



# Parent Handbook

All Kidz Preschool  
1130 E. Plant Street, Winter garden, Fl. 34787  
Phone: (407) 347-3648

## **General Philosophy of All Kidz Preschool**

Welcome to All Kidz Preschool (AKP)! We are honored to have you join us. It is our desire that the staff here will be able to guide and assist you as your child learns and grows with us. The guidelines of this handbook are not all inclusive of every policy and procedure guiding AKP, but serve as a general outline. Since our school is a ministry of 1 Foundation Ministries, we endeavor to maintain a standard of excellence set for both the church and preschool. Please note that this AKP handbook is subject to change whenever necessary by the administration to achieve these goals.

Our goal is to provide a safe, orderly and God-honoring environment where students and staff can enjoy learning to the fullest extent. We ask each parent to read and help their child understand the guidelines stated in this handbook in order to make All Kidz Preschool the best learning environment possible for every child who attends.

### **Statement of Purpose**

The purpose of ALL KIDZ PRESCHOOL is to connect a cycle of learning and care that will affect and include families of students. Making preschool a family experience fulfills our goal to eliminate the disconnect from preschool to home for fostering each child's intellectual, social, physical and moral development intended to stabilize the children for those important growing and formative years.

### **Mission Statement**

"Our mission is to provide an exceptional learning environment for children and parents that will foster each child's intellectual, social, physical and moral development in a fun environment that will prepare them to transition into their next school experience."

### **Vison Statement:**

- 1) All Kids Preschool will provide an exceptional learning environment by teaching organic values to all children in our care. We use Biblical principles which places value on developing the gift in each child and a respect for others. Our intention is to produce children who will profit from positive reinforcement within both positive actions and corrective actions.
- 2) All Kidz Preschool provides certification through FCCPSA which means we have oversight on a large scale from a well-established organization on a state level.
- 3) All Kidz Preschool provides a Director who has passed the certification process on a state level and has years of service as a teacher in the public school system. Therefore, the Director is qualified to pass on exceptional skills to workers along with giving oversight that will produce growth in each child positioned for care.
- 4) Fostering Intellectual, Social, Physical and Moral Development
  - a. It is the goal of ALL KIDZ PRESCHOOL to monitor the progress of each child in these four areas for addressing growth stimulation by providing, social skills, reasoning and concept skills, language skills, reading, writing, math, social studies, creative arts and music.
  - b. Assisting parents to understand the appropriate milestones for their child's age.
- 5) Transitioning to the school experience
  - a. Assistance with motor skills
  - b. Assistance with learning about a new school environment.
  - c. Observing Cognitive, Social, Physical and Moral Development.
  - d. Setting goals for each child
  - e. Teaching standards to reach your child to their full potential.
  - f. At the end of a child's tenure with our preschool we can offer suggested educational advantages to anyone interested. For example, schools that may be available outside the traditional school experience. We are happy to review your

child's progress with you and offer insight for their next encounter with the education process.

### **Statement of Faith**

- We believe the Bible to be the Word of God and adopt it as our standard for living as do all who follow God. (John 17:17; II Timothy 3:16-17; II Peter 1:3, 20-21; Psalm 119:1-8)
- We believe Jesus came to establish His Kingdom rule within the hearts of men and that all of life is lived from the heart out. (Luke 17:21; Romans 14:17)
- Our core values are extracted from the parables spoken by Jesus in the Bible. (Matthew 18:1-9; Mark 10:14-16; Luke 18:16; Matthew 7:7-12; Matthew 7:15-20; Matthew 12:33-37; Luke 14:7-14 – *this is only a partial list but an entire list can be provided*)
- We believe Kingdom understanding sets our standard in treating others with respect and dignity regardless of their cultural positioning. (Luke 6:31)
- We believe humanity flourishes when they are supported by one another in a posture of mutual respect and serving one another. (I Peter 4:10; Galatians 5:13; Philippians 2:3)
- We believe all followers of the lifestyle of Jesus Christ are:
  - Imperfect people who intentionally pursue wholesome character (Philippians 3:12, 16; Romans 9:30, 31; Isaiah 26:3)
  - Seek to manage life from a peaceful perspective (Philippians 4:7; Proverbs 11:12; Ephesians 2:14)

### **Church Affiliation**

All students and parents are encouraged to develop a commitment to Christ and to attend a local Bible believing church on a regular basis.

### **Health, Immunization and Birth Certificate**

Florida Law requires that each child have a copy of their birth certificate on file at the school. Also, HRS Florida certificate of Immunization needs to be updated as it expires, and HRS Physical Exam certificate needs to be updated every two years. Not applying to these requirements will result in, not being able to attend until the appropriate updated forms have been turned in.

