

King's Kids Christian Academy of Tampa, Inc.

PARENT

HANDBOOK



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License# CTA 432082

Welcome to

King's Kids Christian Academy of Tampa

Welcome to King's Kids Christian Academy of Tampa, Inc. You have entrusted us with the task of working with you in shaping and developing your child. We welcome the opportunity to work with you and your child this school year. We are excited about having your child in our school, and we do look forward in helping him/her reach his/her potential.

This handbook is designed to familiarize you with the procedures and policies of the King's Kids Christian Academy of Tampa through understanding, cooperation and communication among family, staff, and administration, we can establish a harmonious working relationship.

Please read this handbook thoroughly and keep it in a convenient place so that you can refer to it often.

A review of this manual is performed on an annual basis. The objectives of the review are to assure compliance and determine if new or more efficient policies should be established.

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SECTION: INTRODUCTION

POLICY #: 1.0

POLICY: MISSION STATEMENT

MISSION STATEMENT

The mission of the King's Kids Christian Academy is to work in partnership with students, families, and the community to ensure that each student acquires the knowledge, skills, core values, and spiritual maturity necessary to achieve personal success, to enrich the community, and to transform the world.

SECTION: INTRODUCTION

POLICY #: 1.1

POLICY: VISION

VISION

King's Kids Christian Academy of Tampa, Inc. will be a thriving, dynamic and inspiring Christian educational environment that fosters academic, social and spiritual growth and produces self-directed life-long learners who will impact the community.

SECTION: INTRODUCTION

POLICY #: 1.2

POLICY: PHILOSOPHY

PHILOSOPHY

King's Kids Christian Academy believes in the sovereignty of God as revealed in the works of His creation and through His redemptive plan for salvation. The Academy is the cornerstone of the Thirty-Fourth Street Church of God's ministry of providing Christian education for children of the congregation and the community. This is a way of carrying out the command to "Train up a child in the way he should go..." (Proverbs 22:6) and "...bring them up in the training and instruction of the Lord" (Ephesians 6:4). King's Kids Christian Academy is committed toward accomplishing this ministry and assisting parents in the spiritual upbringing of their children.

Each child is an individual creation of God with unique talents and abilities. In the school we teach God's Word, nurture students' faith in Jesus Christ, instill Christian values, build and experience Christian community, and provide opportunities for worship and sharing the faith.

SECTION: INTRODUCTION

POLICY #: 1.3

POLICY: GOALS

GOALS

The goal of King's Kids Christian Academy is to help each child grow spiritually, intellectually, emotionally, socially, physically, and creatively. All curricular and extra curricular activities are intended to help reach these goals as we strive for each child to feel a strong sense of personal worth. All of our activities are intended to show God as the creator of the world, Jesus as Savior of mankind, and the Holy Spirit as the producer of a climate of trust, respect, cooperation, concern, and love among teacher, parents, and children. When children leave King's Kids Christian Academy, we want them to be assured that they are creations of God and are better prepared to be Christian citizens in our world.

SECTION: INTRODUCTION

POLICY #: 1.4

POLICY: HISTORY OF THE CENTER

HISTORY OF THE CENTER

King's Kings Learning & Development Center was established in 1985 under the vision of Rev. Dr. Thomas Scott with 10 students. The Academy was started in 1995. King's Kids employees average 10 years of service. The ABEKA curriculum has been one of the curriculums utilized in preparing children academically and spiritually. King's Kids Christian Academy now celebrates over 35 years of service to families in the Tampa Bay area.

SECTION: INTRODUCTION

POLICY #: 1.5

POLICY: LICENSING

LICENSING

King's Kids Christian Academy is licensed by the State of Florida through Hillsborough County Child Care Licensing. Our License # CTA 432082 is posted in the School Administration Building lobby. The license is subject to renewal on a yearly basis.

SECTION: INTRODUCTION

POLICY #: 1.6

POLICY: ADMINISTRATIVE ORGANIZATION

ADMINISTRATIVE ORGANIZATION

The governing body, the School Board, is responsible for setting policies and guidelines to administer King's Kids Christian Academy. Authority is delegated to the Director of Operations for the daily operations of King's Kids Christian Academy within the framework of established policies. The Director of Operations, in turn, is responsible for the daily activities of all staff. The Director of Operations has the authority to implement and administer all of these policies and procedures. These policy statements are intended to be comprehensive; however, situations may arise which were not contemplated at the time the statements were adopted, or there may be questions of interpretation. In such cases, the Director of Operations will rule on the matter.

The King's Kids Christian Academy of Tampa Organizational Chart can be found at the end of this manual (see Appendix A).

SECTION: INTRODUCTION

POLICY #: 1.7

POLICY: RIGHT TO MODIFY

RIGHT TO MODIFY

This manual contains personnel policies and procedures for King's Kids Christian Academy of Tampa, Inc. and is to be utilized by all parents to insure standard and effective practices throughout the organization.

King's Kids Christian Academy of Tampa, Inc. reserves the right to adopt, amend and delete any policy herein at their sole discretion at any time without notice in the best interest of King's Kids Christian Academy of Tampa. In the interest of space and readability, all references to King's Kids Christian Academy of Tampa will be written in this Manual as King's Kids Christian Academy.

SECTION: INTRODUCTION

POLICY #: 1.8

POLICY: PROCEDURES FOR AMENDMENT

PROCEDURES FOR AMENDMENT

A review of this manual is performed on an annual basis. The objectives of the review are to assure compliance and determine if new or more efficient policies should be established.

Recommendations for change to the Parent Handbook should be made to the Director of Operations. Suggestions for changes/additions to this handbook must be submitted in writing, including parent's name so the Director of Operations can discuss the suggestion as needed with the parent. Parent suggestions should be delivered to the Director of Operations in person.

SECTION: INTRODUCTION

POLICY #: 1.9

POLICY: NON-DISCRIMINATION

NON-DISCRIMINATION IN ENROLLMENT

King's Kids Christian Academy of Tampa is also an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, gender, age, national origin, pregnancy, disability or veteran's status.

SECTION: INTRODUCTION

POLICY #: 1.10

POLICY: ACCREDITATION

ACCREDITATION

King's Kids Christian Academy is nationally accredited through the National Accreditation Commission for Early Care and Education Programs.

SECTION: ENROLLMENT PROCEDURES

POLICY #: 2.0

POLICY: PROGRAM OPTIONS

PROGRAM OPTIONS

Infants

1 year-old

2 year-old

3 year-old

4 year-old

Kindergarten

SECTION: ENROLLMENT PROCEDURES

POLICY #: 2.1

POLICY: FAMILY ORIENTATION

FAMILY ORIENTATION

If needed, an interpreter can be arranged for the orientation process as well as during the child's enrollment in the Center.

New Student Orientation begins prior to the first day; the Director of Operations will give the family and child a tour of the facility which will include meeting Center staff and the child's teacher, touring the child's classroom and the playground, identifying the child's space for personal belongings, and pointing out the location of parent resources and communication boards, child safety systems (sign-in/sign-out procedures, persons authorized to pick up the child, emergency procedures and drills, etc.) and the parent suggestion/communication box. The Director of Operations will review all enrollment paperwork with the parents (paperwork, authorizations, Parent Handbook, etc.), interview the family regarding their needs/expectations of the program, and give them an opportunity to ask questions and/or confirm program information. In order to help the child feel more comfortable and ease the transition into the Center, parents/children will be given an opportunity to visit/observe in the classroom during morning activities prior to the child's first day of school. If parents would like to visit with the child's teacher prior to or during the first days of enrollment, a meeting will be arranged when the teacher is not responsible for the supervision of children (this maybe in person or by phone, as the parent desires).

SECTION: ENROLLMENT PROCEDURES

POLICY #: 2.2

POLICY: FIRST DAY

FIRST DAY

On the child's first day, they will be re-introduced to their teacher. The teacher will introduce the student to the rest of the class and ensure that they are made welcome, are engaged in classroom activities and are aware of the classroom rules.

SECTION: ENROLLMENT PROCEDURES

POLICY #: 2.3

POLICY: ADMISSION POLICY

ADMISSION POLICY

In keeping with King's Kids Christian Academy of Tampa's mission and educational philosophy to enable students to become productive leaders through Biblical principles and superior academia, it is the school's aim to seek students of parents that share and support the same. King's Kids Christian Academy of Tampa exists to assist parents in their responsibility to prepare their children to become God-fearing, responsible citizens.

King's Kids Christian Academy of Tampa reserves the right to admit, deny admittance or re-admittance to potential or attending students.

SECTION: ENROLLMENT PROCEDURES

POLICY #: 2.4

POLICY: ADMISSION GUIDELINES

ADMISSION GUIDELINES

- A. The primary motive for enrollment is to seek a Christian education.
- B. Parent(s) shall express their agreement with our Statement of Faith.
- C. Parent(s) shall express their support of our Mission Statement.
- D. Incoming Kindergarten students will be administered an assessment for reading.
- E. Students transferring shall provide a record of academic achievement.
- F. School administration will determine King's Kids Christian Academy's ability or inability to meet educational needs of incoming students.
- G. King's Kids Christian Academy of Tampa does not provide academic accommodations at this time for students who have an Individualized Education Plan (IEP).

SECTION: ENROLLMENT PROCEDURE

POLICY #: 2.5

POLICY: WITHDRAWAL POLICY

WITHDRAWAL POLICY

A child can be withdrawn from King's Kids Christian Academy for non-compliance with attendance policy (see late pick-up), two consecutive weeks of unexcused absences, continued non-payment of fees (see tuition payments), and any inappropriate behaviors toward teachers and or other children.

SECTION: PAPERWORK

POLICY #: 3.0

POLICY: HEALTH AND IMMUNIZATION RECORDS

HEALTH AND IMMUNIZATION RECORDS

Florida law requires all students attending school in Florida for the first time to have a physical examination within the 12-month period prior to entering a Florida school.

Florida law requires a physical examination form (DH-3040 06/2002) and a certificate of immunization (DH-680A 07/2001) for all students. Forms are to be completed by your physician within the 12-month period prior to entering school.

It will be necessary to bring your child's health reports, (which include current medical information, current physical examination, and any necessary booster shots) as state above to the office prior to orientation and/or expiration of physical. No child may be admitted to class until this is completed as required by law.

Florida Certificate of Immunization. If entering from out of state, immunization record must be verified by a Florida physician or the Hillsborough county Health Department. Either the physician or the health department will issue a Florida Certificate of Immunization (DH-680A 07/2001 Blue Form), which must be presented to the office before the first day of school).

SECTION: PAPERWORK

POLICY #: 3.1

POLICY: MEDICAL INFORMATION/ALLERGIES

MEDICAL INFORMATION/ALLERGIES

Parents are required to list all allergies (food and non-food) and medical conditions for their child/children on the enrollment application form accommodated by medical certification on an annual basis and/or the beginning of the school year. The Director of Operations will be responsible for ensuring that allergy and chronic medical conditions are posted, up-to-date and maintained in a confidential manner in each classroom and the kitchen. The Director of Operations will also notify teachers when any child in their class has an allergy or medical condition of which they should be aware; teachers are responsible for ensuring the safety and accommodation of special needs for children in their class. It is recommended that teachers discuss allergy or medical conditions with the parent to ensure safety of the child.

Ultimately, teachers are responsible to ensure that dietary restrictions are adhered to, and that parents have made appropriate food substitutions that meet USDA guidelines.

SECTION: PAPERWORK

POLICY #: 3.2

POLICY: ACCIDENT REPORTS/NOTIFYING PARENTS

ACCIDENT REPORTS/NOTIFICATION OF PARENTS

All employees of King's Kids Christian Academy are responsible for reporting accidents or incidents immediately to the Director of Operations. An Accident or Incident Report is to be completed immediately upon caring for the injured child; the staff who witnessed the accident/incident must complete the report. Accidents/Incidents will be handled in the following manner:

1. Care for child and complete accident/incident report.
2. Call the school office to notify the Director of Operations of the incident; and submit immediately to office for signature.
3. Director of Operations will call and notify parent of accident and remind them they will need to sign form when picking up child.
4. Accident Report is returned to the witnessing teacher who is responsible to communicate information to closing staff if applicable so that staff can obtain parent signature. Staff person who obtains parent signature must also sign, date, and give yellow copy to the parent.
5. Original form should be submitted to office the same day of incident to be filed in child's file.

SECTION: PAPERWORK

POLICY #: 3.3

POLICY: SPECIAL PERMISSIONS; TRANSPORTATION POLICY

TRANSPORTATION POLICY

King's Kids does not transport children to or from school other than field trips and does not transport children 2 years old and under on field trips. Field transportation is provided by commercial carriers. Children 2 years old and under are required to be transported by parent or guardian.

