KIDS ACADEMY

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PARENT HANDBOOK revised August, 2026

Parent Orientation Procedures

Parents are welcome to visit our facilities before joining our school community. Parents have access to our website which includes a FAQ section.
The Handbook is available online in the Forms section:
http://plgkidsacademy.com/forms/

Other questions can be answered in person or by phone. Parents receive orientation during registration, as well as the first day of school. This is a personalized process, based on each client's specific needs.

Steps for On-boarding:

- Review procedures and list of documents.
- Read the parent handbook.
- Download or request an application packet.
- Fill-in application forms.
- Submit your application forms and all documents needed.
- Pay registration, uniforms and access key card fees.
- Parent orientation session and complete registration before starting day.
- Talk about sick policy, feeding and allergies, supply list, and other school policies.
- Pay, receive, learn how-to-use and learn parent's responsibilities regarding access Key.
- Pay and receive Uniforms.

I. Enrollment

The enrollment package includes a means by which parents can communicate information about the child with the Center, at least the following items:

- The child's name and date of birth
- Complete contact information of parent/caregiver with current, accessible phone numbers where calls and texts can be received in a timely manner
- Written emergency contact names and numbers of those who may pick the child up
- The child's health history including up-to-date immunization records and physical examination documentation within the previous two years
- Documentation of the child's health history including up to date immunization records and physical examination documentation within the previous two years.
- Notification of any allergies, health issues, extenuating home/family circumstances, and developmental concerns.

Parents should maintain this information updated and supply the school with timely updated physical exams and vaccination records.

II. SCHOOL PHILOSOPHY

PLG Kids Academy (PLG) is a pre-school education facility and more than just another daycare. Our philosophy is that a stimulating environment where a child feels safe and secure loved and cared for increases his/her self-esteem, motivation for learning, and personal development. We are committed to attending to the academic, social, physical, and emotional needs of each child. Our educational program is supplemented with an after-school and weekend program designed to provide extended services for working parents and their children. We want to help develop and foster your child's talents and skills and prepare him/her for a smooth transition to school.

Our classes and activities begin each day at 8:30 am and end at 5:00 pm. They are supervised and designed to increase your child's awareness of his/her peers, of his/her environment, and to give him/her the foundation for academic development. The children are grouped based both on their development as well as on their age to maximize their social, language, motor, and intellectual skills.

PLG is adequately equipped to develop your child physically, to offer him/her a manipulative experience, and to enforce your child's imaginative and creative expression. We offer a balance between quiet and active times, as well as between teacher-directed and student-initiated activities. We also recognize the imperative and most important role of the family in the child's development. We encourage parent participation in meetings and discussions with the teacher and the Director to facilitate the child's growth.

Our Core values are:

Integrity
We honor our commitments to children, parents and guardians, colleagues, and community.

Safety
Our staff is dedicated to keeping your child safe and secure. Children's best interest is at the top of our priority list. Any type of abuse will not be tolerated. It will be recorded and reported immediately.

Excellence
We are committed to both technical excellence (proficiency in our work) and service excellence (providing an outstanding experience for each child we serve).

Collaboration
The team approach is essential to our mission. We collaborate with one another, with other providers and programs, and with our children and their families – who are encouraged to be actively involved in their children's early education.

Respect
Every member of our community, from managers to staff, children and their families, deserves respect. We value the life, the work, the beliefs and the ideas of every individual.

Diversity
We value and promote diversity with respect to gender, race, religion, ethnicity, and physical ability/disability.

III. ACADEMIC CURRICULUM

PLG uses the Creative Curriculum as its main academic curriculum. It is a year-long curriculum developed specially for Toddlers, and preschoolers. This includes a complete program of developmentally appropriate activities based

on the child's age. The activities include science, arts & crafts, math, language, motor skills, dramatic play, music and much more. Different areas are integrated to make the child's learning experience meaningful and fun. Also, the Creative Curriculum facilitates the development of the social, emotional, intellectual and physical aspects of the child as a whole. The Creative Curriculum enhances the daily experiences of children, meets their individual needs through a program that is creative, self-paced and very educational.

