a list of retail partners of Kids C.A.R.E.

ARRIVAL AND DEPARTURE:

- Parents must sign their child in/out daily.
- Parents must bring their child into the classroom and pick him/her up from the classroom or play area depending on time of day.
- Parents must escort students in/out of building. Children are not permitted to leave the center without a parent escort.
- School begins at 8:30am and ends at 4:00pm. Parents that would like for their children to have breakfast at Kids C.A.R.E. MUST have their student at school between 7:45-



8:15am. Breakfast is over at 8:15am. This will allow students the opportunity to participate in all aspects of the scheduled school day.

- Students will only be released to those whose names appear on the enrollment form. Please keep this information up to date. We will not release a student to an unauthorized person. **A parent may call and authorize and individual in case of emergencies. The individual must present I.D. to the Kids C.A.R.E. administrator on duty.**
- In the event of domestic disputes, a Court Order will be required for Kids C.A.R.E. to remove a parent from the approved pick-up list.

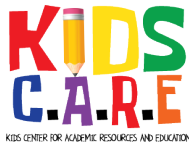
CONFIDENTIALITY: Information pertaining to the students enrolled at Kids C.A.R.E. is considered confidential and may not be released by Kids C.A.R.E. staff without obtaining written permission signed by the parent/guardian with the following exceptions:

Information may be shared with other Kids C.A.R.E. staff, if the information is relevant to the student's family situations, medical status, and behavioral characteristics. Information may also be shared with members of or with other persons that are authorized by the Georgia Department of Early Care and Learning, "Bright from the Start" Rules for Child Care Learning Centers, or the law and/or other persons in an emergency situation involving the student. Any medical information provided will be within the confines of HIPPA regulations.

TRANSPORTATION: Routine transportation will not be provided. Transportation will be provided for field trips for K-3 through 5th grade students and students attending Summer Enrichment Program. Each student 5 and under must provide a car seat. Permission slips **MUST** be signed for each student, prior to any field trip. From time to time there may be applicable cost for transportation for field trips therefore, parents will be notified in advance of all field trip transportation cost. Transportation for field trips is by Kids C.A.R.E. staff and designated chaperones.

GUIDANCE AND DISCIPLINE STRATEGIES:

- Structured developmentally appropriate lesson plans for students
- Guided self-help skills, problem solving techniques and positive self-awareness
- Set limits according to student's age and developmental stage that promotes independent, social and cognitive skills
- Set realistic expectations for student's behavior
- Model appropriate behavior
- Provide alternatives to turn destructive behavior into constructive ones
- Encourage behaviors such as cooperating, helping, negotiating and problem solving
- Redirect students to more positive behavior and verbally praise appropriate behavior



- Use logical consequences for behavior choices and help students gain self control in any dilemma
- Accept all emotions and guide student in handling these emotions in appropriate manners
- Use eye contact and positive recognition
- Be direct and realistic when giving directions to students
- Time away from the group to “cool down” and gain control will be offered when a student loses control.

It is inappropriate to discipline a student using punishment that is inconsistent with the principles of positive guidance. Listed below are punishments that are **ABSOLUTELY PROHIBITED**:

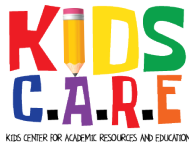
- Spanking
- Shaking, jerking, squeezing or any physical indicated disapproval
- Humiliation, harsh or inappropriate tone of voice or verbal abuse
- Labeling a child “bad” or implying that the student has a behavior problem
- Using bribes, false threats or false choices
- Denial of food or special activities or events as a form of punishment
- Retaliating or doing to the student what they have done to someone else
- Punishment for soiling or wetting or not using the toilet.

INCLEMENT WEATHER: Kids C.A.R.E. will follow Atlanta Public Schools closings. Please watch WSB-TV for school listings. Kids C.A.R.E. will also send communication via text, applicable apps, and email in the event of a school closing.

HOLIDAY CLOSINGS (in conjunction with Fulton County School system):

- New Years Day
- Martin Luther King’s Birthday
- Spring Break
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day before Thanksgiving
- Winter Break (in line With Fulton County School Calendar)

If any holiday falls on Saturday or Sunday, Kids C.A.R.E. will close one day in observance of the holiday. Ample notice will be given.



