



Family Handbook

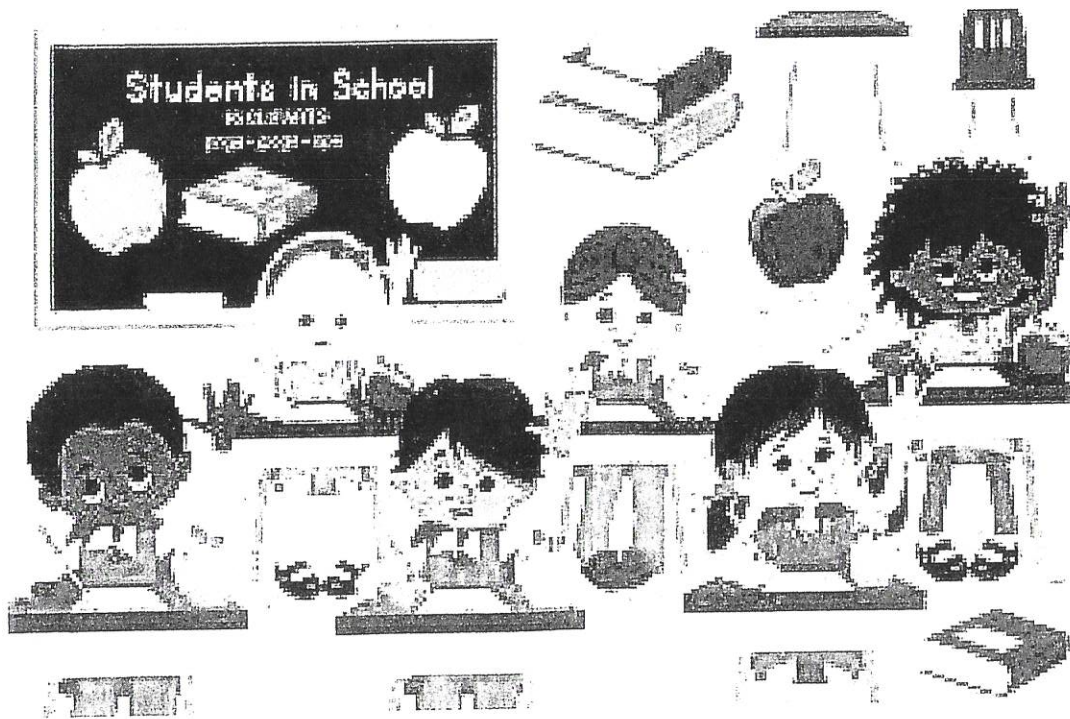
Kids 'R' Kids Learning Academy
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Welcome!

Welcome to our family at Kids R Kids Oakbrook located in Norcross Georgia. Thank you for choosing our Learning Academy.

We look forward to sharing the upcoming years with you and your family as we partner in helping your child to build a strong foundation for a bright future!

Our school is open to you whenever your child is present in our facility. However, for the safety of our children, we do request that you make your presence known at the front desk. (Subject to change)

Each Kids R Kids school is individually owned and operated with the franchisee providing guidance and support.

The goal for our Kids R Kids families is to achieve maximum value for their child's early educational investment and for each child to enjoy attending school while experiencing our nurturing care from our teaching staff and develop mentally from curriculum during their fundamental years.

Thank you for choosing KRK Oakbrook. We look forward to serving, caring, and enriching your family.

Sincerely,

Karen and Robert Hawthorne
Owners

Our Philosophy

We believe children should be “Hugged First, Then Taught.”

Our Mission

Kids R Kids Learning Academy provides a secure, nurturing, and educational environment for young children; a place for children to bloom into responsible, considerate, and contributing members of society.

Kids R Kids wants all children to have the opportunity to grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe and healthy environment.

As a family-owned and operated organization, Kids R Kids welcomes positive family involvement and encourages a family-teacher approach where the need of every child comes first to obtain a successful early childhood education.

Kids R Kids’ History

After twenty-four years of operating Kiddie City, a very successful childcare and kindergarten located near Atlanta, Georgia, Mr. Pat and Mrs. Janice Vinson decided to build a preschool from the ground up. They sold their business and moved closer to the city where they designed, built, and opened the very first Kids R Kids in May of 1985. With a growing need for quality care and the overwhelming success of their first school, another Kids R Kids opened fourteen months later, and yet another two years after that.

Business was booming but it was also becoming complicated to stay on site in three different locations; therefore, the concept of franchising came into practice. Kids R Kids International, Incorporated was then formed and Pat and Janice Vinson sold their first franchise in the fall of 1988, Kids R Kids #4 Georgia. Kids’R’Kids International, Incorporated has since blossomed into a nationwide corporation serving owners and their businesses throughout the United States.

Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that families may have during the school year. The handbook contains information about child privileges and responsibilities. Therefore, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor is it intended to be construed as such. Our School reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate.

