

The Kids' Place Christian Learning Center

A Ministry of Indian River Church



Family Handbook

*"Train a child in the way he should go, and when he is old, he will
not turn from it."*

-Proverbs 22:6"

Revised 04/20/2026

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The Kids' Place Christian Learning Center

A Ministry of Indian River Church

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Titusville, FL 32780

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www.irchurch.org

DCF License # C18BR0142

Statement of Faith

1. We believe in the authority of Scripture (2 Timothy 3:16-17).

What this means for us at The Kids' Place is we accept the plain sense of Scripture as the sufficient rule of faith and proactive for our life together. We recognize some parts of Scripture are difficult to understand (even Peter said that 2 Peter 3:16) but we also believe as we engage them the Holy Spirit will illuminate their meaning to us. When it comes to our life together, we believe Scripture is our primary curriculum and guide.

2. We believe there is salvation only through Jesus Christ (Acts 4:12).

While we respect the religious beliefs of others, we recognize them as human expressions of the universal longing to reach God (or some sort of transcendence). We believe Scripture clearly teaches the only way to God is through His Son, Jesus (John 14:6). Therefore, we are unapologetic in our desire to reach people of all faiths and cultures with the Good News that Jesus died and rose for them. There is urgency to our evangelism because we believe without a relationship with Christ people will spend an eternity apart from God.

3. We believe that life-change is possible and normal for the Christian believer (2 Corinthians 3:18).

We believe an encounter with Jesus Christ is not just about eternal salvation but about life-change here and now. Further, we believe that this life-change is not an option but normal for every Christian so that we can grow into the likeness of Christ (Ephesians 4:15-16). Therefore, our preaching, teaching, and curriculum are all aimed at transformation, not simply transmission of information.

4. We believe in the dignity and value of every human being.

Because God created people in His own image (Genesis 1:26) and is intimately involved in the creation of each individual (Psalm 139:13), we believe each person bears the imprint of God on their life regardless of how muddy or broken that image may have become through sin. Therefore, we will treat each person with dignity and honor, whether or not they know Christ. This means we will not degrade or speak disparagingly to others. Rather, we will seek their salvation and welfare just as God does. (2Peter3:9)

Dear Families:

We appreciate you sharing your most prized possession with us. The Kids' Place is a Christian Learning Center, offering a comprehensive program for children one year of age through 6th grade. Our program is designed to offer an opportunity for your child to develop spiritually, emotionally, intellectually, socially, and physically by giving him or her guidance and encouragement to mature in a caring environment of Christian love.

The Kids' Place is a non-profit organization. We are the largest ministry of Indian River Church. Please take a few moments to familiarize yourself with our policies. We look forward to serving you and your family.

Vision

The Kids' Place vision is to be the Christian educational facility of choice in North Brevard and to consistently pursue and achieve excellence for every child spiritually, academically, physically, socially and emotionally. This vision embraces reaching out to families for Jesus by providing support, education, and resources that will enable families to grow as a family and to grow as Christians.

Mission

“Bringing families together through Christ-centered learning.”

School-Wide Expectations

*We take care of ourselves,
We take care of each other,
We take care of our school,
We take care of our world.*

Partnerships

We are proud to partner with local agencies and advocates for children. If you need assistance or resources, please feel free to speak with an administrator. Our partners include the Early Learning Coalition of Brevard, Department of Children and Family Services (DCF), Early Steps, Child Find, Florida Elks and Brevard CARES.

Admission Policy/Open Door Policy

The Kids' Place is open to all children regardless of race, color, sex, religion, or national origin. All children will receive the full benefit of our programs and will be treated with dignity and respect. The Kids' Place practices an open-door policy for our families. We require parents to check in at the office before entering a classroom. We encourage family involvement and will provide opportunities for families to participate in the classroom or program.

ProCare Parent Engage

ProCare is the software program The Kids' Place uses to communicate with our families. An email invitation will be sent to you to download the ProCare Parent Engage app the day before your child starts. Each family member will receive a system-generated pin code that will be used to sign in/sign out and as a security code for phone identification. *Please do not share this pin code.* Daily sign in/sign out with a legible signature is required at the main office kiosk.