DRESS CODE: All clothes will be official uniform clothing.

Boys:

- Khaki uniform pants/ shorts (shorts must be fingertip length while standing)
- Polo style with collar for long and short sleeves Solid royal blue on M-W-F and solid white on T-Th
- Royal Blue or White Cardigan
- Navy, Black or white Socks
- Shoes must be black, white or brown with closed toe and heel and have rubber soles

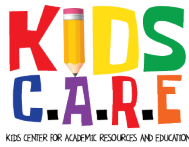
Girls:

- Khaki uniform dress jumper, pants/ shorts (shorts and dresses must be fingertip length while standing)
- Polo style with collar for long and short sleeves Solid royal blue on M-W-F and solid white on T-Th
- Royal Blue or White Cardigan
- Navy, Black or white Socks
- Shoes must be black, white or brown with closed toe and heel and have rubber soles

In cold weather, hats, gloves and coverings of legs are recommended for outdoor play. There are no flip flops allowed. **Each student must have a change of clothes including underwear and socks at the school at all times.**

GROOMING: Dress and grooming policies are enforced each day of the school year. All students are expected to dress in compliance with the standardized dress criteria. This will allow students to perform effectively in the learning environment without distractions to themselves or others. The principal has total discretion in determining compliance with the standardized dress criteria. Violations of the dress or grooming code will be sent home in writing. The parent or guardian of the student whose dress or grooming is inappropriate will have one week to correct the infraction. A third violation of dress code will result in a parent/guardian conference with the principal. Unless modified by the principal shall meet the grooming standards. The Standardized Dress criteria may be modified for students who are officially representing the school in extracurricular activities and are wearing an official uniform or other appropriate dress for that school activity.

Hair is an important part of the grooming process. No student may wear unusual, drastic, or fad hair colors, haircuts, or styles. Male hair styles are to be neat and/or cut. All students' hair must be natural in color. Female hair styles must be neat. Ornaments may be worn as long as they



remain secure and do not pose a distraction or choking hazard to the student. Any ornaments that do not remain secure or pose a distraction will be prohibited. Kids C.A.R.E. faculty will not be responsible for keep up with hair accessories. The principal retains the right to restrict any hair accessories deemed as a hazard or inappropriate for the dress code policy. Scarves and hats are not permitted.

Jewelry except for the following are prohibited at Kids C.A.R.E.: Earrings may be worn by students. Earrings may be studs or small hoops. Kids C.A.R.E. faculty will not responsible for keeping up with jewelry worn by students. The adorning of these items will be at the parent's discretion. In the event that Kids C.A.R.E. deviates from the above dress code for special celebrations or events, Kids C.A.R.E parents will be notified, in writing, on the specifics of the special dress code.

TOYS AND FOOD FROM HOME: Students are not allowed to bring toys and food from home. Show and Tell will include special requested items that will coincide with the unit topic in the classroom.

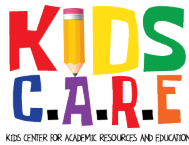
ILLNESS POLICY: For the health and safety of staff and students: students who exhibit any contagious symptoms including a fever of 101 degrees or higher, vomiting more than once, diarrhea, rash, sore throat, green mucus or pink eye etc. will be sent home. Students exhibits contagious symptoms are not allowed to return to school until they have been symptom free for 24 hours. At its discretion, Kids C.A.R.E. may require a release from the child's pediatrician before being readmitted to school. Students showing contagious symptoms will be kept in isolation until parents arrive.

Parents will be notified via written document and a sign on the door if a child in the same classroom as their children has contracted a communicable disease.

ADMINISTERING MEDICINE: Kids C.A.R.E. will only administer medication to students for breathing (i.e. asthma) and prescribed medication (that is not to be taken more than three times within a 24 hour period). All over the counter medications must have a prescription from the child's physician.

