



KEY BISCAYNE
PRESBYTERIAN SCHOOL

Parent Handbook

2023- 2024

160 Harbor Drive

Key Biscayne, Florida 33149

(305) 361 -2058

school@KBPC.org

Office Hours: 8:00 A.M.-3:00 P.M. when school is in session

“Train up a child in the way they should go, and when they are old they will not depart from it.” – Proverbs 22:6

The Key Biscayne Presbyterian School admits students of any race, color, and national or ethnic origin.

Crossbridge KB School Board

Timothy Gamwell, Chair

Allan Miller

Bruna Iasi

Sierra Bainter

School Administration

Anne Rothe, *Director*

kbpsdirector@gmail.com

Sigrun Kristinsdottir, *Office Manager*

school@kbpc.org

Crossbridge Key Biscayne

Sunday Services

10:00 a.m. - Worship Service (English)

10:00 a.m. - Children's Church

Formatted: Font: Century Gothic, 12 pt, Font color: Black

School and Church Staff

Felipe Assis, *Senior Pastor*

Maureen Ruggiero, *Treasurer*

Frank Vasquez, *Nutrition Services and Maintenance*

Table of Contents

Welcome

Introduction and Welcome letter	5
Mission Statement	6
Educational Philosophy	6-7
Organization and Governance	7
Parent Responsibilities	7-8
Parent Teacher Association (PTA)	8
Qualifications of Teaching Staff	8
Interpretative Services	8
Staff and Client Relationships	9
Summer Camp (Camp on the Key)	9
State Licensing	9

Formatted: Font: (Default) Century Gothic, 18 pt, Bold, Underline, Font color: Black

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Admission Policies

Admission Requirements	9-10
Tuition and Fees (see also Financial Policies)	10
Hours and Days	10
Medical Forms	10-11
Meals and Snacks	11
What to Bring Weekly	11
Termination of Enrollment	11
Curriculum and Instruction	11-13
Quiet Time	13

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

General Policies

Arrival and Dismissal Procedures	13
Attendance	14-15
Before/After School Care	16
After School Programs	17
Chapel	17
Church School Sundays	17
Class Parties and Special Events	17-18
Closed Campus	18
Communication (Parent, Teacher, School)	18-19
Conferences	19
Developmental Screenings	19-20

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Formatted: Indent: First line: 0.47"

Formatted: Indent: Left: 0.5", First line: 0.5"

Formatted: Indent: First line: 0.47"

Formatted: Indent: First line: 0.47"

Formatted: Indent: Left: 0.51"

General Policies, continued

<u>Diapers/Toilet Training</u>	20
<u>Discipline Procedures</u>	21-22
<u>Dress Code</u>	22
<u>Field Trips</u>	23
<u>Leaving School Early</u>	23
<u>Lost and Found</u>	23
<u>Personal Property</u>	23-24
<u>Pictures/Media Policy</u>	24
<u>Special Needs Policy</u>	24
<u>Transportation</u>	25

Formatted: Indent: First line: 0.47"

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Formatted: Indent: Left: 0", Hanging: 0.01"

Health and Safety Policies

<u>Child Abuse Reporting Policy</u>	25
<u>Child Release</u>	25
<u>Divorced and Separated Parents</u>	25-26
<u>Fire and Safety Drills</u>	26
<u>Severe Weather Plan</u>	26
<u>Parking and Traffic</u>	26-27
<u>Illness Policy</u>	27-29
<u>First Aid Emergencies</u>	30
<u>Incident/Accident Report</u>	30
<u>Immunizations</u>	30
<u>Lice Policy</u>	30-31

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Formatted: Font: Century Gothic, 12 pt, Not Bold, Font color: Black

Formatted: Indent: First line: 0"

Financial Policies

<u>Tuition Payment Plans</u>	31
<u>Late and Denied Payments</u>	32
<u>Tuition Discounts</u>	32
<u>Other Fees</u>	32
<u>Registration Requirements</u>	32-33
<u>Permanent Withdrawal/Dismissal</u>	33
<u>Refunds</u>	33
<u>Non-Refundable Fees</u>	34

