



KIDZ COLLEGE PARENTS HANDBOOK

Core Values

- **Spirituality:** We nurture both cognitive and spiritual growth, aiming to develop holistic individuals ready to tackle the world upon graduation.
- **Commitment:** We are dedicated to our studies and the promises we make to our teachers, parents, and friends. We commit to doing our best and always strive for improvement.
- **Traditionalism:** We uphold traditional values, respect for our elders, and reverence for our long-standing culture.
- **Teamwork:** United as one team, we achieve more together than as individuals, fostering collaboration and collective success.
- **Sustainability:** We prioritize an environmentally friendly and sustainable lifestyle, continually seeking new ways to protect our local, national, and global environment.
- **Respect:** We honor each other's right to safety and dignity, communicating with calmness, politeness, and civility.
- **Punctuality:** We respect each other's time and value learning by being punctual, demonstrating our commitment to education.
- **Leadership:** We cultivate the leaders of tomorrow by practicing leadership within our school community today.
- **Integrity:** Guided by a clear moral compass, we are honest and strive to always do the right thing, embodying integrity.
- **Humility:** We remain humble in both success and failure, recognizing that our achievements are built on the hard work and love of our parents, teachers, and community.
- **Excellence:** We pursue excellence in academics, sports, and the arts, continually striving to reach our highest potential.
- **Accountability:** We hold ourselves accountable for our actions, admit when we fall short, and constantly strive to be our best selves.
- **Community-Minded:** As a central hub of our community, we welcome community members to share their skills and knowledge, and we contribute our efforts to improve our local community through knowledge exchange.



KIDZ COLLEGE PARENTS HANDBOOK

Required Documents for Enrollment:

1. Child's birth certificate
2. Immunization card
3. One passport photo
4. Registration fee: \$100.00 (\$150.00 for nursery)

Operational Hours:

- Nursery: Monday – Friday, 6:30 am – 6:00 pm
- Office Hours: 8:30 am – 3:00 pm
- Elementary: 9:00 am – 3:00 pm (Aftercare begins at 3:30 pm)

Contact Information:

- Office Telephone: 361-5439 (KIDZ)
- Principal's Number: 822-1556
- Address: Silver Gates, Cowpen Road, Nassau, Bahamas

General Guidelines:

- Ensure all personal belongings, including bags and water jugs, are clearly marked with your child's name.
- Student's school bags must be large enough to hold textbooks.
- Return any items your child brings home by mistake to the school the following day.
- Inform the school immediately of any change of address or telephone numbers.
- Parents are encouraged to attend all parent/teacher meetings to stay informed about school matters and class procedures.
- Read all notices sent home with your child.
- Contact teachers and caregivers by calling the office between 12 noon and 1:00 pm.

Celebrated Parties:

- Four parties are celebrated annually: Costume, Christmas, Valentine's, and Easter.
- Payments for party bags/boxes must be made at least two days in advance. No funds will be accepted on the day of the event.

Birthday Parties:

- We allow students to celebrate their birthdays at school. However, a week's notice is required to avoid scheduling conflicts with other events.



KIDZ COLLEGE PARENTS HANDBOOK

Student Accident Insurance:

- Mandatory for all students aged two years and older.
- The plan costs \$25.00 per year.
- Information and registration forms are available at the school.

Toys and Personal Items:

- Students are not allowed to bring toys to school unless approved by the administration. Any toys brought will be confiscated upon arrival.
- Kidz College is not responsible for lost or damaged toys.
- Girls are not permitted to wear beads or any kind of jewelry at school. We recommend that girls wear knob earrings with screw backs. Kidz College is not responsible for lost or damaged jewelry.

Homework and Projects:

- Preschool homework is assigned on Mondays, Wednesdays, and Thursdays.
- Elementary homework is assigned Monday through Thursday.
- Homework must be signed and dated to be marked.
- Projects are assigned three times a year and must be completed on time. Late submissions will incur point deductions.

Academic Standards:

- Principal's List: GPA of 4.0
- Honor Roll: GPA of 3.5 and above
- Promotion Criteria: An overall cumulative average of B (80%)
- Students may attend summer school and pass Mathematics and Language Arts to qualify for promotion to the next grade level.
- Students who do not meet the grade requirements will be placed on academic probation and reviewed in the fall.

Grading System:

- A (95-100) Excellent
- A- (90-94) Very Good
- B+ (87-89) Good
- B (83-86) Good
- B- (80-82) Good
- C+ (77-79) Average
- C (73-76) Average
- C- (70-72) Average
- D+ (67-69) Needs Improvement
- D (63-66) Needs Improvement
- D- (60-62) Needs Improvement
- F (0-59) Failure



KIDZ COLLEGE PARENTS HANDBOOK

Kindergarten Assessment System:

- S (Satisfactory)
- P (Progressing)
- NI (Needs Improvement)

Curriculum:

- Governed by the Ministry of Education guidelines, integrated with the Abeka and modern curriculums.
- Subjects include: Language Arts (Reading, Writing, Phonics, Grammar, Spelling & Vocabulary), Mathematics, Social Studies, General and Health Science, Computer Studies, Spanish, Religious Studies, Art & Craft, Physical Education.