In case of an adverse reaction to medication, the parent will be notified immediately by the phone. If the parent or emergency contact cannot be reached or the situation appears to be serious, EMS will be contacted and the wishes of the parents, as expressed in the Authorization for Emergency Medical Treatment, found in the student's folder will be followed.

In the case of minor injuries, Kids C.A.R.E. will administer topical ointments/preparations to your child in accordance with the directions on the label container. Details are listed in the Kids C.A.R.E. Medical Form upon enrollment.



EMERGENCY MEDICAL PROCEDURES: In the event of a medical emergency for illness or injury, the EMS will be contacted to provide immediate care and parents will be notified. If neither parent can be reached, the person listed as the student's emergency contact will be contacted. If no one can be reached, the EMS personnel will make the decision concerning services provided; EMS will then transport the student, if necessary, to the closest medical facility. An administrator will accompany any student required to be transported to the hospital. The administrator will contact DECAL within 24 hours.

PROCEDURES FOR NOTIFICATION OF PARENTS:

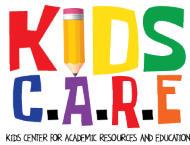
- Illness- by phone
- Injury- by phone
- Exposure of communicable disease- by written notice
- Adverse reaction to medicine- by phone

FIRE AND TORNADO DRILLS: There will be an announced fire and/or tornado drill conducted monthly. The drills will be conducted and timed by the administrator. Exiting instructions for fire drills and interior instructions for tornado drills are posted in the classrooms. The teacher will be responsible for taking attendance after each drill. A first aid kit and medical authorization form will be taken with the class for each drill. During the orientation process, staff will be trained on how to perform a fire and tornado drill.

EMERGENCY PLANS: Detailed Emergency Plans have been developed and are available for parental viewing upon request. This plan is for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center.

FOOD SERVICE: Breakfast, lunch, and afternoon snack will be provided. Food brought from home is prohibited unless there is special circumstances that are discussed and approved by the director. Menu plans are displayed in the classroom and on the Kids C.A.R.E. website. Nutritious selections will be served and students are encouraged to try foods from the four food groups. Beverages served will be fruit juice, milk, or water. Substitutions will be provided for children with allergies. In the event that Kids C.A.R.E. is unable to provide a substitution parent/guardians will be required to provide the necessary nutritional substitute. Kids C.A.R.E. is a peanut free environment.

OUTDOOR PLAYTIME: Each day. All students will spend some time outside. On rainy days and extremely hot days, the outside time will be reduced accordingly.



REST TIME: All students in grades K3 –K5 will have a rest time during the scheduled program. Students will be encouraged to stay on their mats. Quiet activities will be provided for early risers.

VISITATION: All parents are encouraged to visit our program at any time. Parents are welcome to visit the classroom and play area, or any area used by their child. Other family members may observe, however, the administrator must be notified if they are arriving without a parent. Parents and other family members are welcome to visit the classroom for lunch, birthday parties, to read a story or just to play. **Criminal background checks will be conducted on all persons spending time inside the classroom. Please notify the administrator, if you or your family member would like to visit during the school day.**

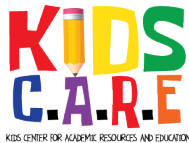
PARTIES: KIDS C.A.R.E. encourages parties and celebrations for our students. If you wish to have a party, please notify your student’s teacher 2 weeks in advance so that class schedules and naptimes may be adjusted. Please be sure to also bring all the necessary items required for your event (i.e. napkins, plates, cutlery, etc). Products containing peanuts are strictly prohibited. For younger grades, we ask that you reframe from products that may present as choking hazards. All products must be store brought products. No home baked goods will be allowed for consumption.

PTF MEETINGS: KIDS C.A.R.E. will hold two parent teacher conferences each year, one each semester. We take pride in the active efforts of the PTF committee and the parental involvement of all parents. PTF meetings are vital to the communication, performance, and operations of KIDS C.A.R.E. PTF meetings are MANDATORY and will be 7 attended by the parent, guardian, or representative. Kids C.A.R.E. faculty or other Kids C.A.R.E. parents may NOT serve as representatives during meetings. Any meeting not attended by a parent will incur a \$25.00 charge to the student’s account.