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Appendix A:

<u>Guidelines: When a Child Can Return</u>	34-35
--	-------

Formatted: Font: Century Gothic, 14 pt, Bold, Font color: Black

Formatted: Font: (Default) Century Gothic, 12 pt, Not Bold, Font color: Black

Formatted: Font: (Default) Century Gothic, 18 pt, Bold, Font color: Black

Formatted: Font: (Default) Times New Roman, 12 pt,
Font color: Black

Introduction and Welcome

Dear parents,

Welcome to Key Biscayne Presbyterian School (KBPS). We are so glad that you have brought your child to be a part of the exciting educational opportunities offered at KBPS. The administration and staff consider it a privilege to be part of your child's educational future and pledge our best efforts to provide an excellent academic program in a Christian environment.

This handbook is designed to ensure a clear understanding of the philosophies, policies, and procedures that govern our school. It is our desire to provide a loving, nurturing atmosphere, and we encourage your valuable input and participation. If you have a new idea or suggestion, please share it with us.

As we begin this new school year together, Key Biscayne Presbyterian School seeks your prayerful support, cooperation, and adherence to the policies and procedures outlined in this handbook. Within the online registration process, you will be asked to sign off that you have received and are familiar with the policies outlined within this handbook.

If you should have questions or concerns regarding these policies and procedures, please feel free to contact the school office. For any questions you may have regarding your child's registration or bookkeeping, please contact our Office Manager, Sigrun Hernandez. Thank you for your attention to these matters.

It is our joy to welcome you to the KBPS family!

Blessings,

Anne Rothe, LCSW

Director

Welcome

Mission Statement

“Train up a child in the way he should go; even when he is old he will not depart from it” Proverbs 22:6

The school’s mission is to provide quality early childhood learning experience for Toddlers through First Grade; to serve and assist parents in their God given responsibility to nurture and educate their children; to present to each child the gospel of the Lord Jesus Christ and to create joyful lifelong learners.

Educational Philosophy

The Key Biscayne Presbyterian School believes that the child’s early years of development are important. Children develop and learn through play in a safe, secure, stimulating, and nurturing environment. We believe that children learn best when they are offered learning opportunities based on their own interests and developmental level. Developmentally appropriate activities that stimulate the child’s imagination and learning are key to a child’s success. Activities include play, nature exploration, cognitive development, and academic readiness in the following areas: Communication, Language, Social-Emotional Development, Thinking Skills, General Knowledge, Thoughtful Approaches to Learning, Physical Health, Motor Skills, and Spiritual Development. Self-esteem and self-reliance are also

important aspects of early childhood, and we will emphasize these throughout their experience at KBPS, teaching the children how to communicate their feelings and promoting pride in their individual and group projects. All these learning objectives are nurtured in an environment that includes age-appropriate expectations for appropriate classroom behavior which is a critical element to success in school.

We know language development is an important aspect for the growth and development of early learners. Since we live in a culturally diverse area, KBPS teachers will ask students open ended questions and promote conversations to foster our early learners’ language development. KBPS is not a bilingual school, and our goal is to provide our students with a strong foundation in English to support their success when they move on to other schools. Although the instructional language at KBPS is English, our teaching staff is made up of speakers of English, Spanish, and Portuguese. These staff members offer support in a child’s primary language whenever helpful to the child’s understanding, comfort, and language development.

Key Biscayne Presbyterian School believes that “the fear of the Lord is the beginning of wisdom.” God is the Creator and Sustainer of all things and the source of all truth. All things are to be done to God’s glory and our first responsibility is to Him. Without Him, life is meaningless, and

education is misdirected. Each teacher will endeavor to weave the wisdom of God's Word into the customer experience in such a way that the child sees the relevance of Scripture, applying it to every area of his or her life. **[Luke 2:52 - a holistic view of growth according to the life of Jesus]**

Each child is an individual, loved as God's creation and encouraged to work at his or her own level of development. The child is nurtured in the belief that everything comes from the triune God, is sustained by Him, and is directed to His glory. The child's optimum development is a result of parents and teachers working together to establish age-appropriate goals and methods that best enhance the child's physical, spiritual, emotional, and intellectual growth.