If you have any questions about the handbook or any of its policies, please contact the Owners.

Equal Opportunity

Our 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 welcomes requests for accommodation. 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.

The first step in requesting an accommodation is to provide the Owner with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Communications

Kids R Kids #12 located at 5000 Oakbrook Pkwy Norcross, GA 30093 while a Kids R Kids franchise is independently owned and operated and that neither Kids R Kids international Inc. nor any other Kids R Kids Center other than the one whose name appears at the heading of this handbook is responsible for the actions or obligations of this center.

Family-School Involvement

We welcome family input. We have an open-door policy at our School and families are encouraged to get involved in their child's classroom.

If you would like to request a conference, please call during School hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration, or both.

Please be sure to have your child's teacher check their cubby box daily and classroom folder daily for messages, daily reports, and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Teachers of Infants through four-year-old will communicate with parents via class dojo updating of their child's daily progress and report the day's events specific to their child.

There are opportunities to get involved in your child's day. Many additional activities will be provided to encourage interaction between families, teachers, and children such as carnivals, family picnics, holiday parties and field trips. Due to the most recent pandemic and other communicable diseases the above mentioned are subject to change.

Other ways to participate your child's education is through donations. Please check with your child's teacher for items of need for special activities. Some general items used in the classroom are magazines, newspapers, greeting cards, dress up clothes, hats, papers, books, wrapping papers, ribbons, and other household items.

We welcome any questions and suggestions. In the event of any family situations that may affect your child, please discuss them with your child's teacher, the directors, or the Owner. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

Role of Families or Caregivers:

The relationship between families and school staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and then escort them to their designated class.
- (Subject to change)
- Supervise your child always when escorting him or her into the school building and in the parking area.
- Drive safely and slowly through the parking area.
- Absolutely no parking in the Kiss N Go Lane.
- Have all forms regarding your child's enrollment filled out completely and promptly.
- Update your child's forms when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify the School if your child is ill.
- Notify the School if your child will be absent.
- Notify the School 10 minutes in advance if you will be picking up your child late
- Provide two changes of clothing for your child in a Ziploc bag marked with their name.
This request is for all ages. Our School is not responsible for the loss of clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.
- Children should be dressed properly for the weather.
- Do not allow children to bring in toys.
- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.

Family-Teacher Conferences

Family/teacher conferences may be scheduled at any time during the school year. Arrangements should be made directly with the teacher or the directors.

Problem Solving

Differences between individuals in our community should be addressed directly whenever possible. The nature of your concern or issue will determine the person at the school that you need to contact first, as explained below:

Billing Questions: Contact the front desk, management or the Owners.

Checking on Your Child's Day: Call 770-279-8500 and you will be transferred to your child's class. Parents can also log into Watch Me Grow. Be mindful of limited minutes when using WMG

Concerns with Your Child's Classroom or Teacher: Talk directly with the teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues. In the event you do not feel comfortable talking with the teacher, please talk with the Director or Owners who will work towards addressing your concerns.

Concerns with the Center: Talk directly to the Directors or Owners at 770-279-8500 or send us an email at info@kidsrkidsoakbrook.com

Harassment, Bullying or Intimidation : Please contact the Directors or Owners immediately if you believe your child is a victim of harassment or bullying or any other serious misconduct. This behavior will not be tolerated from our existing or potential families towards our staff and teachers. Such behavior will result in immediate disenrollment and application for potential families will be denied.

Ideas and Suggestions: We are always open to your input. Our goal is to team up with our families to make Kids R Kids Oakbrook the best Learning Academy.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Owners.

If we do not know of your concern or problem, we cannot assist in a resolution. Please contact us immediately if you have any concerns or issues.

Web Page:

Our website address is www.kidsrkidsoakbrook.com . The Kids R Kids International website is www.kidsrkids.com. Families are encouraged to check these websites weekly.

Incident Weather Information:

This School takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions, but we also adhere to local authority recommendations regarding our local road conditions. Please call the school, also beware that the school will communicate via email. Check our website and listen to your local radio station or tune into your local TV stations 11Alive, WSB TV and FOX Television Networks for school closures and updates.

If our Learning Academy must close due to unexpected circumstances, such as inclement weather, your full payment of tuition is required. We reserve the right to close for additional days as needed for the safety of our staff and children and full tuition payment is required.

Emergency Situations:

In the event of an emergency such as severe weather, fire, physical damage to the building or any other situation that poses a threat, the safety of our staff and children is our priority. Our School is equipped with a weather band radio, fire alarm sprinkler system and fire extinguishers. Fire and severe weather drills are conducted according to state and county regulations once a month.