### **Entrance Ages**

All children must be of proper age to enter the program. AKP adheres to the same standards set by the state of Florida for the Florida public school system. Example: A child must be 4 on or before September 1<sup>st</sup> to be in the four-year-old program. This cutoff date of September 1<sup>st</sup> is the same for all ages. All three-year-olds must be potty trained to go into the three-year-old classroom. If your child/children turn three while they are in the two-year-old class, we will give the child one month after turning three to be fully potty trained (fully means no diapers or pull ups) to enter into our three-year-old classroom. If after this time if the child is not fully potty trained, they cannot remain in the two-year-old classroom and will not be able to return to AKP until they are fully potty trained.

### **Statement of Non-Discrimination**

All Kidz Preschool does not discriminate on the basis of race, sex, national origin, or physical disability. However, AKP does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives and to reject applications for enrollment that we do not feel are consistent with our goals, purpose and Godly principles.

### **Uniforms**

Uniforms are required here at All Kidz Preschool. We do require closed toe shoes and shorts to be worn under girl's dresses or skirts. We encourage you to dress your child in clothes

that are clean and well fitting. Please keep in mind that they may be experimenting with painting, play dough, sand tables and watercolors.

### **CUT OFF TIME AND MORNING SNACK**

We are here to promote education and structure for all the children that attends AKP, with this being said we have a cut-off time to begins our classes and chapel on time. Our cut-off time is at 8:30am and this is also when our morning snack will end as well.

### **Immunization**

Every Parent will be required at the time of enrollment to provide the preschool their child's current physical, immunization record, and birth certificate, if you do not have either of these items you will have to provide it within 30 days of enrollment. With this being stated, at the time of enrolment some children in our care may not have current immunizations.

### **Illness**

Any child who is suspected of having a communicable disease or who develops one or any combination of the symptoms listed below shall be placed in isolation and the parent will be called. Due to staffing requirements parents must pick up the child within one hour of being called and the child will be required to be out of the center for 24 hours.

### **Temperature at School**

- **A child with a temperature of 100 or above will be sent home and may not return to school until the temperature is normal for 24 hours without Tylenol or other fever reducing medication.**
- All Kidz Preschool does not give Aspirin or Tylenol for an elevated temperature unless ordered by a doctor.
- If a temperature of 102.5 or above and a parent cannot be reached the school will call 911 for medical attention for your child. A temperature of this degree can cause seizures in some children and medical attention is essential. We don't give aspirin or over the counter drugs for any reason unless ordered by a doctor.

### **Signs and Symptoms of Communicable Diseases**

**If a child has any of the symptoms below, they will be sent home and may not return to school for 24 hours and they must be symptom free.**

- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea
- Temperature of 100 or higher
- Conjunctivitis (pink eye)
- Vomiting
- Head lice or nits
- Continual runny nose (If the runny nose is allergy related we need a note from the Doctor stating that it is not contagious.)

### **Our main concern is the well-being of all the children:**

- Please, do not mask any of the above symptoms with medication prior to bringing your child to school.

- If your child is unable to participate in the normal daily activities of the class (inside or outside) we ask that you not send your child to school that day.

### **Medication**

All Kidz Preschool will not give ANY over the counter medicine to a child, unless prescribed by doctor. Over the counter medications will require a doctor's prescription.

**Prescribed medication will be administered to your child as directed by your child's Doctor, the following shall apply:**

- The prescribed medication must be brought in by the custodial parent.
- The prescribed medication must be in its original bottle, with the date, name of child, name medication, medication directions listed clearly on the label.
- If the child requires a liquid medication, the parent must bring a graduated medication spoon or cup.
- If pills must be cut in half, it is the responsibility of the parent and not that of All Kidz Preschool personnel. If pills are not cut in half or quarter as prescribed, the medication cannot be given.
- The first dose of medicine must be given at home or by the custodial parent.
- All medical procedures i.e. Nebulizer treatments. Glucose monitoring, or EpiPen, etc. **MUST HAVE** a medical procedure form completed by your child's doctor, written parental consent and staff training before the procedure can be preformed.
- Any lotions such as sunscreen, insect repellent, allergy creams, must have a medication form filled out prior to our staff applying the lotion to your child. This also includes bottom creams like Destin. On water days here at the center, parents must apply sunscreen.
- Do not send any kind of medicine including cough drops or vitamins in your child's lunch box, backpack, or pocket as this presents a safety issue.
- **YOU MUST UPDATE YOUR CHILD'S MEDICAL FORM EVERY MONTH.**

### **Empowering Kids with Personal Responsibility**

Clean up, Clean up, everybody, everywhere,

Clean up, Clean up, everyone do your share.