Organization and Governance

Key Biscayne Presbyterian School was established in 1997 as an outreach ministry of Key Biscayne Presbyterian Church. The school administration is comprised of the Church Session, the KBPS School Board, and the School Director, working cooperatively to establish policy in order to provide Christian schooling to the children of the church, as well as to the community in general. The School Board, which operates under bylaws established by the Church Session, meets monthly to determine philosophy and policies, monitors the school's finances, hires personnel, and oversees the administrator's execution of the present policies and procedures, as well as the management of the school's overall operation.

Parent Responsibilities

We believe parents/guardians are the first teachers of the child. We request parents of KBPS students to wholly support the school's Biblical standards and environment of holiness and love in word and deed. For clarity, please review the following scriptures: 1 Tim. 4:12, Col. 3:17, Titus 2: 7-8, 1 Thess. 5: 19-23, James 3:17-18, Romans 12:1-2, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 John 3:1-3.

Additionally, parents agree to:

- Read all school communications and stay up to date on school activities, holidays, and vacations.
- Make a concerted effort to attend the school activities in which your child is involved.
- Attend at least one of the two parent/teacher conferences scheduled per year. If unable to attend during the scheduled parent/teacher conference time/period, please schedule a convenient time with your child's teacher.
- Prayerfully and respectfully hear any feedback and/or suggestions that your child's teacher offers. KBPS staff reflect carefully on recommendations they may make and are always thinking about the best interest of your child.
- Support KBPS with your volunteer service or involvement with the PTA. Any adult family member (i.e. grandparent, and, uncle, etc.) may serve as a volunteer.

- Provide prayer support for our school. This is essential. *Ephesians 6:13-20*
- Support and uphold Key Biscayne Presbyterian School's standards and policies.
- Maintain communication with KBPS. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return a call.
- Avoid gossip, as scripture teaches. If you have a classroom issue, you should speak immediately with the teacher about your concerns. If you have a school administration issue, please speak with the Director to reach a resolution as quickly as possible. Letting issues continue or by discussing them with others who do not have accurate information, allows a problem to grow, usually unnecessarily. Be part of the solution, not part of the problem.
- Be informed and involved with your child's learning. If your child is having a problem make an appointment with his/her teacher. Do not wait for the teacher to contact you.

Parent Teacher Association (PTA)

Key Biscayne Presbyterian School parents and grandparents are encouraged to participate in the implementation of school functions and programs. Parents, teachers, and administrative staff worked together in the development of our program, field trips, special events, parent education

programs, classroom projects and the Outdoor Classroom.

All our families are members of the PTA. If a parent would like to become a member of our PTA board or a member/chairperson of a committee, we ask that the parent share with the office their area of interest. Our areas of need are Room Parent, Fundraising, Green Committee, Outdoor Classroom and Garden, Book Fair, Family Workday, Graphic Designer/Yearbook, Family Engagement and Teacher Appreciation, among others.

Qualifications of Teaching Staff

Our teachers are committed Christians who have been or are currently being trained in Early Childhood Education. Our KBPS teachers will have a Florida Child Care Professional Credential (FCCPC) or nationally recognized Child Development Associate (CDA) by the end of their first year of teaching. All teaching staff is required to obtain 45 hours of Florida Department of Children and Families training and must maintain a minimum of twenty additional hours of professional development annually. Members of the teaching staff are expected to have valid CPR and first aid training certificates.

Elementary-level teachers are required to have a four-year degree and be eligible for certification through the Florida Department of Education in addition to the 45 hours of DCF training.

All staff have completed the interview and background screening process mandated by the State of Florida Department of Children and Families.

Interpretive Services

Arrangements can be made for the use of an interpreter. An interpreter can be used during a parent-teacher conference, orientation, or as needed. Languages available are English, Spanish, Portuguese, Italian, and Turkish.