SECTION: PAPERWORK

POLICY #: 3.4

POLICY: PHOTOGRAPHS AND VIDEOS

PHOTOGRAPHS AND VIDEOS

King's Kids Christian Academy of Tampa takes pictures of our student in a variety of activities in their learning environment. Sometimes these photos are used for slide shows, video presentations, and Internet or media coverage. We need your permission to photograph your child. The consent form is included on the Enrollment Form.

SECTION: PAPERWORK

POLICY #: 3.5

POLICY: DEVELOPMENTAL SCREENING

DEVELOPMENTAL SCREENING

King's Kids Christian Academy uses the Ages and Stages Questionnaire (ASQ) to screen all children 5 years of age and younger in the school. No child will be screened without parent permission. All children (with parent permission) will be screened within the first 3 months of enrollment; School Readiness will direct timeframes for re-screening of children serviced by their program. Screening is used to learn about the developmental level of each child as well as to detect any early signs of delay or the need for additional assessment. ASQ includes a component for parental assessment.

Each lead teacher at King's Kids Christian Academy is trained to administer the ASQ, and is responsible for screening the children in their class at the appropriate times. Children are screened in their own classroom by the teacher with whom they are familiar. Teachers will share results of the screening with family members at conference time unless results of the screening indicate that assistive services and referrals are required. The information will be shared with families in a positive, caring manner with the overall goal of improving the education, care, school success and quality of life for the child. Teachers and families will review the results of screening so that informed decisions can be made about appropriate programming, guidance, and support of the child.

If further assessment is indicated or any assistance is needed, referrals are made with the written consent of the parents. Parents may choose (and are encouraged) to contact outside agencies or organizations for programs or services. The center maintains a list of resources that can be shared with any parent who would like information about agencies or organizations that provide early intervention or other kinds of help.

SECTION: PAPERWORK

POLICY #: 3.6

POLICY: CUSTODY

CUSTODY PAPERWORK

In cases where an enrolled child is the subject of a court order (Custody Order or Restraining Order) King's Kids Christian Academy must be provided with a **Certified Copy** of the most recent court order. The orders of the court will be strictly followed. Court orders will be kept in the child's confidential file, and the Director of Operations will be responsible for making sure that the child's teacher and closing staff are aware of the court order and its implications.

In the absence of a court order on file at the Center, both parents will be afforded equal access to their child as specified by law. King's Kids Christian Academy cannot refuse a parent access to their child without a valid court order, regardless of the reason.

SECTION: PAPERWORK

POLICY #: 3.7

POLICY: CONFIDENTIALITY

CONFIDENTIALITY

The individual dignity of children, families, and employees of King's Kids Christian Academy shall be respected and protected at all times in accordance with all applicable laws. An employee's responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families and other employees extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Employees must be diligent in their efforts to maintain confidentiality, and should be aware that there are job-related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual employee and the school.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

CONFIDENTIALITY OF CHILDREN'S AND FAMILIES' INFORMATION:

1. All children's records must be locked in a secure file.
2. Access to children's records is limited to employees with a "need to know" basis only.
3. Children's records must not be removed from the school.
4. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
5. Children's or families' private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure that other children, families, or employees do not overhear information that is confidential.
6. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
7. Information and documents considered confidential include, but are not limited to, medical records, educational records, assessment and screening records, family records, financial records, and any other private information about the children or their families.
8. All requests for release of information shall be directed to the Director of Operations.
9. Information will only be released to persons outside of King's Kids Christian Academy with the express written consent of the child's parent or legal guardian.

SECTION: PAPERWORK

POLICY #: 3.8

POLICY: CHILDREN'S FILES

CHILDREN'S FILES

Children's confidential files are kept in a locked file cabinet in the School Office. Administration will share any appropriate information with teaching staff as necessary. Only Administrative Staff will have access to children's files.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.0

POLICY: REGISTRATION FEES

REGISTRATION FEES (Money Order only)

In order to ensure a space with King's Kids Christian Academy (for new and returning students) a \$75.00 registration fee is required. This is a non-refundable fee that must be paid at the time of registration.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.1

POLICY: PARENT TEACHER ASSOCIATION FEE

PARENT TEACHER ASSOCIATION FEE (Money Order or Debit Card only)

All families are automatically enrolled in King's Kids Christian Academy Parent Teachers Association (PTA). The fee is deducted from each family's registration fee.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.2

POLICY: GRADUATION FEE AND BOOK FEES

GRADUATION FEE (Money Order or Debit Card only)

VPK \$50.00

- Includes cap & gown, VPK certificate/diploma and reception.

Kindergarten \$100.00*

- Includes cap & gown, medallion, kindergarten diploma, reception, and special field trip.

*If student(s) is on the Step-up for Students Scholarship, the scholarship covers the graduation fee.

BOOK FEES: (Money Order or Debit Card only)

- 2 year-old \$30.00
- 3 year-old \$30.00
- 4 year-old \$90.00
- Kindergarten \$260.00

Book Fee (due at time of registration)

SECTION: FINANCIAL INFORMATION

POLICY #: 4.3

POLICY: TUITION CHARGES

TUITION CHARGES (Money Order or Debit Card only)

Tuition is based on an annual, monthly, bi-weekly, or weekly payment fee schedule. Parents who pay on a weekly or bi-weekly basis are required to pay the tuition in advance. Parents who pay on a monthly basis are required to pay the tuition by the 15th of each month.

A full weekly, bi-weekly or monthly tuition fee is charged for each child and monies paid for tuition shall not be refunded. Parents also have the option to pay the annual fee in full no later than August 10th and no portion shall be refunded. All payments are to be paid in the office to assure proper credit to each parent's account.

All tuition fee charges must be paid by money order or debit/credit card. King's Kids does not accept checks or cash.

Tuition & Fees for 2022 - 2023

Age Group	Annual Fee (41 weeks of school)	Paying Monthly (over an 9 month period)	Paying Weekly (40 week period)
Infant			\$190
1 year-old			\$185
2 year-old			\$180
3 year-old			\$170
4 year-old & VPK Students**			\$170
Kindergarten			\$170

****Note.** The VPK fee is based upon the \$50 weekly payment received from the Early Learning Coalition. Families must apply through the Early Learning Coalition in order to receive the tuition stipend of \$50 per week.

Note. Families participating in the Hillsborough County School Readiness Program are required to pay the difference between the Approved Reimbursement Rate and the Private Pay Rate.

Note. There is a required \$75 registration fee for all students; one registration fee per family.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.4

POLICY: DUE DATES

DUE DATES

Tuition is due and payable based on whether you selected the annual, monthly or weekly fee option. King's Kids has provided you a signed copy of your selected tuition fee schedule. Please provide payment as noted on your selection in the office to assure proper credit to each parent's account.

2022-2023 King's Kids Christian Academy Weekly Tuition Fee Schedule

NOTE: All tuition back charges and/or fees must be received by **May 10, 2022.**

Payment Number	Tuition Due Date	Late Payment plus \$10.00 fee
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

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27		
28		
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37		
38		
39		
40		

NOTE: All tuition (Annual, Monthly, Bi-Weekly and/or Weekly) back charges and/or fees must be received by May 10, 2022.

2022-2023 King's Kids Christian Academy Bi-Weekly Tuition Fee Schedule

Payment Number	Tuition Due Date	Late Payment plus \$10.00 fee
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

2022-2023 King's Kids Christian Academy Monthly Tuition Fee Schedule

Payment Number	Tuition Due Date	Late Payment plus \$10.00 fee
1		
2		
3		
4		
5		
6		
7		
8		
9		

NOTE: All tuition (Annual, Monthly, Bi-Weekly and/or Weekly) back charges and/or fees must be received by **May 10, 2022.**

SECTION: FINANCIAL INFORMATION

POLICY #: 4.5

POLICY: LATE PAYMENT FEES

LATE PAYMENT FEES (Money Order or Debit Card only)

Payments not received on Monday of the current week will be assessed a late fee of \$10.00 each week. This policy is applicable to all children.

Payments not received by the 15th day of the month (monthly paying parents) will be assessed a late fee of \$50 on the 16th of the month.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.6

POLICY: LATE PICK-UP FEES

LATE PICK-UP FEES (Money Order or Debit Card only)

Although we realize that some delays are unavoidable, we also recognize that time and inconvenience to our staff should be compensated. Parents are expected to call and notify the school in case of an emergency, and the estimated time of your arrival. However, this cannot be an ongoing or repeated action.

The following procedures will apply for repeated abuse by parents/guardians after 5:30 P.M. Fees only apply to pick-up after 5:30 P.M.

Parents of children not picked up promptly at 5:30 P.M. will be charged a \$10.00 late fee. There will be an additional \$1.00 per minute if child is picked up after 5:45 P.M. This charge is due the day you are late or before child returns to school the next day. All fees must be paid to the school and in the school office.

Fees only apply to pick-up after 5:30 P.M.

1. First Warning
2. Second Warning and an additional \$20.00 late fee
3. Conference with Director of Operations
4. Withdrawal from King's Kids

SECTION: FINANCIAL INFORMATION

POLICY #: 4.7

POLICY: REFUNDS

REFUNDS

There will be no refund of registration fee, supply fee, or tuition.

SECTION: FINANCIAL INFORMATION

POLICY #: 4.8

POLICY: TUITION DISCOUNTS

TUITION DISCOUNTS

King's Kids does not offer tuition discounts for multiple children attending school.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.0

POLICY: HOURS AND DAYS OF OPERATION

HOURS AND DAYS OF OPERATION

Monday – Friday 7:00 A.M. – 5:30 P.M. for all age groups.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.1

POLICY: HOLIDAYS

HOLIDAYS

Please note that school is closed for observance of: Labor Day, Veterans Day, Thanksgiving and Thanksgiving Friday, Christmas, New Years, Martin Luther King Jr. Birthday, Good Friday, Memorial Day, Juneteenth, and Independence Day.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.2

POLICY: SCHOOL CLOSURE

SCHOOL CLOSURE

There may be times when King's Kids Christian Academy may be closed due to severe weather conditions or other emergency situations such as electrical power failure, lack of water, lack of heat or air conditioning, or other situations which may endanger the safety or health of children and employees. Emergency closing will be at the discretion of the Director of Operations.

In the event of severe weather conditions, King's Kids Christian Academy will generally follow the Hillsborough School District in determining whether or not to close the center. Parents will be advised of their obligations in these situations.

In the event of emergency closing in the middle of the day, employees will be instructed by supervisory staff as to their responsibilities during the emergency. Employees will be required to remain at the school as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Employees will be informed by supervisory staff as to when they are able to go home.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.3

POLICY: PARKING/TRAFFIC FLOW

PARKING/TRAFFIC FLOW

Please observe the following “No-Parking” areas - Six (6) feet from the School Crosswalks, Disabled/Handicap, Principal, Pastor, and First Lady. Please do not block driveway areas, mainly circular drive near the dumpster. Circular drive is designed only for “drop-off” and “pick-up” of children.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.4

POLICY: ARRIVAL PROCEDURES

ARRIVAL PROCEDURES

To encourage a good start for the day, we ask that children are in class by 8:30 a.m. Children are considered tardy after 8:30 a.m. All children must be dropped off by an adult over 18 and signed in to school. Parents must daily sign child in on sign-in book.

Each day upon arrival at the center, parents are required to sign their child/children in at the sign in/sign out binder located in the classroom.

- The sign in/sign out binder is divided into sections alphabetically by child's last name.
- Next to their child's name, parents must sign their name (indicating who brought the child/children into the center) and write in the arrival time.
- Parents are then required to deliver the child/children to the appropriate classroom, where the teacher is required to verbally acknowledge the arrival of each child and record their arrival on the classroom attendance sheet.
- Parents must deliver the child/children directly to the teacher; children are not allowed to enter their class unsupervised.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.5

POLICY: DEPARTURE PROCEDURES OF CHILDREN

DEPARTURE PROCEDURES

- When parents arrive to pick up their child/children, they must follow the same procedure: in the sign in/sign out binder (same as locations stated above)
- Parents must sign their name (indicating who is removing the child/children from the center) and write in the departure time next to their child's name.
- Once the child/children are signed out, parents must go to the classroom to pick up their child/children. Teachers are required to verbally acknowledge the departure of each child and to sign children out on their classroom attendance sheet.
- At no time are teachers to allow children to leave the class unsupervised to go to their parents.
- Administrative staff is generally stationed at the front entry for the purpose of monitoring individuals who are entering or exiting the center. Anyone who is unfamiliar to staff is stopped and asked their reason for being at the center. If the individual is there to pick up a child/children administrative staff will check the enrollment binder located in the office, to verify that the individual is authorized to pick up that child. In order to be able to remove child/children from the center, individuals must be on the child's authorized pick-up list and present a photo identification.

