

# Kids' Stuff



Parent/Student  
Handbook  
Infant/Toddler  
Preschool  
PreKindergarten/VPK  
Private Primary School Grades K-3

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Welcome to Kid Stuff! We know that your time here will be full of fun, love and learning. This handbook has been written to describe our program. Included are our philosophy, policies, and the variety of preschool details that go into the making of each school day as happy and successful as possible. We hope it will help you and your child obtain the maximum benefits from our school. Please read it carefully and understand all information to be interpreted.

## CURRICULUM

A variety of opportunities - such as hands-on activities, field trips, creative movement, and aesthetic experiences - will be provided. Our emphasis is on the process of learning. Kids' Stuff refers to Creative Curriculum for academic and character education.

We believe that PLAY is the WORK of children - hence our environment is rich in play opportunity. Children learn through action - by touching, tasting, smelling, seeing, sharing and doing. The indoor classroom is therefore organized into various activity areas that invite and encourage exploration and discovery. We offer outdoor experiences daily. Our preschool program offers an outdoor classroom discovery area for learning and is an extension of the classroom. Since each child is developmentally unique and learns at a different pace; in a different style, the curriculum at Kids' Stuff is geared toward developmentally appropriate activities. Our curriculum includes both teacher directed and child directed activities. In order to meet the individual needs of each child, we provide materials, activities, and experiences in the following areas: cognitive, fine motor, gross motor, language, literacy and discovery. In addition, our program offers cooking experiences, technology experiences and supports the physical and nutrition education of each child. Through critical thinking and creative processes as well as supporting emotional stability and self-help skills; our goal is to develop the whole child. We will encourage and challenge your child to the best they can be academically, socially and emotionally by emphasizing critical thinking and positive decision making.

Please refer to the Private School Brochure for Curriculum Information specific to our Kids' Stuff Kindergarten and First Grade Program.

## PHILOSOPHY

At Kid Stuff, the child of each family is given the opportunity to play, grow, develop, and learn in a safe, happy, non-pressured and caring environment. We seek to foster the growth of the whole child in all areas of development: social, emotional, physical, and intellect. We strive to help each child develop in ways that emphasize individual dignity and self-worth. Children and families are treated with respect and in turn, they are asked to be respectful of others. Our focus is to develop the whole child & allow families to participate as much as possible.

The school recognizes the importance of building constructive relationships; among children themselves, between teacher and child, child and parent, and parent and teacher. Our program assists the family to "grow" together and gain confidence in a relaxed and caring atmosphere. Friendship skills, problem solving, and enhancement of self-esteem are thus built into our moment to moment interactions.

Perhaps the greatest good we can do for a child is to teach the self-respect and respect for the environment in which they live and the tools of education. Our school environment is well stocked and intellectually stimulating. Endless possibilities for growth and learning are provided. Children are given opportunities to gain mastery and competence in many areas and on many levels. We encourage every parent to work with us to help each child respect our school materials and equipment while attending Kids' Stuff. Most importantly, we allow children to progress at their own level and interest without pressure, while subtly introducing and encouraging participation a new challenge.

The school permits children the luxury of being children, of having a good time, and enjoying each other's company. Each child is a promise and "our" investment in the future. It takes time to grow, learn, develop, and evolve. It takes enormous patience, energy, and dedication to give the child the time, support, and guidance he/she needs. As educators and parents, we have an amazing responsibility but what a rewarding way to share a life!

### Developmental Intervention

Kids' Stuff understands that not all children are the same. The Director and Staff are trained to be aware of the development of the exceptional child with a gift or a special need. Our intention is to involve parents in the developmental process. In the event of any child requiring additional observation or skilled intervention, the director and staff will introduce the need for additional support. Kids' Stuff wants every child to be successful and sometimes therapeutic intervention is necessary. This could lead to the development of an Individualized Education Plans (IEPs). These options are designed to meet a child's individual needs as warranted. It is our mission to ensure that each child is offered every opportunity to learn. In some cases, it may be deemed that Kids' Stuff is not a conducive learning environment for your child. In this event, we will gladly hold your hand through the steps of implementing a new education direction for your child.

## DEFINITION of VPK / PRESCHOOL / CHILDCARE / SCHOOL AGE

Throughout the program, we may refer to children as "VPK/VPK Half Day" - "Preschool/Half Day" or "Child Care". "Preschool/Half Day" children are the children that attend the morning sessions of a half day preschool only. "VPK/VPK Half Day" children attend morning academic classes only, that are in session strictly by the Pasco County Calendar and schedule that we have published. "Childcare" is referred to any care before or after the academic morning sessions/or a full day that are not academic in nature. This typically involves the full time children that attend all day. "School Age" refers to any child that is has started Kindergarten - Elementary School or Age 12. "Childcare Days" are referred to as non-academic in structure. Child Care Days will be on the calendar when Pasco County is not in session. We do not offer Kids' Stuff Primary Grades K-3/VPK Free or VPK Half day classes when public schools are not in session but the mornings and afternoons will be filled with many fun and educational experiences for all other students in our program. All other students may be asked to record your plans for attending during the Child Care Days so we may staff accordingly and to plan for any off site scheduled field trips.

## Hours of Program

We are open from 6:30 am to 6:00 pm Monday – Friday for Full Day Programs. Our academic programs begin promptly at 8:45 am.

Our Infant Classroom is full time only and has its own schedule.

Our Toddler/Two Year Old Preschool/Half Day Program runs from 8:30 am - 12:15.

Our Three Year Old Preschool/Half Day Program runs from 8:30 - 12:15.

Our VPK Only Program runs from 8:30-11:45 strictly by the published calendar

Our VPK Half Day Program runs from 8:30 – 1:00 strictly by the published calendar

Our VPK Full Day Program runs from 8:30 – 1:00 but offers before care and after care and care is available on Child Care Days

Kids' Stuff Primary Grades K-3 are in session from 9:00 to 3:00 strictly by the published calendar

We ask parents: if you need to drop a child after 8:45, please do not to enter the classroom, please hug the child at the classroom door and they should quickly join in. Prolonged & late drop offs will divert attention from the morning introduction activities.

Please make sure that your child is dropped off and in their classrooms by the 8:45 start time and that they are picked up promptly at their designated end time. All children that remain for the entire day to enjoy afternoon childcare, are put down for a nap. It is important that your half day child is picked up on time. VPK 3 hour and VPK half day children pick-up will be at the playground gate at 8:45/1:00 respectively. Kids' Stuff Kindergarten/First Grade has their own schedule and is published under Kids' Stuff Private School Program Brochure.

