



Kids 'R' Kids Academy Landstar

A Florida Private School

Parent & Student Handbook

2026–2027 School Year

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Orlando, Florida 32824

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Principal: **Stephaine Speirs**

"Preparing Hearts. Inspiring Minds. Building Futures."

Handbook Purpose

The purpose of this Parent & Student Handbook is to establish a clear understanding of the policies, procedures, expectations, and operational practices that support the educational mission of **Kids 'R' Kids Academy Landstar**. The handbook serves as a guide for students, parents, guardians, faculty, and staff by outlining the shared responsibilities that contribute to a safe, respectful, and productive learning environment.

This handbook is intended to:

- Communicate the school's mission, vision, and educational philosophy.
- Define academic and behavioral expectations for students.
- Explain school policies related to attendance, health, safety, technology, nutrition, and student conduct.
- Promote consistency and fairness in the application of school procedures.
- Strengthen the partnership between families and the school through clear communication.
- Ensure compliance with applicable Florida laws and private school operational standards.

Enrollment at **Kids 'R' Kids Academy Landstar** signifies the family's agreement to support the school's mission, policies, and expectations as outlined in this handbook. The school reserves the right to interpret, amend, or modify any policy contained herein when necessary to meet educational, legal, health, or operational needs. Updates will be communicated to families in a timely manner.

Welcome to Our School

Welcome to **Kids 'R' Kids Academy Landstar**, where children are inspired to discover their potential, families are valued as educational partners, and excellence is pursued in classrooms, every day. We are honored that you have chosen our school to be part of your child's educational journey and appreciate the confidence you have placed in our faculty, staff, and administration.

At **Kids 'R' Kids Academy Landstar**, we believe that education is far more than academic instruction, it is the intentional development of the whole child. Our goal is to cultivate confident learners, motivate students, inspire responsible leaders, and introduce individuals of strong character who are prepared to succeed both inside and outside the classroom. Every decision we make reflects our commitment to providing a safe, nurturing, and engaging learning environment where students are encouraged to grow intellectually, socially, emotionally, physically, and ethically.

Our school serves students in Kindergarten through Grade 3 and provides a comprehensive educational experience that combines exceptional teaching, innovative instructional technology, meaningful relationships, and individualized learning opportunities. Through high expectations, differentiated instruction, and strong family partnerships, we empower students to become curious thinkers, creative problem-solvers, effective communicators, and lifelong learners.

Education is most successful when schools and families work together toward common goals. We believe parents are a child's first and most influential teachers, and we value the trust, communication, and collaboration that strengthen the partnership between home and school. Throughout the school year, we encourage parents and guardians to actively participate in conferences, school events, volunteer opportunities, and ongoing communication with classroom teachers. Together, we create an environment where students feel supported, encouraged, and inspired to reach their fullest potential.

This Parent & Student Handbook has been developed to serve as a comprehensive guide to the policies, procedures, expectations, and daily operations of **Kids 'R' Kids Academy Landstar**. It provides important information regarding academics, student conduct, health and safety, attendance, communication, and family responsibilities. We encourage every family to review this handbook carefully and refer to it throughout the school year.

As educational standards, Florida laws, and school operations evolve, **Kids 'R' Kids Academy Landstar** reserves the right to revise or update the policies contained in this handbook. Families will be notified whenever significant revisions are made. Our goal is to

ensure that school policies remain current, equitable, and aligned with best practices in private school education.

We are excited to welcome your family into our school community and look forward to celebrating your child's accomplishments throughout the school year. Thank you for choosing **Kids 'R' Kids Academy Landstar**, where every student is known, valued, challenged, and inspired to achieve excellence.

Letter from the Principal

Dear Parents and Guardians,

It is with great pleasure that I welcome you to **Kids 'R' Kids Academy Landstar**. Thank you for choosing our school and allowing us the privilege of partnering with your family in your child's education. We recognize that selecting the right school is one of the most important decisions a family can make, and we are committed to providing an educational experience that reflects excellence, integrity, and genuine care for every student.

Our mission extends beyond academic achievement. We believe that schools should nurture confident learners, compassionate leaders, and responsible citizens who possess both the knowledge and character necessary to thrive in an ever-changing world. Every classroom is intentionally designed to encourage curiosity, creativity, collaboration, and critical thinking while providing students with the academic foundation needed for long-term success.

At **Kids 'R' Kids Academy Landstar**, we are committed to creating a learning environment where every student feels welcomed, respected, and challenged. Our faculty members are passionate educators who understand that every child learns differently. Through differentiated instruction, engaging classroom experiences, meaningful assessment, and individualized support, we strive to help every student reach his or her highest potential.

Our educational program integrates teacher-led instruction with innovative learning technologies, including **Time4Learning**, to provide a balanced instructional experience that supports both independent learning and collaborative classroom engagement. Technology enhances learning, but it never replaces the meaningful relationships between teachers and students that are essential to academic success.

We firmly believe that strong schools are built upon strong relationships with families. Open communication, mutual respect, and shared expectations create the foundation for student achievement. We encourage every parent and guardian to remain actively involved throughout the school year by participating in conferences, attending school events, communicating regularly with teachers, and supporting their child's educational goals.

This handbook serves as an important resource for understanding the policies, procedures, and expectations that guide our school community. It is intended to promote consistency,

transparency, and a shared commitment to providing every student with a safe, respectful, and academically enriching environment.

On behalf of our faculty and staff, thank you for becoming a part of the **Kids 'R' Kids Academy Landstar** family. We look forward to an exciting year filled with learning, growth, achievement, and memorable experiences. Together, we will inspire excellence, build character, and prepare students for a bright future.

With appreciation,

A handwritten signature in black ink that reads "Stephaine Speirs". The script is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Principal

OUR FOUNDATION

Mission Statement

The mission of **Kids 'R' Kids Academy Landstar** is to provide a safe, nurturing, and academically challenging learning environment where every student is inspired to achieve excellence, develop strong character, and become a confident, compassionate, and lifelong learner. Through exceptional instruction, innovative educational practices, meaningful family partnerships, and a commitment to continuous growth, we prepare students to become responsible citizens and future leaders who positively impact their communities and the world around them.