In the event that administrative staff is not stationed in the front entry area, the child's teacher will have someone watch their class while they escort the individual to an administrator, who will ask the individual their reason for being at the center.

Children are not to be released to a parent who is suspected of being under the influence of alcohol, drugs or is in any way impaired. If a teacher suspects that the person picking up a child is under the influence of a substance or cannot provide safe transport/supervision of the child, the teacher should immediately inform the active administrator on duty and delay the impaired parent as long as possible. The active administrator will try to contact the other parent or another authorized person on the child's pick-up list to come and get the child. If no other authorized person can be contacted to pick up the child, or if the person suspected of being under the influence insists on taking the child, then local police and Child Protective Services will be

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.6

POLICY: AUTHORIZATION FOR PICK-UP / PHOTO ID

AUTHORIZATION FOR PICK-UP/PHOTO ID (CHILD RELEASE POLICY)

The Child Release Policy and procedures are as follows: During center operation hours the Director of Operations, lead teacher, teacher, teacher assistant, or authorized center staff shall permit a child to leave school only in the custody of the following persons:

1. Parent/Guardian who enrolled child with photo identification on file; photo identification can either be a passport, driver's license, state identification card, student identification, college identification card, or an employee photo identification badge.
2. Persons authorized by the parent/guardian that are listed in writing on the application, the child emergency & release information card, and the change of status form. These authorized persons will have photo identification on file (see previous bullet)
3. In the case of an emergency or custody issue:
 - a. Parent/Guardian of the child with a judicial court order and photo identification on file.
 - b. A Law Enforcement Officer with photo identification and badge number; (officer in uniform must present their badge, and plain clothes officers must provide a photo ID and badge).
 - c. Authorized worker from Child Protection Investigation Division (CPI), with current employer photo identification and badge number.

Procedures:

1. Administrative staff will ensure that Child Release information is up-to-date at all times.
2. When someone arrives to pick-up child staff are responsible for insuring person is authorized to pick-up child.
 - a. If the person picking up child is known and recognized by the staff and has pick-up child before, and is on the authorized release form. Staff can release child.
 - b. If the person is picking up the child for the first time and or with whom the staff is not familiar, staff is to ask for photo identification and match photo ID with photo authorizations on the Child Release Information.
 - c. If someone arrives to pick-up child and they are NOT listed on the Change of Status Form, the child WILL NOT BE RELEASED TO THAT INDIVIDUAL UNDER ANY CIRCUMSTANCE.
3. Administration may place an orange sticker and a date of expiration (if applicable) on the protective sheet cover to identify the children with Judicial Court Orders.
4. Teachers must document the name and badge number in the child's file of all law enforcement and state agencies representative on the Incident/Accident form.
5. All staff will ensure that all visitors such as Law Enforcement Officer (Sheriff or Tampa Police Department), and CPI sign the visitor log which is maintained in the School Office. If any of the aforementioned agencies remove the child from the center they must also sign the child out on the monthly sign in/out forms.

At the end of the school day, children are released ONLY to the authorized adults identified on the Application Form, Child Emergency & Release Information Card, and Change of Status Form. Parents or legal guardians must notify the School Office of any changes pertaining to child pick up by completing the Change of Status Form. All authorizations for pick-up must be made in person in writing. We do not accept phone calls to authorize pick-up. King's Kids Christian Academy follows all federal, state, and local laws related to child custody. All authorized adults must be 18 years or older.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.7

POLICY: ATTENDANCE POLICY

ATTENDANCE POLICY

VPK Students are enrolled in a 540 instructional hour School Year Program. VPK and School Readiness students will not be allowed more than 3 absences a month. If your child/children miss more than 3 days a month, a medical doctor's note is required. If no medical doctor's note is provided, the parent will incur a cost of \$200.00. The basis for the \$200.00 cost is due to guidelines/fees associated with your child/children being registered in the School Readiness Program and insures that child/children meets the expected tuition amount. If for any reason the parent is unable to meet these guidelines, the King's Kids reserves the right to ask that they withdraw from the school.

SECTION: OPERATIONAL INFORMATION

POLICY #: 5.8

POLICY: TARDINESS POLICY

TARDINESS POLICY

It is essential that children arrive to school on time. On-time school arrival time is 8:00 a.m. Any child arrival after 8:30 a.m. must report to the school office and receive a pass to class. Three tardiness will constitute one day absent. Children who have continued excessive tardiness, we reserve the right to ask that they withdraw from the school.

SECTION: PROGRAM INFORMATION

POLICY #: 6.0

POLICY: CURRICULUM

CURRICULUM

Teachers are to use the curriculum provided for their class, but are expected to expand and enhance curriculum themes and activities based on interests, abilities and needs of individual children and the group as a whole. Teachers are also expected to enhance the learning environment in correlation with the curriculum (displays, themed activities, etc.).

King's Kids Christian Academy uses the following curricula, which are approved by the School Board and School Readiness:

Infants – Frog Street
1 year-old – Frog Street and ABEKA
2 year-old – Frog Street and ABEKA
Early Head Start – Frog Street
VPK (3 and 4 year olds) – Frog Street and ABEKA
Kindergarten – ABEKA

ABEKA. The God-given ministry of Christian schools is to lead young people to Christ and train them in the Bible, Christian character, language, and traditional subject matter. Today's students need to be taught the accumulated wisdom of the past from God's point of view and trained in the way they should go (Prov. 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future.

BIBLE

The lessons flow from the Word of God, through the heart of the teacher, to the heart of the student. The curriculum has been planned so that students going through the *A Beka Book* Bible Program will become thoroughly acquainted with the basic portions of the Scriptures.

READING

Beautifully illustrated and imaginatively written readers present a strong Christian emphasis coupled with a sound phonics approach to teaching reading. Stories are carefully selected for interest, readability, theme, and Christian values. Scripture verses help students to see that the character traits taught by the stories are those which are exalted in God's Word. Questions throughout guide students in comprehension of reading material and help them to apply Christian principles to their lives.

HISTORY

We present government as ordained by God for the maintenance of law and order, not as a cure-all for the problems of humanity. We present free-enterprise economics without apology and point out the dangers of Communism, socialism, and liberalism to the well-being of people

across the globe. In short, *A Beka Book* offers you a Christian and conservative approach to the study of what man has done with the time God has given.

MATHEMATICS

A Beka Book traditional mathematics books teach students to believe in the absolutes of the universe, to work diligently to get right answers, and to see the facts of mathematics as part of the truth and order that God has built into the real universe.

ENGLISH

A Beka Book grammar books emphasize structure, rules, analysis, and the kind of practice that aims at mastery. This is why we place an importance on correct spelling and the continual enlargement of each student's vocabulary. This is why we aspire to provide students with examples of the very best literature of the ages, and this is why we emphasize the continual improvement of writing abilities.

SCIENCE/HEALTH

The *A Beka Book* Science and Health Program presents the universe as the direct creation of God and refutes the man-made idea of evolution. Further, the books present God as the Great Designer and Lawgiver, without Whom the evident design and laws of nature would be inexplicable. They give a solid foundation in all areas of science—a foundation firmly anchored to Scriptural truth. Teachability is assured through accurate, interesting writing, carefully planned demonstrations that can be performed with a minimum of equipment, chapter terms and questions, full-color illustrations, consideration of the interests and comprehension skills of students at each grade level, and detailed Curriculum / Lesson Plans.

Frog Street Curriculum. Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children and is easy to implement!

The cornerstones of the program include:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline ®
- Differentiated instruction
- Equity of English and Spanish materials and instruction
- Joyful approach to learning

More specifically, the Frog Street curriculum program features:

- ✚ Embraces the joy of learning
- ✚ Provides comprehensive, integrated instruction with all domains.
- ✚ Balances intentional instruction with child-centered learning.
- ✚ Offers a strong daily routine that develops key social skills and emotional control.
- ✚ Values individual differences.

- ✚ Empowers children with choices in self-directed activities.
- ✚ Honors the power of a strong teacher-child interaction to develop rich oral language and robust vocabulary.
- ✚ Provides systematic and sequential continuum for building skills and concepts.
- ✚ Uses research-based principles of learning as the cornerstone of instruction.
- ✚ Aligned to Head Start Early Learning Framework.

SECTION: PROGRAM INFORMATION

POLICY #: 6.1

POLICY: DAILY SCHEDULE

DAILY SCHEDULE

Classroom schedules have been carefully designed to meet the developmental needs of each age group and Environmental Rating Scale (ECRS) standards for substantial portion of the day. Schedules are to be posted on the parent bulletin board in each classroom. Even though it is important to adhere to the classroom schedule, teachers should remain flexible to accommodate teachable moments, relevant learning experiences and children's individual needs. Teachers may not change their classroom schedules without prior approval from the Director of Operations. Families are given a copy of their child's classroom schedule at the beginning of each school year in August, or upon enrollment thereafter.

SECTION: PROGRAM INFORMATION

POLICY #: 6.2

POLICY: NAP/REST TIME

NAP/REST TIME

Teachers should prepare the room before setting up individually marked cots; cots must be spaced at least 18 inches apart, though 36 inches would be ideal, if space permits. Other personal resting items should be clearly marked with the child's name. Children should be encouraged to use the bathroom prior to nap. Doors may be closed, lights turned off, and blinds closed, but enough light should be maintained to allow for teachers to be able to see facial expressions on all children that are napping. Soft music may be played during nap time. Staff will sit next to children and rub their backs to help them rest as needed. Older children are not required to sleep. A soft toy or book can be given to the child or they may engage in another quiet activity.

As children awaken, have them go to the bathroom in classroom. If there is no restroom in classroom, children must be escorted to the nearest restroom. Accommodations should be made for early risers; books, paper and crayons, dolls and stuffed toys can be available as a transition activity. After rest-time, cots are stacked in designated area with floor sides of cots touching.

The Center will provide sheets and blankets to be used with the cots and crib sheets only for infants. Parents are not allowed to bring any personal sleeping items for child's rest time, however, there may be exceptions due to allergies, etc. and parents will be allowed to bring their own sheets and blankets from home *with Director of Operations' prior approval. If this situation arises, teachers will receive laundering procedures from Director of Operations. Sheets can remain on cots (PRE-K3 & PREK-4 only) unless soiled. At the end of the week staff will wash sheets and blankets. Sheets and blankets for Infant – PREK-2 must be removed and laundered daily.

Licensing requires that cribs and cots be sanitized weekly unless soiled or used by another child. (new student). Cots and cribs should be sanitized by spraying with bleach water solution and allowing to air dry. Bleach water solution should not be sprayed with children present.

SECTION: PROGRAM INFORMATION

POLICY #: 6.3

POLICY: ASSESSMENTS / OBSERVATIONS / PORTFOLIOS

ASSESSMENTS/OBSERVATIONS/PORTFOLIOS

King's Kids Christian Academy uses the Ages and Stages Questionnaire (ASQ) to screen all children 5 years of age and younger in the school. No child will be screened without parent permission. All children (with parent permission) will be screened within the first 3 months of enrollment; School Readiness will direct timeframes for re-screening of children serviced by their program. Screening is used to learn about the developmental level of each child as well as to detect any early signs of delay or the need for additional assessment. ASQ includes a component for parental assessment.

Each teacher at King's Kids Christian Academy is trained to administer the ASQ, and is responsible for screening the children in their class at the appropriate times. Children are screened in their own classroom by the teacher with whom they are familiar. Teachers will share results of the screening with family members at conference time unless results of the screening indicate that assistive services and referrals are required. The information will be shared with families in a positive, caring manner with the overall goal of improving the education, care, school success and quality of life for the child. Teachers and families will review the results of screening so that informed decisions can be made about appropriate programming, guidance, and support of the child.

If further assessment is indicated or any assistance is needed, referrals are made with the written consent of the parents. Parents may choose (and are encouraged) to contact outside agencies or organizations for programs or services. The center maintains a list of resources that can be shared with any parent who would like information about agencies or organizations that provide early intervention or other kinds of help.

SECTION: PROGRAM INFORMATION

POLICY #: 6.4

POLICY: STUDENT PORTFOLIOS

STUDENT PORTFOLIOS

Teachers are required to maintain a portfolio for each child in their class; the portfolio should contain work samples, an academic skills checklist (assessment from the curriculum), screening results, anecdotal records, photos, etc. which identify and demonstrate strengths and accomplishments. Along with the other instruments, this insures the classroom program offered is based on each child's abilities and facilitates planning that supports continued progress and learning for each child. Depending on the child's developmental level, the portfolio will contain assessments, observations and samples/photos of children's work pertaining to all domains of development (cognitive, language, social/emotional, fine motor, and gross motor).