Preschool Focus:

- Emphasizes concepts, letter-word recognition, gross motor skills, and eye-hand coordination.

Assessments:

- New students or those who have never attended school must undergo an assessment, except for Pre-K entrants.
- Rising 2/K2 students must take an assessment test or attend summer school.
- Assessment and summer school fees apply. Contact office administrators for assistance.

Absence and Tardiness Policy:

- Students are expected to attend school Monday to Friday, arriving on time.
- Registration begins at 8:45 am, including marking the roster and devotion time.
- Arrival after 9:01 am will be recorded as late.
- If running late, inform the administration, and the message will be relayed to the teacher.

Attendance and Health Policy

If your child is sick, you **MUST** inform the administration office. Upon their return, they **MUST** bring a doctor's note; otherwise, they **WILL NOT** be allowed in school. If your child is absent, notify the administration, and the information will be passed to the teacher. For absences of two or more days per week, a doctor's note detailing the return date is required. If your child is frequently late, a note will be sent home, and the child will not be allowed back until a consultation with the parents is held.

For hospitalizations or unexpected events like a family death, the school will accommodate the child upon return, providing one week to complete any missed assignments. Failure to complete assignments within this period will result in an F grade. Students arriving after 9 am are considered late.

Note: If your child is dropped off by anyone other than a parent or guardian, they will be sent back home and not allowed in school.



KIDZ COLLEGE PARENTS HANDBOOK

Alcohol and Drug Policy

We are committed to maintaining a drug-free workplace to ensure a safe environment for all children and staff. This policy applies to all staff and volunteers and covers alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs:

- Prescription drugs must be prescribed by a licensed healthcare provider.
- Prescription or over-the-counter drugs must not impair the ability to work safely.
- Directions (dosage limits and usage precautions) must be followed.
- Drugs must be kept in their original containers or limited to a single-day supply.
- NO medications will be stored in the classroom; they must be locked away from children.

Violating this policy, including improper use of prescription drugs, will result in immediate suspension or termination.

Cell Phone Policy

We maintain a cell phone-free classroom policy. Cell phones should be turned OFF (not on vibrate) while in the classroom to ensure that teachers' attention is focused on the children, not on text messages or social media updates.

If a call needs to be received during work hours, it should be directed to the office. If a teacher must make or receive a call, a qualified person will cover the classroom while the teacher steps out to take the call. Let's prioritize the children's well-being and learning experience!

Cell phone use is allowed during breaks and lunch times, but phones should be set to vibrate or silent. This policy applies to both general and elementary classrooms.

Dress Code

Staff and parents are expected to wear appropriate, non-revealing clothing. As an institution of learning, we strive to set a respectful example for our students. Unacceptable clothing includes tube tops, dresses, skirts, or shorts that reveal breasts or buttocks. We aim to maintain a respectful environment for all, including parents dropping off and picking up their children.

Inclement Weather Policy

If public schools delay opening or close due to inclement weather, our program will also be cancelled. Information on delays or closings will be available on television news channels and communicated by the administration. There will be no make-up days for cancelled classes.

Non-Discrimination Policy

We are committed to non-discrimination in hiring staff and providing services to children and their families, regardless of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.



KIDZ COLLEGE PARENTS HANDBOOK

Tuition Payments, Late Fees, and Aftercare

Tuition is due on the 28th of the month prior (e.g., tuition for September is due on August 28th). A grace period of two days is allowed. Late fees start on the third day (e.g., 29th and 30th of August). If the grace period ends on a weekend or holiday, the deadline extends to the next business day. If tuition is not paid on time, the student will not be allowed to enter the classroom, and parents/guardians will be contacted. A conference with the principal or director is required before the student can return.

Refund Policy

Tuition becomes non-refundable after two days of attendance. Seat fees are also non-refundable. Students with outstanding balances, including lunch, book, aftercare, and tuition fees, will not be allowed to attend classes, graduate, or receive report cards or certificates until all balances are paid in full.

Smoking Policy

At Kidz College, we recognize the hazards of environmental tobacco smoke and the diseases linked to all forms of tobacco use. Therefore, we maintain a tobacco-free campus. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to all employees, volunteers, and visitors.