Our commitment extends beyond academic success. We intentionally cultivate integrity, perseverance, respect, empathy, curiosity, creativity, and leadership within every student while recognizing the unique talents and abilities each child brings to our learning community.

Vision Statement

Kids 'R' Kids Academy Landstar envisions becoming one of Florida's premier private elementary schools by providing an innovative educational experience that inspires academic excellence, develops character, embraces technology, and nurtures every student's individual potential.

We strive to create a school culture where students are empowered to think critically, communicate effectively, solve problems creatively, demonstrate compassion for others, and develop the confidence necessary to thrive in an ever-changing world. Our vision is to graduate students who possess both the academic foundation and personal character needed for lifelong success.

Our Core Values

The culture of **Kids 'R' Kids Academy Landstar** is built upon six core values that guide every decision, every interaction, and every learning experience.

Excellence

We pursue excellence in the growth of academics, leadership, and relationships. Students are encouraged to give their best effort every day while striving for continuous improvement rather than perfection.

Excellence means setting high expectations, embracing challenges, learning from mistakes, and celebrating progress. We believe every child is capable of achieving success when provided with encouragement, effective instruction, and meaningful opportunities to grow.

Integrity

Integrity is the foundation of trust within our school community. Students are expected to demonstrate honesty, responsibility, fairness, and accountability in both their words and actions. We encourage students to make ethical decisions, accept responsibility for their choices, and demonstrate respect for themselves, others, and school property. Integrity is demonstrated when students choose to do what is right, even when no one is watching.

Respect

Respect is demonstrated through kindness, empathy, courtesy, and appreciation for the diversity of others. Every member of our school community deserves to be treated with dignity and compassion.

Students are expected to respect:

- Themselves
- Their classmates
- Faculty and staff
- Parents and visitors
- School property
- Community resources
- Individual differences and perspectives

Creating a respectful learning environment allows every student to feel safe, welcomed, valued, and encouraged to participate fully in school life.

Leadership

Leadership begins with personal responsibility and service to others. We believe every child possesses the ability to become a positive influence within the classroom, school, and community.

Students are encouraged to develop leadership by:

- Demonstrating initiative
- Helping others
- Making responsible choices
- Solving problems respectfully
- Serving their community
- Modeling positive behavior
- Working collaboratively

Leadership is not defined by position but by character and the willingness to positively influence others.

Innovation

Innovation encourages students to think creatively, embrace curiosity, and approach challenges with confidence and imagination. Our instructional program integrates technology, collaborative learning, hands-on experiences, and project-based activities that prepare students for the future.

We encourage students to:

- Ask thoughtful questions
- Explore new ideas
- Solving real-world problems
- Use technology responsibly

- Think critically
- Learn through discovery
- Embrace lifelong learning

Innovation prepares students to adapt successfully in a rapidly changing world

Community

Education is strengthened through meaningful relationships and partnerships. We believe that students, families, teachers, and community members all contribute to the success of our school.

Our school community is built upon:

- Collaboration
- Open communication
- Mutual respect
- Family engagement
- Volunteerism
- Service
- Shared responsibility

Together, we create an environment where every child has the opportunity to succeed academically, socially, emotionally, and personally.

Educational Philosophy

At **Kids 'R' Kids Academy Landstar**, we believe that every child is uniquely gifted and capable of extraordinary achievement. Learning occurs most effectively when students are actively engaged, intellectually challenged, emotionally supported, and encouraged to explore their individual interests and abilities. We recognize that children learn at different rates and through different methods; therefore, our instructional approach is intentionally designed to provide differentiated learning opportunities to meet students where they are while encouraging continuous academic growth.

Our educational philosophy emphasizes the development of the whole child. While academic excellence remains a central focus, equal importance is placed upon character development, social-emotional learning, communication skills, creativity, collaboration, leadership, and responsible citizenship. Students are encouraged to become independent thinkers who demonstrate perseverance, empathy, integrity, and respect in every aspect of their lives.

Technology serves as a powerful instructional tool that enhances learning while never replacing the meaningful relationships between teachers and students. Our classrooms integrate the **Time4Learning** curriculum with teacher-directed instruction, small-group learning, hands-on exploration, project-based activities, and ongoing assessment. This balanced instructional model provides students with engaging opportunities to apply knowledge, strengthen foundational skills, and develop confidence as learners.

We believe education is a shared responsibility among students, families, educators, and the broader community. Open communication, mutual respect, and active family involvement are essential components of student success. Through collaborative partnerships, we create a positive educational environment where every child feels supported, challenged, and inspired to reach his or her highest potential.

Portrait of a Kids 'R' Kids Academy Landstar Graduate

Although our students will continue their educational journey beyond Grade 3, our goal is that every student leaving **Kids 'R' Kids Academy Landstar** will demonstrate the foundational knowledge, character, and confidence necessary for continued academic and personal success.

A Kids 'R' Kids Academy Landstar student is:

A Confident Learner

Demonstrates curiosity, perseverance, and a genuine love of learning while approaching new challenges with confidence and enthusiasm.

An Effective Communicator

Expresses ideas clearly through speaking, listening, reading, writing, and appropriate use of technology while demonstrating respect for diverse perspectives.

A Critical Thinker

Applies knowledge to solve problems, analyze information, ask meaningful questions, and make thoughtful decisions.

A Responsible Citizen

Demonstrates integrity, honesty, accountability, respect for others, and a commitment to serving the school and community.

A Collaborative Team Member

Works cooperatively with classmates and teachers, values diverse viewpoints, contributes positively to group activities, and demonstrates empathy and kindness.

A Future Leader

Models responsibility, initiative, resilience, and ethical decision-making while inspiring others through positive actions and servant leadership.