The collection of items for the portfolio happens in an integrated daily fashion within the contexts of teaching the children and spending time in the classroom. These strategies are used throughout the daily routine while the children are engaged in play. For example, teachers talk and interact with infants to assess and encourage the use of language (smiling, cooing, and eye contact). This natural (authentic) type of assessment assists in getting a valid, true picture of the child's progress and development. Portfolios are intended to shape instruction and make informed decisions about program design. Strategies that are ongoing should and can be used by all staff in the room include:

1. Observations
 - a. Teachers are expected to record frequent observations of children's behaviors, development and interactions.
 - b. Observations should be objective and factual (rather than emotional and subjective).
 - c. The purpose of the observation is to support assessments in documenting student progress.
2. Assessments
 - a. All age groups are to use the assessment tool for the curriculum used with their group of children.
 - b. Individual student assessments should be kept in the student's classroom file.
3. Student work
 - a. Some representative work that children produce will be kept at the center in the child's portfolio. This work includes:
 - i. works of art (creative exploratory process rather than product),
 - ii. writing samples or attempts
 - iii. photographs of children's work that represent developmental process.

SECTION: PROGRAM INFORMATION

POLICY #: 6.5

POLICY: FIELD TRIPS

FIELD TRIPS

As required by Hillsborough County Child Care Licensing, staff will post at least two days in advance the: date, time and location of the walk/field trip.

1. The most frequent field trips are those on site. However, there may be an occasion where a field trip away from campus might be arranged.
2. Teachers are required to complete a pre-planning form in preparation for any field trip. This form needs to accompany the lesson plan for the week of the trip.
3. The trip must be approved through the Director of Operations .
4. The Director of Operations will generate a permission slip for parents and teachers are responsible for acquiring signatures prior to field trip.
5. A notice to the parents (including weekly buggie walks) must include the following information:
 - a. purpose
 - b. date
 - c. time (departing from and expected time returning to the center.)
 - d. site: name, address, phone number
6. Family members should be invited on field trips
7. A Field Trip Consent Form is kept on file for each child, which is located on the application form. Should a field trip away from campus be arranged, a separate permission slip **MUST** be signed by a parent or guardian. The permission slip and the Emergency Medical Treatment form must accompany the group when on the trip and be maintained by the teaching staff

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.0

POLICY: RESPECTING ROLE AND INFLUENCE OF PARENTS

RESPECTING THE ROLE AND INFLUENCE OF PARENTS

Child care/school is a shared process, and we encourage parents to share in the day-to-day activities of the Center: meals, classroom visits and special occasions. Parents are invited to share ideas, traditions, recipes, job, hobbies and even themselves in any way that they might enjoy. Families members have a wealth of experiences to share and are an important piece of our community ... they are welcome in the classroom any time. Often parents are unsure of how to be involved in their child's classroom – teachers are responsible for making suggestions for parent involvement whenever possible.

Parents receive a "Home Information Report" form with the Parent Information Packet when registering children. This Report has valuable information about the child (strengths, interests, fears, etc.) and their family (siblings, languages spoken at home, beliefs, culture, child-rearing techniques, etc.). Teachers are expected to read and use the information on this Report to help involve families in classroom activities, and gear curriculum to the individual needs of the child.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.1

POLICY: PARENT PARTICIPATION

PARENT PARTICIPATION

- King's Kids Christian Academy of Tampa insists upon full cooperation of the parents. This cooperation is demonstrated by whole hearted support of the following:
- Work closely with and communicate with your child(ren)'s classroom teacher.
- Fifty (50) volunteer hours are required from each family per school year.
- Support school sponsored activities and programs which include but are not limited to:
 - Teacher's Appreciation
 - Black History
 - Christmas Program
 - Parent Teacher Association Membership Drive
 - School Fund Raisers
 - School Day Worship Service/Family Chapel
 - Sports Day
 - Juneteenth

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.2

POLICY: PARENT TEACHER ASSOCIATION

PARENT TEACHER ASSOCIATION

The PTA is a stabilizing organization of parents and teachers working closely together to maintain linkage of home and school that will help children develop to their potential physically, emotionally, intellectually, socially and spiritually. All parents are automatically encouraged to enrolled a part of the PTA, upon paying the \$75 registration fee. PTA Officers include: President, Vice President, Secretary, and Treasurer.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.3

POLICY: PARENT TEACHER ASSOCIATION

PARENT/STAFF COLLABORATION The staff of King's Kids Christian Academy of Tampa believes that parental involvement in the educational process of their child(ren) is essential to success. To this end, we expect parental participation in homework assignments, student projects, visitations, and parent association activities whenever possible.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.4

POLICY: PARENT ASSESSMENT AND FUND-RAISING POLICY

PARENTAL ASSESSMENT AND FUND-RAISER POLICY

Strong involvement with school fundraising is essential. All parents are encouraged to participate in the school's fund-raisers annually, and therefore must sign A Statement of Agreement and Parent/Guardian Volunteer Hours Form at the time of enrollment.

Volunteers are a major factor in maintaining the school budget and therefore reflecting reasonable tuition and fees. It is the belief and the philosophy of the school and the Parent Teacher Association, that Volunteer Service Hours will be judged completely successful, if there are no parents billed for unfulfilled volunteer hours.

You may choose to be involved in the PTA Fund-raisers or pay the cash assessment fee based on the following options.

- _____ Option I Complete 25 volunteer hours by Christmas Break and 25 volunteer hours by the last Friday in April. Any outstanding hours will be charged to May tuition statement at a rate of \$20.00 per hour and participate in fund raising events.
- _____ Option II A donation of \$500 to King's Kids in lieu of volunteer hours and or participation in fund raising events which must be paid by the last Friday in April or will be charged to May tuition.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.5

POLICY: OPEN DOOR POLICY

OPEN DOOR POLICY

King's Kids Christian Academy maintains an open door policy for parents/guardians of enrolled children. Teachers are expected to welcome and encourage children's family members to visit or observe in the classroom, attend celebrations, or share their time or talents with their child's class. Children are very aware when their parents and teachers are respectful of each other and working together. All visitors must sign-in in the school office before going to a classroom. The teacher's time belongs entirely to the children during the child's school day. Please make arrangements in advance to be sure your child's class is not testing or for some other reason should not be disturbed at that particular time.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.6

POLICY: PARENT - TEACHER CONFERENCES

PARENT-TEACHER CONFERENCES

Conferences play a most important part in our plan of reporting to parents. Parents will be invited to a group conference and Open House in August. The conference dates are placed on the School Calendar which is distributed during Open House. Three additional individual conferences will be scheduled. Additional conferences, when needed may be requested by the parent as well as the teacher.

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of both the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by appointment with the teacher at a convenient after-school hour.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.7

POLICY: COMMUNICATION

COMMUNICATION

Teachers need to work with parents and have open communication at all times. This includes written and verbal communication. Each morning the teacher should greet the parent and child by name. The teacher should also ask the parent if there is anything she needs to know about the child's time away from the center (evening or early morning). When the child leaves at the end of the day the teacher should once again greet the parent and tell them how the child's day was in a positive way. At this time the teacher will also give the parent a brief, positive verbal report (preschool and older children) or written daily report form (infants, toddlers and twos) that informs the parent of significant things that happened during the child's day.

Another method of communication is the parent communication board located by the exit door in each classroom. It is the teacher's responsibility to keep information on the board current; the parent board should include information about activities that specific to the classroom, such as current themes, special activities or changes to learning centers, etc. The parent board should also post lesson plans for the week and classroom schedule.

Email – Teachers will provide his or her email address at orientation. You may contact teachers via email throughout the day.

Telephone – If you need to speak with a faculty member, please call the school office between 8:00 a.m. and 2:45 p.m. – 813.666.1568. Your call will be returned as soon as possible after school.

Email – King's Kids Christian Academy will also use email as another means of keeping you informed throughout the school year. Please make sure the email address you provided to the school on the student registration is your most current email address. If you change your email address after submitting the registration form, please notify the office of the change.

Parent Bulletin Board – Important communications; which include weekly notes to parents and other center-wide communications will be placed on the parent information board located on parent boards in each teacher's classroom.

Newsletter - (ways the teacher will communicate regarding the individual child, classroom and curriculum information as well as center-wide communication such as parent bulletin boards, newsletters, website, etc.) Check your child(ren)'s cubbie daily for homework, classwork, and information. Check parent communication bulletin board for weekly notes to parents, and other school information.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.8

POLICY: HOME VISITS – EARLY HEAD START

HOME VISITS(EHS)

Early Head Start teachers conduct home visits twice a year. These visits are scheduled by the classroom teacher and must be coordinated with the parent.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.9

POLICY: PARENT EDUCATION AND RESOURCES

PARENT EDUCATION AND RESOURCES

Parents are consistently provided information that supports the Scio-emotional, spiritual and cognitive development of young children. Moreover, parents are provided information that supports financial literacy and economic empowerment.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.10

POLICY: LENDING LIBRARY

LENDING LIBRARY

Each classroom has a Lending Library located in the center's common area, and if your child's name appears on the approved list, you can begin borrowing books immediately. The lending library rules and agreement must be signed in order to borrow books. The forms are located with the classroom teacher.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.11

POLICY: CONCERNS, QUESTIONS, SUGGESTIONS

CONCERNS, QUESTIONS, SUGGESTIONS

Parents are given procedures in the Parent Handbook for addressing questions, concerns and complaints. Employees are expected to know and help guide parents in this process if needed. Teachers may address parent questions or concerns involving issues in their classroom or the parent's child in their classroom. If the question or concern involves another teacher's class or student, the parent should be referred to that teacher.

Parent complaints regarding the school, administration, policies and procedures or other students or their families should be referred to the Director of Operations or Director of Administration. Employees should never discuss concerns, problems or complaints with parents or others not associated with the school.

We welcome parent input regarding the school. If parents have suggestions or recommendations, they are encouraged to speak directly to the Director of Operations. If parents wish to make an anonymous suggestion or comment, they can do so by placing their suggestion and comment in writing and turning it in at the office, without a signature.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.12

POLICY: GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

King's Kids Christian Academy recognizes the importance of the individual parent to the organization and the desirability of prompt consideration and disposition of problems affecting his/her status and welfare. The parent has three (3) work days from the event to file a grievance. Parents are expected to follow normal chain of command in presenting their grievances.

Parents are expected to present all grievances in writing on the Parent Concern/Grievance Form provided for this purpose located in the School Office.

The standard format for presenting a grievance is:

- Complete a Parent Concern/Grievance form and submit to the Director of Operations
- The Director of Operations will review the grievance and the related facts.
- The Director of Operations has three (3) workdays to respond.
- If the parent is not satisfied with the decision of the Director of Operations, they have two (2) work days to add a response in writing and mail it to the School Board Liaison at 3101 N. 34th Street, Tampa, FL 33605.
- The School Board Liaison will forward the grievance to the School Board Chairperson for review.
- The decision by the School Board is final.

SECTION: FAMILY INVOLVEMENT

POLICY #: 7.13

POLICY: ANNUAL SURVEYS

ANNUAL SURVEYS

An evaluation of the program will be completed by all parents in February each year. Suggestions and evaluation results are integrated into program operations and/or goals when applicable. Data from parent evaluations will be used to develop a written plan for program improvements. Parents will have an opportunity to review and discuss the results of the evaluations at a future parent meeting.

SECTION: HEALTH AND SAFETY

POLICY #: 8.0

POLICY: CAR/AUTOMOBILE ANTI-IDLING POLICY

CAR/AUTOMOBILE ANTI-IDLING POLICY

This policy applies to all passenger vehicles and delivery trucks at King's Kids Christian Academy of Tampa, Inc.

King's Kids is committed to providing a safe, healthy and productive environment for all persons occupying our school. In light of the significant risk posed by idling vehicle exhaust emissions, especially to children, we are implementing a vehicle idling policy. Idling vehicles contribute to air pollution and emit air toxins, which are pollutants known or suspected to cause cancer or other serious health effects. Children's lungs are still developing, and when they are exposed to elevated levels of these pollutants, children have an increased risk of developing asthma, respiratory problems and other adverse health effects. Limiting a vehicle's idling time can dramatically reduce these pollutants and the exposure to them.

All persons operating vehicles at the school should adhere to the following guidelines:

- ❖ When waiting for students to be picked up, all engines should be shut off.
- ❖ All drivers should turn off engines when they arrive at school and when they expect to be parked for more than 10 seconds.
- ❖ If idling is necessary for temperature control, please restrict it to no more than 5 minutes.

We are implementing this policy to reduce the students' exposure to air toxics emitted from idling vehicles. We encourage you to eliminate unnecessary idling not only at our school but anywhere you are waiting for more than 10 seconds. This simple change will improve the air our children breathe, as well as the air quality in our neighborhoods.

We are asking all parents, employees, and delivery truck drivers to pledge to not idle unnecessarily. If you have questions regarding this policy, please feel free to contact the office administrators at (813) 666-1568 during regular business hours.

Thank you for your support!

