



Family Handbook

Kids 'R' Kids Learning Academy of Snellville
2950 Centerville Highway
Snellville, GA 30078
(770) 979-7600
www.kidsrkids33ga.com

WELCOME

Welcome to our family at Kids 'R' Kids Learning Academy of Snellville! Thank you for choosing our Learning Academy. We understand the importance of your decision to entrust us with the care and education of your child. We are not a daycare, but rather a developmental learning academy that strives to stimulate and nurture your child. In any group care setting, good policies are an important part of maintaining proper health and safety. Many of our policies are the result of our effort to ensure strict compliance with state licensing regulations. This Family Handbook outlines some basic policies that help us to better care for your child. Please read and be familiar with these policies, and do not hesitate to ask us for clarification. It is understood that by enrolling your child in our center, you agree to abide by our policies and procedures.

OUR VISION

To be recognized as the most prominent and culturally diverse preschool in our community by continually demonstrating our deep commitment to the education of young children in a nurturing and family centric environment.

OUR MISSION

To strive to provide a nurturing, secure and stimulating environment for young children, one in which children can safely explore, learn and play, and develop in all areas of growth physically, emotionally, socially and intellectually. We believe in being supportive of our parents and welcome their positive involvement and presence at our school at any time. We further believe that in such a caring atmosphere, where parents and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate and contributing members of our society. We hold the future!

CURRICULUM

Educational priorities are well defined at Kids 'R' Kids Learning Academy of Snellville. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Kids 'R' Kids Curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities. We have developed the Big Steps™ Curriculum for our infants and toddlers, the Fast Track™ Curriculum for our preschoolers, and the G.Y.M.™ (Growing Young Minds) Curriculum for our after-school students.

We continue to educate children through the preschool years and beyond with theme based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

POLICIES AND PROCEDURES

Access to Your Child's Classroom

We have an "Open Door Policy" and parents are permitted access to their child's classroom and play areas anytime their child is present.

Arrival

We recommend all children arrive by their classroom's morning group time. Morning activities usually begin by 8:00 a.m. and this will help your child to be a fully participating group member. The School must be contacted if your child will be arriving after their classroom morning group time. An adult must electronically check child in using computer in the front lobby and escort all children into a classroom. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. The classroom teacher must acknowledge your child's arrival before you can leave your child. Please note that if your child arrives after breakfast time, we will not be able to provide this service.

Babysitting

If you arrange with a staff member for off-premises care of your child, that staff member undertakes such service on her own behalf, and not as a staff member of Kids 'R' Kids Learning Academy of Snellville. We offer no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances. Transporting of children home by a Kids 'R' Kids Learning Academy of Snellville employee is prohibited.

Birthdays/Special Events

Birthdays are important days for young children, and we share your desire to make your child's day a special one. However, birthday celebrations are often over-stimulating to young children, and we ask that some limitations be respected. We celebrate birthdays during regular afternoon snack times. Parents may provide "store bought" cakes/cupcakes for all the children, with advance notice to your child's teacher. Due to the fact that certain children have severe food allergies, please speak with your child's teacher ahead of time about types of cakes/cupcakes. Peanuts, peanut butter, and toppings with peanuts in them (i.e. candy bars, etc.) are prohibited due to the severity of allergies associated with that food.

Center Hours

We are open Monday through Friday from 6:00am to 6:30pm. We ask that when picking up your child, you arrive by at least 6:25pm so that you may have time to gather your child's belongings and speak with your child's teacher. We do close at 6:30pm sharp. Your child has had a long day by this point, and so have our teachers and staff. After 6:30pm, there is a late pick-up fee of \$2 per minute. If you have not picked up your child by 7pm and all attempts to contact you and your emergency contacts have failed, Kids 'R' Kids Learning Academy of Snellville will call the Snellville Police and the GA Dept. of Family and Children Services. After repeated late pick-ups, you may be asked to find a center that better fits your needs.

Clothing and Personal Belongings

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a lightweight blanket for rest time that is labeled with the child's full name.
- Any prepared food for infants who are not yet able to eat Gerber Products/formula provided by center
- Please make sure your child has adequate clothing for outside play. (This includes a jacket/coat, closed-toe shoes only. No open-toe shoes – flip flops or sandals – will be allowed at School.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.
- **The school is not responsible for lost or misplaced items.** Label your children's personal belongings, especially coats, sweaters, hats and gloves with their first and last name.