Daily communications, activities, incident/accident reports, emergency messages and photos are provided to families through ProCare Parent Engage. Calendars and newsletters are sent monthly.

Programs Offered

Care is offered from 6:30 AM through 5:30 PM, Monday - Friday unless otherwise noted.

Toddler Program

We offer care for children from 1 to 2 years of age. These children are lovingly nurtured in a warm, home-like atmosphere. Your child's day will be filled with small group activities and lots of individual attention.

Morning VPK Program

4-Year-Old Voluntary Pre-Kindergarten (VPK) Morning Preschool- Child must be 4-years old on or before September 1st. VPK Morning Preschool is offered Monday- Friday from 9:00am-12:00PM.

Preschool with Extended Care Program

3-Year-Old Extended Care Preschool- Child must be 3-years old on or before September 1st and fully potty-trained.

4-Year-Old Voluntary Pre-K (VPK) Extended Care Preschool- Child must be 4-years old on or before September 1st. VPK instructional hours are 9:00 a.m. – 12:00 p.m. daily.

Preschool Summer Camp: Child must be 3/4 years old on or before September 1st. Summer Camp is open to 5-year-olds starting Kindergarten in fall and fully potty-trained.

School-Age Program (K – 6th grade)

Before and After School - The Kids' Place provides care for IRCCA, Imperial Estates Elementary and Southlake Elementary School, including bus service to and from these schools. The program is open most school holidays.

Our school-age program provides an afternoon snack, daily devotions, fun Friday activities, outdoor/indoor enrichment and holiday care. Tutoring is available to assist your child in academic achievement at \$10 per (30) thirty-minute session.

School-Age Summer Camp - This program offers children in who have completed kindergarten-6th grade a fun-filled summer. We offer a wide variety of field trips and activities. Our Summer Camp program participates in the IRC Vacation Bible School and Summer Blast programs.

Attendance Policy

Toddler/Preschool & VPK-

Regular attendance is a requirement for all children. Children should arrive no later than 9:00 a.m. each morning. If a child arrives after 9:00 a.m., provide a doctor's note unless a pre-arranged appointment is made. Attending regularly, arriving and dismissing promptly provides a sense of security and well-being for each child and is conducive to proper development. *Please Note: There are no Drop-offs between 11:00 AM – 2:00PM as it disrupts our napping children. Thank you for your understanding.*

Before School Bus Service- Children must arrive no later than 7:00 AM to ensure a seat on the bus.

School Age Field Trips- Children must arrive by 8:00 AM.

Voluntary Pre-K (VPK) and ELC Attendance Policy

Regular attendance is mandatory for the VPK and ELC programs. Attendance is recorded daily and submitted as required by the State. The Kids' Place requires notification by phone on the morning of an absence including the reason for the absence. If your child receives ELC benefits, you will be required to sign an ELC absence form upon his/her return. To meet regulatory requirements, parents must sign the VPK Notebook monthly to verify attendance.

Failure to attend regularly may result in dismissal from The Kids' Place and termination of your VPK or ELC benefits/certificate. VPK students are mandated to attend 540 hours per school year. VPK contracts allow 3 absences per month. The contract requires students to attend the first and last day of program.

A \$30.00 ELC Excessive Absence fee for each unexcused absence exceeding 3 days. To avoid unexcused absences a doctor's note must be provided no later than the last day of each month. Late fees will be billed on the first day of the month following the unexcused absences.

Daily Sign In/Sign Out Procedures

The Kids' Place is licensed through the Florida Department of Children & Families. They require children to be signed in/signed out daily by an authorized person.

All students must be signed in/signed out using the unique pin codes assigned per individual and a legible signature (first and last name) at the kiosk located in the office. *Please do not share your personal code.*

All individuals picking up a child should be prepared to provide their personal pin code and/or show a photo ID. This precaution is for the safety of your child. If there is a change in pick-up for your child or if you are late picking up your child, please notify the office in advance. Be prepared to provide your personal pin code.