Staff and Client Relationships

KBPS considers it inappropriate for our staff to engage in any care for payment arrangement which directly competes with services being offered by KBPS (i.e. camps/play groups) during school breaks when KBPS is offering camp opportunities. Please do not offer or request such services as it places our employees in a situation that may cause them their employment.

KBPS is not legally or financially liable for employees or any of their actions when they are off the clock or no longer employed by KBPS.

Summer camp: Camp on the Key (ages two years - seven years)

Key Biscayne Presbyterian Church(AKA Crossbridge KB) operates a summer camp program for KBPS students and the community. There is a separate registration and fee schedule. For more information, please leave a message with the School Office and the Camp Director will return your call at the earliest possible convenience. Visit our Camp website: www.camponthekey.com.

State Licensing

KBPS understands the importance of keeping strict compliance with the Florida Department of Children and

Families licensing regulations in order to ensure a quality environment for your children. We comply with the applicable licensing regulations and policies. These requirements cover staff qualification, facility, playground, health and safety guidelines and child/staff ratios.

Admissions Policies

Admission Requirements

Enrollment in our program is open to all families of the greater community. We operate on a nondiscriminatory basis. If KBPS can appropriately serve their needs, no child shall be excluded from any of our programs because of race, color, religion, disability, sex, or national origin. Only a child(ren)'s parent or legal guardian may enroll a child(ren) - proof of custody may be required. All forms provided to you upon enrollment must be completed before your child may attend KBPS. All required personal information is kept confidential. Parents are required to update all emergency data as needed, including address, phone numbers, email, emergency contacts, and individuals authorized to pick up your child. Current immunization information must be uploaded to the online platform or submitted to the School Office by the first day of school and/or when current forms have expired.

KBPS must be notified in advance of any custody situation that may affect the child(ren) and provide any and all pertinent documentation.

KBPS also requests that parents provide information and documentation regarding any developmental

evaluations regarding a child being enrolled. We respect and support young children with a variety of learning differences but can do that most effectively by working with parents as partners. Accurate information also helps the administration determine if KBPS is an appropriate setting for the child. All documentation provided to the school office is kept confidential and will not be shared with any other school.

Parents will be required to comply with all Florida State regulations and KBPS policies which are set forth in this Parent Handbook.

Tuition and Fees (see also *Financial Policies*)

1. A **registration fee** is required yearly to accompany completed enrollment forms. **This fee is non-refundable and non-transferable.**
2. A **new student fee** is required for all *new* students. This is a one-time fee per student. **This fee is non-refundable and non-transferable.**
3. A **supply fee** is required for all students. **This fee is non-refundable and non-transferable.**
4. A **PTA membership fee** is required for all students. **This fee is non-refundable and non-transferable.**
5. **Tuition: Monthly Payment Option** - tuition may be paid monthly via the online registration platform (Brightwheel) on the 1st of every month. This platform accepts credit cards and e-checks. Fees are charged according to the payment method. Checks will be accepted; however, a payment method must be entered in the Brightwheel account in order to

guarantee payment. If a check is returned or payment is late (seven days), the Brightwheel payment method will be charged, and a late fee may be applied. ***(Please refer to the tuition fees policies for more information)***

6. **Tuition: Full Payment Option** - In order to receive the full tuition discount*, tuition for the months of September through May must be made on August 1st. This payment can be made by check or using the Brightwheel payment processing. The discount is only applicable to full tuition paid on August 1st. The discount will not be applied to tuition payments for students enrolling after September.
7. A sibling **discount*** of 5% will be applied toward the tuition of each additional child enrolled at KBPS.
8. An active church member **discount*** will be applied toward the tuition for each child enrolled at KBPS. (Please refer to the tuition discount policy for more information).

*School discount policies are reviewed annually and are subject to change.