*All children not picked up by 6:00 pm (closing time) will be charged a late pick up fee.*

*\$15 per child within the first 15 minutes and \$1 per minute thereafter.*

*Kids' Stuff provides a closing supervisor on duty each day, but the supervisor is not paid to care for children after 6:00 pm.*

*Thank you for your understanding and cooperation.*

## TUITION POLICY

**Tuition payments are due and payable on Monday for the current week.** No credit for absence is issued for any reason, unless you have requested a week of vacation. If payment is not received by Wednesday at the close of business, a \$10 late fee is automatically added to the amount due. Special payment arrangements may be requested with the Administration to accommodate your bi-weekly or monthly pay schedules, but payments must be made in advance. Tuitions must be kept current. Please note the dates and any extras you are paying for at the bottom of the check. There is a \$25 charge each time a check should be returned for any reason. After two (2) returned checks, we do require that all future payments be made either by credit/debit, money order, cashiers' check, or cash.

**We accept many forms of payment:** cash, check, money order, cashier certified check, debit/credit cards. For your convenience, we offer Point of Sale Debit/Credit payments at the check in kiosk. We also offer autopay and online pay through Tuition Express. [www.tuitionexpress.com](http://www.tuitionexpress.com). There is no fee related to the use of this account. It must be set up through the front office administration and will be automated per our agreement with you. Another preferred method of payment online is at [www.MYProcure.com](http://www.MYProcure.com) and is a no fee related on line payment processing method. This online payment site allows you to view your account, change address & phone numbers as well as print statements for a specific time period.

**Child Care Days – Additional Tuitions may be due:** During the academic school year, we will have many days referred to as Child Care Only Days. If your child is part of our VPK or School Age Program, there may be additional fees due as the pricing structure changes specifically. Refer to our Tuition Matrix for pricing structures and costs will be posted during these times.

**Tuition Assistance Programs** – Kids' Stuff is a private pay school. If you qualify for any type of tuition assistance, ex) Scholarships or School Readiness/VPK or Military Assistance, your tuition will be reduced by the amount that we receive from that entity.

## Tuition and Fee Payment Matrix

Please refer to our current Tuition and Fees Payment Matrix. On this Matrix you will find all tuition and fees for each age group defined to the programs that we offer. All additional fees that may be incurred are documented on this matrix.

Tuitions are planned and published for each school year and summer camp. Kids' Stuff reserves the right to modify any given tuition rates with proper notice at any given time. Rates are subject to change at any time.

Each Family will receive your weekly tuition rate at the beginning of each session – school year and summer. Your rate will be adjusted if there is a change from your original placement. Rates are adjusted at the beginning of each session according to your child's enrollment at that time. You will receive the updated rate schedule before each session begins.

### **Kinds' Stuff Private Primary Grades K-3 Classroom and Tuition Defined**

Kids' Stuff offers a private school program approved through Florida Department Of Education and Florida School Choice. Our Private School FLDOE Code is 7157. We offer Kindergarten – Third Grade. This is a school year academic program that follows the Pasco County School Board Schedule. Tuition is paid as a whole sum and is divided among 37 weeks or 10 months for your convenience. Please refer to the Private School Brochure to learn more about our Primary Grades K-3 Program offerings. Scholarships and other opportunities are offered.

### **VPK : Pre-Kindergarten Full Day, Half Day and 3 Hour Class Defined and Tuition Information**

Each family will receive a School Calendar (Year at a Glance) at the beginning of each school year. This will list all start and finish dates for our academic school year, holidays, all dates closed, child care days, special events...etc. Kids' Stuff follows the Pasco County School calendar for all academic days and we offer "childcare only" days in which Pasco County Schools are out of session. In turn, Kids' Stuff offers no structured academic. We offer Child Care Only. Please keep this calendar as a reference throughout the year. "Childcare Only" days are a lot of fun, but are structured differently. A VPK Certificate of Eligibility is required to participate in all Voluntary Pre-Kindergarten Programs. You may apply online at [www.elcph.org](http://www.elcph.org).

**Full Day VPK:** Please note that the Full Day Program is FLDOE/DEL compliant but you may need child care on non-academic days. Your regular tuition is due regardless of childcare days, teacher planning days & holidays. You are still permitted to attend our program during the above stated conditions, based on a need for childcare and additional tuition cost may be incurred for child care days attended. Any cost above the VPK Florida State Funded amounts will be supplemented by you with a Child Care Day cost. Refer to our Tuition Matrix and Costs will be published and posted.

**Half Day VPK and 3 Hour Free VPK:** are designed for academic days only. The VPK ONLY and Half Day Academic programs are FLDOE/DEL compliant. On Non-Academic days, half day and 3 hour children do not attend. There are no payments of tuition required of Half Day students during shut down for 4 full weeks. These weeks include: Thanksgiving week, Christmas Week, New Year's Week and Spring Break Week adhered to by the Pasco County Calendar. Regular tuition will be due on all other weeks during the school year, regardless of holidays that fall within the week, childcare only days that fall within the week, sickness, or other time off taken. Child Care Days and or field trips on Child Care Days will incur additional fees

### **POLICY ON ABSENTEE PAYMENT**

A child's absence does not alter your financial obligation. As a provision of regular program, education and care of any child, **daily or weekly absences are still payable.** *If your account should be more than two weeks behind, your child could be referred to be withdrawn from our program and a registration fee will be charged to re-enroll. During each school year we typically have a waiting list for families that would love to be a part of the Kids' Stuff Family, therefore we must enforce tuition payments.*

In order to provide an exclusive developmental program for your child, it is necessary to have a budget to include set income to meet set expenses. Our programs for all ages are planned in advance; therefore, expenses are determined. If we were to issue any credits for absences, this would allow no set income for determining set expenditures.

Please consider that the academic and child care service you pay for is costed on an annual basis. The Academic year is not a week to week program. Kids' Stuff is a highly regarded developmental program that offers planned and organized activities, low teacher/child ratios, and a commitment to continual upgrading of programs and facilities. Tuition payments are returned to the children many times over through teaching salaries, curriculum implementation, facilities, furnishings, supplies, meals, property maintenance and overhead/fixed costs. Perhaps it could be upsetting when a parent feels that they are paying for a service they do not receive when told the policy on absentee payment. Whether the child is present or absent, tuition payments are applied to implementation, as they are in attendance.

Please consider that your child is a member of a group. An individual absence does not alter planned group activities. The above explanation should answer any questions on absentee payments.

### **VACATION POLICY**

When a child is enrolled in the Academic year at Kids' Stuff, we are reserving a special space for him/her. We operate on an annual budget. You are, therefore, required to pay full tuition even when your child is absent. By doing this, a continued space will be reserved specifically for your child. Please call and let us know if your child is ill and/or going to absent for any reason.