Pre-schoolers complement the Creative Curriculum with a comprehensive early literacy program called Opening the World of Learning by Pearson Early Learning. This curriculum develops language and early literacy skills through rich, integrated content in all domains of early learning. It uses favorite classic children's books, songs and poems to develop themes, skills and concepts all in a sequential format. The curriculum covers: Language and Literacy, Social Studies, Science, Mathematics, The Arts, Physical Development, Social and Emotional Development.

We encourage parents to share in their child's excitement for learning. The Creative Curriculum provides many opportunities for parents to get involved at home and in the school. Parents' interest in their child's education will be one of the child's main incentives to continue to learn and grow.

IV. PHYSICAL ACTIVITY

The daily schedule includes flexibility to meet the individual needs of the children. We provide at least 30 min. playground in the morning and afternoon. In case of inclement weather like rain, lightning, heat advisories, and air quality alerts, we will provide an alternate physical activity appropriate to the developmental age of the child.

V. OPEN DOOR POLICY

PLG Kids Academy has an open-door policy. Parents are welcome to visit anytime throughout the day to check on their children but cannot stay for longer periods of time in order to avoid class disruption. Parents are provided a personalized door code to gain access to the facility.

For the Pre-K classes, parents can also visit any time of the day although they are not allowed inside the class during activity time as it is not convenient to interrupt the class. At such time the parent can look into the classroom through a glass window.

VI. PARENT-TEACHER INTERACTION

We believe that parents, teachers, and children are partners in the educational process and that good, open communication, as well as parent participation, is essential to the life of our school and the well-being of the child.

There are many possibilities for parent involvement. Participation can range from a spontaneous moment of storytelling during the morning transition to more in-depth involvement in a classroom project. A teacher from individual classrooms is best able to discuss possibilities for your participation.

Teachers are eager to communicate with the parents and will schedule time for this once a month or at Parent/Teacher Conferences- besides these moments, please feel free to call and leave a message. If you have a question or a subject to discuss we will call back after class or at an agreed time. Conferring should not take place at dismissal. We appreciate that you do not go to the classrooms in the morning to discuss any matters.

Parents are encouraged to volunteer. Please ask the office for volunteer opportunities and complete the application form [Volunteer Affidavit]. Volunteers do not receive any form of payment or compensation such as money or free or reduce child care. A volunteer must be under the constant supervision of a staff person and may not be left alone or in charge of any group of children. In order to become a regular volunteer, you must submit background screening information in accordance with section 402.3055 FL Statutes.

VII. DISCIPLINE POLICY

At PLG Kids Academy we try to communicate to the children our rules and expectations in a very positive manner. Our methods of discipline encourage self-control, self-discipline, self-esteem and cooperation. Any physical or emotional punishment is prohibited. Our goal is to teach self-discipline and the ability to get along with their companions and superiors, with respect and responsibility. Children are taught that unacceptable behaviors will not be tolerated at school or in the outside world.

In summary when it becomes necessary to discipline a child, these are the steps we follow:

- Talking to the child to help him/her see how he/she is misbehaving and giving him/her the opportunity to correct such behavior.

- Separating the child from the activity being disrupted to provide him/her time to calm down and understand the situation.

- Isolating the child from the entire group (sitting on a chair apart from the others) unless the group is engaging in physical activity, active play or playground time.
  CHILDREN MAY NOT BE DENIED ACTIVE PLAY, FOOD OR TOILETING AS A CONSEQUENCE OF MISBEHAVIOUR.

- Holding a meeting with the parents, to see if we can work out the problem, before it is necessary for the child to withdraw from the school.

- Corporal punishment is not permitted.

VIII. EXPECTATION OF CHILDREN & GUIDELINES FOR TERMINATION OF A CHILD'S ENROLLMENT

Children at PLG Kids Academy are expected to satisfy all of the following:

- Be healthy: provide up to date documentation about health including immunization records and physical exams. See sick child policy.
- Attend school with neat and appropriate attire (uniform if Pre-K).
- Proper behavior. See discipline policy.