School-Wide Learning Expectations

Every student at **Kids 'R' Kids Academy Landstar** is expected to:

- Demonstrate respect for self, others, and school property.
- Exhibit honesty and integrity in all academic and personal endeavors.
- Take ownership of learning by completing assignments and participating actively in class.
- Develop strong reading, writing, mathematics, science, and critical thinking skills.
- Use technology safely, ethically, and responsibly.
- Communicate respectfully with peers and adults.
- Show perseverance when faced with challenges.
- Contribute positively to the classroom and school community.
- Practice good citizenship through kindness, empathy, and service.
- Embrace lifelong learning by remaining curious, engaged, and open to new experiences.

SCHOOL GOVERNANCE & ADMINISTRATION

Kids 'R' Kids Academy Landstar is a Florida private school dedicated to providing a high-quality educational experience built upon strong leadership, sound governance, continuous improvement, and meaningful partnerships with families and the community. School leadership is responsible for ensuring that all instructional programs, operational procedures, financial practices, and student services align with the school's mission, vision, and educational philosophy.

The school's leadership team is committed to operating with integrity, transparency, accountability, and professionalism while maintaining compliance with applicable federal, state, and local laws governing private education. Every decision is made with the best interests of students in mind, recognizing that educational excellence requires thoughtful planning, collaborative leadership, and continuous evaluation.

School governance supports a culture of innovation, academic achievement, student safety, ethical leadership, and responsible stewardship of school resources. Through strategic planning and ongoing school improvement efforts, **Kids 'R' Kids Academy Landstar** strives to provide an educational environment where students, families, faculty, and staff can thrive.

School Administration

The administration of **Kids 'R' Kids Academy Landstar** provides instructional leadership, operational oversight, and strategic direction to ensure the successful daily operation of the school. School administrators work collaboratively with faculty, staff, students, parents, and community partners to promote academic excellence while fostering a safe, respectful, and nurturing learning environment.

Administration is responsible for:

- Establishing and implementing school policies and procedures.
- Supporting instructional excellence and curriculum implementation.
- Supervising faculty and staff.
- Monitoring student academic progress.
- Ensuring compliance with Florida private school requirements.
- Maintaining a safe and secure campus.

- Managing school finances and resources.
- Promoting positive school culture and family engagement.
- Supporting continuous school improvement initiatives.

The administration welcomes opportunities to communicate with families and encourages respectful collaboration in addressing questions, concerns, or suggestions that contribute to the success of the school community.

General School Policies

The policies contained within this handbook are intended to establish consistent expectations that support the safe, efficient, and effective operation of **Kids 'R' Kids Academy Landstar**. Enrollment at the school signifies the family's commitment to understanding and supporting these policies while partnering with the school to promote student success.

The Principal reserves the authority to interpret and apply school policies in a manner consistent with the school's mission, educational philosophy, and the best interests of the students and school community.

Student Nutrition Policy

Kids 'R' Kids Academy Landstar recognizes that proper nutrition supports student health, academic achievement, and overall well-being. The school operates under a **Family Meal Program**, where parents provide their child's breakfast, lunch, and a daily classroom snack. The school provides one nutritious afternoon snack for students enrolled in the After-School Program.

Breakfast Procedures

Students may eat breakfast only during the designated breakfast period.

Parents should:

- Send breakfast ready to eat.
- Use insulated containers when needed.

- Clearly label lunch boxes.
- Avoid glass containers.
- Avoid carbonated beverages.
- Avoid energy drinks.

Breakfast should promote healthy eating and support student learning.

Lunch Procedures

Students shall bring a nutritious lunch each school day.

Lunches should:

- Be packed safely.
- Include ice packs when needed.
- Be clearly labeled.
- Be easy for students to open independently.

Teachers supervise all lunch periods.

Students are prohibited from:

- Sharing food.
- Trading food.
- Throwing food.
- Leaving assigned eating areas without permission.

Snack Procedures

Parents provide one classroom snack daily.

After-school students receive one school-provided snack.

Healthy snack examples include:

- Fruit

- Vegetables
- Cheese
- Yogurt
- Whole grain crackers
- Applesauce
- Granola bars

Candy and energy drinks are prohibited.

Parent Responsibilities

Parents are responsible for:

- Sending nutritious meals.
- Packing food safely.
- Using insulated lunch bags.
- Providing utensils if needed.
- Updating allergy information.
- Informing the school of dietary restrictions.
- Labeling food containers.

Food Allergy Procedures

Parents must provide:

- Physician documentation.
- Allergy Action Plan.
- Emergency medications.
- Updated allergy information annually.

Students with allergies may have individualized accommodation. Food sharing is prohibited. Teachers receive annual allergy awareness training.

Emergency Allergy Response

If an allergic reaction occurs:

1. Notify staff immediately.
2. Administer prescribed emergency medication.
3. Call 911.
4. Contact parents.
5. Complete an Incident Report.

Special Dietary Accommodations

Reasonable dietary accommodation will be provided when supported by medical documentation.

Examples include:

- Diabetes
- Food allergies
- Celiac disease
- Lactose intolerance
- Other physician-documented conditions

Food Storage

Parents should:

- Use insulated lunch containers.
- Pack cold foods with ice packs.

- Pack hot foods in thermoses.
- Label all containers.

Food may not remain in classrooms overnight.

Refrigeration

Routine refrigeration is **not available** for student lunches.

Limited refrigeration is reserved for:

- Emergency medication
- Medical dietary accommodations

Parents should plan accordingly.

Heating Procedures

The school does **not** routinely heat student meals.

Parents should:

- Send ready-to-eat meals.
- Use insulated food containers.
- Avoid foods requiring microwave preparation.

Food Safety Expectations

Students will:

- Wash hands before meals.
- Wash hands after meals.
- Keep food at assigned tables.
- Dispose of trash properly.
- Never share food.

Teacher Supervision

Teachers remain actively engaged during all meals by:

- Supervising students.
- Monitoring allergies.
- Encouraging healthy habits.
- Reinforcing table manners.
- Responding to emergencies.

Classroom Sanitation

Teachers will:

- Sanitize tables before meals.
- Sanitize tables after meals.
- Ensure handwashing.
- Clean spills immediately.
- Dispose of waste properly.