SECTION: HEALTH AND SAFETY

POLICY #: 8.1

POLICY: ACCIDENT POLICY

ACCIDENT POLICY

All employees of King's Kids Christian Academy are responsible for reporting accidents or incidents immediately to the Director of Operations. An Accident or Incident Report is to be completed immediately upon caring for the injured child; the staff who witnessed the accident/incident must complete the report. Accidents/Incidents will be handled in the following manner:

1. Care for child and complete accident/incident report.
2. Call the school office to notify the Director of Operations and/or Director of Administration of the incident; and submit immediately to office for signature.
3. Director of Operations will call and notify parent of accident and remind them they will need to sign form when picking up child.
4. Accident Report is returned to the witnessing teacher who is responsible to communicate information to closing staff if applicable so that staff can obtain parent signature. Staff person who obtains parent signature must also sign, date, and give yellow copy to the parent.
5. Original form should be submitted to office the same day of incident to be filed in child's file.

SECTION: HEALTH AND SAFETY

POLICY #: 8.2

POLICY: OUTDOOR LEARNING ENVIRONMENT

OUTDOOR LEARNING ENVIROMENT

Time on the playground is to be considered another portion of the day where teachers can actively help support children's learning and growth beyond the development of large motor skills. Outdoor time is to be utilized to help children develop their skills in the areas of social/emotional, fine motor, cognitive and language development. Teachers are to plan activities for the playground and be actively engaged with the children. All employees in attendance on the playground are responsible for the supervision and safety of all of the children regardless of which class the child is assigned.

Ideally, to meet accreditation standards, the playground space should have:

1. Large motor equipment (Ex. riding toys, climbing equipment, slides, balls)
2. Options for play activities (Ex. art, dramatic play, table toys)
3. Contact with nature (Ex. trees, flowers, gardens, non-poisonous plants)
4. A variety of surfaces (Ex. grass, sand, hard surface for riding toys)
5. Drinking water and shade
6. A layout that allows supervision by sight and sound
7. Access to a nearby bathroom

SECTION: HEALTH AND SAFETY

POLICY #: 8.3

POLICY: INDOOR ENVIRONMENT

INDOOR ENVIRONMENT

Classrooms have been purposefully arranged to meet ERS (ITERS, ECERS, and SACERS) criteria. King's Kids Christian Academy adheres to ERS standards for classroom furnishings and equipment, room arrangements and teacher-child interactions; teachers are expected to know and follow the ERS requirements for their age group. Rooms and equipment should not be rearranged without prior consent with the Director of Operations.

Curriculum related toys or materials are located throughout the classroom. At appropriate times during instructional delivery, toys or materials are taken from Centers and used to support and/or reinforce curriculum themes and concepts. Teachers are also responsible for keeping consumables (glue, paint, paper, play dough etc.) stocked for their classrooms and for notifying the Director of Operations by filling out a weekly Supply Requisition, if supplies are needed.

SECTION: HEALTH AND SAFETY

POLICY #: 8.4

POLICY: INSURANCE

INSURANCE

Parents are responsible for the coverage of accidental insurance on your child(ren). King's Kids is not liable for medical or hospital bills.

SECTION: HEALTH AND SAFETY

POLICY #: 8.5

POLICY: ILLNESS POLICY

ILLNESS POLICY

King's Kids Christian Academy employees are required to read and enforce/implement all policies as stated in the Parent Handbook. This includes the following policy and procedures for ill children.

Parents are to keep children at home if they are too ill to participate in school activities or if they exhibit any of the following symptoms:

- Temperatures of at least 100 degrees, when in combination with any other sign or symptom of illness
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
- Severe or chronic coughing, causing the child to become red or blue in the face or to make a whooping sound
- Sore throat or difficulty in swallowing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches, unusual spots or rashes
- Redness of the eye, thick and/or pussy discharge, matted eyelashes, burning, itching or eye pain
- Unusually dark urine and /or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations, or nits remaining in hair (treated or untreated)

PREVENTATIVE MEASURES:

In the event that staff identify any of the symptoms of illness listed above, the following plan of action will immediately go into effect:

- Identify the symptoms and contact the office to inform them of the child's condition (teacher)
- The office staff will call the child's parents or adults listed on the child's emergency transportation form in order to have the child removed from the center
- Complete a CHANGE IN CHILD'S HEALTH STATUS form, and send with the child to the office when they are picked up (teacher)
- Isolate the child in the classroom until a parent or guardian arrives (teacher)
 - Provide supervision of the ill child
 - Provide a cot and make the child feel as comfortable as possible
 - Have parent (or authorized person who picks up the child) sign the CHANGE IN CHILD'S HEALTH STATUS form; give yellow copy and give instructions for physician to complete bottom of form

- Disinfect the classroom and cot (teacher)
- Only allow readmission of child upon receiving a doctor's note (physician completes bottom of CHANGE IN CHILD'S HEALTH STATUS form) when dealing with communicable diseases.

SECTION: HEALTH AND SAFETY

POLICY #: 8.6

POLICY: INFESTATIONS / COMMUNICABLE ILLNESSES OR CONDITIONS

INFESTATIONS/COMMUNICABLE ILLNESSES OR CONDITIONS

In the event of a confirmed case of a communicable illness or infestation (such as strep throat, chicken pox, or head lice), parents of children in the exposed group will be notified that their child may have been exposed. The Director of Operations will be responsible for posting a notice of the possible exposure on the entrance of the affected classroom(s), and notices via email and text, will be sent to families of all potentially exposed children. Notification will include basic information about the illness or infestation, suggested control measures for home and those being implemented at the school. Only allow readmission of child upon receiving a doctor's note (or physician completes bottom of CHANGE IN CHILD'S HEALTH STATUS form – see "Illness" policy) when dealing with communicable diseases.

SECTION: HEALTH AND SAFETY

POLICY #: 8.7

POLICY: MEDICAL EMERGENCIES

MEDICAL EMERGENCIES

For minor injuries to a child, teachers should administer first aid: ice on bumps and bruises, wash cuts and scrapes with soap and water, or place cool water on insect bites. An Accident or Incident Report must be completed for all injuries, no matter how minor by an employee of King's Kids Christian Academy immediately to the Director of Operations .

When a more serious injury occurs, follow these guidelines:

1. If the injury is life-threatening, call 911 first, then call parents/emergency contact.
2. Do not move a seriously injured child/adult. Comfort the child/adult and stay with the injured child/adult to offer support
3. Call the Director of Operations to notify them of the medical emergency so that they can remove the rest of the children away from the situation
4. A staff person who is currently certified in CPR and first aid should perform emergency medical procedures as necessary.
5. If non-life threatening, call parents or a person listed on the emergency medical release form for instructions.
6. Parents/guardians must be called for any head injury, even if there is no sign of blood or bump – be safe rather than sorry in head injury cases.
7. Complete an Accident or Incident Report.

SECTION: HEALTH AND SAFETY**POLICY #: 8.8****POLICY: MEDICINE POLICY AND PROCEDURE****MEDICATION POLICY AND PROCEDURE**

It is recognized that medication may be essential for some children. Ideally, medications should be administered at home. Questions regarding medication administration procedures should be directed to the school office. Employees authorized to administer medication at the center are required to receive training in administration of medication and the 6 Rights.

If medication must be given at the center, the following procedures must be followed:

1. Parents/Guardians must administer the first dose of medication at home and report that no ill effects were noted and that there were no signs or symptoms of allergic reaction.
2. Medication should be delivered to the center by a responsible parents/guardians, and must be handed directly to the Director of Operations. ANY/ALL PRESCRIBED MEDICATION FROM A MEDICAL DOCTOR TO BE ADMINISTERED BY STAFF TO ANY CHILD, MUST INCLUDE AN AUTHORIZED COPY OF THE PRESCRIPTION ORDERED AND MUST BE SUBMITTED ANNUALLY TO THE DIRECTOR OF OPERATIONS AND FILED AS PART OF THE CHILD'S SCHOOL FILE. Please refer to Medical Information/Allergies Policy #3.1.
3. An Authorization to Dispense Medication form must be filled out completely and signed by parents/guardians in the presence of school staff. Parents must complete one form per medication, per child, and forms must contain the same directions as listed on the prescription label.
4. Parents/Guardians must provide medications in the original bottle or container in which it was dispensed and prescription directions and name must be clearly displayed. Staff cannot accept medication if the prescription label is not intact and legible.
5. Medication must have an expiration date; expired medications cannot be accepted or left on Center premises.
6. **Over the counter medication must also be in the original container with a written medical prescription from a physician** containing the five rights (time or frequency to be administered, route or method, dosage or amount, medication name, and child's name).
7. Parents must supply a calibrated measuring device for administering liquid medication (i.e., do not use a teaspoon for administering medication)
8. When medication times of dosages are changed, both of the following steps must be followed:
 - a. A written note from the parent requesting the change must be sent to the center.
 - b. A new label from the pharmacist or physician's order indicating the change must be sent to the center.
9. All medications will be stored in a locked box at all times in the closet in the School Office or refrigerator, if indicated.
10. Only approved staff may administer medication to a child. Volunteers must never administer medications.
11. Medication will be stored at the center only during the time that is indicated on the Authorization To Dispense Medication form. Medications left at the center beyond the date on the form will be properly discarded.

12. The Child Medication/Observation Log form will be used to document the dose, date, time and person who administered the medication, and any observations (reactions) that were noted. These forms will be signed by the parent/guardian and kept in the school office.
13. Medication errors must be reported immediately to the Director of Operations and documented on the Medication Incident/Error Report. The Director of Operations will notify the child's parent. The child's physician should be notified immediately for appropriate intervention. If medication is given to the wrong child or by the wrong route, Poison Control should be called immediately at 1-800-222-1222 and all notification/instructions must be documented on the Medication Incident/Error Report.

The 6 Rights ensure that medication is being administered correctly. Employees administering medication must know that they are giving the right medication to the right child at the right time in the right amount by the right route (or method). **STAFF MUST CHECK FOR ALL 6 RIGHTS EACH TIME MEDICATION IS ADMINISTERED TO ANY CHILD.**

1. **THE RIGHT CHILD:** verify that you have the right child. If you are not certain, do not administer the medication. Stop and verify with knowledgeable staff that you have the right child.
2. **THE RIGHT MEDICATION:** Compare the prescription label on the medication with the Authorization to Dispense Medication form. If the label does not match the forms, STOP!
3. **THE RIGHT DOSE:** Follow directions on the prescription label comparing forms for the correct dosage. Measure and/or count the correct dose or amount of medication using calibrated measuring devices. Be sure you know you are giving the correct amount of medication before administering.
4. **THE RIGHT TIME:** Medication can safely be given 30 minutes prior to 30 minutes after the prescribed time. Double check the prescription label for the time to be administered or frequency (every four hours should be given four hours after last dose. Check medication/observation form or parent's authorization form for last time the medication was administered).
5. **THE RIGHT METHOD/ROUTE:** Medication may be given by mouth, applied to skin, inhaled, or instilled in eyes or ears. Read the prescription label and verify how the medication is to be administered.
6. **DOCUMENTATION ADMINISTRATION:**
Document the administration of medication immediately on medication/observation form. Failure to do so may lead to a second dose being administered by a colleague. Record observations after the medicine is administered. VERIFY all information on the medication/observation form with prescription label.

SECTION: HEALTH AND SAFETY

POLICY #: 8.9

POLICY: ALLERGIES

Allergies

Possible symptoms: weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

First Actions:

1. Call or instruct someone to call 911.
2. Assess situation, remain calm, and make child or employee comfortable.
3. Only move victim for safety reasons.
4. Send for immediate help and medication kit (in cases of known allergies).
5. Follow medical protocol for children, if on file.
6. Contact Director of Operations or Director of Administration.
7. Notify parent or guardian.
8. Apply ice pack and keep individual warm.
9. Record on Accident/Incident report time and site of insect sting and name of medicine, dosage and time.

SECTION: HEALTH AND SAFETY

POLICY #: 8.10

POLICY: CHILD ABUSES – REPORTING POLICY / MANDATED REPORTERS

CHILD ABUSE REPORTING POLICY

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All employees of King's Kids Christian Academy are considered mandated reporters, under this law. Employees are required to report their suspicions of child abuse/neglect to the Florida Abuse Hotline DCF (1-800-96-ABUSE). King's Kids Christian Academy requires employees to inform the Director of Operations prior to making the report.

The employees of King's Kids Christian Academy are not required to discuss their suspicions with parents prior to reporting the matter to Florida DCF, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at King's Kids Christian Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action. As mandated reporters, employees of King's Kids Christian Academy cannot be held liable for reports made to DCF which are determined to be unfounded, provided the report was made in "good faith." Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is subject to a fine of up to \$500.00 or up to six months' imprisonment or both.

Reporting:

Staff will discreetly examine children each morning during arrival for signs of abuse or neglect.