**All new families, after one year of enrollment, will earn one (1) free week of personal time/vacation that may be taken for an absence of any sort. Tuition will not be required or payable by you during this week. All current/existing families will continue to be granted one (1) week each year.** There is a vacation/time off form available at the front office. Children should not attend school in order to utilize this week as a given credit. You may choose to use your free week for an illness or absence for any reason. Tuition account balances must be current and in good standing to be granted this week of credit. If your child is absent or needs to be absent for more than one (1) or consecutive weeks, tuition is due and payable. If tuition remains unpaid your child will be considered withdrawn from our school. Please remain in contact with us during an extended planned/unplanned absence. You may choose to withdraw your child and then re-enroll your child, depending on space availability. You will not be charged in absence, but you will be charged the re-registration fee and thus have a new enrollment date. In some cases, this may be the best option.

**\*VPK 3 hour and VPK half day students are excluded from this policy, as they have a set academic calendar.**

**\*\*Private Primary Grades K-3 are excluded from this policy, as they have a set academic calendar and set tuition.**

**\*\*\*Summer Camp Only enrollments are not offered personal time/vacation due to the offering of selected attendance of themed weeks.**

### REFERRAL PROGRAM/TUITION BENEFIT

Kids' Stuff prides our strong enrollment on word of mouth referrals. We offer a referral bonus program to our families. This referral program is to congratulate and reward our families that talk about and recommend our school to their friends, family, neighbors and co-workers. Our goal is to keep Kids' Stuff as a common household name. We typically do not advertise and we rely exclusively on your word of mouth and the sharing of your positive experiences. If you send a new family our way, please make sure they have your name to record as a referral. Once the newly referred family has been enrolled, and started attending regularly, your tuition account will be awarded \$50. This could add up to quite the tuition benefit! You, your family and friends are how we continue to remain top notch! Thank you.

### ENROLLMENT/ENVIRONMENT

It is our goal to offer a safe, nurturing, playful and academic environment to each child. We offer a small classroom size with an abundance of staff to enable your child to be safe, loved and comfortable. When children feel loved, the opportunity for learning is high. We want to help your child reach his or her potential in all areas of growth, social – emotional – physical – cognitive. Our family-like classroom environment will help strengthen your child's self-confidence, encourage and develop their abilities; and at the same time help them realize their full learning potential. Our program is academic in nature, but tailored to the socialization and development of the whole child. We want your child to have the tools they need to be successful in all aspects of life.

Kids' Stuff is an advocate of family involvement. We offer so many opportunities for families to be a part of our program, there are too many to list. When a child experiences school with parental involvement and support, this creates a partnership that is ultimately conducive to a near perfect learning environment.

Kids' Stuff does not discriminate. Kids' Stuff wants every child to succeed. We comply with the anti-discrimination provisions set forth of 42 U.S.C. Section 2000d that prohibit discrimination on the basis of race, color or national origin in accordance with Section 1002.421(2)(a), Florida Statutes.

### WITHDRAWAL

Please contact us immediately if the need arises to withdraw your child from Kids' Stuff. Two (2) weeks' written notice is preferred in order to stop processing all tuition payment services properly and place calls to allow another child to fill the vacancy. Requesting to change an individual schedule (full time to part time or part time to full time) is commonly an option as a family experiences dynamic changes. These particular situations are to be discussed with the director and accommodation will be made as available. If your child is withdrawn without advance notice, you will be responsible for one week of tuition. We encourage an open door policy and we welcome you to discuss any changes or concerns. We want to grow with your family.

### CALENDAR/HOLIDAYS

Each family will receive a School Calendar (Year at a Glance) at the beginning of each school year. This will list all start and finish dates for our academic school year, holidays, all dates closed, child care days, special events...etc. Our Summer Camp Calendar will be published separately, in late early spring, as it is based on the following School Year Pasco County Published Dates each winter. We follow the Pasco County School calendar for all academic days and offer "childcare only" days which are days that Pasco Co. Schools are out of session. Please keep this calendar to refer to throughout the year. Our Primary Grade School K-3 is closed for Teacher Planning Days as per published calendar.

### HOLIDAYS OBSERVED & KIDS' STUFF CLOSED

|                |  |                  |
|----------------|--|------------------|
| New Years' Eve | Independence Day -July 4 <sup>th</sup> | Christmas Eve    |
| New Years' Day | Labor Day                              | Christmas Day    |
| Good Friday    | Thanksgiving Day                       | Teacher Workdays |
| Memorial Day   | Friday After Thanksgiving Day          |                  |

### EMERGENCY & INCLEMENT WEATHER SITUATIONS

Kids' Stuff Staff is trained for handling most emergency or inclement weather situations including; but not limited to: Lock Down, Fire/Tornado/Hurricane, Bloodborne Pathogens, Hazard Communications and Active Shooter. Kids' Stuff has a published Emergency Response Manual that gives staff written guidelines to follow during an emergency measure. Most commonly would be an emergency closure due to inclement weather. Typically, before or after any storm, Kids' Stuff follows protocol and the closing procedures of Pasco County School Board for all weather related school or event closings. Announcements will be published daily during any event and is designed for your family and our staff safety. Kids' Stuff will notify you as soon as possible via our Website [www.kidsstufftc.com](http://www.kidsstufftc.com) and via our Facebook page: Kids Stuff Preschool Kindergarten and Childcare. Like us on Facebook!

In the event Kids' Stuff is able to safely open after any storm or situation, you will be notified as soon as the decision has been made. Please monitor our website and facebook page. We can send Emergency Text Messages and Email Updates through our PROCARE SOFTWARE SYSTEM. This system is only as good as the information in it. We ask that you always make sure we have a current email address, cell phone contact number and your current cell phone carrier listed in efforts to make this notification system effective.

In the event of an emergency or temporary closure, tuition payments are still required, as we have an obligation to pay our staff. Kids' Stuff expenses and obligations do not change in these situations. We understand that in the event of such closure, it can be an inconvenience to you, as is to us. We ask that you have patience and understanding during any time of uncertainty, as we will work together to resolve unique situations.

**Alternate phone number for EMERGENCY SITUATIONS ONLY 813-285-1986**

## **STAFF**

The quality of our teaching staff is exceptional and is a very important ingredient of our program. Kids' Stuff makes every effort to employ highly qualified, trained & experienced staff. Our lead teaching staff are required to have one or more of the following: College Degree in Early Childhood Education/Education/Curriculum or an out of field degree with a qualified CDA (Child Development Associate), or a CDA (Child Development Associate) which qualifies for a Staff Credential. Many of our staff continue their education while working at Kids' Stuff and utilize on the job training to satisfy such teaching requirements. All Teaching Staff are required to Complete satisfactorily 40 hours of Child Care Training and 12 additional hours of Early Learning Online Instruction. All Staff are required to complete 24 hours of In-Service hours & Continued Education Units annually.