If we feel that a child is not able to comply with any one of the above the school reserves the right to terminate a child unless the parent/school is able to provide a solution or remedy to the problem.

IX. SCHOOL HOURS

Our school hours are from 7:30am to 5:30pm. Monday through Friday. Under no circumstances we will be open before or after the scheduled times. Parents will be charged $5.00 per minute after 5:30pm. If parents do not come to the school to pick up their child(ren), the school will attempt to call/contact the parent/guardian and emergency contacts listed on the emergency contact

form. If the school is unable to contact anyone to pick up the child(ren), PLG Kids Academy will release the child(ren) to the authorities.

X. NATIONAL HOLIDAYS

PLG Kids Academy will be closed in observance of the following holidays:

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Last day of Summer Camp
7. Labor Day
8. Columbus Day
9. Thanksgiving Day
10. Day After Thanksgiving
11. Christmas Day
12. Christmas Eve
13. New Year's Eve

XI. MEALS PROVIDED BY PROGRAM

We are enrolled on the Florida State Child Care Food Program. We will be able to provide free meals to your children while in our care. Breakfast, lunch and snack will be included. Please try to give breakfast at home if your child is dropped off after 8:30am. Also note that during this time your child will not be provided individualized assistance. You are welcome to stay at

the school and provide your child such assistance if necessary. If you will send any food to your child, they should be nutritious and peanut free.

***Breakfast: 7:30am to 8:30am**
***Lunch: 10:30am to 11:30pm**
***Snacks: 3:00pm to 3:30pm**

XII. CHILD NEGLECT AND ABUSE POLICY

Any form of child abuse observed will be reported immediately. This includes physical, including sexual, as well as emotional and verbal. The abuse as well as the actions taken regarding such abuse can have a severe impact on a child as well as the entire child's family. Abuse should be taken very seriously and actions to remedy it must be taken immediately to protect the child's wellbeing. If we have reasonable cause to suspect any type of abuse we will report it immediately.

XIII. SIGNING IN/OUT OF CHILDREN AND PICK-UP

It is required that the adult dropping of a child in our center must sign in our sign-in list. It is also required that the adult picking up a child in our center must also sign in our sign-out list. These lists must include the child's name, exact time of drop-off or pick-up, the adult's name and signature. Florida Law states that it is mandatory for parents to sign this list each time the child is dropped-off or picked-up. Also, the adult must ascertain that a staff person sees the child and that a proper transfer of the child is made to that staff person. Parents might be required to stop by the office prior to dropping off their child if there are any issues pending that need to be discussed. **Your child will be released only to the custodial parent or legal guardian and the persons listed on the personal information sheet with parent's authorization.**

XIV. POLICY REGARDING NON-RELEASE OF CHILDREN

Under no circumstance will PLG Kids Academy release a child to a person that is or seems to be intoxicated or impaired. The adult will have the option to call another person authorized in the child's file to come and pick up the child. If there is no adult person able to pick up such child, we will proceed to call the police and Child Protective Services.

XV. AUTHORIZATION FOR MEDICATION ADMINISTRATION

Medications cannot be administered without written permission from the parent and a prescription from the doctor. Over the counter medications cannot be administered at all unless the doctor prescribes it in writing.

XVI. Sick Child Policy

In order to minimize the spread of illness throughout our school we strictly enforce our Sick Child Policy. **Parents are required to adhere to it**. Failure to do so will result in dismissal of the student.

If a child has a health problem, parents are notified as soon as the condition is evident. Parents are contacted first at their listed work telephone numbers, then at their mobile numbers. If a parent cannot be reached, all other authorized persons on the registration form are contacted until such time as a responsible adult takes responsibility for picking up the child.

Each parent is advised to respond promptly to the center when notified. Each parent must present a certificate to return to school before child is accepted back at the center.

The center has a No Nit-No lice-policy. If a child presents either of these conditions, a County Health Department Nurse certificate or a doctor's authorization must be presented prior to returning the child back to the center. Each child with such a condition is re-inspected upon return to the center. Parents must await re-inspection results prior to leaving the child at the center.