Confidentiality Policy

Kids 'R' Kids Learning Academy of Snellville is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. We will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Departure

To pick up a child from our School, an adult must come into the building, sign the child out, let the teacher be aware of your presence and escort the child out of the building. The family or guardian must always supervise their child after leaving the classroom, both inside the building and in the parking area. If someone other than a family member is picking up a child, they will be asked for a picture I.D. for verification.

Dismissal

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience. However, this School reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the School. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the School, alternative arrangements may be required. A dismissal will only be considered after careful consideration that our program is not a successful match.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids 'R' Kids Learning Academy of Snellville Policy or Procedure, it may be necessary to dismiss your child from our School.

Enrollment Process

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel comfortable with our staff and the facility.

To reserve space in our program you must submit a completed application and tuition fee schedule as well as the non-refundable enrollment fee. Amounts of all fees are found on the fee schedule and are subject to change.

Equal Opportunity/Inclusion Policy

This School does not discriminate based on race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status regarding admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The School will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the School's programs/curriculum and to the extent that it does not create an undue hardship for the School.

Holidays

Kids 'R' Kids Learning Academy of Snellville is a year-round preschool. We will be closed the following holidays: New Year's Day; Martin Luther King Day, Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the Day After Thanksgiving; and Christmas Day. Depending upon when the days fall in the week, we will either close completely or close early on Christmas Eve and New Year's Eve. If our school must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected.

Inclement Weather

In the event of unusual weather conditions such as snow or ice, there are various ways to find out if we are open or are opening late: 1) Call our center at 770-979-7600, 2) Send an email to kidsrkidssnellville@gmail.com, 3) Call Robin Banks-Jackson, Owner at 773-844-8078. Note: we do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted temperatures. Please be advised that our GA Prek classes follow Gwinnett Public School schedule for inclement weather.

Notifying the Center of Your Intent to Disenroll

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of withdrawal or dismissal from School without a two-week notice. **Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the administration via email.** If the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is due. **If a two-week written notice is not given, you are responsible for the two full week's tuition.** We reserve the right to dismiss any student at the discretion of the School's management team.

Photo Release Policy

Upon enrollment, you will receive a copy of our Release Policy to read and sign. Many pictures will be taken in your child's class and throughout the School during the time that your child is in our School. We also have a webcam service for your child's classroom. These pictures may be uploaded to our school website and our social media sites. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed for social media use, please let the management team know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

Registration Fees

- **New/Returning Families:** The registration fee is due after the student has been officially accepted based on admission requirements. This fee will hold your child's spot in our program for 30 days and is a non-refundable fee unless admission is denied.
- **Registration Fees are due annually**

Tuition and Other Fees

Tuition includes educational programs, Internet viewing system, breakfast, lunch, morning snack and afternoon snack.

We offer a 10% multiple child discount for the oldest child (Full time program only). After one year of continuous enrollment, one vacation credit of 100% of the weekly tuition will be given if your child is absent for an entire week, providing 2 weeks advance notice via email is given (**verbal notice will not be considered**).

Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Tuesday, a \$25 late fee will be assessed, and the child will be subject to dismissal.

When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend School as of Wednesday of any week that tuition is not paid in full.

Tuition is owed regardless of attendance. If you know in advance and give written notice via email to kidsrkidssnellville@gmail.com, (**verbal notice will not be considered**) that your child will be absent for multiple weeks, you will be able to hold your child's spot by paying 50% of the current tuition or you can dis-enroll with two weeks' notice and re-enroll, pending there is an opening upon your return. Please call a week in advance to verify availability.

Uniform Policy

We believe wearing uniforms add to the identity of the school, create a sense of belonging for the students, and create a more focus learning environment; they also save time and money. The Uniform Policy applies to students in rooms 250, 300, 350 and 500. Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day (Monday-Friday). Uniform consist of Navy Polo Shirt, and Khaki bottom. The Navy Polo Shirt is purchased from our uniform vendor, see any management member to place and order. The Khaki bottoms may be purchased from any retailer of your choice.

Vacation Weeks

Each family is entitled to one week's vacation per calendar year. Attendance during vacation weeks is not considered vacation. Attendance for one to five days counts as a full week. After two weeks absence, full tuition is charged for missed time. A vacation week is considered five consecutive days (Mon-Fri) out of the center, again, with advance notice.

HEALTH AND SAFETY POLICIES

Accidents Will Happen and Boo Boo Reports

Even in the highest quality preschools, accidents can and do happen as children explore the world around them. Whether in our care or yours, scratches, skinned knees, bumps, and bruises are a natural part of growing up. Many precautions are taken to ensure a safe environment including routine staffing over and above state mandated teacher to child ratios during most times of the day. If an incident or injury occurs, first aid is administered, and a Boo Boo Report is filled out and a copy is given to you. Please see our Director if you have any concerns about this matter.