In the event of an emergency and it becomes necessary to close the school, parents will be notified immediately for early pickup. If it is determined that the building or premises is unsafe, the children will be transported to the Forum Building of The Greater Atlanta Christian School campus. This building is located across the street from Waffle House on Indian Trail.

Greater Atlanta Christian School
1575 Indian Trail Lilburn Road

Revised June 2022
Kids 'R' Kids #12GA

Norcross, GA 30093

In the event of an emergency, and the school phones are not working, please email us at: robert@kidsrkidssoakbrook.com, karen@kidsrkidssoakbrook.com or info@kidsrkidssoakbrook.com. The school cell phone number is 470-663-2069

Our corporate office number is 770-279-7777

Classroom Experience

Curriculum

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

The Kids R Kids Curriculum establishes a solid foundation for educational growth beginning from the child's first day. Each of our curriculum programs are research-based and includes developmentally appropriate activities.

We continue to educate our children 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.

Infant through One

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. In a warm, loving atmosphere based on trust and respect, our staff can provide for their needs. In aiding with this transition. Our student/ teacher ratio is 1 to 6.

We recognize that physical separation from baby and family is always difficult. Our school strives in helping families and their children to experience a calm transition of being separated physically and emotionally with the love and patience from our teachers and staff. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support in the process. We also provide baby wipes, Infant Formula, as well as stage 2 baby food.

Two through Three

Two and three-year-old are naturally curious. Building off this natural curiosity, children are given the opportunity to explore their world safely. Children are encouraged to develop their self-help skills and independence by feeding themselves and toilet training with assistance from their teachers. Each child is treated as an individual during this important time. Our teacher/ child ratio for 2 years old is 1 to 10 and for three years old is 1-15.

Four through Five

The concept that children learn best through play is reflected in the environmental design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis. The teacher to child ratio in this age group is 1 to 18.

Kindergarten through Fifth Grade

At our School we understand the changing needs of older children and their families. A variety of programs are available for our students such as Before and After School, Holidays, and Summer Camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop as individuals, and expand their social skills. The teacher/ child ratio in this room is 1 to 25.

Georgia Pre-K Program is funded by the State of Georgia and students enrolled in this program are selected by a lottery process.

Admission and Related Processes

Enrollment Process

Families are encouraged to have their children accompany them on their first visit to the school. It is important that the child and the parent feels comfortable with our staff and the facility. It is also important that our parents' communication and cooperation with our staff is respectful and therefore request that our teachers and staff be addressed as Mrs., Ms. and or Mr. Due to the recent pandemic, access to the facility is subject to change.

To reserve a space in our program you must submit a completed application and a non-refundable registration fee. Registration fee, Tuition, and all other fees applicable to your child's enrollment into the facility can be found on our rate sheet. All fees and tuition are subject to change.

Age Ranges of Children Accepted

We accept children ages 6 weeks through 12 years of age.

First Day

On your child's first day of School the following forms must be completed, signed, and reviewed by the administrative staff:

- Enrollment Application
- Immunization Report
- Health and Emergency Form
- Emergency Information Card
- School Transportation Form (if applicable)
- Infant Information Form (if applicable)
- Acknowledgement of Receipt of Family Handbook
- Acknowledgement Forms Found in the Enrollment Pack

No child will be allowed in the facility for more than 30 days without a current immunization report. Please let the administrative staff know of any allergies or special dietary requirements prior to your child's first day.

In the event the information on these forms' changes during your child's enrollment, it is the responsibility of the parents/guardians to notify the school in writing. This includes but is not limited to phone numbers, emergency contacts, work locations, or child's physician.

Admission and Re-Enrollment

Admission and re-enrollment of student depends on the following:

1. Any false or misleading statements made during the interview or on any submitted documents shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must be met in a timely manner.
3. After many attempts in assisting the students and families in adjusting to his or her class, if the adjustment continues to be a distraction in the learning environment the student will be disenrolled.

The Owners reserves the right to revoke acceptance or to dismiss a child at any time.

Financial Policies

Registration Fees

- **New Families**
- New families are required to pay registration and tuition fee that is applicable at the time of registration or before the start of their child's first day at the facility.
- **Returning Families**
- Returning families are required to pay registration and tuition fee that is applicable at the time of registration or before the start of their child's first day.
- The registration fee is due at the time of registration and is non-refundable.

Tuition and Other Fees

Family discount includes a 10% discount for the oldest sibling. Program options are Suite 100 (six weeks to 12 months), Suite 200 (12 to 24 months), Suite 250 (2 years old) Suite 300 (2 ½ years old to 3 ½ years old) Suite 350 (3 ½ years old to 4 years old) and Georgia Pre-K (4 years old before September 1st), School Age (5 years old to 12 years old).

If a space is not available at the time of registration, your child's name will be placed on our waiting list. We will contact you when space becomes available.

Tuition must be paid weekly. Advance payment of tuition is acceptable. No deductions for absences, holidays, teachers' workdays, and school closure due to inclement weather.