Each and every member of the Kids' Stuff Staff must possess the love for children and the passion for teaching. They must understand the developmental needs of young children. They must be patient and kind. More importantly, they are trained to be sensitive to these needs. Some of our staff are college students that are working towards a degree in or out of field, but sincerely love children and love caring for children. Kids' Stuff partners in offering our young adults an environment to grow in and allow them to pursue a college education and career path.

## **Kids' Stuff Sick Child Policy**

The first line of defense against illness is prevention. We will do our best to enforce that good health habits are instilled and practiced with your child and that the school is clean and safely maintained.

Since many diseases are contagious or infectious before the onset of symptoms, the staff makes every effort to use universal precautions such as hand washing and disinfecting when dealing with any discharge from a child.

Even with these prevention methods, there will be times when your child will be too ill to attend (please see communicable diseases below). This can be frustrating, but expected when one has young children. It is best to plan ahead and have alternative care lined up if you should need it. Please inform the school if your child will be absent and keep us informed of illnesses that occur. These policies are set forth to insure the safety and health of all children and families, as well as staff.

### **General Health Rules**

Please keep children home when they exhibit any symptoms of illness. Parents should notify Kids' Stuff Staff if the child has been exposed to any communicable disease. The teacher/staff will send a child home if signs of illness are detected. Please do not send the child to school unless he/she can participate in all activities of the school day. Certain exclusions apply. Please advise Staff/Administration of special instructions. Please notify the office when your child is out due to illness. Allow 10 to 12 hours of rest each night so your child will arrive at school satisfied and in a happy frame of mind. If your child is suspected of having a fever, you will be requested to take your child home and to possibly visit the pediatrician. Bringing in a child after being medicated with Ibuprophen or Tylenol to reduce or mask a fever is not allowed. Your child may return to school 24 hours after being fever free without any fever reducer. Young children are very active and accidents will sometimes happen. All of our staff have First Aid and CPR training and are able to handle minor accidents. If a serious accident or illness occurs during our hours, you or someone on your emergency medical form will be called to take your child home or to seek medical care as soon as possible. If a serious accident occurs, we will call 911 and contact a family member immediately.

### **Head Lice**

If you discover that your child or any siblings have head lice or have been in contact with someone that has lice, please, notify us at once so that we can be aware of it! Lice are highly contagious and, if necessary, we will take extra precautions here at school to curb its spread. Lice are a nuisance but easily treated and are not a sign of unhealthy or unsanitary conditions. Children may not return until they are nit free. Your child will be checked and cleared by an authorized staff member.

### **COMMUNICABLE DISEASE GUIDELINES**

Children in our care are observed on a daily basis for any signs of a communicable disease. If your child has a fever of 100.5 or higher and/or exhibiting other signs and symptoms that include those listed below, you will be requested to pick your child up from school within a reasonable amount of time. When potential contagious symptoms are displayed with any child, we require a Doctor's release to accompany your child upon their return to school. Your child may not return to school without medical authorization or until all signs and symptoms are gone.

1. Severe coughing, causing the child to become red or blue in face/making a whooping/barking type sound or causing to throw up. Difficult, labored or rapid breathing
2. Flu Like symptoms or Flu – If Flu is suspected, please be tested and provide result to Kid's Stuff
3. Stiff Neck or achy joints
4. Unusually thick, dark or green mucous
5. Diarrhea (1 or more abnormally loose stool without explanation).
6. A temperature of 100.5 degrees or higher you will be notified.
7. A temperature of 101 or higher – quarantine is recommended
8. Conjunctivitis, pink eye; bacterial or viral.
9. Exposed/Untreated/Infected/unusual/undiagnosed skin patches or lesions.
10. Unusually dark urine or gray/white stool – Yellowish skin or eyes
11. Head lice: must be nit free to return.
12. Any other unusual/unexplained signs or symptom of illness.



## **Medicine Dispensing Policy**

If your child requires a prescribed medicine during the school day, you must sign a permission form and leave it with our kitchen or front office staff. **We will only dispense prescribed medications in their original prescribed container containing instructions from a doctor. We will only accept over the counter medications that have "Age Specific" dosage and administering directions. A completed, signed medicine authorization form must accompany medications to be dispensed. We do offer refrigeration.**

We are required and governed by DCF, FL DOH, DOE & PHELC to follow these procedures. Please be sure and take medicine home at the end of the day. All medicine will be stored in a locked cabinet and recorded as given. Any "as needed medications" for a defined medical intervention, allergy reaction or anaphylaxis will be allowed under the same Prescription requirements. All expired medications will be discarded.

### **INCIDENT/ACCIDENT REPORTS AND BOO-BOO LIST**

Please check the Boo-Boo list on the classroom bulletin board for any minor injuries that may have occurred during the day. Parents are required to initial and date the list. An accident/incident form will be given to the parent to review & sign if you have been notified of a more visible injury during the school day and we keep on file in the office. In the event of a more serious injury, we will contact a family member until reached and provide verbal and written details.

### **MEDICAL EMERGENCIES**

In the event of a true medical emergency we will call (911) immediately, our staff will proceed and follow 911 CPR or First Aid instructions, while another staff member notifies the parent immediately. This is a very important reason to make sure that all emergency contact numbers are up-to-date. 100% of Kids' Stuff Staff are certified in CPR and First Aid/Infant and Adult.

### **EMERGENCY & EVACUATION PROCEDURES**

The safety and protection of the children in our care is of the utmost importance. Should we have an onsite Emergency for any reason, our staff are trained to respond. We have emergency evacuation and relocation procedures and plan of action in place and we practice varied emergency evacuation procedures on a monthly basis. Our facility and busses keep updated complete copies of Family Emergency Contact information, as well as Master copies in the Front Office and Back Office. These Family Contact logs contain an emergency contact sheet for each child in the school. A copy of the evacuation or escape plan layout is posted in each classroom as well as the office lobby, lunchroom and kitchen. If you would like to review or obtain a complete copy of the Kids' Stuff emergency and evacuation plans, you can request to review a copy from the Director. Kids' Stuff Off Site evacuation area is the Land O Lakes Recreation Center Sports Complex, 3032 Collier Parkway, Land O Lakes FL 34639. Their Phone# 813-929-1220.

**Kids' Stuff typically follows the Pasco County School Board's decision on all School Closings and Event Cancellations. Please refer to Emergency and Inclement Weather Section for additional protocol.**

### **NAP TIME**

During naptime (12:30 - 2:30), all our children will sleep (or rest) on individually assigned mats. Those not sleeping may rest quietly on their mat. We ask that you send a small personal blanket and/or a crib sheet that can fit in a large ziploc bag and be stored in your child's cubby - *please do not send large pillows or blankets. For the young toddlers, a lovey and personal security item will be allowed until weaned.* Linens will be sent home on Friday for laundering and should be brought back each Monday morning. Please label these items with your child's name.