Student Records

Student records are open only to the child's teacher, Program Directors, authorized employees of the licensing agency, and the child's parent or legal guardian. Records are the property of The Kids' Place. Immunizations and physical records must be submitted upon enrollment and must be kept current at all times. All student files and records will be inspected by the Department of Children and Families and the Brevard County Early Learning Coalition for licensing and contract purposes as needed. Families will be provided with notice of expiring immunization and physical records. Your child will not be permitted to attend TKP if updated records are not brought in by the date requested. There are children in our program that do not have immunizations due to religious exemption per DCF.

Curriculum (Toddler, Preschool & VPK)

Our approach to teaching children is based on learning through structured play experiences. Our programs provide a variety of activities in a relaxed and caring environment. We utilize Teaching Strategies & Creative Curriculum. Children will be introduced through hand-on activities to art, math, cooking, music, physical activities, science, creative drama, language arts, social studies and games. In addition, spiritual development will be encouraged through devotional time and chapels. We also use the Pyramid Model and Becky Bailey's Conscience Discipline which focuses on classroom management, positive reinforcement and re-direction.

Toddler, Preschool and VPK Assessments

Three (3) assessments are required by the State of Florida for all VPK students. The assessments are completed at the beginning, the middle and at the end of the school year. The results are shared with parents and a signed copy will be maintained on file. Assessments for toddlers and preschool children are completed on an as needed basis.

Conferences

Please remember that arrival and dismissal times are not good for a conference. The teacher's first responsibility is to the children. Preschool/VPK has scheduled parent-teacher conference days. Should you need additional conferences, please contact your child's teacher to schedule. We value our parent partnerships.

Fundraising

The Kids' Place is a non-profit organization; therefore, we depend on fundraisers to provide needed funds for extra items purchased throughout the year. Success relies heavily on parent participation and support. Parents/guardians have committed upon registration to complete a

minimum of ten (10) service hours per child annually. For example, the Pumpkin Patch, Christmas parade, homeroom parents, Gala.

Parents are to complete a Service Hour Tracking Form and submit it to the office no later than April 15th of the school year. The form is available on the website and in the office. Parents who have not completed 10 hours per child or fail to submit the tracking form will automatically be assessed \$15 per hour not met.

Health and Safety

Children may not attend The Kids' Place with a fever or if exhibiting signs of a communicable disease or illness. This policy helps protect all children from being unnecessarily exposed. Children with the following symptoms should not be brought to The Kids' Place:

1. Fever of 100 degrees or higher
2. Respiratory or breathing difficulties
3. Vomiting
4. Diarrhea
5. Unexplained rash – other than heat rash
6. Sore throat
7. Impetigo or open sores

Children exhibiting symptoms after arrival will be taken to the Program office until a parent can pick them up. Once contacted, parents have 1 hour to pick up the sick child. There will be a charge of \$5.00 for every 15 minutes after that hour. Re-admittance to The Kids' Place for the above symptoms will be permitted when the child is symptom free and has been home for 24 hours from the time of pick-up. The child can be re-admitted with a doctor's written permission, stating the child is no longer contagious.

Communicable Disease

Re-admittance policies are as follows:

1. Chicken pox – all lesions are dry and crusted.
2. Impetigo – 24 hours after medication administered.
3. Conjunctivitis (pink eye) – 24 hours after medication administered.
4. Lice – follow medical treatment - Head must be free of lice/eggs (100% nit free). Director must check/approve the return of student. Three consecutive months could jeopardize enrollment at TKP.
5. Hepatitis – Doctor's statement required.
6. Strep throat – 24 hours after medication administered.
7. Pertussis (whooping cough) – 5 days after antibiotic administered.
8. Mumps – 9 days after onset of gland swelling.
9. Hand, foot, mouth disease- 24 hours after symptom free.
10. Ring Worm - 24 hours after medication is administered and area must be covered.