Tuitions are due on Mondays. If tuition and fees are not paid in full by the end of Tuesday, late fee will be added to your account. No student will be allowed into the building until tuition is paid in full. Monthly tuition is calculated by determining the number of Mondays in the month and multiplying by the weekly rate.

When a payment is delinquent for one week, and you fail to notify the school of your child's absence his or her space will no longer be reserved and students currently enrolled will be disenrolled. Your child will not be permitted to attend school on Wednesday of any week that tuition is not paid in full.

We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as full day, out of school, late pick-up, field trips, etc. must be paid the same day the services are rendered. **Late fees: After 6:00 pm there will be a charge. Please see rate sheet for fee that is applicable. Ga. Pre-K late fee is applied after 2:45pm.**

When a child has transitioned full time into an older classroom the new tuition rate will become effective on the first Monday after the transition.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from School. **Should it become necessary to withdraw your child for any reason, a two-week written notice must be submitted to the school.** If the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is due.

We reserve the right to dismiss any student at the discretion of the school's Director or Owners

Holidays:

The facility observes the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Juneteenth Day, Independence Day, Christmas Day, Thanksgiving Day. The school will be closing early on the following days: Christmas Eve, New Year's Eve, and the day before Thanksgiving. (School closure and hours are subject to change)

In the event of school closure due to unexpected circumstances such as inclement weather, or for the safety of our children full payment of tuition is required. We reserve the right to close for additional days as the need arises.

Before- and After-School Care Fees

Before and After-School Care is available for children attending local public and private elementary schools. We provide transportation using Kids R Kids school buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check the fee schedule for additional fees regarding school holidays, early-release days, and seasonal breaks.

Withdrawal

Families are responsible for initiating the process of their child's withdrawal. They are also required to give a written two weeks' notice in advance for their child's withdrawal. The family is responsible to pay full tuition for those two weeks leading up to the last day at the school. The family must ensure that any school property in their possession of the child or child's family is returned, and any outstanding financial obligations are met.

Dismissals

The staff will work with each child to meet the needs of the student and every effort will be made to provide a positive learning experience.

However, our 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. This also includes children belonging to staff members,

A dismissal will only be considered after careful consideration. If the school determines that our program is not a successful match, families will be given referral information to assist in the transition to a program better suited to the family's needs.

If you, the parent, are uncooperative in completing and returning forms, failure to pay your tuition on time, failure to follow any state or county regulations, or failure to follow Kids R Kids Oakbrook Policy or Procedure, it may be necessary to dismiss your child from our school.

Attendance

School Hours

Our school is open Monday through Friday, 12 months per year, from 6:30 a.m. until 6:00p.m. Please refer to the rate sheet which is available at the front desk. We are licensed only for specific hours of operation.

Arrival

We recommend all children arrive at their class for morning group time. Please ask your child's teacher about their class schedule. The school must be contacted if your child will be arriving after the school's cut off time which is 9:30 am. Only students with doctor's note will be allowed into the building. ***All students must be in the building before 9:30 am. No one will be allowed to enter the building pass the cut off time, children must be escorted to their classroom door by an adult.*** Upon arrival into the classroom, we ask that your child washes their hands. This will help minimize the spread of communicable diseases. Your child's arrival must be acknowledged by the classroom teacher before you can leave. Please note that if your child arrives after breakfast time has ended, we will not be able to provide this service.

Departure

Anyone authorized to pick up a student from our school, must be 18 years of age or older and is required to sign the student out at the computer. The family or guardian is responsible for the supervision of their child upon leaving the classroom, both inside the building and in the parking lot area. If someone other than a family member is picking up a child, the parent must email the school authorizing the pickup or come into the school to add his or her name to the child's emergency contact list. They will be asked for a picture ID to match the name of the person given by the parent or guardian.

Late Fee

Please notify the school as soon as possible if you will be arriving late for pick up. **After 6:00 pm there will be a late charge fee per minute (please see admin at the front desk for fee information). Ga. Pre-K late fee is applied after 2:45pm.** Payment for late fee is due the same day. If your child is left at the school fifteen minutes after closing and no attempt was made to contact the school legal authorities will be contacted. Chronic late pickup will result in disenrollment of your child from our facility.

Health and Safety

General Safety Statement

Policies, rules, and regulations presented in this handbook are designed for the safety of your child. The steps we have taken to promote the safety and protection of your child while in our care are as follows:

- All exits and entrances are locked and only accessible by keypad code entry (subject to change)
- Classrooms are surrounded on three sides by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by administrators.
- All areas of the school are viewed via closed-circuit internet camera system.
-

Classroom Safety

Our classrooms and cafeteria are equipped with furnishings that are approved for the size and safety of our children. Teachers' daily routine includes washing, sanitizing toys and furniture.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas. Our curriculum requires all students to participate in outside activities twice per day, morning, and afternoon. Unless a doctor's note is presented stating otherwise the student will not be exempted.