## **ITEMS TO SEND**

Please send a *complete* change of clothes including socks and underwear, in a gallon ziplock bag with the child's name on it to be kept at school at all times and replenished as needed. Additional underwear and an extra pair of shoes are required for children that are toilet training.

## **CLOTHING**

Children get dirty as they learn and play, so please do not send them in their best outfits. Clothing with straps, complicated buttons, zippers, and belts cause frustration for the child's learning to be self-sufficient. Children should wear age appropriate and comfortable clothing that allows free movement in all activities. Closed shoes or sneakers are preferred. This allows for running and jumping with no difficulties. We offer Physical Education in addition to recess. No flip-flops or sandals may be worn. Open toe shoes, flip flops and sandals are not safe for play.. In the event we should have a scheduled outdoor activity that included water, you will be notified for your child to be dressed in a swimsuit and swim shoes. Please label all possessions, raincoats, jackets, sweaters, etc. and take home daily

## **LOST AND FOUND**

All lost and found items will be kept in the office for up to 30 days. Please check regularly. Lost and Found items that remain unclaimed will be donated.

## **TRANSPORTATION POLICY**

Kids' Stuff School Age Program offers bus transportation to and from many local public, private, charter and magnet schools. All children will use seat belts, boosters or harnesses in our buses during transportation as required by law set forth by DOT/DCF. We cannot accommodate car seats. We transport age four years through Age 12. Kids' Stuff provides bus transportation to and from various locations for scheduled field trips. Our bus drivers complete a transportation safety course, carry a cell phone and have CPR/First Aid Certification. Many of our drivers have a Commercial Driver License (CDL). We require that all children riding the bus abide by the following rules. Please discuss these rules with your children. These are rules that are in place for the safety of your children.

- Stay seated at all times
- Keep seatbelt/safety devices secure while bus is in motion
- Keep all objects inside the bus at all times (hands, feet, etc.)
- Use an inside voice on the bus
- Listen to the bus driver at all times
- Be a good friend to the child seated beside you
- Keep your hands and feet to yourself
- If you bring it on the bus, take it with you when you get off the bus
- No food, drinks, candy or gum are allowed on the bus
- Stay with your group, load and unload in an orderly manner

## **FIELD TRIPS**

Field trips are not only fun, but an educational opportunity for your child. Field trips are planned in advance and posted on the parent information board. In order for children to attend a field trip, a field trip permission form must be filled out and kept in your child's file. Children participating in field trips must be at the center 30 minutes prior to departure time. If your child has an appointment during the scheduled field trip, please contact the office so that your child can remain at the center to be picked up. Parents are not permitted to drop off or pick up a child for a field trip already in progress. If you wish to attend a field trip, please notify the office and your child's teacher. We will offer to include parent chaperones on an as needed basis. To be fair, we will alternate parent participants and appoint chaperones for each field trip throughout the School Year and/or Summer Camp.

## Meal Provisions

Kids' Stuff includes a morning and afternoon snack daily and year round. We also provide a nutritious lunch Monday – Thursday during the school year. Our morning Preschool and VPK half day programs include a morning snack and lunch as described schedule above. Our VPK 3 hour is provided with a morning snack only.

During the academic school year, a nutritious lunch is served Monday through Thursday. Each Friday and Child Care Day the children are required to bring a lunchbox and drink from home. During Summer Camp, morning and afternoon snacks are provided and a lunchbox and drink is required daily. On lunchbox days, please do not send food that needs to be refrigerated or warmed. In the event it must be warmed or refrigerated, we will try to accommodate, but can not promise. We feed so many children, you must understand it is time consuming to warm each individual meal and we only have so much refrigerator space. Our refrigerators are inspected by DCF and FLDOH and all contents must meet strict guidelines to include all contents in its original packaging with an expiration date. Please provide a self contained lunch on each lunch box day.

All menus are posted a month in advance. We provide a nutritious lunch and two (2) snacks. It is mandatory to advise us of any Food Allergies or Food Intolerance, as well as religious preferences. You may elect to have us withhold certain menu items from being served to your child. You are welcome to supplement or replace our meals with a lunchbox from home. We want to keep every child healthy and safe.

The Kitchen is a very popular place at Kids' Stuff. A Kitchen is where family gathers. You will find no different here. Your child will enjoy sitting with their friends and teacher, along side their neighboring classrooms in our common areas. Our kitchen is open and full of love. We introduce fresh and homemade items daily. Our meals are served family style and we encourage trying all foods. We identify all of our meals as an experience and an opportunity to nourish and rejuvenate our bodies. At lunch we focus on eating our growing foods first.

**Breakfast** - If you want to bring your child an early breakfast and have them eat at Kids' Stuff, please have them in our dining room between 6:30 - 7:30. We will be happy to help serve and attend your child. Please send disposable containers and cereal in a ziploc individual portion. Milk is available. Any re-usable items should be labeled with child's name.

**Snacks** - A variety of child friendly and nutritious snacks will be served. If there are allergies or intolerances you may supplement from home by sending in a lunch box.

**Lunch** – Provided Monday – Thursday by Academic School Calendar.

**Lunchbox Policy** – All Child Care days, Each Friday during the school year and Summer Camp Lunchboxes and drinks are required. Please label lunchboxes, thermos, and all other containers with your child's name. All lunch box days are posted monthly.

**\* Note: children without lunchboxes on a childcare day will be served a nutritious alternate meal of our choosing with milk or water for a charge of \$3.50. You will be notified of the charge added to your tuition account.**

## PARKING

The drive thru parking lot has limited spaces available, please park in designated spaces only. You may also park in the shell lot. **Please Do Not park in or under the drive thru shelter.** *In the event of rainy day pick-ups, in efforts to keep traffic flowing, upon request, Staff will assist getting together and loading of children into cars, under the shelter.* There is space in the shell lot for oversized vehicles, SUV's and trucks. Please do not leave your vehicle with the motor running while you are inside the building. **Do not leave unattended children in car at any time!** **It is important to lock your car and remove valuables from sight.**

## **PROMPTNESS**

The school day begins with gathering and Circle Time each morning. Gathering is an important part of the day when we guide your child through the transition between home and school. Circle time is the foundation on which the rest of the day is built, so please be on time. It is important for your child to start the day with the rest of his/her classmates. If you are late, please have your child enter the room quietly and independently so as not to interrupt the rest of the class.

You help your child understand the importance of preschool by advocating regular attendance and punctuality. We are staffed based on the enrollment hours that you indicated on the registration forms. If your schedule should need to vary, please approach your teachers and administration so arrangements can be made.

## **ATTENDANCE - SIGN IN / OUT POLICY**

Kids' Stuff requires at least 2 methods of attendance be taken daily. All students must be digitally signed in and out daily. A digital attendance system is provided in the front office. The Teachers keep a manual attendance daily. Attendance reporting is essential for safety and is the law. Children are not permitted to sign in and out by themselves.