If staff detects possible abuse or neglect, they will notify Director of Operations immediately and fill out an Incident Report to document the evidence/situation in writing.

The Director of Operations will assess the situation, make a quick investigation of the facts and then notify the authorities using the toll-free hotline (1-800-96-ABUSE).

If the Director of Operations feels that there is no evidence of abuse, a report to authorities will not be made, but the Incident Report will remain in a confidential file in the office.

Regardless of the Director of Operations assessment, the Incident Report will be placed in a confidential file in the office; staff, as mandated reporters, are always free to notify the Abuse and Neglect authorities if they feel the incident is founded.

Procedures if a staff person is accused of abuse or neglect:

1. If an allegation is made, the following information/report must be made in writing:
 - Name, address, date of birth of the “victim”
 - The name, address and details of the person making the allegation.
 - The nature of the allegation: where and when did it occur, who is the allegation against, what is alleged to have occurred, names of any witnesses to the alleged occurrence?
 - Any other relevant information.
 - This information/report must be signed by the person making the allegation.*
2. Regardless of the outcome of the investigation, the report will be kept in the staff person’s file.
3. The accused staff member will immediately be suspended from work during the investigation.
4. Any accusations will be taken seriously, will be investigated thoroughly, and will be reported to legal authorities as required. Should an employee or volunteer be accused of child abuse, they must comply with the investigation.
5. If the allegation report is signed by the accuser, a report must be made, and the Director of Operations will contact the authorities at Abuse Hotline and defer to their instructions.
6. *If the person making the accusation refuses to sign or give information regarding the allegation, the Director of Operations will assess the situation and all facts involved in the allegation. The Director of Operations may determine that the accusation is unfounded and it is not appropriate to make a formal report but documentation of the situation/allegation will be kept in the employee’s personnel file.
7. The school reserves the right to take any appropriate action that is deemed necessary regarding the accused employee which could include termination of employment.

SECTION: HEALTH AND SAFETY

POLICY #: 8.11

POLICY: EMERGENCY PROCEDURES / DRILLS

EMERGENCY PROCEDURES AND DRILLS

All King's Kids Christian Academy employees are required to read, understand and comply with all procedures contained in the center's Risk Management Manual when they are hired. In addition, staff are required to attend an annual review/retraining of all procedures contained in the Risk Management Plan. A copy of the Risk Management Plan is located in all classrooms and the school office.

Monthly fire drills and quarterly storm drills are conducted to ensure the safety of children and adults in the event of an emergency. Teachers are expected to teach and prepare children for emergency procedures as outlined in the Risk Management Manual, including safe evacuation of the building, sheltering in place and lock down procedures.

SECTION: HEALTH AND SAFETY

POLICY #: 8.12

POLICY: GUIDANCE AND DISCIPLINE

GUIDANCE AND DISCIPLINE

Proper respect and adherence to school rules is necessary for individual student development and a wholesome learning environment. Disciplinary practices which are both constructive and appropriate to the child's age are properly administered. The objective is to help the child retain control of his emotions and actions, not to prevent him from expressing his feelings and moods. Our efforts are to recognize and reinforce positive behavior and ignore negative behavior whenever possible. Parents are notified in writing of the disciplinary practices used. A Parent Handbook and school application is given prior to admission.

It should be understood that the school reserves the right to dismiss any student for certain behaviors or serious infractions such as the use of profanity, repeated disobedience, hitting, biting, threatening or aggressive behavior toward students or staff. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest or bathroom privileges. It is also our practice and understanding that children shall not be subject to discipline which is severe, humiliating or frightening.

Step One:

The Teacher will choose one of the following actions:

1. Teacher's disciplinary warning.
2. He/She will be redirected to another play area which may prevent escalation of the problem.
3. Guidance in developing language skills which will help them resolves conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc
4. If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The time limits for this personal time are determined by the child. He/She may return to the group when he/she is ready.
5. Field trip privileges taken away or chaperoned by parent or guardian.

Step Two:

Conference with parents or guardian. If continued unacceptable behavior occurs, the parent or guardian will be scheduled to discuss a team approach to remedy the problem.

Step Three:

Three (3) days suspension and a referral to a family counselor.

Step Four:

Disciplinary letter sent home stating child has been withdrawn from the center/program.

CONSCIOUS AWARENESS LEARNING MODEL (CALM)

King's Kids Christian Academy has incorporated the Conscious Awareness Learning Model (CALM) in its discipline approach to help children more efficiently development an internal locus of control. Moreover, CALM prepares and delivers training to early childhood and family child care providers by employing research based, multi-year coaching strategies to improve their existing abilities, help them develop new skills and encourage them to build children's social-emotional intelligence through the evidence-based practices outlined in Conscious Discipline®.

TERMINATION OF ENROLLMENT /WITHDRAWAL

Parents are required to keep their accounts current. If child leaves with a past due balance, then the account will be turned over to a collection agency and/or credit bureau. If a child is out of school for 3 weeks, the child cannot return to school unless the balance is paid in full and another registration fee is paid. Parents must stop by the office before returning the child back to school.

Parents must complete a withdrawal form which is located in the school office. No school records or report cards will be issued or transferred until all fees have been cleared.

SECTION: HEALTH AND SAFETY

POLICY #: 8.13

POLICY: HAND WASHING

HAND WASHING

Parents are required to follow hand washing procedures as outlined in the Environmental Rating Scales (ITERS, ECERS and SACERS) Step-by-step hand washing for both parents, staff and children is as follows:

1. Have the necessary supplies on hand: soap and paper towel
2. Scrub hands with soap and water for at least 10 seconds. Include between fingers, under and around nail beds and backs of hands.
3. Rinse hands well under running water with fingers down so that water flows from wrist to fingers.
4. Dry hands with a paper towel.
5. Turn of the faucet with the paper towel instead of bare hands.
6. Discard the paper towel into the trash can.

Adults and children will wash their hands:

1. When first entering the classroom.
2. Before handling food or food-related items
3. Immediately before and after eating or any food experiences
4. After using the bathroom
5. After coming in contact with any body fluids (blood, nasal discharge, saliva, urine, stool) or skin contact
6. After cleaning or handling garbage
7. When giving medication or applying sunscreen to a child
8. Before and after engaging in water, sand or messy play
9. After outdoor play
10. After handling the classroom pet

In infant and toddler rooms hand washing is required:

1. After diapering – both adult and child
2. After diaper checks
3. Before handling a bottle or other food related item
4. When handling a pacifier or other mouthed toy
5. Between feeding babies/toddlers

SECTION: HEALTH AND SAFETY

POLICY #: 8.14

POLICY: CLEANING AND SANITATION PROCEDURES

CLEANING AND SANITATION PROCEDURES

Good work habits and a neat place to work are essential for job safety and efficiency. Staff are expected to keep their place of work organized and materials in good order at all times – this includes community areas such as staff lounge, work and resource areas as well as classrooms. Anything that needs to be repaired or replaced should be recorded on a work order and given to the Director of Operations.

Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized. When spills or contamination of body fluids occur, staff will clean them up immediately with soapy water followed by disinfectant with bleach/water solution. After cleaning, nonporous surfaces will be sanitized using the procedures for Cleaning and Sanitation. Members of staff and parents must follow all posted hand-washing procedures, including arrival in the classroom, before and after using play-dough or the water table, before eating or cooking, and after using the toilet.

SECTION: HEALTH AND SAFETY

POLICY #: 8.15

POLICY: POTTY TRAINING

POTTY TRAINING

Teachers will communicate with parents to decide when a child is ready for potty training. Parents are required to sign a Potty Training Form which indicates criteria for child's readiness for potty training. Teachers should try to reinforce actual use of the potty with positive reinforcement and feedback. During potty training the teacher will place the child on the potty frequently (about every hour to hour-and-a-half, depending on the child). Every effort will be made to follow the same potty training procedures that are used in the child's home.

SECTION: HEALTH AND SAFETY

POLICY #: 8.16

POLICY: MEALS AND SNACKS

MEALS AND SNACKS

Meals and snack time are an important part of children's learning experiences. Our curriculum includes thanking God for our food, teaching children about healthy food choices, good table manners, developing pouring and serving skills, introducing children to a variety of foods (including those from different cultures), as well as the cooperation that comes from cleaning up afterward.

Meals and snacks are at least two hours apart but not more than three hours apart. At meal and snack times, at least one teacher should try to sit and eat with the children and engage them in conversation. Conversations with the children are to extend beyond rules and expectations for behavior at the table (*example: talk about events of the day, encourage children to talk with one another, talk about nutrition, etc.*). Teachers are to model and encourage good table manners, and promote self-help skills by allowing children to serve and clean up after themselves as their abilities permit.

When bottle feeding infants, they should be held and spoken to in reassuring tones. Older infants, toddlers and twos should be encouraged to feed themselves as their abilities allow. Toddlers and twos can also assist in cleaning up as their abilities allow.

The menus are prepared by the Child Food Nutrition Program, which periodically include foods representative of a variety of cultures. Written menus for meals and snacks are posted on the Parent Information Boards within each classroom. Copies are available to families upon request.

Food should never be used as a method of discipline or reward.

SECTION: HEALTH AND SAFETY

POLICY #: 8.17

POLICY: NUTRITION POLICY

NUTRITION POLICY

King's Kids Christian Academy daily provides breakfast, lunch, and snack. Kids Kid's participates in the Child Care Food Program. No outside food is allowed in the school. Parents may purchase special milks that are outside of the Food Program but a doctor's note is needed. Parents/guardians are requested to refer to **Medical Information/Allergies Policy #: 3.1** for further clarification, if needed or the Administrative Staff.

SECTION: HEALTH AND SAFETY

POLICY #: 8.18

POLICY: FOOD PREPARATION

FOOD PREPARATION

Kings' Kids Christian Academy provides breakfast, lunch, and P.M. snack. Kings' Kids Christian Academy is enrolled in the Child Food Nutrition Program and is required by law to follow all USDA guidelines. Only employees with food service training are permitted in the kitchen. All teachers should be aware of USDA guidelines, including portion sizes. The food service personnel is responsible for insuring that meals and snacks follow USDA guidelines and that substitution for allergies or medical/cultural reasons are served to the correct child. The food service personnel is responsible for delivering snacks to all infant/toddler classrooms.

Meal Times*	Breakfast	Lunch	Snack
Infants	on-demand	on-demand	on-demand
1 and 2 year-olds	8:30 a.m.	11:00 a.m.	2:30 p.m.
3 year-old	8:30 a.m.	11:00 a.m.	2:30 p.m.
VPK – K5	8:30 a.m.	11:00 a.m.	2:30 p.m.

*Meal Times Are Subject to Change

SECTION: HEALTH AND SAFETY

POLICY #: 8.19

POLICY: CLOTHING

CLOTHING

Parents are responsible for placing child's names in all clothing, coats and towels.

IT IS MANDATORY for parents to send a change of clothing to be placed in EACH school age child's cubby for emergencies or accidents. It is not necessary to keep a School Uniform within your child's cubby for a change of clothing.

Parents are responsible for pampers, baby wipes, and two (2) sets of change of clothing daily for emergencies and accidents. These are mandatory items and King's Kids will not be responsible for these items. For more information, see child's teacher.

1 year-old

Parents are responsible for the pampers or pull-ups, baby wipes and two (2) sets of change of clothing daily for emergencies and accidents. These are mandatory items and King's Kids will not be responsible for providing them.

2 year-old

Parents potty training 18-24 month old toddlers need to continue to bring pampers and at least five (5) pull-ups daily, until the child is completely potty trained.

SECTION: HEALTH AND SAFETY

POLICY #: 8.20

POLICY: PERSONAL BELONGINGS AND TOYS

PERSONAL BELONGINGS AND TOYS

Parents, your child(ren) are not allowed to bring toys to school under any circumstances. The only day students are allowed to bring toys is with permission from the teacher.

On Show-n-tell day, the students are not allowed to bring the following toys:

1. No guns or knives are allowed in school
2. Toys with sharp objects
3. Toys of expensive value

SECTION: HEALTH AND SAFETY

POLICY #: 8.21

POLICY: UNIFORM POLICY

UNIFORM POLICY

All children are required to wear closed toe shoes. Sandals are not allowed. Students in class 2 year-old thru Kindergarten are required to wear a school uniform Monday through Friday. Uniforms are to be purchased from "Risse Brothers" 4228 N. Armenia Avenue, Tampa 33607 (813-282-8338) online (www.rissebrothers.com)

The uniform will consist of the following:

- Girls**
1. Plaid navy blue/light blue and white jumper
 2. Navy blue skirt
 3. Light blue polo shirts two year-old through Kindergarten (to be worn with navy skirts)
 4. White, black, or navy blue socks (No writing or lace allowed on socks)
 5. Black shoe (no writing, designs, logos, lights, sounds, etc. allowed on shoes)
 6. Black shoe (purchased from uniform company)
 7. No boots can be worn with uniform
 8. ONLY Navy Blue, white, or black shorts may be worn under girls' uniform if needed. (THIS IS MANDATORY FOR 2-year-old Kindergarten)
 9. Pants: navy blue (ONLY during winter months)

- Boys**
1. Light blue polo pull over/short sleeve shirt for two year-old through Kindergarten classes.
 2. Navy blue pants or shorts
 3. Black shoe (purchased from uniform company)
 4. No boots can be worn with uniform.
 5. No earrings shall be worn by the male sex.
 6. No pony tails shall be worn by the male sex.