- When a class has outdoor time, all students are required to remain with their class.
- It is mandatory that all students are supervised by two teachers while they are outside.
- Each class has a first aid kit. Teachers are required to take the first aid kit and their attendance log with them to the playground.
- In case of a playground injury the teacher is expected to escort the student into the building to the front desk.
- Teachers are required to complete a Boo Boo report
- At no time will the class be left on the playground without appropriate supervision.
- The teachers will inspect the playground daily and report any unsafe conditions immediately to the administrators.

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 accommodate sick children for an extended length of time.

Students who are not feeling well will be removed from their classroom and taken to the Boo-Boo Room by one of our administrators. Immediately a parent will be contacted to pick up the student as soon as possible but no later than an hour from being notified.

Listed below are conditions that deserves immediate attention:

- For infants: fever of 100.5 degrees or higher
- Children aged 1-12: fever of 100.5 degrees or higher.
- Two diarrhea episodes in a day.
- Skin rashes that are not diagnosed by a physician's note.
- Vomiting episodes more than one a day.
- Nose drainage that is thick and green or excessive for the comfort of the child.
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes.
- Pink eye or symptoms like those of pink eye.
- Suspicion of Chicken pox or measles sores
- Suspicion of Scabies symptoms
- Respiratory problems including uneven breathing or severe coughing with wheezing or croup.
- Sore throat, with visible signs of swollen glands or discomfort when the area is touched
- Strep throat symptoms
- Head lice are found.
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well
Lack of participation with the rest of the class including lack of appetite, confused or irritable.
- Unusual color observed in the child such as jaundiced eyes or skin, pale in the face, stool or urine has an unusual color.

Most of the above conditions requires 24-hour treatment or a doctor's note for the child to resume their normal attendance schedule. Children must be completely symptom free for 24 hours without the aid of medication before returning to school.

If your child becomes ill at the center, we will contact the parent and isolate your child from other children in the Boo-Boo Room until she/he is picked up from the school. If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility.

Infectious Diseases

If a child or staff member is diagnosed with an infectious or communicable disease, a call will be made, or an email will be sent immediately to the parent. A Parent Advisory Letter (PAL) will be posted on the classroom door and a copy sent home. The PAL will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the

disease. It is your responsibility to report to the school any infectious or communicable disease for which your child is diagnosed.

The school should be notified by the family if a child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, covid-19, common cold, excessive coughing or any other communicable diseases. The student with the communicable disease must be cleared by a doctor before returning to school.

Medication Policy

- Parents are required to complete the medication form available at the front desk. This form is good only for two weeks (subject to change). Medication Authorization Form must be updated when child transition to a new class. All medication requires an Action Plan.
- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. 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 amount and frequency of dosage
 - The name of the prescribing physician
 - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers.
- Medicine is administered at 10:00 a.m. and 2:00 p.m. by a member of the administrative staff. If your child is to have medicine at any other time, families must make arrangements to come by the school and administer the medicine themselves or make other arrangements with the School Management.
- Special circumstances requiring the administration of additional medications must be discussed with the school.
- We will not administer any medication after its expiration date or for non-medicated 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 an antibiotic 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.

- Prescribed medication must be in its original container bearing the pharmacist's label.
- All medications must be dropped off and picked up at the front desk each day. These medications will be stored and locked away in a secure area not accessible by our children. Parents are not allowed to take medications into their child's classroom. NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.
- All medication must be taken home daily to ensure proper family control.
- Exceptions to this rule are life-saving medications such as breathing treatments. Any child needing these types of medications administered will be placed on a "Care Plan" developed by the child's family, a medical expert, and the school director. Any "Care Plan" currently in use will remain so until renewal time (at least every 6 months).
- Children are not allowed to bring any type of medication to school with the intention of administering the medication to themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

Emergency Medical Care

Each child, upon enrollment, must have an emergency care information on file. It is the family's responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

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, or need be a member of the school administration or the child's teacher will accompany the child.

Immunizations

The school must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

- a series of 5 DPT doses (age appropriate)
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR) (age appropriate)
- Completed 3-shot hepatitis series
- Varicella (chicken pox) shot
- All forms must be dated and signed by a physician before the child's first day of School.
- Must be on Georgia Department of Public Health Certificate of Immunization Form 3231
- Students will not be allowed to remain in the school with expired immunization records

Accident Reports

Staff members may apply first aid for minor injuries such as cuts, abrasions, bruises, and insect bites. Teachers are required to complete a "Boo-Boo Report" as well as informing the parents via class dojo. This report will state the nature of the injury, the cause, and the treatment. It will be signed by the teacher who completed the report, a member of administration and the family. The school will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately as stated above if (911) emergency responders is needed.