While one of our goals at AKP is to make sure that kids have fun learning and playing, we also teach and encourage personal responsibility in the area of personal hygiene and clean up. Children are always encouraged to pick up and put away their books, toys and art supplies when they are done with them. Additionally, we encourage kids to wash their face as needed and hands after potty time, play time, snack time and various times throughout the day.

We understand while many kids are still perfecting the art of potty time, there may be an occasional small bathroom accident in the process. AKP has supplied each restroom with disposable plastic gloves and disinfectant wipes so that when a child "misses" or "splashes", they are able to clean up after themselves. This is always done with direct involvement and supervision by a certified staff member.

### **Discipline Policy**

Enforcing discipline in the classroom will be the responsibility of each teacher. The main emphasis will always be on first reinforcing a child's positive behavior. If for some reason a student's behavior becomes disruptive, the teacher will give the child a verbal reminder. If disruptive behavior continues the child will be asked to go to the "thinking spot" located inside the class room for an age appropriate amount of time. The guideline for time spent in the "thinking spot" is 1 minute per year, so a 2-year-old will spend 2 minutes in the "thinking spot" and so on.

If the child continues to display disruptive behavior, the teacher will escort them to the director's office for "conference time". "Conference time" is where the child gets an opportunity to talk about the classroom situation and why they think it happened. We find that "conference

time” often gives the child an opportunity to communicate about core issues that can sometimes be the reason for the disruptive behavior. This also gives the child an opportunity for self-examination and apologies, if necessary. Once “conference time” is over, the child is escorted back to the classroom.

The center reserves the right to dis-enroll any child for any reason at any time, to include non-payment for services, behavioral issues that may affect the safety of other children, and non-compliance with administrative policies.

In the rare instance that disruptive behavior still continues, or the situation worsens, a parent conference will be required.

Grounds for expulsion: There will be NO tolerance for disruption, disrespect for others or bullying. **EVER PARENT HAS TO SIGN OUR DISCIPLINE AND EXPULSION POLICY.**

**The following disciplinary actions will not be tolerated at AKP:**

1. Children will never be subject to discipline that is severe, humiliating or frightening.
2. Discipline will never be associated with food, rest, play or toileting.
3. Spanking, picking up or putting down forcefully or any other form of physical or corporal punishment will not be tolerated.

**The Weather and Emergency Situations**

If the Orange County Public Schools close due to bad weather or other emergency situation then All Kidz Preschool will also be closed. If for some reason Orange County says that public schools will close only half a day, AKP will be closed the FULL DAY. Please, listen to local TV or Radio stations, text or Facebook for this information.

Should events during school make it unsafe for the children to remain at All Kidz Preschool parents will be called to pick up their children. Children will be taken to Chaplain Station Park (501 Crown Point Cross Rd. Winter Garden, FL) where parents will be able to pick them up.

**Fundraisers**

We are excited to be able to offer fun and interactive fundraisers a few times during the school year. We ask that everyone participate so that we can provide the best materials and a resource for our teachers to enhance your child’s learning experience.

**Chapel**

Chapel is held every day from 8:30 a.m. to 8:45 a.m. We start our time with fun music and continue on with a brief Bible lesson. Chapel teachings include stories about fascinating Bible heroes who help us to incorporate teachings on values, morals and Godly behavior. Parents are invited and welcomed to attend with their children anytime. Except for the first two weeks of school or your child’s first day, so our children can get accumulated.

**Breakfast, Lunches and Food Allergies**

AKP does not provide breakfast or lunches for the children. It will be the responsibility of the parent to provide their child breakfast (at home) and pack a lunch. Please, do not bring in food items in the mornings. It is hard for children to understand why their friends are eating and they are not. **PLEASE, do not send candy or soda as they are not considered to be nutritious.** It is the responsibility of the parent to inform the school and teacher of any potential food allergies. We often partake in birthday celebrations and food related projects and cannot be responsible for illness unless we have been informed prior.

**Important Miscellaneous Information**

- Your child must be signed in and out every day by an adult. Please DO NOT let children sign in and out.
- Fire drills are done once a month, weather and lock down drills are done twice a year.