Hours and Days

Preschool hours (toddler to PreK 4)

Toddler ½ day	8:30am – 11:30am
Toddler – PreK 4	8:30am – 2:00pm
Kindergarten	8:15am – 2:15pm
First Grade	8:15am – 2:15pm

Medical Forms

A medical examination is required for attendance. Your physician's office will then complete the DH 3040 (medical evaluation) and the DH 680 (Florida certification of immunization). These forms are required to be in your child's file by the first day of school. It is the parent's responsibility to maintain these forms as current and provide updated documents when they have expired. *(Please refer to our Immunization Policy for more details)*

Meals and Snacks

Key Biscayne Presbyterian School provides nutritious lunches and snacks (not breakfast). Snacks and lunch are included in the price of the tuition. KBPS cannot accommodate children with special dietary needs. Monthly menus are posted on our website, sent in the monthly newsletter, and posted outside of each classroom.

Accordingly, if your child is allergic to any of the ingredients in our meals, it is your responsibility to provide an alternative lunch. If you need to provide a substitute lunch for your child due to allergies or a special diet, please ensure that the meal is provided at drop-off. All reheating will be done in a microwave. **No candy, gum or soft drinks will be allowed.** There will be no tuition credit given for lunches or snacks not consumed by a student.

What to Bring Weekly

Every day parents are to send children with a water bottle labeled with their first and last name.

Parents must provide a nap set including a pillow, sheet, and blanket if the child is

in the toddler or two-year old programs. We ask that this set be purchased at the school. All items will be labeled. Parents are expected to take these items home at the end of the week and return them the following week clean. If necessary, staff will wash them at school during the week.

Every child must have a change of clothes with your child's name labeled in permanent marker including shoes, socks, underwear, shorts, and a shirt in a labeled plastic bag for emergency use. Should your child need to change clothes and not have this change of clothing, we will require that you pick up your child.

Any extra items such as jackets or seaters must be labeled with your child's name.

Termination of Enrollment

Key Biscayne Presbyterian School reserves the right to terminate any enrollment. The administration will make every effort to try to work out any problems with the family; however, if the problem persists, the school reserves the right to disenroll the child. No tuition monies will be refunded. *(Please refer to Permanent Withdrawal/Dismissal Policy)*

Curriculum and Instruction

Program of instruction: Preschool

Preschool is designed to prepare a child academically and socially for kindergarten. The KBPS preschool program is based on the Creative Curriculum Objectives for Learning and Development and the Florida Early Learning and Developmental Standards which provide an age-appropriate framework for each age group. KBPS

focuses on experiential learning through teacher-directed and child-directed activities that require individual, small, and large group participation. The school's environment promotes skill and concept development in preparation for elementary school while encouraging problem solving and self-discovery.

Our program focuses on the whole child and provides opportunities for him or her to develop spiritually, socially, emotionally, intellectually, and physically through hands on tasks and a variety of readiness experiences in all areas of learning development. This program, for 18 months old toddlers, two-, three- and four-year-old students, includes Bible study, language development (pre-reading, pre-writing skills), pre-math skills, outdoor classroom, center time (home living, science and discovery, art, library, and manipulatives, etc.), social studies, outdoor play, gardening and additional special classes which augment the curriculum.

In addition to the standards mentioned above, the three-year-old curriculum includes the use of Handwriting Without Tears for pre-writing and writing skills. The combination of these early learning programs is designed to ensure success for today's three-year-old learners through the latest research and interactive learning philosophies.

The four-year-old program also includes a literacy curriculum designed by Superkids publisher Zaner-Bloser entitled "Happily Ever After". The Spanish curriculum followed for PreK 4, Kindergarten and First grades is "Descubre el Español" from Santillana, USA.

The entire school joins in a weekly Chapel where the children participate in singing engaging children's Christian songs and dramatic representations of Bible stories that each class takes turns presenting. The stories are introduced during the week to facilitate learning of the important values and truths taught in these stories.

Program of Instruction Kindergarten and 1st Grade

Our Kindergarten and 1st grade curricula are an academically rigorous and well-rounded combination of subject matters that incorporate cross thematic and multisensory opportunities, and benefit from the best practices identified in various schools of thought.