SECTION: HEALTH AND SAFETY

POLICY #: 8.22

POLICY: UNIFORM NON-COMPLIANCE

UNIFORM NON-COMPLIANCE

Parents are responsible to have child/children dressed in full uniform (Monday thru Thursday) on the scheduled days. If child is not dressed in full uniform the following policy will occur:

1. First Warning - Parent called and written warning sent home
2. Second Warning - Written notice and child sent home with option to return with proper uniform
3. Third Warning— Written notice, child sent home and conference with School Administrator.

Failure to comply with school dress code will result in child's termination from King's Kids.

SECTION: HEALTH AND SAFETY

POLICY #: 8.23

POLICY: SCHOOL TEE SHIRTS

SCHOOL TEE SHIRTS

School Tee Shirts are mandatory to be worn every Friday. Tee Shirts may be worn on Friday and days designated by school principal; which includes fieldtrips (may not be worn as P.E. uniform)

SECTION: HEALTH AND SAFETY

POLICY #: 8.24

POLICY: WINTER MONTHS

WINTER MONTHS

Sweaters or sweat tops that are worn with uniforms all day must be purchased from the uniform company with the school logo.

Stockings for girls must be white or navy blue only. Further recommendations regarding student uniforms will be made by Director of Operations.

SECTION: HEALTH AND SAFETY

POLICY #: 8.25

POLICY: HOLIDAYS

HOLIDAYS

In observance of Veteran's Day, President's Day, and Black History Month, children will wear patriotic colors on days designated by Director of Operations.

SECTION: HEALTH AND SAFETY

POLICY #: 8.26

POLICY: CHAPEL SERVICE

CHAPEL SERVICE (Monday)

Girls must wear jumper and Peter Pan blouse (light blue 2 year-old through Kindergarten).
Boys must wear navy blue pants and polo shirt (light blue 2 year-old through Kindergarten).

SECTION: HEALTH AND SAFETY

POLICY #: 8.27

POLICY: SMOKING / WEAPONS / SUBSTANCE ABUSE

SMOKING / WEAPONS / SUBSTANCE ABUSE

King's Kids Christian Academy operates as a smoke-free, drug-free work place. Parents are prohibited from being under the influence of alcohol and/or drugs. The use of such substances on King's Kids Christian Academy premises is prohibited. Smoking is prohibited in school buildings and on school property which includes playgrounds and parking lots. Hazardous materials, weapons, and any media and or equipment (video, pictures, toys, etc.) depicting violence are prohibited on school property.

SECTION: GENERAL INFORMATION

POLICY #: 9.0

POLICY: VOLUNTEERS AND VISITORS

VOLUNTEERS AND VISITORS

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of the equipment, protects confidential information, safeguards student and employee welfare and avoids potential distractions and disturbances. Everyone other than parents or persons on the child's authorized list must sign in at the school office (all guests, visitors, technical service providers, etc.).

If an unauthorized individual is observed on King's Kids Christian Academy premises, the Director of Operations or other office staff should be notified via walkie talkie, and they will immediately direct the individual to the school office and determine their business at the Center. All visitors, whether authorized or unauthorized should be treated with courtesy and respect.

SECTION: GENERAL INFORMATION

POLICY #: 9.1

POLICY: TV, TECHNOLOGY AND SOCIAL MEDIA USE

TV AND COMPUTER USE

If TV/DVD/video and/or computers are used:

1. Other activities are available for children who do not wish to participate.
2. Programs/tapes are previewed by adults and determined appropriate for age of children.
3. They serve an educational purpose.
4. TV/DVD/video is not used to fill time at arrival, departure or any other time of day.
5. Television is only used occasionally to play educational videos related to the curriculum. Television/videos are only allowed with prior permission from the Director of Operations.
6. A system is in place to assure each interested child has equal access to computers and audio equipment.
7. Computers are only to be used for children ages three and up. Computer use is restricted to Center Time during the day and Free Choice at the end of the day. Length of time that the child is allowed to use the computer should be determined by the child's age. All computer activities are educational by nature and should be used to enhance the curriculum.

SECTION: GENERAL INFORMATION

POLICY #: 9.2

POLICY: TV, TECHNOLOGY AND SOCIAL MEDIA USE

TECHNOLOGY USAGE

Teachers want to improve student performance, and technology can help them accomplish this aim. To mitigate the challenges, administrators should help teachers gain the competencies needed to enhance learning for students through technology. Additionally, technology in the classroom should make teachers' jobs easier without adding extra time to their day.

Technology provides students with easy-to-access information, accelerated learning, and fun opportunities to practice what they learn. It enables students to explore new subjects and deepen their understanding of difficult concepts. Through the use of technology inside and outside the classroom, students can gain 21st-century technical skills necessary for future occupations.

Kings Kids administrators will take stock of where our faculty is in terms of their understanding of online spaces. Plans will include giving teachers a week or two to think carefully about how to teach courses not previously online and what kind of solutions we can develop/implement for students to meet this challenge. We will host a special staff meeting to discuss your ideas/recommendations and develop a plan on how to move forward.

To help get you started, below are examples of how important technology is in education and the benefits it offers to students and teachers.

Increased Collaboration and Communication: Teachers can engage with students during lessons, but students can also communicate with each other. Through online lessons and learning games, students get to work together to solve problems. Looking to the future, Kings Kids students may be able to upload their homework, and teachers can access and view completed assignments using their laptops.

Personalized Learning Opportunities: The on-going pandemic has forced many schools to present classes entirely online via the use of a laptop or mobile device. Through the use of technology teachers can tailor learning plans for each student. Teachers can create lessons based on student interests and strengths. An added benefit is that students can learn at their own pace, even from home.

Improved Teacher Productivity and Efficiency: Teachers can leverage technology to achieve new levels of productivity, implement useful digital tools to expand learning opportunities for students, and increase student support and engagement. The goal is for Kings Kids to benefit from technology by reducing the costs of physical instructional materials, enhancing educational program efficiency, and making the best use of teacher time.

To meet the needs of integrating technology in our classrooms, Kings Kids will over the course several staff meetings have open discussion about how to successfully meet this challenge. We learned a lot during the Covid-19 pandemic and made many classroom/online experiences unique and at the same time provided valuable knowledge to our students. We want to home in on your ideas and incorporate into our school based endeavors.

SECTION: GENERAL INFORMATION

POLICY #: 9.3

POLICY: TV, TECHNOLOGY AND SOCIAL MEDIA USE

SOCIAL MEDIA USAGE

The learning environment is more dynamic than ever before, and as a result, today's learners are very different from those that our educational system was designed for. With the advancement in technology, classrooms are being remodeled and redefined in a number of ways to fit the evolving needs of modern digital learners.

With the rise of remote learning, many education institutions are substituting traditional resources with educational technologies in an attempt to keep up with their digital learning population. Below are some reasons why students need social media in the classroom environment and how it can impact engagement.

Promotion – social media platforms are great to showcase student work, promote special event/programs, and acknowledge student awards

Extended Learning – teachers can use social media to share blog posts or articles to extend student learning beyond the prescribed reading in the curriculum

Creating Connections – social media is an invaluable way to keep connected with parents/guardians, and to connect students with educators, experts, and other students outside of their physical classroom and school

Digital Citizenship – the best way for students to understand the best practices of how to use social media responsibly is through experiential learning under the guidance of a knowledgeable teacher

Teaches students how to be responsible online - With social media sites galore, most students are already digital citizens. However, by incorporating technology into the classroom, students can begin to learn how to be responsible in the digital world. The class becomes a microcosm of the broader digital landscape where students can practice how to communicate, search, and engage with other digital citizens.

Helps connect students to the real world - A Tampa historian walks students through the streets and neighborhoods they grew up in and provides a rich history of local community leaders. Technology allows educators to remove the physical barriers of the classroom, offering students a way to connect the curriculum with the real world.

The COVID-19 pandemic has quickly demonstrated why online education should be a vital part of teaching and learning. By integrating technology into existing curricula, as opposed to using it solely as a crisis-management tool, teachers can harness online learning as a powerful educational tool. As a result, teachers need to be able to develop and weigh in on online educational content, especially to encourage students to consider a topic from different perspectives. The urgent actions taken during this crisis did not provide sufficient time for this. Access is an added concern — for example, not every

school district has resources to provide students with a laptop, and internet connectivity can be unreliable in homes.

Additionally, while some students thrive in online education settings, others lag for various factors, including support resources. For example, a student who already struggled in face-to-face environments may struggle even more in the current situation. These students may have relied on resources that they no longer have in their homes.

Still, most students typically demonstrate confidence in using online education when they have the resources, as studies have suggested. However, online education may pose challenges for teachers, especially in places where it has not been the norm.

Despite the challenges and concerns, it's important to note the benefits of utilizing social media sites in education, including increased collaboration and communication, improved quality of education, and engaging lessons that help spark imagination and a search for knowledge in students.

Kings Kids Academy has an opportunity to become engaged in how/when we incorporate social media in our classroom settings. With this in mind, we will make every effort to utilize the strength of our educators who are familiar with social media technology and invite experts to help guide us through working with our student/parent/guardian population in a successful fashion.

SECTION: GENERAL INFORMATION

POLICY #: 9.4

POLICY: LOST AND FOUND

LOST AND FOUND

All articles found in the school are to be turned in to the office. Lost articles should be claimed immediately. The school assumes no responsibility for these articles. Additionally, the school is not responsible for valuables such as expensive jewelry, brought or worn to school. After 30 days, all unclaimed articles will be given to a charitable organization.

SECTION: GENERAL INFORMATION

POLICY #: 9.5

POLICY: ENRICHMENT ACTIVITIES

ENRICHMENT ACTIVITIES

In lieu of birthday celebrations an enrichment activity called “**Fun Fridays**” are usually held on the last Friday of each month, depending on the school’s calendar. If special snacks are served, healthy snacks are encouraged for these celebrations.

For the 2021/2022 school year Fun Friday events are held as follows:

**August 27, 2021
September 24, 2021
October 29, 2021
January 28, 2022
February 25, 2022
March 25, 2022
April 29, 2022**

These cross-curricular enrichment activities are designed to build skills in critical thinking, listening, memory, visualization, and concentration through singing, art projects, and more! Additionally, these specially designed activities increase concentration and recall skills, enhance communication skills, and better cooperation (team player) skills. Funding for these activities has been cut approximately 80% in many schools in the past decade. As a result, King’s Kids must assess cost to present such activities to our student population. These activities may include: music and arts, zoo visits, nature activities, museums, indoor and/or outdoor games, etc.

The average cost of Fun Friday events is \$20.00 per student, if an off-site field trip.

Plans are for the school not to exceed three off-site field trip events during the school year. To help minimize costs the remaining four Fun Friday events will be held at the school to help reduce/defray costs to parents/guardians. Details regarding all Fun Friday events costs will be communicated in a timely manner to assist in planning and payment of fee(s).

SECTION: GENERAL INFORMATION

POLICY #: 9.6

POLICY: CELL PHONE COURTESY

CELL PHONE COURTESY

Parents, please refrain from using cell phones while signing-in or signing-out your child(ren) and while communicating with teachers and staff.

SECTION: GENERAL INFORMATION

POLICY #: 9.7

POLICY: BOARD OF DIRECTOR OF OPERATIONS

BOARD OF DIRECTOR OF OPERATIONS

Bishop Thomas Scott, Senior Pastor & Board Chairman
Jacqueline Leeks, Executive Director – Bethesda Ministries
Marva Saulsby, Secretary of the Board

SECTION: GENERAL INFORMATION

POLICY #: 9.8

POLICY: 2021 / 2022 SCHOOL CALENDAR

**KING'S KIDS CHRISTIAN ACADEMY OF TAMPA, INC.
2021/2022 SCHOOL CALENDAR**

SECTION: GENERAL INFORMATION

POLICY #: 9.9

POLICY: SCHOOL / SUPPORT / TEACHING / KITCHEN / FACILITIES STAFF

BOARD OF DIRECTORS

Margaret Brookins
Elliott Gray
Jennifer Joseph
Marva Scott
Thomas Scott
Marva Saulsby, Board Secretary
Maxine H. Woodside, Ed.D.