Staff and Student Health Requirements

All staff members must have the following certifications from their physician:

1. Evidence of a physical examination within one year prior to employment, valid for one year and to be repeated annually.
2. Evidence of immunity to measles, mumps, and rubella, as required.
3. Statement of physical limitations in working with children, if applicable.

If Kidz College deems it necessary based on the staff or student's physical condition, a current physical examination and an indication of any physical limitations in working with children may be required. Exemptions are allowed for those who provide a written statement that vaccination or immunization conflicts with their sincere religious beliefs or if medically contraindicated.

Staff Meetings

The principal and/or director and staff will meet for two hours each month to address program issues, individual needs of children, policies, and parent communication. These meetings may sometimes occur during school hours, and parents will be notified in advance if school closure is necessary.

Staff Training Requirements

Staff members are required to participate in and pass both First Aid and CPR training (First Aid every two years; CPR annually). These training hours do not count toward the annual training hour requirements listed below. Additionally, staff must complete and pass the online Medication Dispensing training annually.



KIDZ COLLEGE PARENTS HANDBOOK

Time-off

Kidz College understands that parents plan vacations and time off for their families in advance. We advise parents to adhere to our tardiness policy. We will not be responsible for homework, classwork, or any other assignments if children are taken out of school for holidays, family reunions, doctor's appointments, etc. Please arrange appointments after school hours or on weekends. We encourage parents to plan personal schedules accordingly.

Expectations of Parents and Students

Allegations of Abuse or Neglect

All staff members at Kidz College are mandated reporters and must report any suspected child abuse or neglect immediately. Reports should be made to the principal and/or director, who will gather information from the involved staff and notify the parents, the Department of Social Services, and the School Board. Kidz College will cooperate fully with all investigations as required by Bahamian law.

Any allegations of abuse or neglect, whether physical or verbal, against a staff member will be taken seriously, documented, and reported to the authorities immediately.

Assessing Children's Development: Observing, Recording, and Assessments

Throughout the year, the principal and teachers will observe and record children's development using various methods, including anecdotes, checklists, and other observations. These observations will be part of each child's record.

Based on ongoing observations, teachers will complete written progress reports for each child, which will be provided to parents during Parent-Teacher Conferences in November and April. For children with identified special needs, progress reports will also be provided in February and May.

The principal and teachers will conduct parent-teacher conferences in November and May, and additionally as needed throughout the school year. Conferences will be scheduled at mutually convenient times. Concerns about a child's development will be addressed by the director, discussed, documented, and placed in the child's file. If necessary, a conference with the parents will be requested.

Behavior Management Philosophy

At Kidz College, we understand the profound impact that a nurturing environment can have on a child's development. Our approach to behavior management is rooted in compassion, respect, and the belief that every child deserves support in navigating their emotions and actions.

Creating a Supportive Environment

We strive to create a developmentally appropriate program that empowers children to make choices and express themselves. However, we acknowledge that conflicts are inevitable. In such instances, our teachers respond with positivity and appropriate techniques to guide children toward self-control and problem-solving.



KIDZ COLLEGE PARENTS HANDBOOK

Techniques and Support

Our teachers employ a variety of behavior management techniques, including setting reasonable expectations, offering choices, and encouraging children to verbalize their feelings. We recognize that some children may need extra support in gaining self-control, and in such cases, they are directed to a quiet area within the classroom for a brief period. This timeout, conducted within view of the teacher, is tailored to the child's age and never exceeds one minute per year.

Parental Partnership

We value the partnership between parents and teachers in addressing behavior concerns. Before notifying parents, teachers collaborate with the principal or director to discuss the behavior as a team. We approach these conversations with discretion, reinforcing our commitment to working alongside parents to support their child's growth. It is essential for parents to understand that while we love and care for each child, addressing undesirable behavior is crucial for their development.

Discipline Policy

At Kidz College, we adhere to a strict policy against corporal punishment or any form of cruel or severe discipline. Children are never subjected to humiliation, verbal or physical abuse, or deprivation of basic needs. Our staff is dedicated to supporting each child with patience, encouragement, and positive reinforcement.

Commitment to Compassion

We are committed to providing a safe, respectful, and nurturing environment for all our students. Our behavior management practices reflect our dedication to fostering a positive learning environment where every child can thrive emotionally and academically.