**VPK and School Readiness participants have additional attendance guidelines.** You will be asked to sign an Attendance Requirement & Guideline Contract at the beginning of your enrollment. There is no margin for error in the attendance reporting for the State programs. State supplemented programs are monitored continuously and audits are prompted with no warning. You are expected to abide to the guidelines, or risk losing your benefit.

## **DEPARTURE FROM PARENTS**

Parents should carefully explain to the child about going to school very close to the starting date. New students can be made to feel more comfortable by visiting before enrollment or joining classmates for short play periods. The more confidence the parent shows toward the child going to school, the better the child will feel about it. First departures are often tearful for the new child, and can be emotional for the parent. Our staff is trained to help the child adjust to this period. A brief, but very loving, good-bye, and a reassurance from you that you'll return, will help. Then, please, depart quickly and immediately. Uncertainty and constant returns by parents for more kisses and reassurances, only encourages the child to cry harder and longer. Remember, quick departures from the beginning make it easier on your child and eliminates confusion. You are welcome to call and check in on your child's progress throughout the day. Often the teachers will call or send photos or cute notes about the child's first experiences to help comfort you.

## **PICK - UP**

It is our job to make sure each child gets picked up by a familiar authorized person. It is our goal to keep each child safe. Children will be released only to authorized persons that have a photo ID to match a listed party. Each authorized party should be listed on the enrollment form or the emergency form. Please call or notify in writing any changes in authorization. Anyone unknown to the school staff will be required to show a picture ID to confirm his/her identity. Also, please do not tell your child you will come "early" as children do not have a clear understanding of time yet - this only confuses them and they look for you. Kids' Stuff reserves the right to withhold any child from being removed from Kids' Stuff with an unauthorized or unidentified person. We also reserve the right to not release any child to a person or situation where intoxication, drug influence or any hostile situation may be detected.

## **DAILY NOTES**

Parents of all preschool students are required to escort their children to their classroom and read the teacher's posted daily plans and notices. Failure to do so may result in a child missing out on special activities. The classroom teacher will provide a file folder that you should check daily for important communication.

## **SPECIAL DAILY INSTRUCTIONS**

Please leave any special instructions concerning your child either at the front office administration or directly with your child's teacher. All special circumstances and conditions must be understood and cleared by Administration and passed to the teaching staff.

## **TOYS**

To help bridge the transition from home to school, children often need a favorite toy, blanket, or stuffed animal. We respect the child's need for a comfort object during the adjustment period. However, once the child is settled into the program, (after the orientation period) we encourage you to help your child leave these objects at home. The toys could be replaced with objects and materials the child is willing to bring and share with others. This gives extra importance to the item. Books, nature objects, favorite collections, and materials that will enhance a particular unit the teachers are working on are especially welcome. We cannot be responsible for lost or broken items, and discourage a child from bringing small items that can easily be misplaced. War toys and guns of any kind are not allowed. We encourage our students to respect each other's property with care. Ultimately, Kids' Stuff can not be responsible for any loss or damage to any items brought from home. In the event of a misplaced item, please let us know and we will certainly make every effort to track it down.

## **DIAPERING POLICY**

If your child requires the use of diapers or pull-ups and wipes, these must be provided on a regular as needed basis. We have put into practice a diaper checking/changing policy on the hour to prevent any soiled diapers from being on a child for any inappropriate length of time. Children will be changed immediately as needed. Frequent diapering keeps your child clean, healthy and comfortable.

## **INFANTS**

We are fortunate to have a small space devoted to caring for 8 infants. This is a small quaint classroom full of love and nurture.

Kids' Stuff provides each child with a crib, mattress, bedding, bouncers, exercisers, mobiles, lots of developmental staged toys conducive to motivation and stimulation. Infants are offered outside exposure in a contained play yard and swings. Each family must provide diapers, wipes and all breast milks, formulas & baby foods until infant is introduced to our table foods.

## **TOILET TRAINING POLICY**

We recognize that toilet training is an important step in the early development of all children. From the age of 18-24 months we will begin to work cooperatively with the parents in order for the child to develop the skills needed for toilet training. Your child will have the greatest success when parents and teachers work together in a consistent team effort. When the time is right, it should be a natural progression, not an ordeal to worry about. Children that are in the toilet training process will need several changes of clothes on hand every day; accidents will happen. We recommend that children be toilet trained before they will be promoted to the 3 year-old classroom. Some exceptions may apply in unique situations. This decision will be at the discretion of the director.

## **OUTDOOR PLAY/DISCOVERY - RECESS**

Outdoor play is a special time of the day to release energy and simply enjoy the physical rewards of active play. We actively monitor the air quality and temperatures for the day, and keep the children indoors when the air quality is hazardous or when it is too hot or too cold. In the hot summer months, we schedule our outdoor playtimes early in the day to take advantage of the cooler morning temperatures and for shorter time spans. Please make sure your child brings a coat or jacket to wear outside on breezy and chilly days. In addition, sunscreen is a very effective protective measure against the sun's rays. Please apply sunscreen to your child daily each morning.

We go outdoors daily, weather permitting. Typically, if your child is well enough to come to school, he/she is well enough to go outside and play. In the event of an outdoor summer outing or water play, we will allow sunscreens to be kept on premise with a dispensing authorization form completed for each child. We will keep sunscreens in a locked area and will be used as needed for extended outdoor activity.

## **BIRTHDAYS**

We love to celebrate birthdays! You are welcome to send treats for your child's class on his/her birthday. However, please do not send balloons, birthday presents. Invitations or goody bags for distribution, must include everyone in the class. We love homemade or special prepared treats. Store bought items or home made items are allowed. Please allow enough for each classroom friend, and take in to consideration any friends that may have a special diet. Please notify the teacher and staff one week ahead of time for party planning and approval.

## **CLASSROOM PARTY DAYS**

Our school wide party days are very special occasions. The teachers will post a parent sign-up sheet on the class bulletin board. We encourage nutritious snacks. Many occasions will be themed. Our party snacks could be served at the morning snack time and or during lunch or afternoon snack. Please check posted menus and your classroom schedule.

### **Star of the Week - 3, 4, & 5 Yr. Olds**

Star of the Week Program is an effort to make each child feel extra special, as well as learn more about their classmates, friends and families. The teacher will assign a different week for each child to be the star. Prior to their star week, you will receive notice. A letter from your child's teacher with information concerning this special week along with a star schedule and special opportunities to join in during the week.

### **CONFIDENTIALITY & DISCRETION**

Kids' Stuff Staff and Parents are expected to use mature judgment to avoid discussions about other parents, teachers, or students. Please be aware of other people's feelings and concerns. Kids' Stuff aims to offer a homelike and comfortable setting, but we must remain professional and respect others at all times. If there is a particular topic, concern or issue that needs to be addressed or clarified, please address the Director. Never assume anything.