Personal Belongings

Students should bring only those items necessary for instructional purposes unless otherwise authorized by the Classroom Teacher or Principal.

All personal belongings should be clearly labeled with the student's name. The school cannot assume responsibility for lost, stolen, or damaged personal property including:

- Clothing
- Jewelry
- Toys
- Electronics

- Cash
- Trading cards
- Collectibles
- Personal accessories

Students are discouraged from bringing valuable items to school unless specifically requested for an instructional activity.

Lost and Found

Lost items will be placed in the school's designated Lost and Found area. Parents and students are encouraged to check the Lost and Found promptly for missing belongings.

Items not claimed within a reasonable period may be:

- Donated to a charitable organization
- Discarded if unsuitable for donation
- Otherwise disposed of in accordance with school procedures

Clearly labeling personal belongings significantly increases the likelihood of items being returned.

Search and Inspection

To maintain a safe educational environment, the school reserves the right to inspect student property when there is a reasonable belief that the inspection is necessary to:

- Protect student safety.
- Protect school property.
- Investigate suspected violations of school policy.
- Prevent illegal or dangerous activity.

Items that may be inspected include:

- Backpacks

- Lunch boxes
- Desks
- Lockers (if provided)
- School-issued technology

Whenever practical and appropriate, inspections will be conducted respectfully and in the presence of another school employee.

Prohibited Items

Students may not bring items that create safety concerns or interfere with the educational environment.

Examples include:

- Weapons or weapon replicas
- Tobacco or nicotine products
- Alcohol
- Illegal drugs
- Controlled substances without authorization
- Fireworks
- Laser pointers
- Matches or lighters
- Dangerous tools
- Inappropriate publications
- Gambling devices
- Toys that significantly disrupt learning

The Principal may prohibit additional items when necessary to protect student safety or maintain an orderly learning environment.

Animals on Campus

For the health and safety of students and staff, personal pets are generally not permitted on campus.

Exceptions may include:

- Service animals as defined by applicable law
- Approved educational presentations
- School-sponsored instructional activities

Any approved animals must remain under the control of the responsible adult at all times.

School Closures

The Principal may close the school or modify school operations when circumstances affect the health, safety, or welfare of students or staff.

Examples include:

- Severe weather
- Hurricanes
- Tropical storms
- Public health concerns
- Utility failures
- Facility emergencies
- Other unforeseen circumstances

When possible, families will receive advance notification through the school's communication systems.

Date(s)	Event	School Status
August 10, 2026	Teacher Workday / Classroom Preparation	Closed to Students
August 11, 2026	First Day of School	Students Attend
September 7, 2026	Labor Day	School Closed
October 12, 2026	Teacher Professional Day	Student Holiday
November 23–27, 2026	Thanksgiving Break	School Closed
December 21, 2026 – January 1, 2027	Winter Break	School Closed
January 4, 2027	Teacher Workday	Student Holiday
January 5, 2027	Students Return	School Open
January 18, 2027	Martin Luther King Jr. Day	School Closed
February 15, 2027	Presidents' Day / Teacher Planning Day	Student Holiday
March 12, 2027	Teacher Workday	Student Holiday
March 15–19, 2027	Spring Break	School Closed
March 22, 2027	Students Return	School Open
April 23, 2027	Teacher Professional Development Day	Student Holiday
May 26, 2027	Last Day of School	Early Dismissal Recommended
May 27–28, 2027	Teacher Post-Planning	Students Not in Attendance
May 31, 2027	Memorial Day	School Closed

Kids 'R' Kids Academy Landstar aligns its academic calendar with the Orange County Public Schools calendar to support families with children attending multiple schools. However, the Principal reserves the right to modify the calendar, school hours, or scheduled events as necessary to meet instructional needs, comply with applicable laws, respond to emergencies, or address unforeseen circumstances. Families will be notified promptly of any approved changes.

Emergency School Operations

Should an extended emergency require temporary closure of the campus, **Kids 'R' Kids Academy Landstar** may implement alternative instructional methods to maintain educational continuity.

Alternative learning may include:

- Time4Learning instruction

- Teacher-developed assignments
- Virtual lessons
- Independent learning activities
- Parent instructional guides
- Digital classroom resources

The school will communicate expectations and instructional schedules as needed.

School Property

Students are expected to demonstrate respect for all school property.

This includes:

- Furniture
- Technology
- Books
- Instructional materials
- Playgrounds
- Landscaping
- Buildings
- Restrooms
- School vehicles

Parents may be financially responsible for intentional or negligent damage caused by their child.

School Communications

Official school communications may be distributed through:

- Email

- Parent communication platform
- School website
- Printed notices
- Telephone
- Text messaging
- School newsletters

Parents are responsible for reviewing communications regularly and responding when requested.

Statement of Partnership

Enrollment at **Kids 'R' Kids Academy Landstar** represents a voluntary partnership between the school and the family.

Successful partnerships are built upon:

- Mutual respect
- Honest communication
- Shared responsibility
- Positive collaboration
- Trust
- Commitment to student success

The school reserves the right to discontinue enrollment when this partnership has irreparably broken down or when continued enrollment is determined not to be in the best interest of the student or the school community, subject to applicable law and the Enrollment Agreement.

Admissions Policy

Admission to **Kids 'R' Kids Academy Landstar** is based upon the school's ability to meet the educational needs of the applicant while maintaining an appropriate learning environment for all students. The school seeks to enroll students and families who support its mission, philosophy, educational program, and behavioral expectations.

Enrollment is offered without discrimination in accordance with applicable federal and Florida laws.