Unacceptable Practices

At Kidz College, we maintain high standards of conduct to ensure a safe and respectful learning environment for all students, staff, and visitors. Students are expected to adhere to the following guidelines, and failure to do so may result in disciplinary action, including suspension:

- *Defiance of Authority:* Refusing to comply with staff instructions, accepting discipline, or showing disrespect towards teachers.
- *Physical Altercations:* Engaging in fights resulting in bodily harm to others.
- *Violent Behavior:* Throwing objects or engaging in physical aggression towards peers.
- *Threats:* Making verbal or written threats of bodily harm to students or staff.
- *Disruptive Behavior:* Persistently disrupting school activities, inciting fights, or engaging in gang-related activities.
- *Possession of Weapons:* Having, using, or distributing dangerous weapons or instruments.
- *Alcohol Possession:* Possessing, using, or intending to distribute alcohol on school premises.
- *Forgery:* Forging a parent's signature on school documents.
- *Inappropriate Language and Conduct:* Using profanity, engaging in suggestive behavior, or possessing obscene materials.
- *Theft:* Stealing or engaging in dishonest behavior.
- *Unauthorized Departure:* Leaving campus without permission or using unauthorized exits.



KIDZ COLLEGE PARENTS HANDBOOK

- *Deception and Cheating*: Deliberately violating school rules, cheating on exams or classwork.
- *Vandalism*: Defacing school property or belongings.
- *Sexual Harassment/Assault*: Engaging in any form of sexual harassment or assault.
- *Gambling/Betting*: Participating in gambling activities.
- *Arson*: Possessing flammable materials or engaging in arson-related activities.
- *Disruption with Firecrackers*: Involvement with setting off firecrackers or disruptive devices.
- *Suggestive Conduct*: Engaging in behavior that is suggestive or inappropriate.
- *Interference with Education*: Repeatedly interfering with the school's ability to provide educational opportunities.
- *Undermining School Values*: Disseminating atheistic ideas or undermining the Christian values of the school.

These practices are strictly prohibited and will not be tolerated at Kidz College. We are committed to maintaining a safe, respectful, and conducive learning environment for all members of our community.

Discipline Policy and Corporal Punishment Guidelines

At Kidz College, we prioritize maintaining a safe and respectful learning environment for all students and staff. While corporal punishment is considered a last resort, there are circumstances where it may be necessary for the safety and well-being of individuals. Our staff are trained to use reasonable and appropriate physical intervention in the following situations:

- *Restraint*: To prevent a student from engaging in harmful behavior.
- *Conflict Resolution*: To address disturbances that pose a threat to the safety of individuals.
- *Weapon Control*: To secure possession of weapons or dangerous objects.
- *Self-Defense*: To protect oneself or others from physical harm.
- *Property Protection*: To safeguard school property and belongings.
- *Order Maintenance*: To preserve a conducive learning environment.

Guidelines for Administering Discipline

Before any disciplinary action is taken, careful consideration is given to the circumstances of each case. Factors such as the seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, and the potential impact on the school environment are thoroughly reviewed.

Kidz College holds the authority to enforce discipline whenever the interests of the school are at stake, whether on or off school premises during class or school-sponsored activities. This authority is exercised with the utmost responsibility and care to ensure the well-being of all individuals involved.

- During the regular school day, irrespective of the time.
- While the student is engaged in any activity on school premises.
- While the student is attending any school-related event or activity, regardless of the time or location.
- At any time after school hours if the student is wearing the school uniform.

Students are required to show respect to all authority figures, whether they are inside the classroom, on the campus, or participating in school-sponsored activities or events. Failure to comply with directives from any administrator will result in disciplinary action.



KIDZ COLLEGE PARENTS HANDBOOK

Punishment Procedures:

- Upon the first breach, a behavioral card will be issued to the child, and a hole will be punched on the card (parents will be informed).
- For the second breach, another hole will be punched in the card, and the child will be placed in an isolated area within the classroom (parents will be notified).
- If a third breach occurs, another hole will be punched in the card, and the child will be assigned lines to write, with the number determined by the principal.
- Upon the fourth breach, corporal punishment may be applied, appropriately corresponding to the offense.
- In the event of a fifth breach, parents will be summoned to the school, and a two-day suspension will be issued.
- For any subsequent breach after the fifth, parents will be notified, and a five-day suspension will be imposed. Parents and the student will return on the sixth day, at which point a decision will be made regarding the student's continued enrollment.

Major Breaches:

Major breaches include actions such as spitting, biting, fighting, destroying school or another child's property, stealing, lying to or about a teacher or student, etc. Such breaches may warrant corporal punishment, suspension, or expulsion.

Child Pick-Up Policy:

Children will only be released to individuals authorized on their pick-up forms. Staff members are responsible for verifying the identity of those picking up children and must request picture identification until they are familiar with authorized persons. Only biological parents are permitted to authorize alternate pick-ups.

- If someone not listed on the pick-up form is collecting a child, parents must inform the administration in advance and provide the complete name of the alternate person. Failure to adhere to this policy will result in immediate suspension for the staff member involved.
- In the case of tardiness, parents must notify the administration, and a \$35 charge will apply automatically to their account.

Classroom Ratios: While our license permits up to 24 children per classroom, our policy is to maintain a maximum group size of 16-20 children per class to ensure quality education.