Reporting Abuse and Neglect

In the event a staff member feels a child has been abused or neglected, that staff member has the responsibility to report his/her suspicion to the School Administration and DFACS. Teachers will document any suspicion of concern, and this will be held strictly confidential. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the State Agency overseeing childcare. The county department of social services will determine if an investigation is needed within the

24 hours of the complaint. In the event the County Department of Social Services determines the allegation does not warrant investigation, the complaint shall be investigated by the State.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations.

Emergency Procedures

In the event of an emergency, such as severe weather, fire, physical problems with the building, or power failure, the staff and children's safety is our priority. Evacuation route diagrams are posted throughout the facility. In the event of an evacuation students and staff members will be transported to Greater Atlanta Christian School which is located at 1575 Indian Trail Rd Norcross, GA 30093 (770)243-2000.

The school is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a weather alert radio.

Fire drills and school bus evacuations are performed on a monthly basis, tornado drills and lock down are performed every six months. In the event of a natural disaster such as a hurricane, snowstorm, etc., the families will be notified as soon as possible to pick up their child either from the Kids R Kids or from the Greater Atlanta Christian School. If the immediate family member listed on the application cannot be reached, the emergency contact will be called.

Boo-Boo Room

The Boo-Boo Room is located in the lobby, near the front desk, for the comfort and safety of the student after being removed from the classroom due to illness. This room provides a safe, healthy environment for the child while families are being contacted.

This room is completely sanitized after each use.

Emergency Contact List

Kids R Kids Center #12

770-279-8500

Fire / Police Department

911

678-421-2040

Northside Hospital Lawrenceville or Duluth Location

678-312-1000

Poison Control

404-616-9000

Kids R Kids Corporate Office - 770-279-7777

Child Conduct

Basic Expectations

Our discipline policy at Kids R Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. Our teachers and staff, encourages our students to make safe choices empowering them to gain self-control. We encourage 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 excused from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. If a child continues to have a difficult time the parent will be informed and a team meeting including teachers, admin and family may be requested. This meeting will consist of developing a plan of action that best meets the needs of the child and the family.

Discipline

Praise, positive reinforcement, and redirection are effective methods for behavior management. 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 Parent Handbook and the NAEYC Code of Ethics.

At Kids R Kids Learning Academy 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 and the parent will be notified.

“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)

Child/Parent Behavior

Child/Parents/Families will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of School property
- Possession or use of a weapon
- Bullying/Harassment/Intimidating Behavior towards any staff member
- Profanity or vulgarity
- Sexual or other misconduct

- Committing a serious breach of conduct inside or outside of the school
- Disrespectful behavior towards all staff member
- Disruption of school functions
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Stealing
- Threatening behavior
- Verbal or physical assault
- Violation of School's "Computer/Network Policy"
- Willful disobedience to polices listed in this handbook.

Biting

The school understands that occasional displays of aggressive behavior, like biting, are typical in young children and are part of normal early childhood development. In the event of a biting incident parents will be informed immediately. **Repeated incidents of biting will be handled on a case-by-case basis and may result in disenrollment. Our objective is to ensure that our school maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.**

Harassment and Bullying

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 or bullying.

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 or bullying should be reported immediately to the Director/Owners. When the school administration becomes aware of harassment or bullying, the situation will be immediately investigated. Any child or family member 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 or bullying.

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. Parents and family members who engages in any of the above consumption please be mindful and aware that the smell or odor lingers on the clothing of the students and thereby can create health issues for your child, fellow students, and staff members. In the event this practice becomes consistent the director and owners will request a meeting with the parties involved. Failure to comply with the school's policy will result in disenrollment.

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. Parents should notify the school if their child is taking prescription or non-prescription drugs which could affect their ability to function in a safe and efficient manner must notify the 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.*

Threats/Weapons

The school has a zero-tolerance policy in regards to threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any items that may be perceived as threatening, whether on or off school property. Similar threats including **verbal** will be addressed as a serious issue and cause for **immediate dismissal**.

Searches

The school reserves the right to search those entering the building including parents, family members and students.

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.

Family Cooperation

A positive and constructive working relationship between the school and its families is essential to the fulfillment of the child'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 accomplishment of the child's educational

purpose. Moreover, the school reserves the right to disenroll a child at any time if, in the judgment of the Owners, the 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.

Dress Code

This is a Learning Academy, whereby we lead by example. Parents and family members are required to be properly attired upon entering the school. If you are not in compliance with the dress code which is displayed upon entering the facility you will not be allowed in the building and your child will be escorted to his or her classroom. Repeated offences regarding our dress code policy will result in suspension or disenrollment of the student.

All children must be properly attired in accordance with the seasonal weather. All items must be labeled. Required footwear such as closed toe shoes, no crocs, no sandals.