1. Students Eligible for Enrollment

Grade	Minimum Age
Kindergarten	5 years old on or before September 1
Grade 1	6 years old on or before September 1
Grade 2	Successful completion of Grade 1
Grade 3	Successful completion of Grade 2

2. Required Enrollment Documents

- Enrollment Application
- Birth Certificate
- Florida Certificate of Immunization (DH Form 680)
- School Physical (DH Form 3040)
- Parent Identification
- Emergency Contact Form
- Custody Documents (if applicable)
- Previous School Records
- Report Card
- Standardized Test Results (if available)
- Step Up Scholarship Award ID (if applicable)
- Allergy Action Plan (if applicable)
- Medication Authorization (if applicable)
- Parent Handbook Acknowledgment
- Tuition Agreement
- Technology Agreement

3. Enrollment Process

1. Submit application.
2. Tour the school.
3. Meet with the Principal.
4. Complete student assessment (if applicable).
5. Submit required records.
6. Sign enrollment documents.
7. Pay registration fee.
8. Receive classroom assignment.
9. Attend New Family Orientation.
10. Begin school.

4. Student Assessment Prior to Enrollment

Incoming students may participate in:

- Reading screening
- Mathematics assessment
- Developmental assessment (Kindergarten)
- Teacher observation
- Review of previous academic records

Assessments assist with placement and instructional planning.

5. Conditional Admission

Students may be admitted conditionally while:

- School records are pending.
- Immunization records are pending.
- Custody documents are pending.

- Scholarship approval is pending.

Failure to submit required documentation within established timelines may result in withdrawal.

6. Probationary Enrollment

New students may be admitted on a probationary basis for the first 30–60 instructional days.

During this period the school evaluates:

- Academic readiness
- Attendance
- Behavior
- Social adjustment
- Family partnership

The Principal may determine that continued enrollment is not appropriate.

7. Re-Enrollment

Include:

- Registration deadline
- Tuition agreement
- Updated health forms
- Emergency contacts
- Handbook acknowledgment

8. Withdrawal Procedures

- Written notice
- Return of school property
- Payment of outstanding balances

- Transfer of records

9. Student Records Transfer

- Official records
- Transcript requests
- Transfer procedures

10. Class Placement

Factors Include:

- Academic performance
- Teacher recommendations
- Class balance
- Student needs
- Behavioral considerations

11. Non-Discrimination Statement

Kids 'R' Kids Academy Landstar admits students of any race, color, national origin, ethnic origin, religion, sex, or disability to all rights, privileges, programs, and activities generally accorded or made available to students and does not discriminate in the administration of its educational policies, admissions policies, scholarship programs, athletics, or other school-administered programs, except as permitted by applicable law.

12. Tuition & Scholarship Verification

It is the parent responsibility to confirm:

- Scholarship funding
- Tuition balance

- Payment deadlines
- Missed scholarship payments

13. Parent Partnership Agreement

Parents agree to:

- Support school policies.
- Maintain respectful communication.
- Ensure attendance.
- Complete homework.
- Attend conferences.
- Monitor technology.
- Promote positive behavior.

14. Enrollment May Be Denied or Discontinued

State that enrollment may be denied or discontinued due to:

- Incomplete records
- Failure to meet enrollment requirements
- Tuition delinquency
- Safety concerns
- Significant behavioral concerns
- Lack of appropriate educational placement
- Breakdown of the school-family partnership

Report Cards, Grading, Student Assessment & Scholarship Participation

At **Kids 'R' Kids Academy Landstar**, assessment is an ongoing process used to monitor student achievement, guide instruction, communicate progress, and support each student's academic growth. We believe assessment should be meaningful, accurate, and reflective of each student's progress toward mastering grade-level standards.

Student achievement is evaluated through a variety of instructional methods including classroom participation, teacher observation, assignments, projects, assessments, and digital learning activities. Assessment results help teachers identify student strengths, address learning gaps, and provide appropriate intervention or enrichment opportunities.

Report Cards

Report cards are issued at the end of each academic grading period and provide families with a comprehensive summary of student achievement, work habits, classroom participation, and academic progress.

Report cards include evaluations in:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Writing
- Technology Integration
- Citizenship and Character Development
- Classroom Conduct
- Work Habits
- Attendance

Parents are encouraged to carefully review each report card and discuss their child's progress with the Classroom Teacher. Report cards become part of the student's permanent educational record.

Grading Periods

The school year is divided into four (4) grading periods:

- **First Quarter**
- **Second Quarter**
- **Third Quarter**
- **Fourth Quarter**

Progress reports may be issued midway through each grading period to keep families informed of student performance.

Grading Scale (Grades 1–3)

Kids 'R' Kids Academy Landstar uses the following grading scale for students in Grades 1 through 3:

Grade	Percentage	Performance Level
A	90–100	Outstanding Achievement
B	80–89	Above Average Achievement
C	70–79	Satisfactory Achievement
D	60–69	Limited Achievement
F	Below 60	Unsatisfactory Achievement

Grades reflect demonstrated mastery of academic standards and are based upon multiple measures of student performance.

Kindergarten Standards-Based Reporting

Kindergarten students receive a **standards-based report card** designed to measure developmental progress rather than traditional letter grades.

Students are evaluated in areas including:

- Early Literacy

- Reading Readiness
- Mathematics Readiness
- Language Development
- Science Exploration
- Social Studies Awareness
- Fine Motor Skills
- Gross Motor Skills
- Social-Emotional Development
- Classroom Participation
- Independence

Teachers use developmentally appropriate observations, classroom performance, and assessments to monitor progress.

Academic Progress Monitoring

Student progress is monitored continuously through:

- Teacher observations
- Classroom participation
- Daily assignments
- Homework
- Classroom discussions
- Projects
- Quizzes
- Unit assessments
- Reading assessments
- Mathematics assessments
- Writing samples
- Student portfolios

- Time4Learning performance reports

Teachers regularly review student data to adjust instruction and provide intervention or enrichment as needed.

Standardized Testing

Kids 'R' Kids Academy Landstar may administer nationally recognized standardized assessments to measure academic achievement, monitor student growth, and support instructional planning. Standardized assessments may include nationally norm-referenced or criterion-referenced assessments selected by the school administration.