Confidentiality:

Information regarding children and families is privileged and confidential. Staff are expected to maintain confidentiality and refrain from discussing sensitive information in front of children, other families, or staff members.

Curriculum Planning:

Our curriculum is designed to be developmentally appropriate and based on Christian teachings and values. It includes various activities promoting cognitive, social, and emotional development, along with celebrations of birthdays and holidays. Curriculum plans must be submitted to the director and adhere to the outlined guidelines.



KIDZ COLLEGE PARENTS HANDBOOK

Emergency and Evacuation Procedures:

In the event of an emergency necessitating evacuation from the school premises (such as a fire, natural disaster, or loss of essential utilities), the following protocol will be implemented:

- In case of fire, the principal or director will immediately contact emergency services by dialing 911. Teachers will calmly gather and account for all children, leading them to the nearest and safest exit. The principal or director will conduct a headcount, comparing it with the day's attendance records to ensure all children are present. Once outside, teachers will guide the children to the designated safe location at Anatol Rogers High School. Simultaneously, the principal or director will exit the building with emergency contact information and initiate communication with parents or guardians.
- If there is a loss of power, heat, water, or any other emergency situation, the principal or director will promptly notify parents to arrange for the early pickup of their children.
- If remaining on the premises is deemed unsafe, all students will be evacuated to Anatol Rogers High School. The principal, director, and teachers will supervise the evacuation either by foot or using available transportation. Parents will be informed of the situation by the principal or director.

Regular fire and evacuation drills will be conducted monthly, involving all children and staff members. Documentation of each drill will include the date, time, evacuation route, number of children evacuated, and the efficacy of the drill. This practice ensures preparedness and enhances safety measures for all occupants of the school.

Fire Drill Procedure:

1. Assemble the children and engage them in a discussion about fire safety, emphasizing the importance of practicing fire drills. Introduce the concept of the designated "Safe Spot," such as the media room, and reassure them of their safety. Inform them of alternative exit routes if the front door is inaccessible, such as the kitchen door.
2. Explain to the children that the drill will simulate a fire emergency.
3. Prompt the children to line up swiftly and calmly at the designated exit, ensuring they await guidance from a teacher.
4. Assign a staff member to take a telephone (or utilize a cell phone if available), the Emergency Contact lists, and a First Aid Kit.
5. Staff members should record the start and end times of the fire drill.
6. Escort the children to the exit and guide them to the designated "Safe Spot."
7. Implement variations in the exit route during drills to familiarize children with alternative evacuation paths in the event of blockage.
8. Commend the children for their cooperation and participation.
9. Document the drill's details in the Fire Drill Log, including the date, time, number of children evacuated, exit route utilized, and the effectiveness of the drill.



KIDZ COLLEGE PARENTS HANDBOOK

Shelter in Place:

This protocol ensures the safety of students and staff when remaining indoors is deemed safer than being outside due to weather emergencies, medical emergencies, violence, or other criminal activities.

1. Secure all windows and exterior doors, and close and lock them (in case of violence). Additionally, lock or shut down all ventilation systems that draw air from outside (in the case of an airborne chemical spill).
2. Staff guides the children to the designated gathering area, such as the gymnasium, a specific classroom, or another predetermined location.
3. Remain in the designated area until notified by the principal and/or Director, Police, or Fire Department that it is safe to return to the classroom.
4. The principal and/or Director contact families to apprise them of the incident.
5. Shelter-in-place drills will be conducted quarterly throughout the year.
6. Acknowledge and commend the children for their cooperation.
7. Staff records the date, time, number of children in the group, and the effectiveness of the drill in the Emergency Log.

Lockdown:

This procedure ensures the safety of students and staff when there is weapon-related violence occurring or potentially occurring inside the building. The objective is to create barriers between staff, children, and the assailant.

1. Gather the children in the media room, equipped with the class roster and telephone numbers of each student present.
2. Secure all doors and/or barricade them with furniture.
3. Ensure children gather in an area away from doors and windows.
4. Turn off all lights, media, and electronic devices to maintain a low profile.
5. Implement calming strategies to alleviate stress, such as providing children with an emergency bag containing paper, crayons, and books for quiet activities.
6. Remain in the designated area until receiving notification from the principal and/or Director, Police, or Fire Department that it is safe to return to the classroom.
7. The principal and/or Director communicate with families to inform them of the situation.
8. Lockdown drills will be practiced quarterly throughout the year.
9. Recognize and praise the children for their cooperation during the drill.
10. Staff documents the drill's details, including the date, time, number of children involved, and the effectiveness of the drill, in the Lockdown Drill Log.