Every day, students engage in small group multi-sensory games or lessons that require active participation leading up to handwriting extensions, thus solidifying their understanding of concepts within the areas of phonological awareness, encoding, sight reading, mathematical thinking, scientific thinking and more.

The language arts program is based on the Superkids Reading Program published by Zaner-Bloser and fulfills the requirements for the State of Florida Department of Education standards.

Kindergarten and 1st grade math utilizes Singapore Math and includes daily hands-on practice with didactic materials that stimulate analytical reasoning, pre-geometry, an understanding of basic operations, and an introduction to large numbers, reading and conceptualizing time, calculating money and more. Our

curriculum meets the Florida Department of Education standards.

In addition, cross-thematic learning takes place as science, social studies, art, math, and language arts join forces to complete projects which integrate topics throughout various subject matters using a project approach while working, playing, singing, and enjoying the unique learning facility, tools and resources that our school is well known for. Numerous field trips, environmental awareness, and art appreciation throughout the academic year, demonstrate the holistic value for our unique Kindergarten and 1st Grade programs.

Our teachers utilize the curriculum guidelines to build on the natural curiosity of children. Taking advantage of KBPS outdoor classroom and school garden, teachers facilitate opportunities for children to interact, question, connect, problem solve, communicate, reflect and more. Teachers will also choose activities depending on individual child interests and academic skills and goals.

Instructional Language

Although KBPS is not a bilingual school, we serve families from many different countries and children who speak a variety of languages. The instructional language at KBPS is English. With support given in a single language when necessary and or useful. Our goal is to prepare children to continue their education in English and having a strong foundation is a critical component for their success in the future.

Quiet Time

Toddlers and Pre K2 classes have an hour of quiet time scheduled after lunch each day except Wednesdays because of early dismissal. Parents are expected to provide a nap set for the children to use during this quiet time. Nap sets are available for sale in the School Office for \$35. We do not require the children to sleep but those who do not sleep, rest quietly.

General Policies

Arrival Procedure

Adults dropping children off are expected to use the Brightwheel app and QR code provided to sign their children into school. This process serves as an electronic signature. Please contact the office if you need someone added to Brightwheel so that they may drop off and/or pick up your child. This would include nannies, grandparents, etc.

Kindergarten and First Grade curbside drop-off begins at 8:15 AM for at the designated drop-off location.

Toddlers, PK 2, PK 3 and PK 4 are dropped off curbside beginning at 8:30 AM at the designated drop-off locations.

The teachers remain at the drop-off location for 15 minutes at which time they will proceed to the classroom. Anyone arriving once the class has gone to the classroom, must come to the Office and the child will be escorted by a staff member to their class. Punctuality is greatly stressed especially for pre K4, Kindergarten and First Grade students. The start of the day sets the tone for entire day and should be honored as such.

Any preschool student arriving before 8:25 AM must be left in the Early Care Program and the parent will be charged accordingly.

Dismissal Procedure

Dismissal for the toddler half-day class is at 11:30 PM sharp. There is no aftercare for the toddler classes.

Dismissal for the PK 2, PK 3 and PK 4 classes is at 2:00 PM at the designated pickup locations. Children who are not picked up by 2:15 PM. will be placed in the After School Program, and the parents will be charged \$12 per hour or any portion thereof. After School is available only until 4:00 PM. Late charges apply after 4:00 PM

Kindergarten and 1st grade students will be dismissed at 2:15 PM. Children who are not picked up by 2:30 PM will be placed in the After School Program, and their parents will be charged \$12 per hour period After School is available only until 4:00 PM. Late charges apply after 4:00 PM ***(Please refer to the Before and After School Care Policy)***

Please do not use drop-off or pick-up time to discuss any issues with your child's teacher, as it is imperative that the staff be able to focus on the safety of the children. You are welcome to make an appointment with your child's teacher to discuss any issues.

Children are released to the parents, guardians and those authorized on the Alternative Release Authorization Form included in the registration

documentation. ***(Please refer to the Child Release Policy)***

Adults picking up a student must use the Brightwheel app and QR code provided to sign the child out of care. This process serves as an electronic signature. Please contact the office if you need an approved pick-up person added to Brightwheel.