Assessment data may be used to:

- Measure academic growth
- Identify strengths and learning needs
- Inform instructional planning
- Evaluate curriculum effectiveness
- Support scholarship requirements
- Assist with placement decisions
- Provide information to parents regarding academic progress

Participation in standardized testing may also be required to satisfy eligibility requirements for certain scholarship programs administered by the State of Florida. Parents will receive advance notification regarding testing schedules and procedures.

Time4Learning Assessments

Because **Kids 'R' Kids Academy Landstar** utilizes **Time4Learning®** as its primary digital instructional platform, students regularly complete embedded assessments that help teachers monitor academic mastery.

Time4Learning assessment data is used in conjunction with teacher-created assessments and classroom observations. Digital assessment results do not replace professional teacher judgment when determining report card grades or promotion decisions.

Parent-Teacher Conferences

Kids 'R' Kids Academy Landstar values open communication between families and educators. Parent-Teacher Conferences provide an opportunity to discuss academic progress, social-emotional development, classroom performance, and student goals.

Formal conferences are scheduled during the school year. Additional conferences may be requested by either the parent or the Classroom Teacher whenever concerns arise.

Conference topics may include:

- Academic performance
- Classroom behavior
- Attendance
- Assessment results
- Homework habits
- Learning strengths
- Areas for improvement
- Intervention strategies
- Enrichment opportunities
- Student goals

Parents are encouraged to actively participate by asking questions, sharing observations, and collaborating with teachers to support student success.

Academic Intervention

Students experiencing academic difficulty may receive additional instructional support through:

- Small-group instruction
- Individual intervention
- Teacher conference
- Targeted skill practice
- Supplemental instructional resources

- Progress monitoring
- Family support strategies

The school believes early intervention promotes long-term academic success.

Promotion and Retention

Promotion decisions are based upon the students' overall readiness for the next grade level.

Factors considered include:

- Academic achievement
- Attendance
- Classroom participation
- Assessment results
- Teacher recommendations
- Developmental readiness
- Completion of grade-level learning standards

The Principal retains final authority regarding promotion and retention decisions after consultation with teachers and parents.

Step Up For Students Scholarships

Kids 'R' Kids Academy Landstar proudly participates in scholarship programs administered through **Step Up For Students**, in accordance with Florida law and program requirements.

Eligible students may participate through scholarship programs such as:

- Family Empowerment Scholarship for Educational Options (FES-EO)
- Family Empowerment Scholarship for Unique Abilities (FES-UA)
- Florida Tax Credit Scholarship (FTC)

- Personalized Education Program (PEP), when applicable

Families participating in scholarship programs are responsible for complying with all requirements established by Step Up For Students and the Florida Department of Education.

Participation may require:

- Completion of scholarship documentation
- Student attendance verification
- Academic progress monitoring
- Participation in required statewide or nationally norm-referenced assessments, when applicable
- Compliance with scholarship funding requirements

Parents are encouraged to maintain active communication with Step Up For Students regarding scholarship eligibility, renewal requirements, and funding timelines.

Questions regarding scholarship participation may be directed to the School Administration or to the appropriate Scholarship Funding Organization (SFO).

PEP Hybrid Eligible Private School Program

Program Purpose and Availability

Kids 'R' Kids Academy Landstar may offer a Personalized Education Program (PEP) Hybrid option only while the school is approved by the Florida Department of Education (FLDOE) as a PEP Hybrid eligible private school. Approval to participate is separate from general private-school registration and participation in other scholarship programs. If approval is pending, suspended, withdrawn, or not renewed, the school will not represent the program as an approved PEP Hybrid option or accept PEP Hybrid tuition for periods when it is not eligible.

The PEP Hybrid option provides enrolled FTC-PEP students with regular and direct contact with teachers at the school's approved physical location while preserving the parent-directed nature of the Personalized Education Program. It is not the same as full-time enrollment in a traditional eligible private school.

Student Eligibility and Enrollment

To participate, a student must have an active FTC-PEP scholarship and meet all requirements established by FLDOE, the applicable Scholarship Funding Organization (SFO), and Kids 'R' Kids Academy Landstar. Families must provide the student's Award ID or other permitted evidence of PEP status when requested for verification.

PEP Hybrid students are admitted through the school's PEP Hybrid enrollment agreement and are not entered through EMA's traditional full-time private-school enrollment function. Acceptance is subject to program capacity, grade-level availability, completion of required records, and the school's ability to meet the student's educational needs.

In-Person Attendance and Remaining Instructional Time

Each PEP Hybrid student must attend the approved school location in person for at least two full school days per week and have regular and direct contact with qualified teachers. The student's assigned on-campus days will be identified in the enrollment agreement, weekly schedule, and Student Learning Plan, as applicable.

During the remaining scheduled instructional time, the student will complete sequentially progressive instruction outside the physical campus under parent or guardian direction. Instruction may include Time4Learning lessons, independent reading, handwriting and written responses, mathematics practice, science and social

studies activities, physical education, projects, enrichment assignments, teacher check-ins, and intervention or extension work.

Individual schedules may be adjusted for student needs, holidays, assessments, family circumstances, or school operations, provided that the program continues to satisfy applicable PEP Hybrid requirements and the student's Student Learning Plan accurately describes the remaining instructional time.

Student Learning Plan (SLP)

The parent or guardian is responsible for creating, submitting, and annually updating the student's customized Student Learning Plan in EMA. The SLP must identify the approved hybrid private school and explain how the student's remaining instructional time will be completed outside the school setting.

The school will provide the family with the student's on-campus schedule, curriculum information, assignment expectations, progress information, and recommended language needed to describe the off-campus instructional model. School personnel will not request, retain, or use the parent or guardian's EMA username, password, or other account credentials and will not manage the family's scholarship account.

The parent must promptly update the SLP when the student's schedule, curriculum, provider arrangements, or educational priorities materially change.

Curriculum and Instruction

Time4Learning serves as the school's primary digital curriculum for English language arts, mathematics, science, and social studies. Teachers supplement the platform with direct instruction, small-group learning, hands-on activities, writing, reading practice, projects, assessment, intervention, and enrichment. Technology supports instruction but does not replace meaningful teacher-student interaction.