### **Communication With Divorced and Separate Parents**

In efforts to provide each student with a comfortable and stable environment, In the event of a divorced or separated situation, it is our goal for every parent to be notified and included in the child's program equally, and according to a court specified document. If there is joint custody of a child, all communications, emails and notes, will be sent to both parents as long as two addresses are provided. Two (2) parent folders may be set up as well. If there is only one custodial parent, all mailings will go to only that parent unless otherwise requested by the custodial parent. Kids' Stuff understands and will offer compliance with court ordered judgements on tuition payments. In the event that a tuition split situation is court mandated, we will treat this as 2 separate accounts and each parent will be held accountable for their portions due. We ask in any divorced situation, please make your child your first concern at Kids' Stuff.

### **VOLUNTEERS**

We encourage any parents that wish to volunteer in our preschool and kindergarten program. If you are interested, please contact our office to fill out paperwork and for a volunteer affidavit. We also offer volunteer hours to high school students seeking to satisfy Bright Futures Scholarships. You must be at least 15 years old, complete a volunteer affidavit and pass a background screen if volunteering more than 40 hours per month.

### **LESSON PLANS - WEEKLY "Keep In Touch" NOTES**

Lesson Plans are written on a weekly and implemented on a weekly basis. This lesson plan will contain pertinent weekly information about our preschool program and your child's particular classroom planned activities and academics. Please take note of new songs and activities your child may be learning and enjoy a discussion about what they learned. VPK classrooms will also publish a weekly "Keep In Touch" newsletter. Take a few minutes to jot down important dates and information so that your child does not miss out on any of the fun weekly activities.

### **PETS**

We love animals at Kids' Stuff, but please refrain from bringing any pets into the building without prior permission when dropping off or picking up your child. Most children are very proud of their pets and want to share with their friends. If your child wishes to share their pet for show and tell or Share Day or to enhance a curriculum, you may arrange a time with your child's teacher to do so. Under these circumstances, please make sure your pet is on a leash or in a cage and under control at all times. Please remember that some children do have allergies to certain animals or a fear of some animals that needs to be taken into consideration.

### **ASSESSMENTS - PROGRESS REPORTS - CONFERENCES**

**For ages One – Three (1 – 3)** Parent-Teacher Conferences will be scheduled mid-year at which time a student progress report will be issued and discussed. Times and dates will be determined and published by your teacher. However, your child's teacher is always interested to hear concerns or questions from you about your child and will always find time to do so. Please call to arrange a mutually convenient time to meet with your child's teacher on an as needed basis. Please refrain from initiating in depth conversations with teachers who are supervising students or teaching classes. All parent-teacher conferences will be scheduled and

take place when the teacher is not supervising children. If there is a persistent problem or situation that needs to be addressed, you should first make an appointment with the teacher for a conference. Then, should the parent and teacher be unable to resolve the issue, a meeting or consult with the Director may be requested.

**VPK Assessments** are performed three (3) per year. The initial DOE assessment establishes a baseline to gain knowledge of your child's placement. The mid year assessment is crucial to evaluate and communicate areas of mastery and areas that require more attention. The end of year DOE assessment compares the baseline to the end of year and should show progress in all areas.

Please remember each child is an individual and needs time to adjust at his/her own pace. Please let the teacher know anything that relates to a better understanding of your child. Any special, new or odd circumstances that occur should always be addressed and can be discussed with your child's teacher or Director.

### **SCHOOL AGE PROGRAM - BEFORE AND AFTER SCHOOL CARE / SUMMER CAMP**

During the school year, Kids' Stuff partners with several area elementary schools to provide before or after school services. Area Schools that we continue to partner with are: Bexley, Center Academy, Denham Oaks, Lake Myrtle, Oakstead, Pinview Elem, Sanders Memorial. Students can receive bus transportation to and from Kids' Stuff as needed. Kids' Stuff also partners with Countryside Montessori Charter, Land O' Lakes Christian, Pineview Middle, Lutz & Maniscalco. Transportation will be available for after school only. Please notify your child's school that your child will be attending Kids' Stuff for before and/or after school care. If you pick up your child during the course of the day due to illness, emergency, etc., please call us by 1:00 pm. If we transport your child in our bus and are unaware that they were picked up early, we must stay at the school until the office can track down your child's location. Failure to call/report absence or no show will, after one warning, result in a \$15.00 additional No Call/No Show Fee, 3 incidents of failing to notify us can result in termination of transportation services. Our buses operate on a very strict time schedule and we must have current student information for each child.

Please send a Back Pack with your child to school every day. This will help eliminate the loss of important papers during the transition from public school to Kids' Stuff to home.

After-schoolers may bring a snack from home to supplement the PM snack offered at Kids' Stuff.

Kids' Stuff Summer Camp is open to all children that have completed Kindergarten – Age 12. Each week will be themed and you may choose your weeks of attendance. Bus transportation to and from field trips is provided.

### **PARENT-EDUCATOR/CAREGIVER PARTNERSHIP**

It is our goal to develop a partnership between parents and caregivers by keeping an open line of communication between home and school. Mutual support and good communication are recognized as essential elements in establishing a positive relationship between the two. Should any difficulties or differences arise, parents are encouraged to request a meeting with the teacher and/or director. Kids' Stuff reserves the right to amend policies or procedures at anytime to further address a particular situation or concern. Kids' Stuff will uphold our mission of providing a safe environment for each child while offering a top quality education. We ask that all parents and guardians support our duty as early childhood educators, to respect all students and staff relationships.

We hope that you feel free to discuss important experiences in your child's life with us on a regular basis. Our staff seek and welcome parents specific ideas in regards to meeting the needs of each individual child in our program. Through sharing ideas and supporting each other's efforts between home and school we should enable your child to develop a sense of trust and security in the world around them.

## OPEN DOOR POLICY

Kids' Stuff Director is Kristy Reavis, the Assistant Director is Cindy Hencke, and the Administrative Assistant is Amber Cregger. One of us is always available.

When questions, issues or opportunities arise, please reach out. You may reach us by phone 813-949-2237 fax 813-949-7013. Kids' Stuff school e-mail address is [lolks@verizon.net](mailto:lolks@verizon.net).

If you would like to reach out to the Director personally, please email Kristy Reavis: [k.reavis@verizon.net](mailto:k.reavis@verizon.net). Kids' Stuff has an open door policy and welcomes you at any time. Please feel free to view our website at [www.kidsstufftlc.com](http://www.kidsstufftlc.com).

Like us on Facebook.