KIDZ COLLEGE PARENTS HANDBOOK

Field Trips:

Field trips are an exciting and enriching aspect of our preschool program, providing children with valuable learning experiences. To ensure safety and organization, field trips are carefully planned in advance. The teacher initiates discussions with the principal and/or director regarding the desired venue for the field trip. Once approved, arrangements are made to secure transportation and coordinate logistics.

All children must have a signed permission slip to participate in field trips, which are provided two weeks in advance. Additionally, children must carry program contact information on their person during offsite trips. While parents are encouraged to chaperone, siblings may accompany on select field trips.

Our program arranges transportation via school bus for field trips, equipped with a 2-way radio for communication. A Travel Bag, containing a comprehensive First Aid Kit, emergency contact forms, and signed permission slips for each child, is carried by the principal, administrators, teachers, and/or Director. Under no circumstances will a child be allowed to participate in a field trip without the authorized consent form.

Responsibility for coordinating transportation lies with the principal, lead teacher, and/or director, while supervision during transit is shared among teachers, the director, and parent/guardian chaperones. During transit, it is imperative that children remain seated and seat-belted at all times. In the event of a child's refusal to comply, the bus will halt until the situation is resolved by the designated lead person.

Medical Emergency:

In the rare event of a medical emergency, the driver will safely pull over and call 911, while the principal, lead person, or director administers first aid or CPR. The teacher will promptly contact the designated emergency contact person for the child. In the case of a collision, the principal, lead person, and director will assess the situation, summon medical assistance if necessary, and ensure the safety and well-being of all involved parties.

Grievance Policy:

At Kidz College, fostering open communication and collaboration between staff and parents is fundamental to our ethos. While we strive for smooth operations, we recognize that occasional concerns may arise, and it is our commitment to address them with professionalism and respect.

Should a parent encounter any dissatisfaction or unease regarding a situation at our school, we encourage them to follow our structured grievance procedure:

1. **Initiate Dialogue with the Teacher:** In most cases, the first step is to directly communicate with your child's teacher. They are often best positioned to address specific concerns and offer immediate support or clarification.
2. **Engage with Administration:** If the issue persists or requires further attention, parents are encouraged to reach out to the administration. This may involve speaking with a member of the administrative team to discuss the matter in greater detail and explore potential solutions.



KIDZ COLLEGE PARENTS HANDBOOK

3. Conference with the Principal: Should resolution remain elusive, parents have the option to request a conference with the principal. The principal, as a key decision-maker, will listen attentively to the concerns raised and work diligently to facilitate a satisfactory outcome.

4. Director Intervention: In instances where the previous steps do not lead to resolution, parents may request a conference with our director. The director will oversee the process, ensuring that all avenues are explored in pursuit of a fair and equitable resolution.

By adhering to this structured approach, we aim to address grievances effectively, promote understanding, and maintain the integrity of our school community.

Defamation of the School:

At Kidz College, we are committed to addressing concerns in a fair and constructive manner, seeking reasonable resolutions for all parties involved. However, we emphasize that regardless of the outcome, neither party has the right to resort to social media to make defamatory or derogatory remarks about the school. In cases where such actions occur, the administration reserves the right to expel the child from the school. At this juncture, the relationship between the school and the family cannot be mended.

Health and Illness Procedures:

At Kidz College, we prioritize the health and well-being of our children by maintaining a clean environment and adhering to stringent health protocols outlined by the Board of Health. Our procedures include:

- Sick Child Protocol: Children exhibiting symptoms such as fever, cough, runny nose, congestion, headaches, muscle aches, sore throat, diarrhea, nausea/vomiting, etc., are not permitted to attend school until they are symptom-free. A doctor's note may be required for re-entry.
- Medication Administration: We do not administer medication to children at the school. If a child requires medication, it indicates that they are not fully recovered from their illness.
- Illness Guidelines: Children should refrain from attending school if they have had a fever over 100°F in the past 24 hours, experienced diarrhea or vomiting within the past 24 hours, have been on antibiotics for less than 24 hours, or exhibit symptoms of throat or sinus infections, head lice, open lesions, or ringworms.
- Notification of Illness: If a child falls ill at school, parents will be promptly notified. If parents cannot be reached, emergency contacts will be called. The sick child will be supervised separately from other children until a parent or guardian can be reached.
- First Aid: In the event of minor injuries such as cuts, scrapes, or insect bites, first aid will be administered by a teacher, and details of the injury will be documented in the child's file and logbook.

These procedures ensure the safety and well-being of all children at Kidz College, fostering a healthy learning environment for everyone involved.



