

Kids Kicking High

Parent Handbook

### **Welcome to our before and after school age program!**

We also offer a summer program. At our facility, our children receive karate instruction on Monday, Wednesday, and Friday and on Tuesday and Thursday we have an exercising and stretching class. From 4:30 until 5pm for 30 minutes. Our summer program offers Karate instruction three days per week and field trips. Please send in Breakfast, snacks, lunch, and drinks for your child to have throughout the day.

### **Philosophy**

At Kids Kicking High our goal is to assist each child reach his/her fullest potential. We implement both a positive, accepting environment to encourage self-expression, along with the structure and discipline of Karate to encourage a healthy self-esteem.

### **Definition of service**

ELC (Early Learning Coalition) Funding from the state to help pay tuition

Private Pay-Parent pays tuition no funding from state

### **Introduction**

At kids Kicking High we strive to provide a high-quality school age Childcare service that enhances the development of each child, while giving our parent's peace of mind in the care and service we render.

### **Hours of Operation**

Kids Kicking High is open from 6am to 6pm Monday through Friday. The children must be signed in upon arrive and signed out upon pick up at 6pm. For late pickups there is a \$10.00 late fee for each student, which must be paid no later than drop off the next day.

### **Severe Weather Procedures**

In case of server weather, we follow the Pasco County School District Procedures. If the children are sent home from school, there is no After care for that day. If the children are already here, you will be notified to pick up your child/children as soon as possible. If the Public schools are closed due to server weather so is Kids Kicking High. We will re-open when the public schools do.

### **Full day Procedures for ELC children**

During full days, our ELC children must be here for at least 6 hours. On full days. During the Summer, please remember we go on field trips please have your children her by 9am.

### **Sick/Absent**

Pursuant to DCF and the Health Department #657-22.004 Health related requirements. If your child is sick, we will call you to pick them up. Vomiting, Diarrhea, pink eye, and lice. We Will Call You! You child may not return until to the facility until they are symptom free for 24 hours. For ELC parents: all

absences require a doctor note. If you do not have a doctor note you are responsible for payment for that day. All tuition is due whether or not your child is in attendance.

### **Transportation**

- All children enrolled in our care will be transported to and from school. Please check with us to see if your school is a participating school. If we transport your child to school, they must be here 30 minutes before the bus leaves. Once the doors are locked no-one will be allowed in the facility.
- During the summer months if your child is on a trip you must wait until they return to our facility to sign them out. No child will be allowed to be signed out while on the trip. **NO EXCEPTIONS.**
- During the school year if you pick up your child from school you must call the facility at 727-857-7968 by 2pm. If we do not answer the phone, please leave a message we listen to the machine several times per day. Please leave your child's name and the school they attend so we can alert the driver. If you do not call, there will be a no call fee of \$5.00 which must be paid no later than drop off the next day.

### **Tuition**

Tuition is due every Monday morning, On Tuesday morning there will be a late fee of \$10.00 per child. We accept cash only, please make sure you see someone in the office every Monday to pay your tuition.

- We require 2 weeks' notice in writing when withdrawing your child and tuition is due regardless of their attendance.
- Private Pay: Tuition is due on Monday. Tuesday morning a late fee of \$10.00 will be added to your tuition. If by Tuesday evening your tuition is not paid, we will no longer offer services until the balance is paid in full including late fees. **If you choose to take vacation time, please remember that you are responsible for paying tuition whether your child is here or not.**
- ELC Parents: ELC allows you 3 days per month unexcused which is covered by ELC. Anything over 3 days you must have doctor note. **If you choose to take a vacation your tuition including parent fee and ELC fee is your responsibility and must be paid by you.**

### **Summer Camp.**

- **During summer camp, please supply your child/children with breakfast, lunch, snacks, and drinks for your child to have throughout the day.**
- The cost of our trips is kept at a minimum per child. A schedule and cost form will be available as soon as possible.

### **Discipline, Suspension and Expulsion**

At Kids Kicking High it is our commitment to provide a safe, nurturing environment for all our children and families. It is our goal to ensure all our children are a part of an environment that is successful regardless of their needs or development levels.

Unfortunately, there are times when we must suspend or expel a child from our program. It is not our policy to expel a child from our services unless all other options have been explored.

It is our hope that the following information will explain all our discipline, suspension, and expulsion procedures.

First and foremost, it is never our intention to subject a child to server, humiliating, frightening, or associate any discipline with food, rest, or toileting. It is our goal to teach acceptable behavior and to utilize the tools we have learned through the Department of Children and Families and The Early Learning Coalition to provide a structured learning environment.

- Prevention
- Diversion
- Redirection
- Use of clear simple language
- Explanation of consequences
- Age-appropriate choices
- Removal from situation

Suspension Procedures are as follows:

Unfortunately, there are times when we need to suspend a child / children from our program for a short time. We want you to know we do not take these situations lightly. We will do everything possible to work with the families and children to prevent this policy from being enforced. The following reasons are terms for suspension.

- Staff or other children placed in a dangerous or threatening situation.
- A child has caused physical harm to another child or staff member
- Bullying of any kind is not tolerated

The staff will always support and help the child/children develop their social and emotional skills in the following ways:

- Redirect children from negative behavior
- Teach appropriate skills to address challenging behaviors
- Use clear, positive language while speaking to children
- Maintain strong connection with children
- Be consistent with rules and consequences
- Inform parents about disruptive behavior that lead to suspension of child
- Each if these instances will be reviewed with staff to determine what course of action will be taken.

Only when all avenues have been exhausted a suspension will be given to the parties involved.

### Expulsion Polies:

Every effort will be made to prevent the expulsion of a child from our facility. However, the following reason will be considered expulsion reasons.

- All avenues have been explored prior to expulsion
- The child has needs which we cannot adequately meet
- The child's behavior threatens the health and wellbeing of other children and staff
- Non-Payment of tuition
- Failure to adhere to policies and procedures as outlined in our handbook
- The Parent/ guardian exhibits behavior of which is detrimental to the health or wellbeing of the children, staff, or owners. This includes vulgarity, intimidation, harassment, or physical abuse or any abuse of any kind.