

KIDS FIRST ACADEMY

Preschool | Child Care

PARENTS' HANDBOOK



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INTRODUCTION

Welcome to Kids First Academy! We are committed to providing an excellent quality preschool education and childcare program in a secure, nurturing and exciting environment.

The following contains detailed information on Kids First Academy. Please take the time to read all the pages to help you better understand our program and philosophy. Should you have questions, please feel free to approach us. We would be more than happy to help you.

SCHOOL PHILOSOPHY & GOALS

It is our philosophy in Kids First Academy to partner with parents and keep you involved in your children's early education and preschool-preparedness development.

We aim to guide each child in the growth of their overall personality without compromising their safety and providing a nurturing environment that promotes your child's physical, mental, emotional and social development.

Kids First Academy curriculum is made for the whole class and then modified based on individual capability touching on creativity and analytical thinking, while honing children's abilities through play-based instruction.

We have able and caring teaching staff that through keen observations and participation help a child succeed in areas that need improvement to develop positive self-images.

GET TO KNOW KIDS FIRST ACADEMY

CURRICULUM

Kids First Academy curriculum is a discovery and play-based learning experience that gives each individual child the opportunity to move through specially designed learning areas of his or her own level of interest and ability. The curriculum focuses on five (5) major areas namely **development communication, problem solving, gross and fine motor skills**, and **social skills**. Children are taught basic concepts and skills through hands-on experiences and activities, while some learning areas are designed to develop large and small motor skills while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child.

GOALS OF THE CURRICULUM

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage your child's thinking, reasoning, questioning and experimentation
- To expose your child to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practice
- To respect gender, age and cultural diversity
- Overall, to prepare the child for school kinder level

ADMISSION POLICY

Kids First Academy welcomes children and families of diverse backgrounds. Children must be between 2-5 years old in order to enroll in the Bay Point Branch; while admission age in the Concord Branch is up to 12 years old.

PROBATIONARY PERIOD

The goal of this probationary period is to determine whether your child is ready for a preschool environment and if Kids First Academy is best fit to cater to your childcare needs and child's early education.

- This agreement is subject to a 60-day probationary period commencing on the child's start date.
- During the probation period, either party may terminate enrollment without prior notice during the probationary period.
- After the probation period, the school may terminate enrollment with two-weeks' written notice to the parents, except in cases of gross misconduct by the child or parent (as defined below) may result in immediate termination without notice. Gross misconduct includes, but is not limited to:
 - **For the safety of our students and in accordance with legal requirements, we cannot release a child to anyone who appears or is suspected to be under the influence of alcohol, marijuana, or other substances.**
 - Engaging in behavior that poses a significant safety risk to the child, other children, staff, or the school environment.
- After the probation period, parents may also terminate enrollment by providing two-weeks' written notice to the school. A two-week tuition payment may be accepted in lieu of written notice.
- The school will provide parents with a minimum of two-weeks' written notice of any fee increases or significant changes to this agreement.

At the end of this handbook, you, as parents, will be asked to acknowledge probationary period stipulations before finalizing application to the school.

TUITION POLICY

Tuition is payable in advance and up front, at the beginning of each week (for weekly payments) or month (for monthly payments). Please note that tuition is non-refundable and no credits are given for missed classes due to illness, holidays, emergencies, or other absences.

- Tuition is **always** due at the beginning of the week or month (Monthly due date is 1st day of attendance)
- If the hours the child attends change in any way, parents will notify the center immediately so appropriate staffing may be arranged.
- The full tuition fee is still expected even if my child is absent for one or more days ____ (Initial)

- The center requires a two-week notice of an intended vacation to get tuition fees waived ____ (Initial)
- All tuition is due in advance of services rendered. Tuition payments are due on the first day of weekly or monthly attendance. ____ (Initial)
- If tuition is not paid within 3 days of the due date, a **late fee of \$20** will be charged. ____ (Initial)
- The terms of this agreement, including the fees, are subject to change in whole or part by Kids First Academy with 30 day notice. This agreement may be terminated by Kids First Academy at any time.
- A **nonrefundable registration fee of \$100** is due at the time of enrollment. If a child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.
- An **additional charge of \$2 per minute** will be imposed should there be extenuating circumstances that would prevent you from picking up on scheduled pick up time; **after 6pm, late fee is \$5 per minute** paid directly to the teacher on duty ____ (Initial)
- If tuition is subsidized by a state or county agency, payment will have to be received from the agency by the 25th of each month or you would have to personally be financially responsible for tuition payment. If receiving assistance, please make sure to provide a Child Care Certificate from your Child Unit Worker. Please make sure to sign the completed timesheet every 30th of the month.