Medication

A medication form must be completed for children needing medication. Anything required for the dispensing of the medication, i.e., spoon, should be provided and labeled appropriately. We will not administer any over-the-counter medicine unless prescribed by a doctor. If your child needs to receive over the counter medicine, please get a doctor's note stating the frequency and dosage to administer. All medicine should be in the original container with written instructions and will be administered by the director, assistant director, or trained designer. Morning and evening doses are the responsibility of the parent.

The Kids' Place will administer diaper rash cream, sunscreen, insect repellent, calamine lotion or Benadryl gel for bug bites if provided by the parent and form is completed. The child's first and last name must be written on any medication or other items.

If your child receives breathing treatments and/or uses an inhaler, please provide a doctor's note and instructions for breathing machine to the Program Director.

Clothing

Children should wear clothing that is durable, comfortable, and easy to manage by the child. We provide outside play daily and we use the gym for physical activities. Please dress children accordingly. Sneakers and socks are highly recommended. **No open-toed shoes or flip-flops are permitted.** School Age children are required to wear their Kids' Place T-Shirts on field trips.

Toddler, Preschool & VPK- No strings, necklaces or pacifier keepers are permitted due to strangulation risks.

Personal Items

In order to prevent lost or broken toys, please refrain from sending toys, headphones, games, phones, iPods, etc. to school from home. The Kids' Place will not be responsible for lost or broken toys or items brought from home.

To provide the best experience for your child, please provide:

- A fitted crib sheet and small blanket. Labeling should be clearly visible when fitted on the mat.
- A change of clothes labeled in a zip lock bag in case of a spill or accident
- A nutritious lunch, morning and afternoon snacks placed in a lunchbox with labeling on the outside so it is easy to see
- A labeled water bottle

All personal items should be clearly labeled with your child's first and last name.

Family Folders- Please check your folder daily as important information and communication will be included.

Lunches

Parents provide lunch for their children daily. Children need a nutritious lunch. Please limit drinks to juice, milk, or water (**no sodas**). Lunches should be in a labeled lunch box. We do not refrigerate or heat up lunches. No glass containers are permitted. Field Trip lunches should be in Ziplock bags, labeled and fully disposable.

Toddler & Preschool 3's parents are to avoid the following foods due to choking hazards: whole grapes (unless cut in half), nuts, popcorn, chips, pretzel nuggets, whole round hot dogs (unless cut long ways and sliced in small bite sized pieces), hard carrots, cheese cubes, or any other food that may be a choking hazard. Food for toddlers must be cut into pieces ½ inches or smaller to prevent choking.

Snacks

We provide an afternoon snack in the school age program. All preschool and toddler parents must provide two (2) healthy snacks for children daily.

Birthdays

Birthdays are special and may be celebrated during the regular snack time. Speak to your child's teacher about scheduling a birthday snack (no gifts or party favors please). Summer birthdays may be scheduled at any time during the year. Only store-bought treats may be shared with the class.

Discipline Policy

Our disciplinary goal is to guide children to understand their boundaries and the proper way to handle problems they may encounter. In helping children develop this inner discipline, we will set reasonable limits with logical consequences. We strive to be positive role models for children. The health and safety of our children is a top priority. A child who displays unacceptable behavior that affects the wellbeing of another child will be removed from the classroom and taken to the program office. At this time, if necessary, a parent/teacher conference and/or a conference with parents, teachers and the Director may occur. If necessary, the Executive Director may become involved. **If at any point a student temporarily requires one on one supervision to be successful in the classroom setting, the parents will be required to pay additional tuition to cover the cost of added teacher. If a parent/guardian is contacted to pick up their child for behavioral issues, the parent/guardian will have 1 hour to pick up their child. There will be a charge of \$5.00 for every 15 minutes after that hour.**

Any action or decision regarding unacceptable behavior or violence will be made at the discretion of the Executive and Program Director. If deemed necessary, disciplinary action may result in **suspension or expulsion** from The Kids' Place.