Wednesday Early Dismissal

On Wednesdays, all students will be dismissed at 12:45 PM. Students who are not picked up by 1:00 PM will be taken to aftercare and parents will be charged accordingly.

Early Pick Up

If you need to pick up your child before dismissal time, please come to the School Office, and the office staff will pick up your child from his/her classroom and bring him/her to you in the office. ***(Please refer to the Leaving School Early Policy)***

Please note that a picture ID will be necessary for anyone picking up your child who is not listed on the Alternative Release Authorization Form. Please call the School Office to notify if someone other than a parent or guardian is picking your child up. An ID will still be required.

Attendance

Preschool

Regular attendance is crucial for the child's progress and to encourage responsibility and self-discipline. Excused absences include illness, emergencies, or

death in the family. Doctors' appointments should be scheduled for Saturday's, or after school, if possible. No reductions in tuition will be made for illness, vacations, school holidays, or weather-related absences.

Kindergarten and 1st Grade ONLY

Students who are tardy or absent excessively from their instructional program will fall behind in academic achievement. Excessive school absenteeism often precedes grade failure and loss of interest in school.

Students are to be counted in attendance only if they are present for at least two hours of the day or engage in a school approved educational activity which constitutes a part of the instructional program for the students. If there is a long-term absence excused or unexcused, parents will be expected to plan with their teacher in advance to make up work for that period.

Tardiness Kindergarten and 1st grade ONLY

A student is considered tardy if they are not present by 8:30 AM. Five (5) tardies in a semester will be considered equivalent to one absence.

Types of absences Kindergarten and 1st grade only

Excused Absences

- A. Personal illness of the student: Medical evidence may be required by KBPS for absences exceeding 5 consecutive days. The written statement must include all days the student has

been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a healthcare provider to receive excused absences from school.

- B. Medical appointment: if a student is absent from school due to a medical appointment, a written statement from a healthcare provider indicating the date and time of the appointment must be submitted to the director.
- C. Death in the immediate family.
- D. Other absences with prior approval of the director.
- E. Significant community events with the prior permission of the director.
- F. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- G. Military connected students: KBPS is committed to assisting students from military families and will continue efforts to facilitate their development and implement policies that directly impact the children of military personnel. To ease the burden of our students who have parents that have may be deployed or on block leave, Schools will allow up to a total of five days of excused absences each academic year to allow family time together. The absences are to be pre-approved by the school director. Students shall have a reasonable amount

of time, to complete make up work.

- H. School sponsored event or educational enrichment activity as determined and approved by the director. The student must receive advanced written permission from the director. Examples of special events include public functions, conferences, and regional, state, and national competitions.
- I. Court appearance of the student: Subpoena by law enforcement agency or mandatory court appearance.
- J. Outdoor suspensions.
- K. Other individual student absences beyond the control of the parent or student, as determined and approved by the director, required documentation related to the condition.
- L. Any COVID related absences as per KBPS procedures.

Course Make up - Kindergarten and 1st grade ONLY

If the absences are excused, all educational requirements for the course shall be met before a passing grade or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit makeup work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

Unexcused Absences - Kindergarten and 1st Grade ONLY

Any absence that does not fall into one of the above excused absence categories is to be considered

unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

If a student is absent for 10 days in total during a semester, parents will need to schedule a parent teacher conference before the child can return to school.

Unexcused Absences Include:

Vacations, personal services, local non-school events, sporting activities, older students providing daycare services for siblings and illness of others.

Before/After School Care

Before School Care

Before School Care is provided Monday through Friday from 8:00 AM to 8:30 AM. At 8:30 AM the children will be escorted to their classrooms. A fee of \$12 per child, per day of use, will be assessed and billed at the end of the month.

Aftercare

At dismissal, if a child is going to Aftercare, the child will be signed into aftercare by the teacher. When picked up, children must be signed out by the aftercare teacher. The teacher will record the time of pickup prior to the parent guardian's signature.