VACATIONS & OBSERVED HOLIDAYS

Kids First Academy is closed on the following holidays/staff development days. For your information, there is no tuition credit allowed for these days as they are federal paid holidays. Kids First Academy will observe all Federal Holidays.

NEW YEAR'S DAY	MEMORIAL DAY	INDIGENOUS PEOPLES DAY
MARTIN LUTHER KING JR. DAY	JUNETEENTH	VETERAN'S DAY
PRESIDENTS' DAY	INDEPENDENCE DAY	THANKSGIVING DAY
CESAR CHAVEZ DAY	LABOR DAY	CHRISTMAS DAY

ADDITIONAL SCHOOL HOLIDAY:

- Day after Thanksgiving
- Christmas Eve to New Years Day Week
- 5 Staff Development days (To be Determined)

SIGN IN & SIGN OUT

Every child must sign in via app each morning in the classroom. Upon greeting the child, the teacher will check the child's wellness. An approved adult must sign out your child in the classroom before the child leaves the premises.

DRESS CODE

DO's	DON'T's
<ul style="list-style-type: none"> Children must be fully dressed in appropriate school clothes when they arrive at school. Clothing should be practical and comfortable. We require closed-toe shoes, and has no shoe laces Each child must have a complete change of clothing, including socks and underwear, in their cubby at all times. If your child uses a change of clothes during the day, please take the soiled items home and replenish the spare clothes in their cubby. If your child wears pull-ups, please bring your child to school with fresh pull-ups on. To make transition during drop off smoother, please DO NOT drop your child with full and soiled diapers ____ (Initial) Parents are required to provide training pull-ups with a velcro-type closure on the sides. All clothing items must be labeled with the child's name. Tape and markers are available in the front desk to label your child's jacket/backpack, etc. 	<ul style="list-style-type: none"> No open-toed shoes, sandals, jellies or slippers and slides are permitted. Little toes are easily hurt and children have a difficult time on the playground. No jewelry. Do not allow the child to wear jewelry in class No tight fitting clothes that restricts the child from freely moving about. No onesies, overalls, bodysuits to make it easier for your child to go to the bathroom No pajamas and sleepwear. Children should remain presentable and clean. <p>____ (Initial)</p>

MEALS

Good eating habits and positive attitudes toward food should be established at an early age. **Kids First Academy participates in the USDA Food Program. You will be required to complete a separate enrollment form for the food program. The food program monitors the portions and the quality of food that we serve everyday.** There will be inspections for quality control throughout the year. The Food Program reimburses the food we serve. An application is required from each family annually.

We eat 3 times a day– breakfast at 9:30 AM; lunch at 12:30 PM; and early dinner at 3:30 PM. We serve only healthy and well-balanced meals. We serve 1% Milk as recommended by the Food Program. If an enrolled child has a special milk, the parents must be able to provide it for the school to be served specifically for their child. Meals are prepared in the facility and the menu is posted in the lobby and the website. **If you prefer to pack meals for your child, please make sure to always label the food items with your child's name.** If the child is hungry in between meals, we offer fruits or snacks. Water is available and accessible at all times.

TOILET TRAINING

Kids First Academy accepts children that are not yet potty trained; we only **request that parents provide training pull-ups with a velcro-type closure on the sides for effective potty training, as well as a pack of wipes for your child's personal use.** Our goal is to potty train your child, and we do not have changing tables. We will need to

be able to change diapers while your child is standing up. Velcro type closure in the sides of the pull-ups is necessary to be able to do this. It is also very important to dress your child in appropriate potty training clothes that are easy for your child to pull down and up, like sweatpants and leggings. Please do not dress up your child in overalls, bodysuits or onesies.

NAP TIME

There is a rest period during the day from 1:00 PM – 3:00 PM for all children which we call QUIET TIME. If you know your child will not nap nor be able to stay quiet to allow others to nap, we ask for you to pick up at 1pm before naptime.

Each child is assigned his/her own cot to sleep on. Kids First Academy will be providing beddings, using the funds from the registration fee. Beddings are sent home every Friday to be washed, and brought back on Monday. **There will be a \$25 replacement fee for missing beddings.**

PARKING

Please use caution when driving into our facility parking.