School Age Care & Summer Camp – if a child has 3 incident reports, they will not be permitted on the next scheduled field trip. Parents will need to make alternate arrangements for care of their child on that day. If a child purposely damages The Kids' Place property, the parent is liable for damages incurred.

No staff or parent will administer corporal punishment while your child is on school property or during participation of The Kids' Place activities. Please remember that changes at home may affect your child's performance at school. Please notify your child's teacher of changes or experiences that may impact your child at school. This will be kept in strict confidence.

If we have a serious behavior and a child needs to be removed from the classroom, teachers call for immediate assistance from another staff member. If we must pick up a child, we pick them up from behind by placing arms under the child's arms. We strive to always remain calm and professional.

If a child's behavior causes physical harm to himself/herself, others or is repeatedly disruptive in the classroom, the following steps will be taken at the discretion of the director and executive director:

Step One: Parents will be contacted for a conference with the teacher and/or directors to share behaviors and will be encouraged to work with the program staff in finding a solution. Intervention for home and school will be discussed. The Toddlers and Preschool work with Early Steps or Child Find to assist teachers and parents to help children whose behavior is disruptive and/or harmful. This is a free service provided by Brevard County. Parents will be provided with contact information for these services. These organizations will assign an early childhood specialist to the child and will contact the parents to set up times for observation and discussion. They will also provide suggestions for both home and school to enable the child to participate successfully. This process typically takes several weeks. The school age program encourages counselors or behavioral therapists to come and observe the behaviors to work together to find a solution. Depending on circumstances, the child could be suspended from field trips.

Step Two: A parent conference will be scheduled, and a probationary period of 4-6 weeks will begin for Toddler and Preschool and 1-2 weeks for School Age will begin. During this time, a written behavior plan will be developed with input from teachers, parents and the director. We will use all the resources available to resolve the concerns. Major incidents/behavior resulting in harm to a child or others during this period, may result in the child being sent home from school immediately.

Step Three: If the teacher and/or director document satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs beyond our capabilities.

At this point, the parents will be asked to make other arrangements for the care of their child. The directors working closely with the executive director reserve the right to bypass steps and remove a child or take more drastic measures if necessary.

Biting Policy

The Kids' Place policy encourages positive behaviors. We utilize strategies from the Pyramid Model and Dr. Becky Baileys' Conscious Discipline to help children with social-emotional development and self-regulation. Our teachers have taken the training "No More Biting" by Dr. Maryln Applebaum and have familiarized themselves with the techniques described in the book "The Biting Solution" by Lisa Poelle, M.A. While it is considered age-appropriate behavior for your children to bite, we recognize that biting is a serious concern. In the event a child bites, we document each incident on the day that it occurs. When a child is biting on a continual basis, a plan is implemented.

The plan includes but is not limited to:

- Documentation is kept to determine triggers and patterns.
- Social stories are created for teachers to use with the child. These stories have pictures of what behaviors are appropriate to do with our bodies (teeth are for eating and smiling, hands are for playing with toys, feet are for walking, etc.).
- Parent/teacher conferences are held to discuss family routines and what type of discipline is used at home. Together we try to find a cause and solution for the behavior.
- If necessary, an evaluation will be recommended for the child and the parents will be given contact information for Early Steps, Child Find, or Kinder Consulting. The parents have one week to make the appropriate connection. After the evaluation, all documentation must be provided to The Kids' Place office. Failure to respond in a timely manner may result in the child's expulsion from the program.

Disciplinary action for repeat biters:

- If a child bites two times on the same day the child must be picked up immediately.
- If a child bites three times in a week, the child must be picked up immediately and will be suspended for the following day.
- If a child bites 4 times in one week, the child must be picked up immediately and will be suspended for the rest of the week.

Continuation of aggressive behaviors may result in expulsion from The Kids' Place.

Removal of Child from Program

The Kids' Place makes every effort to work with a family to ensure the success of a child in our programs; however, we reserve the right to remove, suspend or expel a child from the program for financial, behavioral, or other issues we are unable to resolve.