Other General Policies and Procedures

Computer Care: Any intentional acts of vandalism towards the computers located at the front station used for making payments, clocking in and out of students will result in disciplinary action. Parents and family members of the child involved in this act will be held responsible for replacement or repairs. Please keep all food or drinks away from the computer area.

Confidentiality

Information pertaining to the children enrolled and staff employed at the school is considered important and as such will be treated confidential.

Families often ask for the phone numbers of other children in the school regarding birthday invitations or for play dates. We will happily pass notes or messages from you, but we cannot release confidential contact information.

Babysitting Services

Babysitting services offered by Kids R Kids staff off premises and or outside regular operating hours done on there own behalf will NOT be tolerated by the owners and therefore the employee will be terminated, and the family or families will be disenrolled. Kids R Kids #12 will not be responsible for situations or circumstances from this service.

Diapering

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet, soiled clothing or diapers. For children who wear diapers or pull ups, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies. Failure to supply your child's diapers or pull ups upon arrival in the morning (AM) will result in him/her not being allowed in the building for the school day.

Parents and or family members dropping off students in the morning must check that their child's diaper and clothing is clean and dry. If brought to the attention of the front desk or admin parents will be notified to return to the school to make the necessary changes.

Field Trips

Classes may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom-learning activities. **A signed participation and release form is mandatory for field trips. The student will not be allowed to attend field trips unless a signature is received from a designated family member or guardian.**

Children scheduled to go on field trips are required to wear a Kids R Kids t-shirt with the school's address and phone number along with a bracelet identifying the child as a student of Kids R Kids Oakbrook. A parent cannot pick up or check out a child from a field trip. A child can be picked up after the child has been returned to the school on the bus. This policy is to help the staff keep an accurate count of the children. Parents who are asked by the school to volunteer on field trips are not allowed to bring siblings or other children with them.

Students attending field trips will be transported on the Kids R Kids school bus unless another means of transportation is authorized by the Owners.

- Children not attending field trips are expected to attend the school.
- If there is a financial cost associated with the trip, and the family is unable to meet that obligation upon request that outstanding debt will be billed to the family's account.

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.

Breastfeeding and Infant Feeding

Breastfeeding is promoted and supported. Lactating mothers are provided with a private area (upstairs) to breastfeed or pump, and refrigerator space is available to store breast milk

Meals and/or Snacks

Our School serves a nutritious breakfast and lunch every day including morning and afternoon snacks. The meals and snacks served at our school are in compliance with Child Care Standards which are based on the recommended nutrient intake as stated by the National Research Council and USDA.

Our facility is a nut-free zone school. Absolutely no peanut products are allowed in our school. This includes food products that are cooked with or near nut oil.

- Infants
A written feeding plan for children under twelve months of age must be completed and submitted by the families. This plan should be updated regularly as new foods are added or other dietary changes are made.

All baby bottles (including the cap) must be clearly labeled with the child's full name and current date. Formula or expressed milk must be brought in appropriate amounts for feeding. Any milk warmed must be used within an hour or it will be discarded.

Teachers are not allowed to prepare infant feeding bottles.

We provide approved commercial cereal and jarred baby foods.

- Preschool
Meals and snacks are provided by the school. Mealtime is seen as a part of the learning process. Children are served in the Kids Café and are encouraged to display proper table etiquette. They are encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.
- School-Age
Children enrolled in our Before and After School program will be served breakfast and an afternoon snack while in our care. Lunch is also provided if the school-age child is present during lunch time (summer and school holidays, etc.).
- Allergies and Special Diets
A weekly menu is displayed in the lobby. Parents must notify admin of special diets and food allergies. Our admin will inform the nutritionist and teachers of any special diets or food allergies pertaining to the student in their class. A physician's note is required for all students with dietary restrictions which also includes students who prefer water instead of milk during meals. No tuition discount is given for food brought in by families with a doctor note. No food is allowed for your child or the class without prior approval from the administration with the exception of cupcakes for birthdays.

Naptime

All students are required to have a two-hour nap time following lunch and are encouraged but not forced to sleep during this time. Ga Pre-K students and children who are five years of age and older are not expected to nap (unless required under state regulations) but are provided with a quiet time as designated by the daily schedule.

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, including socks, underwear, and extra pair of shoes.
- A supply of disposable diapers for children who are not yet toilet-trained
- You may bring a small lightweight blanket labeled with the child's full name.
- Any prepared food for infants.
- 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.

Pets

Due to the health and safety of our students and staff pets are not allowed in the school unless approved for "In House Field Trips" with the director or owners' approval. When picking up or dropping off your child, please keep pets in your vehicle.

Photo Release Policy

Upon enrollment, you will receive a copy of our Photo 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 enrolled. Other families and teachers may take snapshots of parties and special events within the program. Parents are not allowed to photograph their child while other students are present in their midst. If for any reason you do not want your child photographed, please let the Director/Owners know.