The student's weekly learning plan will identify assigned lessons, estimated instructional time, due dates, required work products, accommodations, intervention activities, and any materials that must be returned or uploaded for teacher review.

Assignment Monitoring and Academic Progress

The assigned teacher will review student progress at least weekly using available Time4Learning reports, completed lessons, login and activity information, time-on-task indicators, quiz and test scores, written work, projects, work samples, learning logs, and missing-assignment reports.

Teachers will provide feedback, record grades and mastery, communicate concerns, and assign reteaching, make-up work, intervention, or enrichment when appropriate. A target of 80 percent mastery will generally be used before advancement, subject to teacher judgment and the student's individual needs.

Progress will also be evaluated through conferences, benchmark checks, portfolios, quarterly reports, classroom performance, and required annual assessment results. Digital platform data does not replace professional teacher judgment.

Attendance and Participation Documentation

On-campus attendance will be recorded by the school. Participation during off-campus instructional time will be documented through assigned lesson completion, parent or guardian verification, weekly learning logs, submitted work, teacher review, scheduled conferences, and other evidence identified in the student's learning plan.

A student may be considered nonparticipating when the student fails to attend assigned campus days, does not complete required off-campus work, repeatedly misses teacher check-ins, or fails to provide required evidence of instruction. The school may implement an intervention plan that includes a family conference, revised pacing, additional on-campus support, tutoring, make-up work, or more frequent monitoring.

Parent and Guardian Responsibilities

Parents and guardians participating in the PEP Hybrid option are expected to:

- Maintain an accurate and current Student Learning Plan in EMA.
- Provide active supervision and direction during off-campus instructional time.
- Ensure the student has reliable access to assigned technology, curriculum, books, and learning materials.
- Monitor daily work and confirm the accuracy of the weekly learning log.
- Ensure timely completion and submission of assignments and work samples.
- Communicate promptly regarding absences, technology problems, academic concerns, or changes in the student's schedule.
- Protect EMA credentials and communicate directly with the SFO regarding scholarship eligibility, funding, purchases, reimbursement, and renewal.

- Ensure completion and submission of the annual assessment required for PEP renewal.

School Responsibilities

Kids 'R' Kids Academy Landstar will:

- Provide at least two full in-person school days per week at the approved physical location.
- Maintain regular and direct teacher contact and document on-campus attendance.
- Provide curriculum access, weekly assignments, instructional support, feedback, and progress monitoring.
- Maintain appropriate student records, including attendance, progress reports, work samples, communications, and intervention documentation.
- Notify families of material program, schedule, approval, or payment changes.
- Protect student privacy and comply with applicable scholarship, private-school, health, safety, and records requirements.

Annual Assessment and Renewal

PEP renewal students must complete an approved annual assessment and submit the required results to the applicable SFO within the established timeframe. The parent or guardian is responsible for satisfying the scholarship renewal requirement. The school will communicate available testing options and may provide or coordinate testing when offered, but the family remains responsible for confirming that all renewal documentation has been accepted.

Tuition, Fees, EMA, and Other Services

PEP Hybrid tuition and eligible required fees are governed by the family's enrollment agreement and current scholarship rules. When authorized, the family may select an approved PEP Hybrid service offering through the EMA Marketplace for direct payment or may pay the school and request reimbursement according to SFO procedures. Payment is not guaranteed until the SFO approves the transaction or reimbursement.

PEP Hybrid students may not use EMA's traditional full-time private-school enrollment function. Before-school care, after-school care, donations, fundraising, and other charges excluded by the applicable PEP purchasing guidance are separate from PEP

Hybrid tuition and must be paid by the family unless another lawful funding source applies.

Withdrawal, Noncompliance, and Program Changes

The school may require a conference, place the student on an academic or participation improvement plan, or discontinue the PEP Hybrid placement when attendance, participation, behavior, payment, documentation, or program requirements are not met. Families remain responsible for notifying the SFO and updating the Student Learning Plan when a student withdraws, changes programs, or changes instructional arrangements.

PEP Hybrid requirements, scholarship procedures, approved expenses, and EMA processes may change. When a current FLDOE or SFO requirement conflicts with this handbook, the controlling law or current program guidance will apply, and the school may revise this section upon notice to families.

PEP Hybrid Calendar and Individual Schedule

PEP Hybrid students generally follow the Kids 'R' Kids Academy Landstar academic calendar, including the August 18, 2026 opening date, holidays, marking periods, breaks, and May 26, 2027 closing date. Each student's actual on-campus and off-campus schedule remains subject to the enrollment agreement, weekly learning plan, and Student Learning Plan.

Student Success Partnership

Academic excellence is achieved through a strong partnership between students, families, teachers, and school leadership. **Kids 'R' Kids Academy Landstar** is committed to providing rigorous instruction, meaningful assessment, regular communication, and individualized support so that every student has the opportunity to achieve academic success and develop a lifelong love of learning. Through collaboration, high expectations, and continuous encouragement, we prepare students to become confident learners, responsible citizens, and future leaders.

Family Educational Rights and Privacy Statement

Kids 'R' Kids Academy Landstar maintains student educational records in accordance with applicable federal and Florida laws. The school follows privacy practices consistent with the principles of the **Family Educational Rights and Privacy Act (FERPA)** by protecting the confidentiality of student records, limiting access to authorized individuals, and providing parents or legal guardians the opportunity to review their child's educational records upon written requests. Student information will not be disclosed except as permitted by law or with appropriate parental authorization.

Florida Educator Code of Ethics

Rule 6A-10.081, Florida Administrative Code

Professional Responsibility

Employees shall:

- Protect student health and safety.
- Maintain honesty and integrity.
- Respect student dignity.
- Avoid discrimination.
- Maintain confidentiality.
- Report child abuse as required by Florida law.
- Avoid conflicts of interest.
- Maintain appropriate professional boundaries.

Ethical Conduct

Employees shall not:

- Exploit students.
- Falsify records.
- Accept inappropriate gifts.
- Misrepresent qualifications.