FOR BAYPOINT: The parking lot is situated within a residential area as well, and residents will be in the vicinity.

Visitor's parking space is first come, first serve along the fence. There is a designated short-term parking right in front of the main entrance to the school. **PARK ONLY along the fence, and right in front of the gate. If you park in front of the gate, please make sure you leave enough space behind you so other parents can park behind you. DO NOT** park in any of the other parking spaces or your vehicle might get towed.

FOR CONCORD: Please park in designated parking spaces. School buses will need to enter the parking lot throughout the day and will need an open space to be able to make a U-turn by the lobby door.

PICK UP

Children can only be picked up by authorized persons listed in the child's enrollment forms.

- We require at least 3 authorized persons.
- The authorized person must be over 18 years of age and present a photo ID (If picking up for the first time)
- The late pick-up fee does not constitute an agreement to provide after hours service, nor will the late fee be applied toward tuition.
- Chronic lateness at closing time may be grounds for termination of service.
- **A late pickup fee will be charged as follows: \$2 per minute, if not picked up scheduled pick-up time; and \$5 per minute if picked up after 6 PM to be paid directly to the teacher on duty**
- If the staff smell alcohol or marijuana on the adult picking up, the child will not be released. We are mandated by the state to ensure child's safety. We can be held liable if the person is under the influence of alcohol/drugs gets in an accident after picking up from Kids First Academy. We will take action to protect a child if we suspect that the person picking up is under the influence of alcohol or marijuana. **BY LAW, WE ARE PROHIBITED FROM RELEASING ANY STUDENT TO AN INDIVIDUAL WHO APPEARS OR SUSPECTED TO BE UNDER THE INFLUENCE OF ALCOHOL OR MARIJUANA AND OTHER SUBSTANCES** _____ (Initial)

BIRTHDAYS

Birthdays are special and important occasions. You are welcome to bring ice cream or small cupcakes to share with your child's class. Please make sure there are no peanuts on any food items. We encourage non-edible treats for giveaways. **We serve birthday treats at 3:30 PM meal time.**

WHAT YOUR CHILD MAY BRING FROM HOME

Share day is every Friday at which time your child may bring one toy to share with his/her class. Books are welcome at any time. **Please do not allow your child to bring items on other days like violent toys, guns and swords.**

DISASTER PREPAREDNESS

Kids First Academy has an emergency disaster plan in place. We practice earthquake and fire drills, and staff members are First Aid and CPR certified and prepared to handle an emergency

HEALTH & SAFETY ILLNESS

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool and toddler children. **To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:**

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink or red, burning or itching or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms of possibly contagious conditions or other conditions deemed contagious are observed in your child during the day, you will be called to come pick up your child immediately.

If there are any lingering signs of illness, please keep your child home an additional day. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities. **Please make sure that your child has been fever free for 24 hours without aid of medication before returning to school** ____ (Initial)

A doctor's release form is required for a child to return to school after contracting a highly contagious condition such as hand foot mouth disease, pink eye, and ringworm, etc.

MEDICATION

As a service to our parents, the office staff will administer medication prescribed by your physician. All medications (prescription and over the counter), including topical, are given as a courtesy. Medication must be in the original container with the child's name on the label, as well as the prescription number, name of the medication, dosage, and expiration dates. A medication permission slip is required to be completed. This form is in the lobby for parents to complete as they provide meds/creams/etc.

HEAD LICE

Having lice has nothing to do with cleanliness! Random lice checks are conducted by teachers. If lice are found on a child, the following steps are taken:

- Parents are notified and the child must be picked up from school.
- Child's head must be treated with a product formulated to remove head lice.
- Nits must be removed with a special nit comb included in the product. Nits on the scalp may be seen more easily on the hair at the back of the neck and above the ears.
- The child will be excluded from school for at least 24 hours until the lice is under control. **Upon returning to school, state health laws require examination of hair and scalp before returning to school.** ____ (Initial)
- To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Please be assured that we will do everything possible to prevent infestation.

PROCARE APP INFORMATION

Upon enrollment, you will receive an email invite to download Procare app. Procare is a child care communication app that will provide you with information regarding your child's day at Kids First Academy. We will keep you informed of holidays, curriculum and other important information through regular communication verbally, by text message, and by written notes and reminders posted in our facility.