Prohibited Items

Students are not allowed to bring the following items into the school:

- Cell phones
- CDs, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic games
- Beepers
- Inappropriate reading material
- Any other items that would distract from learning.
- Chewing gum or candy
- Toys

Safeguarding Valuables.

Children should not bring money or other valuables such as expensive clothing, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) to school. ***The school will not be responsible for lost, stolen or damaged valuables.*** If jewelry is not removed by parents upon entering the school teachers and or administrators will remove and place in a zip lock bag and return to parents at the end of the school day. No hoop earrings of any size are allowed. Small knob earrings are acceptable

Special Events

Arrangements should be made with the teachers regarding birthday celebration. Cupcakes are preferred as we do not slice whole cakes. Students will be served their snacks/meals required by the general nutrition policy. Pizza Deliveries are accepted. Goodie bags will be distributed as the students are leaving at the end of the day. Balloons, ceramic plates, or glass is not allowed in the building as this can be a serious hazard to our students. **Outside food must be purchased from the store and must display ingredient label which indicates the food does not contain nuts or was processed in a facility that has exposure to nuts. No home-made food will be accepted for school celebration due to possible food allergies present in the classroom.**

Holiday celebrations will be held in individual classrooms. Generally, a note is posted to notify families of an upcoming celebrations. Parents/ families are asked to volunteer food, drinks and items related to the celebration. Objection to your child's participation due to religious beliefs is understandable and respected. Please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during this time. We will assume that all children can participate unless notified.

Telephones

School aged students are not allowed to use their cell phones while present in the school. In the event of an emergency students are allowed to call parents from the front desk with the supervision of our administrators.

Toilet Training

If you feel that your child is ready for toilet training, please discuss this with your child's teacher and school administrators. We will assist by encouraging your child to visit the toilet between diaper changes. Toilet training can result in many soiled clothing items at school, please be sure to bring two or three changes of clothing. Please be mindful that the extra change of clothing is appropriate to the current weather. Label your child's clothing with full name. All soiled clothing will be sent home the same day for laundering. The school is prohibited from laundering your child's soiled clothing.

Toys

The school provides a variety of toys to enhance your child's daily lesson plans. Personal toys from home are not allowed.

Transportation

Transportation is provided for Before and After School age students to designated schools that we service. The Kids R Kids transportation forms must be updated as needed.

If we transport your child to school in the morning (AM), your child will be picked up in the afternoon (PM) unless otherwise notified. If we do not transport your child to school in the morning (AM), it is your responsibility to inform us that your child needs to be picked up by our school bus driver in the afternoon (PM).

You must notify us each time your child does not need transportation to or from school when we normally provide this service to you. Failure to notify the school that your child does not need transportation from our facility a fee will be charged as stated in the rate sheet.

Schools serviced : Beaver Ridge, Minor Elementary, Lilburn Elementary, Rockbridge Elementary. *Subject to change*

Final Statement

Our goal here at Kids R Kids Oakbrook is to provide your family with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is essential for the growth of your child. We commit ourselves to providing superior early education services.

Acknowledgement and Receipt of Family Handbook

By signing this acknowledgement parents or guardians, agrees to the terms and conditions of the Family Handbook. As well as to the school rules and regulations, including the school's judgment on disciplinary actions and dismissal of a child.

Parents and families are strongly encouraged to familiarize themselves with all of the information contained in this Family Handbook.

We have received and agree to abide by and honor all statements and provisions set forth in the Family Handbook. We understand the school reserves the right to modify and/or amend the content of this handbook at anytime during the year as we deem appropriate.

Child

Age

Date

Family Member or Guardian

Relationship

Date

(Family File Copy)

Acknowledgement and Receipt of Family Handbook

By signing this acknowledgement parents or guardians, agrees to the terms and conditions of the Family Handbook. As well as to the school rules and regulations, including the school's judgment on disciplinary actions and dismissal of a child.

Parents and families are strongly encouraged to familiarize themselves with all of the information contained in this Family Handbook.

We have received and agree to abide by and honor all statements and provisions set forth in the Family Handbook. We understand the school reserves the right to modify and/or amend the content of this handbook at anytime during the year as we deem appropriate.

_____	_____	_____
Child	Age	Date
_____	_____	_____
Family Member or Guardian	Relationship	Date

(School Copy)

Acknowledgement and Receipt - Discipline and Behavior Management Policy

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 Parent Handbook and the NAEYC Code of Ethics.

At Kids 'R' Kids Learning Academy 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)

I, the undersigned parent or guardian of _____ (print child's full name), do hereby state that I have received a copy of the facility's Discipline and Behavior Management Policy.

Date of Child's Enrollment: _____

Signature of Parent or Guardian: _____

Signature of Director (or designated staff member): _____