KIDZ COLLEGE PARENTS HANDBOOK

Emergency Procedure for Children:

In the event that a child requires emergency care due to an injury or a condition necessitating more than first aid treatment, the following protocol will be observed:

1. Life-Threatening Emergency: The foremost priority is to call 9-1-1 for immediate medical assistance. Subsequently, the child's parent(s) will be contacted. If the parent(s) cannot be reached, their designated emergency contacts will be notified. If all attempts to reach a responsible party fail, the principal and/or director will assume responsibility for the child's care. The child will then be transported to the Princess Margaret Hospital, unless alternative arrangements are specified on the child's application.

Emergency Procedure for Teaching Staff:

Should a teacher require emergency care due to an injury or a condition requiring more than first aid treatment, the following steps will be taken:

1. Immediate Response: In the event of a life-threatening emergency, 9-1-1 will be called as the first course of action. Subsequently, the teacher's designated family member will be notified.
2. Emergency Contact Card: All staff members are required to complete an emergency contact card, which will be kept on file. This ensures that essential information is readily available in case of emergencies, facilitating prompt communication with family members or designated contacts.

By adhering to these procedures, Kidz College ensures the safety and well-being of both children and staff, providing swift and effective responses to any emergency situations that may arise.

Nap/Sleep Policy:

Our full-time program provides a nap/rest time from 1:00 pm to 3:00 pm for different preschool levels. To ensure adequate spacing, staff will set up sleep mats at least 2 feet apart. Children will use sheets, blankets, and/or pillows provided by their parents, which will be sent home for laundering on Fridays and returned on Mondays.

While sleep time is not mandatory, children are encouraged to rest. If, after 30 minutes, children are not sleeping, quiet activities such as puzzles, books, or quiet toys will be provided.

Playground Policy:

Gross motor activity is vital for a child's health and overall motor development. Outdoor play is incorporated into each classroom's schedule, with children going outside to play every day. In case of inclement weather, such as extreme cold or heat, staff will facilitate indoor gross motor play in the free space room.

Referral Services Policy:

If program staff believe that an assessment for additional services would benefit a child, including social, mental health, educational, and medical services (e.g., dental check-ups, vision or hearing screening), the teacher will bring this to the attention of the principal and/or director. A written statement outlining the reasons for the referral and the teacher's observations will be provided. A conference with the parents, teachers, principal, and/or director will be requested, where the written statement will be shared with parents and kept in the child's file.



KIDZ COLLEGE PARENTS HANDBOOK

Parents will not be informed of presumed issues or concerns about development or the need for services during pick-up or drop-off times. It is crucial to allocate dedicated time to discuss these matters with parents. Written parental consent will be obtained before making any referrals, and the director will maintain a record of all referrals, conferences, and results.

Safety and Management of Classroom:

Staff are required to assist with classroom cleanup during mutually agreed-upon dates throughout the school year, with compensation provided for their time. Clean-up procedures should include sanitizing all toys, equipment, tables, chairs, keyboards, etc.

Breakfast Policy:

Parents are encouraged to bring their child/ren to school before 8:30 am if they wish for them to enjoy breakfast provided by the school. Please note that breakfast availability cannot be guaranteed after this time, as we adhere to a structured schedule and proper time management is essential.

Snack Policy:

Our program allows for snacks for both children and staff, following a healthy snack policy. Staff are reminded that the food they consume in the classroom must adhere to this policy, aligning with what the children are eating. For example, if children are enjoying fruit and crackers, staff members should also opt for similar choices.

Parents are required to pack a snack each day for their child, with the first snack break mandatorily including water and fruit. We recommend the use of an igloo cooler or insulated bag to maintain the freshness of snacks.

In alignment with our healthy snack policy, teachers are expected to lead by example and refrain from bringing items such as Doritos, corn chips, funyans, potato chips, and any variety of peanut butter, ensuring the safety of those with allergies.

Social Media and Photography/Recording Policy:

Throughout the year, we capture photographs of the children for use in our newsletter, website, and Facebook page. Prior to taking any pictures, families must provide separate permissions for social media, on-site use (newsletters and classroom), and recordings (video recordings of any kind).

Parents are provided with forms to complete upon enrollment to indicate their preferences regarding media usage. It is essential for each staff member to be aware of these permissions.

Technology in the Classroom:

Some of our classrooms are equipped with computers, which do not have internet access. These computers are intended for occasional use by children, with programs/games that are age-appropriate and approved by the principal and/or Director beforehand.



KIDZ COLLEGE PARENTS HANDBOOK

Parents will not be informed of presumed issues or concerns about development or the need for services during pick-up or drop-off times. It is crucial to allocate dedicated time to discuss these matters with parents. Written parental consent will be obtained before making any referrals, and the director will maintain a record of all referrals, conferences, and results.

Safety and Management of Classroom:

Staff are required to assist with classroom cleanup during mutually agreed-upon dates throughout the school year, with compensation provided for their time. Clean-up procedures should include sanitizing all toys, equipment, tables, chairs, keyboards, etc.