- Each child needs a complete change of clothes including shoes and socks, which is to be kept in their cubby. Please, place the clothes in a gallon sized zip-lock baggie and label the bag and clothes with your child's name. If your child does not have a change of clothes the parent will be called to bring the child clothing.
- Your child may bring something to nap with; however it will be kept in their cubby until nap time.
- Your child will need a crib sheet beach towel (or blanket the size of a beach towel) for nap time to cover up with. Please do not bring blankets or sleeping bags, (these items will be sent home). We are teaching your child that their beach towel is their responsibility. They will be learning to fold the towel and put in back into their cubby.
- Toys will **ONLY** be allowed to be brought in for Show and Tell Days.
- Please, do not let your child bring "items of value" to school. Example: jewelry, priceless family heirlooms such as a blanket that great, great grandma handmade. This includes special dolls, stuffed animals or items that your child cannot sleep without at home.
- Make sure that your child's teacher is aware of any and all food allergies that your child might have.
- We post upcoming events and information on our Facebook page All Kidz Preschool. Also, on our website [www.allkidzpreschool.com](http://www.allkidzpreschool.com)

### Upon the Decision to Close AKP

A written notice of at least two weeks will be given if for some reason the school would ever have to close. We also kindly require a two weeks' notice if you decide to remove your child from AKP

- Notify parents in writing
- Transfer student records to the parent or legal guardian
- Maintain incident reports for a minimum of 180 days
- Maintain all state documents (i.e. fire drill records, inspection reports, attendance, etc.) for a minimum of 365 days.

### Lock Down

If our school would go on lock down, AKP staff will post on our Facebook page that we have locked down. We will then post when the lock down has been lifted. There will also be a red sign on the door signaling we are on lock down. When red sign is on door there will be **NO ONE** coming in or out of the building.

### Please take note:

All Kidz Preschool is not considered a *daycare*. **We have a cut-off time at 8:30 AM.** We gather every day at 8:30 a.m. to pray together for our church, each other, our school. We ask that your child be at school by 8:30AM and absolutely no later than 8:35 AM. If you are continually late, we will request a conference. We understand that there are times that being late is beyond your control (doctor's appointments, etc.) Please, if you can not have your child here on time, give us a call and make us aware of these situations by 8:35 AM. Late arrivals can be very disruptive to the classroom, which puts additional strain on the other students and the teacher who must regain the children's attention.

Also, we kindly ask you to please be respectful of the teacher's time in the morning. Your teacher's first priority is to take care of the children and get started on the day's activities. There are times when you will need to talk to your child's teacher, so we've created a system for you. Located next to your child's mailbox is a "Leave a note for the Teacher". Please be respectful of

your child's teacher in the morning, she is greeting her students and preparing for the day. She will contact you on her lunch or planning. Thank you for your help in these matters!

**Payments:** Tuition payment is due each Friday for the following week. **Payments not received by Friday will incur a \$25.00 LATE FEE PER CHILD PER DAY.** Returned checks will be considered late and will be charged a \$25.00 late fee and a \$25.00 returned check fee. If you have more than one returned check fee, we may require that your account be paid in cash or credit only.

**Vacation:** You receive one-week (5 days consecutive) vacation after ONE FULL YEAR (12 months) of enrollment. This must be taken within the next year. If you do not take this time within the next year you will lose it. Please notify the director in writing (forms in office) two weeks prior to your vacation (excludes VPK). If you are off the summer your time will resume when you come back to school.

**Late Pick Up:** School ends at 5:30 p.m. A \$10.00 fee will be charged within the first minute for each child picked up after 5:30 p.m., then an additional charge of \$2.00 for every minute thereafter per child. **If you are late more than two times in one month the charge will be doubled.**

**Discounts:** Families with more than one child attending All Kidz Preschool three or more days a week will receive a 10% discount on the second and third child's tuition. A 5% discount is available if paying the year in full.

**Notice:** A minimum two-week written (form in office) notice is required prior to disenrollment. You are responsible for payment for those two weeks whether your child attends school or not. The center reserves the right to dis-enroll any child for any reason at any time, to include non-payment for services, sever behavioral issues that may affect the safety of other children, and non-compliance with administrative polices.

**Holidays:** See attached school calendar. Tuition is prorated for the full year. Therefore regardless of number of weeks in a particular month or holiday closings, full monthly payment is required. This includes teacher workdays and closings.

**Fire Alarm:** Please be advised if your child pulls a fire alarm and the fire trucks are disbursed to the school. The parents will be responsible for any charges.

**Information Change:** Parents are to notify the center of any change of home or work phone numbers and addresses. This is for your child's safety so that we may reach you in an emergency.

**Request of Documents:** If you would like to request documents please give us a 48-hour. Tax forms will be out by January 31 of each year.

**Summer School:** Yes, we have summer school, please see attached calendar sheet.

**School Calendar:** Please see attached sheet.

**Tuition:** Please see attached sheet

## THANKS

We want to take this opportunity to let you know how much we appreciate you letting us share in the building of your child's, spiritual, academic, social, and physical development. These children are a precious gift from GOD. We don't take it lightly that you have entrusted your child to us. We're very thankful that GOD has given us



the heart to love and to teach your child and together we get watch them grow up to  
be all that God has created them to be. Thank you!!

I have received, read, and will abide by the parent handbook procedures and policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_