- Use school resources improperly.
- Engage in conduct impairs professional effectiveness.

Commitment to Students

Educators will:

- Place student welfare first.
- Promote equitable learning.
- Maintain professional competence.
- Model ethical behavior.
- Foster respect and inclusion.

Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Commitment to Education

Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nature of democratic citizenship.

Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. Commitment to Students

Our primary concern is the student. Instructional personnel shall seek to exercise the best professional judgment and integrity in promoting student growth and development.

3. Responsibilities to Students

Concern for the student requires that instructional personnel shall:

- a. Make reasonable efforts to protect students from conditions harmful to learning and/or to the student's mental and/or physical health and safety.
- b. Not unreasonably restrain a student from independent action in pursuit of learning.
- c. Not unreasonably deny a student access to diverse points of view.

- d. Not intentionally suppress or distort subject matter relevant to the student's academic program.
- e. Not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Not intentionally violate or deny a student's legal rights.
- g. Not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background, and shall make reasonable efforts to assure that each student is protected from harassment or discrimination.
- h. Not exploit a relationship with a student for personal gain or advantage.
- i. Keep in confidence personally identifiable information obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

4. Responsibilities to Colleagues, Parents, and the Community

Aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community, employees of our school must display the highest degree of ethical conduct. This commitment requires employees:

- a. Maintain honesty in all professional dealings.
- b. Not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, or social and family background, nor deny a colleague professional benefits or advantages or participation in any professional organization.
- c. Not interfering with a colleague's exercise of political or civil rights and responsibilities.
- d. Not engage in harassment or discriminatory conduct that unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education, or which creates a hostile, intimidating, abusive, offensive, or oppressive environment. Employees shall make reasonable efforts to ensure that each individual is protected from such harassment or discrimination.
- e. Not make malicious or intentionally false statements about a colleague.

Training Requirement

All instructional personnel, educational support employees, and administrators are required, as a condition of employment, to complete training on these Standards of Ethical Conduct.

Reporting Misconduct by Instructional Personnel and Administrators

All employees, educational support personnel, and administrators have an obligation to report misconduct by instructional personnel and school administrators that affects the health, safety, or welfare of a student.

Examples of misconduct include, but are not limited to:

- Obscene language
- Drug or alcohol abuse
- Disparaging comments
- Prejudice or bigotry
- Sexual innuendo
- Cheating or testing violations
- Physical aggression
- Accepting or offering favors

The following *Standards of Ethical Conduct* are adapted from the **Code of Ethics of the Education Profession in Florida** and the **Principles of Professional Conduct for the Education Profession in Florida**, as adopted by the Florida State Board of Education. These standards have been adapted with permission for use by **Kids 'R' Kids Academy Landstar** to support the school's commitment to ethical leadership, professionalism, student safety, and educational excellence.

Copyright Notice

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Parent & Guardian Handbook Acknowledgment

I acknowledge that I have received, reviewed, and understand the **Kids 'R' Kids Academy Landstar Parent & Student Handbook** for the current school year.

I understand that:

- I am responsible for reading and understanding the policies contained in this handbook.
- I agree to support the school's mission, philosophy, and educational expectations.
- I understand that the handbook may be revised during the school year.
- If my child participates in PEP Hybrid, I understand my responsibility for the Student Learning Plan, off-campus instruction, learning logs, annual assessment, EMA account security, and scholarship compliance.
- I understand that PEP Hybrid participation is available only while the school and student remain eligible under current FLDOE and Scholarship Funding Organization requirements.
- I agree to comply with all applicable school policies and procedures.

Parent/Guardian Name: _____

Student Name: _____

Signature: _____

Date: _____

Student Commitment

As a student of **Kids 'R' Kids Academy Landstar**, I promise to:

- Respect others.
- Respect my teachers.
- Respect my school.
- Come prepared to learn.

- Do my best every day.
- Demonstrate honesty.
- Show kindness.
- Make responsible choices.
- Use technology appropriately.
- Represent my school with pride.

Student Name: _____

Student Signature: _____

Date: _____

Technology Acceptable Use Agreement

I understand that school technology is provided to support learning.

I agree to:

- Use technology responsibly.
- Follow teacher directions.
- Protect passwords.
- Respect others online.
- Use the internet safely.
- Report inappropriate content.
- Protect school equipment.
- Complete my own work honestly.

I understand that misuse of technology may result in disciplinary action and loss of technology privileges.

Student Signature: _____

Parent Signature: _____

Date: _____

Media Release Authorization

I grant permission for **Kids 'R' Kids Academy Landstar** to photograph, videotape, or otherwise record my child during school-sponsored educational activities.

I understand these images may be used for:

- ☐ School publications
- ☐ School website
- ☐ School social media
- ☐ Yearbook
- ☐ Marketing materials
- ☐ Classroom displays

I understand that no compensation will be provided for the use of photographs or recordings.

Parent/Guardian Signature: _____

Date: _____

Medical Authorization

I authorize **Kids 'R' Kids Academy Landstar** to obtain emergency medical treatment for my child when I cannot be reached immediately.

I understand that every reasonable effort will be made to contact me before treatment is authorized whenever circumstances permit.

Emergency Contact Name: _____

Relationship: _____

Telephone: _____

Parent Signature: _____

Date: _____

Emergency Contact Verification

I certify that all emergency contact information provided to the school is accurate and complete.

I agree to notify the school immediately whenever changes occur.

Parent Signature: _____

Date: _____

Final Commitment

At **Kids 'R' Kids Academy Landstar**, we believe that educating children is one of life's greatest responsibilities and privileges. Our commitment is to provide a safe, engaging, and academically excellent learning environment where every student is challenged to grow, encouraged to lead, and inspired to achieve.

Together with students, families, educators, and the community we will cultivate a school culture rooted in **excellence, integrity, innovation, respect, leadership, and lifelong learning**.

Thank you for choosing **Kids 'R' Kids Academy Landstar**. We look forward to partnering with your family as we prepare today's learners to become tomorrow's leaders.