Tuition

Please refer to the current tuition schedule available in the office.

A full weeks' tuition is due weekly on Mondays. A full week's tuition is due weekly. Reductions in tuition will not be made for absences, illnesses, vacation, holidays or inclement weather. Children registered for both summer and fall sessions receive one vacation week per TKP year. (TKP year starts the first day of the summer session and ends the last day of the fall session).

The Kids' Place tuition, registration and additional fee payments will be collected through Tuition Express. This is an auto draft program which allows payments to be collected electronically. Parents complete the Tuition Express enrollment form at registration. If tuition is late for two consecutive weeks, the child will not be able to return to the program until all outstanding fees are paid in full. See school administrators for more information.

Toddlers– Registration fees will be due at the time of registration. If your child has not turned one by the beginning of the next session, a spot will be held for a minimum of three months. A weekly payment of 50% of the tuition will apply during the three-month waiting period in order to hold their spot.

Preschool & School-Age Care – There will be an extra charge for field trips and special lunches throughout the school year.

Fees

A tuition and registration fee schedule are available from the office. A non-refundable registration fee is required at the time of enrollment. When you register, you are committed to completing the entire session and will be billed accordingly.

Late Fee- Tuition paid after the close of business on Mondays will incur a late payment fee of \$10.00. This fee will be automatically billed to your account.

In instances where a child does not have lunch and we provide one, a fee will be automatically billed to the family account.

If diapers run out and are not replenished, they will be provided, and a fee will automatically be billed to the family account.

Tuition is not billed the week following Christmas when TKP is closed.

There is a \$25.00 NSF fee for payments declined by bank or credit card companies.

Early Learning Coalition (ELC)

The Kids' Place accepts Early Learning Coalition (ELC) certificates. We reserve the right of an upcharge from the parent portion provided by the coalition to help cover expenses.

Severe Conditions Closings

In the event of severe weather conditions or other local or national disasters, we typically follow the Brevard County School Board regarding openings and closings announced on local television, radio, or social media outlets. TKP reserves the right to make changes from the decisions of Brevard County School Board as necessary.

If a severe weather/disaster announcement occurs during the school/summer day and Brevard County School Board announces school closures, you must pick up your child immediately. If weather conditions become severe during the day you may also be called to pick up your child. *Severe conditions could include but are not limited to hurricanes, tropical storms, tornados, fires or any local or national disaster.*

The Kids' Place will re-open when the Brevard County School Board re-opens. If TKP is in a position to open earlier, we will contact our families.

Campus Safety

To keep everyone on our campus safe, we ask the following:

- Lock Car and remove valuables.
- Never leave your car running when picking up or dropping off a child.
- Never leave your child in a vehicle unattended.
- In the case of an emergency or if campus is placed on a Lock Down by the authorities, do not enter campus. Follow our Facebook page or emergency text / email alerts for more information. See website for emergency procedures.
- Please drive slowly and cautiously in our parking lots.
- No smoking on our campus, including e-cigarettes, vaping.

Holiday & Other Closings

Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and Friday after
Christmas Eve through New Year's Day

TKP closes the day prior to Summer Camp and the 3 days prior to the new school year. This allows for staff training and time to transition our programs and prepare for the new school year. Holiday closings are subject to change.



INDIAN RIVER CHURCH

Indian River Church offers many children and family-based opportunities including our Children's Ministry, MOPS (Mothers of Preschoolers), Student Ministry, Care Ministry, Life Groups and Bible Studies.

We would love for you to join us for worship!

IRC
Sunday 8am & 9:30am Traditional
Sunday 11am Contemporary

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<https://www.facebook.com/TheKidsPlaceatIRC>

Handbook Disclaimer – *The Kids' Place Handbook contains policies and other documents pertaining to the rules and regulations of the TKP Programs. The Kids' Place reserves the right to revise any of these documents at any time. For the current version of these documents, please check on The Kids' Place website or with the program office.*