Classroom Safety

Our School is in an area that is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our School provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Individual teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

Emergency Medical Care

Each child, upon enrollment, must have emergency care information on file. It is the family's responsibility to keep this information current and to make Management aware upon enrollment or of any changes. In the case of a medical emergency, you will be notified immediately. Additional forms of a Plan of Action will be required to be completed by the child's doctor and kept on file at the center.

If warranted, emergency medical personnel will be contacted to provide transportations to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the School administration or the child's teacher will accompany the child.

Emergency Procedures

It is incumbent upon parents to keep the center informed of how they can be reached at all times in the event of an emergency. This includes all work, home, and cell phone numbers for both parents and any other emergency contacts. Because we strive to maintain a safe environment for your child, we make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. An emergency plan is posted in each classroom. We conduct regular fire and tornado drills. The local fire department makes annual inspections with recommendations for improved safety.

Food and Nutrition

All Meals are included in tuition. Meals include breakfast for those who arrive before 8:30am, lunch, and an afternoon snack. Our meals comply with the USDA Nutrition Standards. We use a menu that rotates every 4 weeks and reflects the cultural and ethnic diversity of the children in our school. Children are served nutritious foods including whole grains, fresh fruits and vegetables, low-fat or fat-free dairy products and lean proteins. Foods that have low nutrition value and are high in fat and sugar are not served. **We are a nut-free School. Absolutely no peanut products may be brought into our School. This includes food products that are cooked with nut oil.**

We practice responsive feeding by encouraging infants and children to eat when they are hungry and stop when they are full. For safety reasons (i.e. children with severe allergies, etc.) and behavioral reasons (it is better if all children are served the same food), no other food is allowed in the center. If you miss your child's class breakfast or lunch, we kindly ask that you provide a meal for your child before dropping them off, and that they finish that meal before entering the classroom. If your child's class is finishing their meal when you drop off, you may be asked to sit with your child in our café' until they have completed their meal, after which you can escort them back to their classroom.

Allergies and Special Diets

A weekly menu is posted in the Kids Café and in the front lobby including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the School, must be provided by the family and accompanied with a physician's note and an Epi-pen. No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the management team.

Breastfeeding and Infant Feeding

Breastfeeding is promoted and supported. Lactating mothers are provided with a private area (upstairs in staff lounge) to breastfeed or pump, and refrigerator space is available to store breast milk. All staff members are trained in safely handling breast milk, and breastfeeding support materials and professional referrals for lactating mothers are available in our Parent Resource Center.

Immunizations

We ask that your child's Immunization Record Form 3231 (which can be obtained from your pediatrician), be presented with enrollment forms. No child may continue enrollment for more than 30 days without a current immunization report.

Medication Policy

- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. The medication form is available at the front desk. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored, and families notified accordingly. This authorization is required at the beginning of each calendar week.
- We do not permit giving non-prescription, over the counter medication or topical, non-medical ointment, repellent, lotion, cream or powder without:
 - Written authorization from the child's family and written doctor's authorization and instructions stating:
 - The child's full name
 - The name of the medication or the prescription number
 - The dosage amount, frequency to be given and length of time to be given prescribed by the doctor
 - The name of the prescribing physician and phone number
 - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers.
- A member of the management team administers medicine at 10:00 a.m. and 2:00 p.m. If your child is to have medicine at any other time, arrangements can be made based on the prescription. (i.e.: breathing treatment needed 6 hours apart can be given at 10:00 and 4:00)
- Special circumstances requiring the administration of additional medications must be discussed with the Director.
- We will not administer any medication after its expiration date or for non-medical reasons, such as to induce sleep.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." Parents must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- If your child receives a prescribed medication from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after School. If the antibiotic should be given 3 times per day, we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours prior to your child returning to School.
- Prescription medication must be in its original container bearing the pharmacist's label.
- All medications will be stored in a locked secure area inaccessible to the children.
Families may not transport medication to the classroom.

NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.

- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

Nap Time / Rest Time

Adequate rest or quiet time is a very important part of a young, growing child's day. Infants are allowed to nap as needed. As your child graduates to one nap per day beginning in our toddler rooms, a rest period will follow lunch each day. All children one year or older are assigned their own mat and are encouraged to sleep or rest for a period of one to two hours. Blankets and/or stuffed animals that are special to your child are encouraged to help your child feel more comfortable and secure. Children who do not nap are allowed to quietly read a book, play with puzzles or participate in other quiet activities.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will always supervise the children on the playground.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.

The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.