## Discipline Policy

Kids' Stuff is responsible for promoting the development of your child as a whole. We encourage your child to explore their independence and to become more responsible as they grow. We promote creating and developing strong socialized experiences while confirming relationships. Through academics and play, we promote fun and accountability. Sometimes things will be hard and your child may experience a sense of failure. Sometimes your child will experience a great success and we will celebrate. Our goal is to instill self-control in children by respecting, accepting, comforting and guiding them. Kids' Stuff will use the developmentally appropriate techniques illustrated in the following examples to promote the development of self-control and positive self-esteem:

- setting limits - reasonable limits will be set that can be consistently and confidently enforced. Such rules and expectations will be responsive and appropriate to a child's needs and developmental level.
- redirecting children to behavior or activities that are acceptable and appropriate.
- providing praise and compliments as often as possible.
- offering encouragement, love and comfort regularly.
- validating the child's emotional responses.
- giving children choices as often as possible.
- guiding children to resolve conflicts.
- modeling skills that help children to solve their own problems.
- patiently reminding children of rules and their rationale.

\*\*Acknowledging children's feelings and helping children put their angry, frustrated and sad feelings into words rather than actions is an important focus of our program. In addition, the following rules also apply to all Age Groups including School Age

- leaving the playground without permission is not permitted.
- proper use of playground equipment must be shown.
- Respect of classroom materials must be shown
- Respect to each and every student must be shown
- No aggressive hands on activities allowed – outdoor activity & games are for fun
- foul language and/or talking back to any adult is not permitted
- must abide by all bus safety rules and requirements

For our School Age Students, the following discipline techniques will be used:

- Classroom and School rules will be reviewed and adherence expected
- behavior modification – privileges revoked
- behavior charting – working toward progress
- opportunity offered for a turn around in attitude
- time away from class - redirection
- a trip to the principal's office
- a phone call/email home
- Intervention

It will be assumed that both adaptive and maladaptive behavior is learned and that the best strategy for remediating problem behavior is to structure the child's environment to provide supportive feedback and guidance for desirable behavior. Corporal punishment will never be used. The focus at Kids' Stuff will be on encouraging, guiding, and rewarding with new opportunities, while structuring the environment to prevent undesirable behavior. Acknowledging children's feelings and helping children put their feelings into words, rather than actions, will be an important focus of the program.

In the case of enduring problematic behavior, the teacher and director will meet with parents to discuss/develop a behavior management plan. Referrals to be evaluated by specialists or therapeutic intervention could be requested.

Absolutely no weapons of any type, play or real, will be tolerated at Kids' Stuff. Any child possessing a dangerous object or weapon at school or an unmanageable behavior will be subject to expulsion.

## Developmentally Appropriate Practices

Knowledge of child development will provide the framework from which staff will prepare the learning environment and plan appropriate experiences. Both the curriculum and adult responses to children will be receptive to age differences while giving attention to the varying needs, interests, and developmental levels of individual children.

The following are illustrative of developmentally appropriate techniques that will be used to guide behavior:

We will make an effort to ensure your child maintains a strong feeling of self-worth. When inappropriate behavior is exhibited, it is important for the child to know that it is the behavior that is unacceptable, not the child him/herself. We hope to encourage appropriate behavior through positive reinforcement and praise.

Children will be encouraged to "use their words" as opposed to crying, screaming, or hitting when conflicts arise with other children. We will strive to insure that the conflict is resolved in a way that is pleasing to all children involved. Our encouragement for language will be age appropriate.

Children will be given suggestions for what to do as opposed to what not to do. Reasons for not being able to do something will be given, as well as alternatives to the desired action. Children will be made fully aware of consequences that may occur if inappropriate behavior is executed.

A toddler's tantrum will be viewed as their way of saying "I'm tired" or "I'm hungry" or "I'm upset about something". If a snack or nap isn't the solution, the child will be redirected toward a relaxing activity, such as reading a story together, going for a walk, dancing, or being comforted.

Discussions and interactions among children will be encouraged to some extent in order to continue social and language development. However, the desire to play or explore alone, will be respected. Children's solitude may contribute to cognitive, physical, and emotional development, and may be especially important in reducing stress.

Children crave understanding and it is important to let toddlers know that we understand how they are feeling or what they desire. WE will make an effort to clearly convey our empathy so that the children will have a strong model to learn from.

We will seek to recognize signs of undue stress in children's behavior and will find ways to reduce or eliminate the problem or help children cope with it.

The use of games, songs, and dramatizations will be used to capture children's attention so those children will be naturally motivated to acquire new information and learn new routines.

Children need to play freely and exercise regularly. Through teacher directed physical education and a child directed recess, opportunities for children to exert energies outside, will in most cases, help a child focus in the classroom setting. A restless child can not learn to their fullest potential.

A healthy mix of play and learn, proper nutrition and good sleeping habits are important keys to every child's success.



## Enrollment Form Supplement - Requirement

All enrollment forms, child information forms, verification of immunizations and health physical and allergy/food information must be provided **PRIOR** to the first day of attendance. Incomplete forms are not accepted and may delay enrollment. All personal information is kept confidential. Parents are required to update all contact and emergency information on an as needed basis and as information changes. It is required to have a current cell phone number, current cell phone carrier, physical address and valid email address on file at all times.

Sections 7.1 and 7.2 of the Child Care Facility Handbook, require a current physical examination (Florida Form DH3040) and current immunization record (Florida Form DH680) or current religious exemption form for immunization record (Florida Form DH 681). By regulation, you have 30 days to provide the above health forms. These forms must remain on file and continue to be updated throughout your child's enrollment.

Sections 7.3 of the Child Care Facility Handbook, requires that parents receive a copy of the brochure "KNOW YOUR CHILD CARE FACILITY" published by The Florida Department of Children and Families. A parent or legal guardian signature must be retained to verify receipt of this brochure (CF/PI 175-24).

Section 2.3 of the Child Care Facility Handbook, requires that the parent or legal guardian be notified in writing of the DISCIPLINARY PRACTICES and EXPULSION POLICY used by the facility. A parent or legal guardian signature must be retained to verify receipt of this brochure or document.

My signature below reflects that I have received a copy of and/or have access to a copy of the Kids' Stuff Parent Student Handbook. I understand and agree to abide by all policies set forth. The forms and handbook may be accessed via our website: [www.kidsstufftlc.com](http://www.kidsstufftlc.com) A printed copy may be provided upon request.

By signing below, I am acknowledging the receipt of and or have access to the following:

- Know Your Child Care Facility Brochure
- Kids' Stuff Parent Student Handbook
- Disciplinary & Expulsion Practices used by Kids' Stuff
- Absentee Payment and Tuition Policies

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Child \_\_\_\_\_

Name of Child \_\_\_\_\_

Name of Child \_\_\_\_\_

All Families must sign this Enrollment Supplement Affidavit and submit to the front office.

This form is to be retained in student file.

Parent Student Handbook Online  
[www.kidsstufftlc.com](http://www.kidsstufftlc.com)