SEPARATION FROM THE PARENT

At Kids First Academy, we also help your children prepare for going to preschool. The process of separation from the parent as the child enters and attends preschool is one of the most important accomplishments of the preschool child. At each age level, a child will react differently. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- To develop an interest in the activities of the preschool
- To feel comfortable with others at preschool
- To understand that his/her parent will come back and pick him/her up
- To understand that all parents leave their children and come back for them
- To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child
- To develop an acceptance and willingness to allow the parent an open-door policy

We ask parents to limit visits inside the classroom during picking up & drop off to no more than 5 minutes to not disrupt the classroom activity & teacher's task. You are welcome to observe in the hallway through the glass window or in the CCTV monitor in the front desk. Anyone who spends more than 5 minutes in the classroom will need to provide a clear TurstLine background check & TB test clearance.

DISCIPLINE POLICY

POSITIVE MEASURES TO PRODUCE ACCEPTABLE BEHAVIOR

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

DISCONTINUATION POLICY

In certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child and other children in the classroom, including the teachers. Every effort will be made to correct a problematic situation before a final decision is made.

Termination of enrollment may be the result of the following:

(Initial)	• Disruptive or dangerous behavior of child or parent
(Initial)	• Abuse of other children, staff, or property by child or parent
(Initial)	• The facility's inability to meet the child's needs
(Initial)	• Parents refusal to participate in recommended program or assessment for the need for special needs or early intervention
(Initial)	• Parents disrespect or distrust of the program and staff
(Initial)	• Parents showing up at preschool under the influence of alcohol, or marijuana, or any substance. Kids First Academy has zero tolerance for any risk to any of our student's safety. We will report to authorities: CPS or PD immediately
(Initial)	• Kids First Academy are mandated reporters. We are mandated by law to report any suspicions of child abuse or neglect.

IMPORTANT PHONE NUMBERS TO SAVE

OFFICE PHONE FOR BOTH LOCATIONS	(925) 709-5437 (Kristine Carrillo manages this line)
CONCORD CLASSROOM CELLPHONE	(925) 517-5955
CONCORD LANDLINE	(925) 349-9207
BAY POINT CLASSROOM CELLPHONE	(925) 698-8397
BAY POINT GATE CODE	

SUMMARY OF FEES

- \$100 - Non-refundable registration fee
- \$261 - Weekly charge for Part time (24 hrs or less)
- \$364 - Weekly charge for Full time (25 hrs or more)
- \$20 - Late Fee charge on delayed tuition payment after 3 days
- \$25 - Bedding replacement fee
- \$15 - Per trip charge on transportation within 3 mile radius
- \$2 - Per additional mile charge on transportation after the standard 3 mile radius
- \$2 - Per minute, if not picked up on time before 6 PM
- \$5 - Per minute, if picked up after 6 PM, paid directly to the teacher on duty

ACKNOWLEDGMENT:

Please place your initials on the line of each stipulation for acknowledgment of understanding and compliance:

- | | |
|--------------------|--|
| _____
(Initial) | • The probationary period for the provider, child, and parent will be 60 days from the child's start date |
| _____
(Initial) | • The school or parents has the right to terminate enrollment without prior notice for any reason within this timeframe |
| _____
(Initial) | • After the probationary period, this agreement may be terminated by either party by giving 2 week's written notice if the child or children are to be permanently withdrawn from daycare. |
| _____
(Initial) | • Two-weeks pay will be accepted in lieu of the two-weeks written notice. The Provider will also give the Family two-weeks written notice of intent to cancel this agreement except in cases of emergency situations or gross misconduct on the part of the parent or child (Gross misconduct refers to carrying and/or affiliation to activities that involve any illegal drugs, marijuana, and alcohol. Kids First Academy has ZERO tolerance for such behaviors to eliminate any dangers, risks, etc. to the child, other children enrolled, teachers, and the whole school). Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice. |
| _____
(Initial) | • The Provider will give the Family a minimum of two-weeks written notice of any increase in fees or significant changes to this agreement. |
| _____
(Initial) | • Any and all additions/changes to this contract must be initiated by both the parent and the provider to be valid. |

I hereby acknowledge that I have read the policies and procedures written in this handbook. I also acknowledge that understanding and following the said policies and procedures will help maintain our family's harmonious relationship with Kids First Academy, its administrators and teachers. Please return the signed acknowledgement page to Kids First Academy. Thank you!

Parent/Guardian's Name and Signature: _____

Date _____

Child's Name and Age _____

Date: _____

****Nothing Follows****