Attention Parents/Guardians
Children with any of these symptoms can't attend school:

- ✓ **Diarrhea:** *Children will be sent home and be free of symptoms for 24 hours before returning to school.*
- ✓ **Vomiting:** *Children will be sent home and be free of symptoms for 24 hours before returning to school.*
- ✓ **Fever:** *Fever is defined as having a temperature of 100°F or higher (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free* ***without the aid of Medicine****), or any other fever reducing substance.*
- ✓ **Green runny nose or red eye:** *This indicates an infection and needs to be checked by a doctor.*
- ✓ **Breathing trouble:** sore throat, swollen glands, loss of voice, hacking or continuous coughing.

- ✓ **Frequent scratching:** of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- ✓ **Child is irritable:** continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.
- ✓ **Medications:** cannot be administered without written permission from the parent and a prescription from the doctor. Over the counter medications cannot be administered at all unless the doctor prescribes it in writing.

We will call you if your child exhibits any of the above symptoms.

If a student becomes ill at school and is unable to remain in class, the school will require prompt pickup by a parent/guardian or designated emergency contact. Failure to respond within the required timeframe(1hour) will result in emergency services being contacted to ensure the child's safety.

XVII. USE OF TV AND VIDEO

Commercial television is not available for the children at PLG Kids Academy. Children are not allowed to use the TV during regular schedule. Teachers can use the TV to play educational videos to support any extra activity. The use of TV is not a regular occurrence at PLG Kids Academy.

XVIII. SECURITY CAMERA RECORDINGS AND PRIVACY POLICY

At PLG Kids Academy, we are committed to protecting the safety, privacy, and confidentiality of all children enrolled in our program.

To safeguard the privacy of every child, security camera recordings will not be shared, shown, distributed, or provided to parents, guardians, or other unauthorized individuals, even when the recordings involve their own child.

This policy ensures that the privacy and confidentiality of other children, families, and staff members are respected and protected.

Any disclosure required by applicable law or a valid legal order will be handled in accordance with legal requirements, subject to the existence and availability of the requested recordings.

XIX. NON-DISCRIMINATION POLICY

PLG Kids Academy do not discriminate against anyone (adult or child, staff or parent) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. Parents and staff should adhere to this policy and act accordingly.

XX. A.D.A. NON DISCRIMINATION POLICY

PLG Kids Academy do not discriminate against anyone on the basis of disability. PLG Kids Academy provides children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. PLG makes accommodations as required by the American with Disabilities Act.

XXI. PAYMENT POLICY

By signing the school contract parents agree that services will be suspended immediately if payment schedules are not met. Tuition and fees are not subject to adjustment or refunds because of absence, illness or withdrawal of the child from school for any reason after the school term begins or after attendance begins.

In case of voluntary school termination, parents should give school a **two weeks** advance notice or guarantee payment in full for those subsequent two weeks after withdrawal if such notice is not provided.

There will be no adjustment or refund fees for absence due to school closure because of riot, civil commotion, civil emergency, natural disaster, war, national holidays, teacher's planning days, government order directed to the student or school facility, or general economic panic collapse.

Vacation Policy

PLG students are eligible to take **one (1) week of vacation without paying tuition** once they have been continuously enrolled at the center for **at least three (3) months**. The vacation benefit is available **once per academic year (August through July)** and is subject to the following conditions:

- The student must have completed a minimum of three (3) consecutive months of enrollment before the vacation begins.

- The vacation consists of **five (5) consecutive school days (one full week)** during which the student does not attend school.
- No tuition will be charged for the approved vacation week.
- The vacation must be requested and approved in advance by the school administration.
- Unused vacation weeks cannot be carried over to the next academic year and have no cash value.

This handbook was created with the intention of providing a quality program, so please be respectful of our policies and procedures as outlined in the Parent Handbook. We reserve the right to amend or change the Parent Handbook at any time based on the functioning of the business or the needs of the children. If you have any