Breakfast Policy:

Parents are encouraged to bring their child/ren to school before 8:30 am if they wish for them to enjoy breakfast provided by the school. Please note that breakfast availability cannot be guaranteed after this time, as we adhere to a structured schedule and proper time management is essential.

Snack Policy:

Our program allows for snacks for both children and staff, following a healthy snack policy. Staff are reminded that the food they consume in the classroom must adhere to this policy, aligning with what the children are eating. For example, if children are enjoying fruit and crackers, staff members should also opt for similar choices.

Parents are required to pack a snack each day for their child, with the first snack break mandatorily including water and fruit. We recommend the use of an igloo cooler or insulated bag to maintain the freshness of snacks.

In alignment with our healthy snack policy, teachers are expected to lead by example and refrain from bringing items such as Doritos, corn chips, funyans, potato chips, and any variety of peanut butter, ensuring the safety of those with allergies.

Lunch Policy

Our school offers a Lunch Program that can be paid for on a weekly or monthly basis.

- Note: If your child is not enrolled in the Lunch Program, we offer the option to have their food heated for a fee of \$1.00 per day. This is the only cost that can be paid daily and is transferable (meaning it can be used any day you choose).
- If you prefer not to pay the daily fee, food may be sent in a thermos at no additional cost.

Please note the following conditions:

- Lunch fees will not be transferred in cases of holidays, sick days, natural disasters, midterm breaks, or vacation days. These days are non-transferable and lunch payments are not rolled over to the following day or week.
- If any of the above applies, you will have the option to either send food or pay the daily warm-up fee for the remainder of the week.



KIDZ COLLEGE PARENTS HANDBOOK

Social Media and Photography/Recording Policy:

Throughout the year, we capture photographs of the children for use in our newsletter, website, and Facebook page. Prior to taking any pictures, families must provide separate permissions for social media, on-site use (newsletters and classroom), and recordings (video recordings of any kind).

Parents are provided with forms to complete upon enrollment to indicate their preferences regarding media usage. It is essential for each staff member to be aware of these permissions.

Technology in the Classroom:

Some of our classrooms are equipped with computers, which do not have internet access. These computers are intended for occasional use by children, with programs/games that are age-appropriate and approved by the principal and/or Director beforehand.

Transitions:

Transitions between classrooms within our program typically occur at the beginning of the school year in September. Mid-year transitions are considered on an exceptional basis, and parents are encouraged to meet with the principal and/or director if they believe a transition is necessary for their child.

Orientation sessions are conducted before students return to school, providing them with the opportunity to meet their new teacher. Parents will receive prior notice of the date, time, and location of these sessions.

Volunteers in the Classroom:

Parents and student interns are welcome to volunteer in the classroom, but they must complete the necessary paperwork required by the school board. Once approved, the director conducts an orientation session with volunteers to familiarize them with their responsibilities and classroom procedures.

Volunteers must record their arrival and departure times on the attendance sheet on their volunteer day and are always under the direct supervision of qualified staff members. They are not left alone with children and should defer any child guidance or discipline concerns to the supervising educator.



KIDZ COLLEGE PARENTS HANDBOOK

Please indicate by signing and dating below that you have thoroughly read and understood the information provided in the parent's handbook.

Parents

Date

Principal

Date



KIDZ COLLEGE PARENTS HANDBOOK

Photo Release Policy

At Kidz College, we frequently take photographs and videos of our students to capture special moments and activities throughout the year. These images are used for various purposes, including newsletters, our website, and social media pages. To ensure we respect your family's privacy and preferences, we require a signed photo release form from each parent or guardian.

Photo Release Consent

1. Purpose: Photographs and videos are used for educational purposes, school promotions, newsletters, our website, and social media pages (e.g., Facebook).
2. Consent: Parents/guardians must complete and sign a photo release form upon enrollment. This form allows you to specify your level of consent:
 - o Full consent for all uses.
 - o Limited consent (specify restrictions).
 - o No consent (your child will not be photographed or recorded).
3. Usage: Only authorized staff members will take photos and videos. Images will be used responsibly and will not include identifying information without explicit permission.
4. Opt-Out: You can change your consent preferences at any time by notifying the administration in writing.
5. Safety and Privacy: We prioritize the safety and privacy of our students. Images are stored securely and are only accessible to authorized personnel.

Staged and Candid Photos

To keep our website up-to-date and vibrant, we will periodically take both staged and candid photos of the students. These images will be used to showcase daily activities, special events, and the overall atmosphere at Kidz College.

By signing below, you acknowledge that you have read and understood the Photo Release Policy and indicate your consent level as specified on the attached form.

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____ Class/Grade: _____

Please return this signed form to the administration office. Thank you for your cooperation!