NON-VIOLENCE: It is the policy of Kids C.A.R.E to provide the most professional, positive and safe environment for students and staff. Violence by or toward any employee or person will not be tolerated. Any verbal, physical or powerful act of force used to intimidate or injure will be constituted as a violent.

Any person who has knowledge of this kind of behavior should immediately report it to the administrator. The administrator will conduct a thorough investigation, ensuring confidentiality for both parties, if possible, and take the appropriate disciplinary action.

SEXUAL HARASSMENT: Harassment, including sexual harassment, in any form will not be tolerated. Harassment may occur through all unwelcome verbal or written forms and gestures.



Any person who has knowledge of this kind of behavior should immediately report it to the Administrator. The Administrator will conduct a thorough investigation, ensuring for the confidentiality of all parties, if possible, and take the appropriate disciplinary action.

NON-SMOKING: Smoking is strictly prohibited on any part of Kids C.A.R.E. premises, including the parking lot and playground.

ALCOHOL (AND PROHIBITED SUBSTANCES): Alcohol, marijuana, and all illegal or controlled substances are strictly prohibited on any part of Kids C.A.R.E. premises, including the parking lot and playground.

UNDER THE INFLUENCE: Any person on Kids C.A.R.E. premises exhibiting signs of being under the influence of alcohol, drugs (whether prescription or illegal), marijuana or other illegal or controlled substances, will be asked to leave the premises immediately. If the situation warrants, the local authority will be contacted.

CELL PHONES: For the safety of our students and to facilitate effective communication between staff and parent, please turn off your cell phones prior to entering Kids C.A.R.E. facilities.

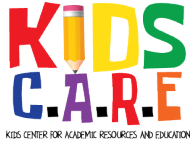
SPECIAL CIRCUMSTANCES: No employee will babysit any student not related by blood or marriage who is enrolled at Kids C.A.R.E. Employees will not provide transportation for any student not related by blood or marriage to or from Kids C.A.R.E. Special circumstances that may warrant exceptions to this policy should be disclosed to the Kids C.A.R.E. Administrator.

STAFF/WORK SCHEDULE: Staff shall not regularly be scheduled to work more than twelve (12) hours within any twenty-four (24) hour period.

STAFF/SUBSTITUTE EMPLOYEES: Kids C.A.R.E. will provide substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute employees shall be informed of the rules and school policies for the age group for which they will be providing services. Substitute employees shall be informed of the policies and procedures necessary to the proper performance of their job duties.

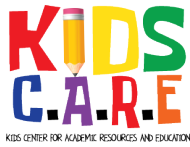
CHILD ABUSE REPORTING LAW: Kids C.A.R.E. is obligated by law to report any suspected sexual abuse, abandonment, physical abuse, endangerment, neglect or exploitation to the State Of Georgia Child Services.

SCHOOL PRAYER: Each student and staff in the building participates in morning devotion each day. The bible is used to showcase life learning in faith.



DISCRIMINATION POLICY Kids Center for Academic Resources and Education admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Please scroll down to the next page to sign and print the Kids C.A.R.E. Handbook form. By signing this form you are stating that you have read, understand, and will comply with the policies set forth by Kids C.A.R.E. This form must be signed and is required prior to the academic start date with all other enrollment forms. Failure to provide this documentation will delay the student's entry to class. Any objections to this policy may be discussed with principal via a scheduled conference.



Kids C.A.R.E. HANDBOOK

STATEMENT OF UNDERSTANDING

As the parent/guardian of the student(s) listed below, I hereby have read, understand, and will comply with the policies and procedures set forth in the Kids C.A.R.E HANDBOOK. I also understand that actions deemed as non-compliant with these policies may result in termination from Kids C.A.R.E ACADEMY.

CHILD'S NAME _____

CHILD'S NAME _____

CHILD'S NAME _____

CHILD'S NAME _____

PARENT'S/GUARDIAN'S

SIGNATURE _____ DATE _____

PARENT'S/GUARDIAN'S

SIGNATURE _____ DATE _____