Parking Lot Safety

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please do not park in or block the Fire Lane and be mindful of parking in front of the school and blocking other cars. If you plan to be in the school for a while, please park in a designated space to keep traffic flowing smoothly. Also, we ask that you please not park in the space reserved for our Employee of the Month as this is a special place of recognition for that employee.

Reporting Abuse and Neglect

In the event a trained staff member feels a child has been abused or neglected, that staff member has responsibility to report his/her suspicion to the School Administration. At that time the administration will determine if the suspected abuse or neglect is accurate. If the administration then feels that the suspicion is founded, they will contact the Department of Family and Child Services to begin to a formal investigation. All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing childcare as well as Kids 'R' Kids International, Inc. The county department of social services will determine if an investigation is needed within the 24 hours of the complaint. Even if the county department of social services determines the allegation does not warrant investigation, the state licensing agency and/or Kids 'R' Kids International, Inc. may investigate the complaint.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult the management team.

Sick Policies

Our goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The School is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from most of the children and staff.

A child will be excluded from the classroom and comforted in the "Boo-Boo Room" by a member of our management team while the family members are contacted to pick up within an hour in the event of: A child with fever, diarrhea, vomiting, or nausea including, but not limited to a severe cough or sore throat; undetermined rash or spots, boil, congestion, non-clear runny nose, pink-eye, head lice, temperature over 100 degrees, severe headaches, upset stomach or diarrhea, he/she cannot be accepted into the center until well or has been without fever or other symptoms for 24 hours. In the event your child has a communicable disease, please notify the center immediately so we may notify other parents; a release form from a doctor is required before your child re-enters the center. Kids 'R' Kids Learning Academy of Snellville will notify parents if a

communicable disease has been introduced into the center. A child who, due to a temporary health condition, cannot play outside should remain at home. For safety reasons, we are simply not staffed to watch a single child inside while the rest of the class plays outside. A child who is too sick to go outside is too sick to be at school.

- All medications will be stored in a locked secure area inaccessible to the children.

NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.

- Children are not allowed to bring any type of medication to the School to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

Child Conduct

Basic Expectations

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

Behavior Probation

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

Biting

Even the best preschool settings, periodic outbreaks of biting occur among infant and toddlers, and sometimes even among preschoolers. This is an unavoidable occurrence in groups of young children. It can be very scary, frustrating, and stressful for children, parents, and teachers when someone is bitten. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething, and biting may be a pleasant sensation to a young child.

Knowing that their biting will hurt another person is not yet part of a child’s mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

- The biter is talked to on a level that he/she can understand, and then redirected.
- The bitten child is consoled, and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
- Parents of all children involved are notified of the biting incident.
- A written incident report is given to the parents of all children involved when they are picked up that day. However, in order to protect the privacy of all our families, you will not be informed of the identity of the biter.
- We look intensively at the context of each biting incident for patterns, to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential biting victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

Child Behavior

Children will be subject to disciplinary action up to and including immediate dismissal for the following:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of School functions
- Fighting
- Lewd or obscene behavior
- Inappropriate use of the Internet.
- Possession or use of a weapon
- Possession or sale of tobacco,
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of “Computer/Network Policy”
- Willful disobedience alcohol, drugs, or drug related items

Discipline

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the Kids ‘R’ Kids Learning Academy of Snellville Family Handbook and the NAEYC Code of Ethics.

We use a method of ‘redirection’ to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior.

“Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.” (NAEYC Code of Ethics – Principle-1.1)

Drugs, Alcohol, Tobacco

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs, or tobacco products, both on and off School property. If the School becomes aware of a child’s involvement in any of the above-mentioned activities, the management team will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Children who are taking prescription or non-prescription drugs, which could affect their ability to function in a safe and efficient manner, must notify the School of this fact when they report to School.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School’s Discipline Procedures, the School reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

Family Cooperation

A positive and constructive working relationship between the School and its families is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the School reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a child at any time if, in the judgment of the management team, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

Harassment, Bullying or Hazing

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the management team. When the School management team becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from School. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

Searches

Admission to our School is conditional upon consent to searches by the School. Refusal to comply with a request for permission to search a child's possessions may result in suspension or immediate dismissal of the child.

Threats/Weapons

The school has a zero-tolerance policy regarding threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off School property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. The School will determine the appropriate consequences depending on the circumstances.

PARENT INVOLVEMENT AND COMMUNICATION

Daily Reports and Lesson Plans

Each day in Infant/Toddlers classrooms, you will receive an electronic Daily Report that has details about your child's day including what they ate, slept, diaper changes and what they learned. Since everything about a child's day cannot be put documented, we encourage you to contact your child's teacher if you have any specific questions. Each classroom has weekly lesson plans posted in classroom for parent review.