SCHOOL STAFF

Areva Green, Director of Operations
Sharon E. Miller, Ph.D., Director of Administration

SUPPORT STAFF

Bishop Thomas Scott, Senior Pastor
Jacqueline Leeks, Executive Director – Bethesda Ministries
Mrs. Marva Scott, Parent/Teacher/Student Liaison

TEACHING STAFF

Regina Amerson	Janene Holland
Ponda Battle	Jennifer Joseph
Nazrine Beasley	Jessica Kelly
Tina Devine	Lizette Mitchell
Katie Foreman	Quwanita Morgan
Rosalind Freeman	Alicia Nixon
Sherma Harris	Willene Pollock
	Hardai Prashad

FOOD SERVICE PERSONNEL or KITCHEN STAFF

Joan Pikney

FACILITIES STAFF

Alvin Baker
Forrest Bostick

SECTION: GENERAL INFORMATION

POLICY #: 9.10

POLICY: SCHOOL PLEDGES

KING'S KIDS SCHOOL PLEDGES

Pledge to the American Flag

I pledge allegiance to the flag
of the United States of America,
And to the Republic for which it stands,
One nation under God indivisible,
With liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag
And to the Saviour for whose Kingdom it stands
One Saviour, crucified, risen,
and Coming again with life and liberty
For all who believe.

Pledge to the Bible

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet
And a light unto my path.
I will hide its words in my heart
That I might not sin against God.

School Motto

I can do all things through Christ
Who strengthens me.
I can do it because Christ says I can
The ability is already in me to do
Once a task has begun, never leave it until its done
though the task be great or small
do it well or not at all

SECTION: GENERAL INFORMATION

POLICY #: 9.11

POLICY: SCHOOL SONG

School Song

Tune: Auld Lang Syne

Oh Dear King's Kids

1. Oh dear King's Kids, our school so true
We love your teachings dear
Where teachers care with tenderness
And our color's ever blue.

2. So here we are O dear King's Kids,
We've come to learn each day
Our phonics, numbers, ABC's
Work together, share and pray.

Chorus

O dear King's Kids we love you true!
We hail our banners high,
God bless you as you guide our way
As our growing years pass by!

Words by Evelyn Laster
Inspired by Marva L. Scott

SECTION: GENERAL INFORMATION

POLICY #: 9.12

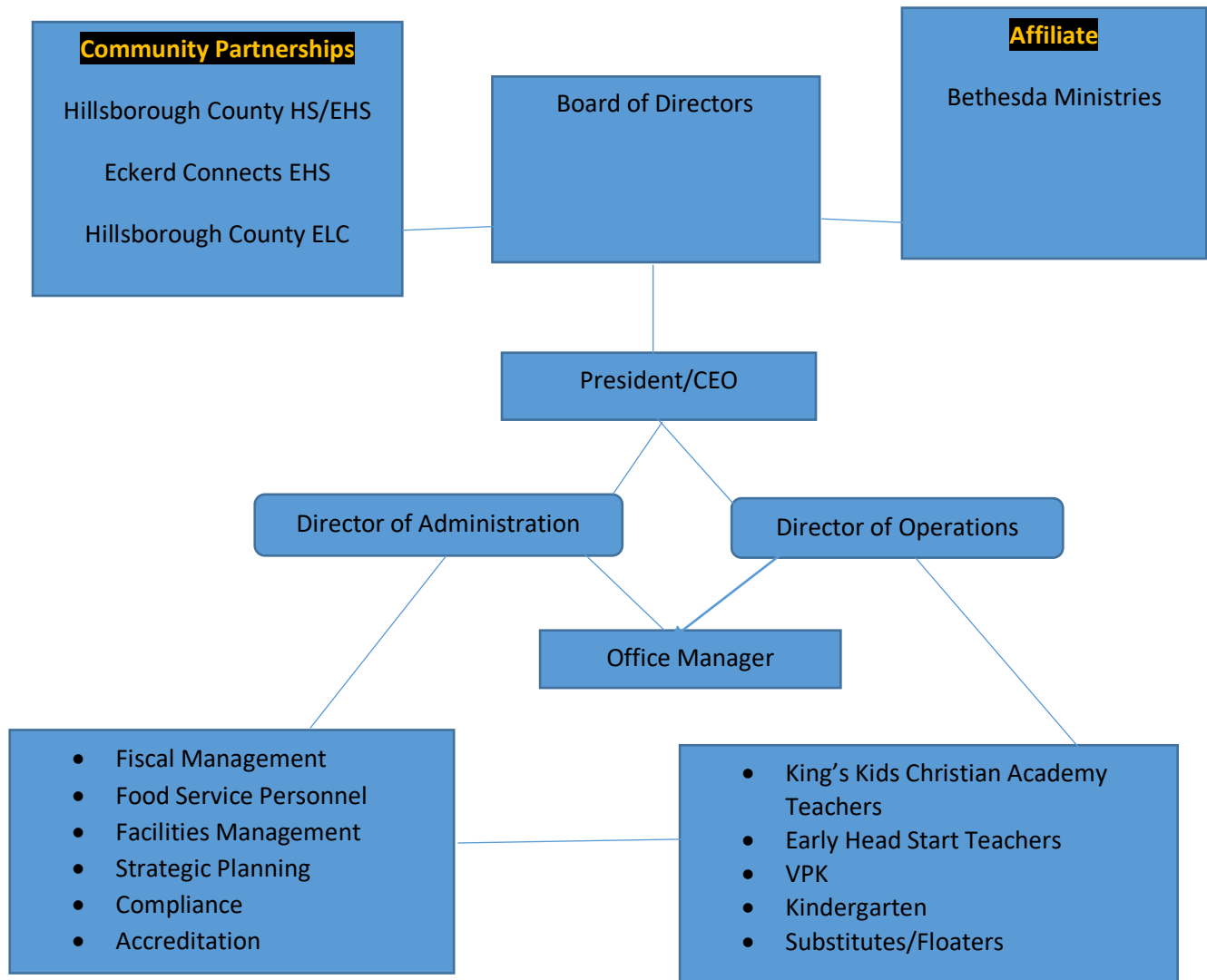
POLICY: ORGANIZATIONAL CHART

APPENDIX A

King's Kids Christian Academy of Tampa, Inc.

Organizational Chart

2022 – 2023



SECTION: GENERAL INFORMATION

POLICY #: 9.13

POLICY: FORMS

APPENDIX B

SAMPLE OF SCHOOL FORMS

The following are samples of forms referenced in this handbook for your review, etc. Should you need to use or desire to secure a copy of any of the following forms, please ask the Director of Operations. An original copy of the requested form will be provided for your use.

Accident and Incident Report
Sign In/Sign Out
Change of Status
Home Information Report
Parent Concern/Grievance Procedure
Change in Child's Health Status
Authorization to Dispense Medication
Child Medication/Observation Log
Medication Incident/Error Report
Potty Training

SECTION: GENERAL INFORMATION

POLICY #: 9.14

POLICY: STATEMENT OF RECEIPT OF HANDBOOK

STATEMENT OF RECEIPT OF HANDBOOK

I/We, _____, the
parent(s)/legal guardian(s) of _____,
acknowledge that I/We have received a copy of King's Kids Christian Academy's
Parent Handbook and have been given the opportunity to read the manual, ask
questions about, and understand the policies contained therein. Furthermore,
I/We agree to abide by the policies set forth in the manual.

I/We have attended a Parent Orientation, which covered the policies contained
in the Parent Handbook on _____.

I/We understand that the policies described in the Parent Handbook are not
conditions of enrollment, and the language does not create a contract between
King's Kids Christian Academy and the parents. King's Kids Christian Academy
reserves the right to alter, amend, or otherwise modify these guidelines, in its
sole discretion, without prior notice.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

****A copy of the Statement of Receipt of Handbook will be provided at Parent
Orientation for your signature.**

SECTION: HEALTH AND SAFETY**POLICY #: 9.15****POLICY: PANDEMIC THREAT PROTOCOL**

The mission of the King's Kids Christian Academy is to work in partnership with students, families, and the community to ensure that each student acquires the knowledge, skills, core values, and spiritual maturity necessary to achieve personal success, to enrich the community, and to transform the world.

With this mission in mind our first concern is the health and safety of children. Our leadership wants to proactively plan for and ease the possible effects of a pandemic.

Historically, we have seen four pandemics of influenza and/or the coronavirus:

- 1918 influenza pandemic caused at least 500,000 U.S. deaths and up to 50 million deaths worldwide
- 1957 influenza pandemic caused at least 70,000 U.S. deaths and 1-2 million deaths worldwide
- 1968 influenza pandemic caused about 34,000 U.S. deaths and 700,000 deaths worldwide
- 2022 Covid-19 caused over 600,000 U.S. deaths and over 4,000,000 deaths worldwide

We ask you to keep in mind the very important distinction between **seasonal influenza** and **pandemic influenza**. Seasonal influenza is the reoccurring emergence of general flu viruses. A pandemic is a worldwide outbreak of a disease for which there is little or no natural immunity. During an influenza pandemic thousands or even millions of people will contract the disease and, in turn, spread the illness to others.

Again, a distinction should be made between an **epidemic** and a **pandemic**. An epidemic is a disease that temporarily is prevalent in a community or throughout a large area. A pandemic is a global outbreak.

In the case of a pandemic, any local decision for emergency school closing will be made by King's Kids Christian Academy of Tampa, Inc. Board of Directors, in consultation with and, if necessary, at the direction of the local health department agencies, and school district.

Rest assured, King's Kids administrators and the board of directors will take a number of **steps to prevent the spread** of the virus in our school community. Immediate practical steps may/should include:

- Ensuring that soap and hand sanitizer, that contains at least 60% alcohol are available for all staff, teachers, and children.
- Washing hands often. More significantly, adults and children should wash their hands often with soap and water for at least 20 seconds and use an alcohol-based hand sanitizer if soap and water are not available.

- Encouraging the children to practice hand washing. Young children are still learning this practice, so adults should demonstrate handwashing regularly by washing their own hands and using hand sanitizers.
- Routinely cleaning and disinfecting classrooms and, especially used areas such as playgrounds, as well as frequently touched objects (i.e., toys, books, table tops, door knobs, etc.) and surfaces.
- Requiring people to stay home when sick, both adults and children.

During times of crisis, schools rely heavily on the assistance of local community responders and agencies, particularly local boards of health. Working with local agencies before the onset of a pandemic will decrease fear, anxiety, and confusion and improve the response during a crisis. King's Kids will continue to collaborate with our local emergency management coordinators, local public health officials, and other community stakeholders to create a plan to assure a comprehensive and effective response.

Throughout a pandemic flu, people may be asked or required to do things to help hold back the spread of the disease in our community.

HERE ARE SOME EXAMPLES OF WHAT KING'S KIDS MAY ASK YOU TO DO:

- **STAY HOME** People who are sick should stay home. Children should not come to school if they are sick. Staying home, when sick, will be absolutely necessary during a pandemic flu, to limit the spread of the disease.
- **AVOID LARGE GROUPS** People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic flu these kinds of events could be cancelled because large gatherings of people help spread the flu virus.

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or Quarantine instructions.

- **ISOLATION** is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.
- **QUARANTINE** is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infected and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

ADDITIONAL SAFEGUARD MEASURES THAT YOU MAY BE ASKED TO TAKE DURING A PANDEMIC FLU:

If a staff and/or child(ren) are suspected of or identified as having been infected, King's Kids will exercise the option to dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for King's Kids and the local health officials to gain a better understanding of the COVID-19 or other outbreak situations impacting the school. Moreover, this allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19 or other outbreaks.

King's Kids will communicate with staff, parents, and students regarding a more prolonged dismissal decision, if needed. Moreover, in coordination with local health officials the communications to parents, staff and community will have a core focus of:

- ✓ An alignment with the communication plan in the school's Emergency Operations Plan.
- ✓ Messages that counter potential stigma and discrimination.
- ✓ Confidentiality of the student(s) or staff member(s) as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

AVAILABLE RESOURCES:

Centers for Disease Control and Prevention (CDC) at: <https://www.cdc.gov>

City of Tampa at: <https://tampagov.net>

Florida Department of Health in Hillsborough County at:
<https://www.hillsborough.floridahealth.gov>

HealthyChildren.org – from the American Academy of Pediatrics:
www.healthychildren.org

Hillsborough County Emergency Management at: <https://www.hcflalert.com>

Hillsborough Country School District at: <https://www.sdhc.k12.fl.us>

National Accreditation Certification at: <https://earlylearningleaders.org>

State of Florida at: <https://myflorida.com>

American Pediatrics Association at: <https://aap.org>

Crisis Center of Tampa Bay Call 2-1-1 at: <https://crisiscenter.com>