Developmental Screenings, Transitions & Parent Teacher Conferences

Developmental screening tools are used bi-annually, with family permission, to provide early detection of health-related issues and developmental delays to support early intervention. We share the tools with families to complete the questionnaires. Results are shared with families during spring and fall conferences and/or preparation for classroom transitions; referrals are provided, as needed.

Enrichment Programs

We offer several enrichment classes for children that are very popular with many of our parents. These classes are over and above our regular curriculum and are generally taught by professionals from outside our center. Parents pay these professionals a nominal monthly fee for their services. Currently, our enrichment programs are as follows:

Piano, Tap/Ballet, Martial Arts, On Site Tutoring (ages 5-12)

Internet Cameras

Included in your tuition is access to a secure Internet Server to the cameras in your child's classroom so that you may have **live view** of the activities and your child's participation in those activities. This is a very popular feature of our center, and it gives our parents peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else. **Previously recorded footage is not available with this feature.**

Lost and Found

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization. Please be sure all your child's items are labeled with their first and last name. The School will not be responsible for lost, stolen or damaged items.

Parent Comment Box and Parent Grievance Procedure

There is a Parent Comment Box in the lobby where you can drop off any comment or suggestions you may have. Of course, we encourage you to discuss any classroom issue directly with your child's teacher or center Director. If an issue arises that cannot be addressed by your child's teacher, we ask that you notify the Director. If you still feel that your issue has not been properly addressed, please feel free to contact Robin Banks-Jackson, Owner at 773-844-8078.

Parent Resource Center

Our Parent Resource Center is housed in the café which contains a wealth of information about family engagement activities, developmental screenings, health and physical activities, community resources and other topics of general interest.

Transitions

We work hard to ease all children into the classroom so that they feel comfortable and safe. We believe this promotes a healthy learning environment. We work with all teachers to ensure that your child's transition to the next classroom is as stress free as possible. The child will visit the new classroom for at least one week (depending on the child's needs and schedule) to learn the teachers, routines and classmates. We find that a slow transition usually works best for children.

Visitors and Volunteers

Families and visitors are welcome at the School during school hours while their child is present. Families and visitors must first report to the staff at the front desk before visiting any class or any other location on School property during School hours. Families who want to help in the classroom, Kids Café, playground or during field trips are asked not to bring siblings or other children with them.

Children have a dress code that stresses attractiveness, cleanliness, modesty, and weather appropriate. Families are requested to be an example of these ideals when visiting Kids 'R' Kids Learning Academy of Snellville and attending field trips.

Weekly Classroom Newsletter and Center Newsletters

In our preschool classrooms, you will receive a weekly electronic newsletter on Fridays that details the events of the past week and explains what will be taking place in the class for the next week. Every month, we publish a school-wide newsletter to all parents describing school activities, upcoming events, family engagement opportunities, etc. You may access the newsletter from our website www.kidsrkids33ga.com.

Wellness Policy

Our Wellness Program will strive to increase the well-being and productivity of all our students by enhancing all aspects of health. We adhere to the following:

- ❑ Daily tummy time is provided for all infants.
- ❑ Toddlers are provided with 90 minutes of physical activity, and preschoolers are provided with 120 minutes of physical activity every day.
- ❑ We model healthy physical activity practices by participating in active play.
- ❑ Food and physical activity are not used as incentive or punishment.
- ❑ Nutrition and physical activity education are included in the weekly curriculum.
- ❑ No child is expected to remain seated or confined for more than 15 minutes, excluding meal time and naptime.
- ❑ Screen time is limited to 30 minutes per week for preschoolers, and is limited to commercial free, educational programs.
- ❑ Children under the age of two do not participate in screen time activities.
- ❑ Parents are partners in the task of fostering healthy physical activity habits for children.
- ❑ Staff members are adequately trained about physical activity for children
- ❑ **Special Note: Parent must provide written authorization to restrict child from outdoor play activities.**

Final Statement

Kids 'R' Kids Learning Academy of Snellville wants to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior childcare and early education services.



Kids 'R' Kids Learning Academy of Snellville
2950 Centerville Highway
Snellville, GA 30078
(770) 979-7600

I, _____, have received a copy of Kids 'R' Kids Learning Academy of Snellville Family Handbook. I understand and agree to follow the guidelines and procedures set forth in this handbook. I understand that I should contact a member of the Management Team with any questions I may have regarding any information in the Family Handbook.

Signature of Guardian

Date