Aftercare is provided for students two years old and older, Monday through Friday from 2:15 PM to 4:00 PM.

- A fee of \$12 per hour will be calculated based on the sign out

sheet and billed at the end of the month.

- All students must be picked up by 4:00 PM sharp. *(Please see the **Aftercare Late Pick-Up Policy below**)*
- The school will provide an afternoon snack during Aftercare.
- The children staying for aftercare on a regular basis should have an extra change of clothes, including shoes and socks in the after-school program, (please label all clothing).
- In the event that Before Care and Aftercare charges are delinquent after billing, your child's privilege to attend before and aftercare will be revoked.

Aftercare Late Pick-up

If you pick up your child from aftercare later than 4:00 PM you will be charged an additional late fee of \$12 for each five-minute increment past 4:00 PM per student. The parent or person picking up the child will initial the time out on the aftercare sign-out sheet acknowledging the delay and subsequent charge. This fee will be billed at the end of the month. If a child is consistently picked up late, the privilege of using Aftercare will be revoked.

After School Programs

A variety of vendors offer after school programs for our students. When registering for these programs, parents should understand that the agreement is being made directly with the vendor who will then be responsible for your child during the class. Children are signed out to the after-school vendor class instructor who will then dismiss either

to the parents or other responsible adult. Any child who is not picked up from the vendor class instructor will be signed into the KBPS Aftercare and charged accordingly.

Chapel

This is a special service of worship for students and faculty held weekly. Chapel provides an opportunity to praise our Lord through song, to fellowship together, to become more knowledgeable of His Word through scriptures, dramatizations, and storytelling, and to share prayer requests. Chapel is held on Wednesdays at 9:00 AM. Parents are welcome to join us for this special time but please be sensitive about whether your presence is helpful or a distraction to your child.

Church School Sundays

Parents are always welcome to come to church at any time; however, we would like to invite our KBPS school families to come and worship with the Crossbridge Key Biscayne Church during a few special Sundays during the year. Please refer to the school calendar for these dates. We consider these very meaningful times for the parents, children, staff, and our church community to worship the Lord together. We ask that each family join us in worship on the Sunday when your child's class will be participating in the worship service.

Class Parties and Special Events

Parties and events are announced by teachers, Room Parents and the administration through our Brightwheel,

newsletters, emails and/or flyers. Please transfer all dates to your personal calendar and keep our monthly calendar in a visible place for easy reference, maybe on the refrigerator.

Students' birthdays may be celebrated on campus if you notify the teacher beforehand. If you would like to bring a special treat for your child on his or her birthday, there are strict guidelines that must be followed for the health and safety of all our children. Please confirm with your child's teacher about any dietary restrictions in the class. These celebrations should be kept simple (i.e. cupcakes, fruit and water or juice). They are not meant to be a full-fledged birthday party. Please refrain from bringing balloons to any celebration, as KBPS makes every effort to abide by practices that are environmentally responsible.

Invitations to a student's birthday party may be distributed at school if all students in the class are invited or if all students of a single gender are invited. Otherwise, invitations cannot be distributed at school. Young children are very aware and very sensitive.

Holidays: KBPS respects the right of parents to celebrate the holidays of Halloween, Christmas, and Easter with their families as they wish. However, within the school program, the following scriptural principles serve as our school guidelines:

Halloween- KBPS emphasizes our harvest theme at this time of the year. In general, smiling pumpkins, wheat stalks, happy scarecrows, displays of produce, etc., are acceptable harvest symbols. Witches, monsters, ghosts, gravestones,

vampires, etc., are not permitted. Costumes for Noah's Ark Day on October 31st will be allowed if they conform to the animal theme. No franchise costumes are allowed (i.e. Paw Patrol, Spiderman, etc.) Custom weapons of any kind are prohibited. When in doubt, called the school for guidance or ask your teacher.

Christmas and Easter- KBPS treats these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and the resurrection.

Closed Campus

KBPS operates under a closed campus policy. All visitors must register at the school office and receive and wear a visitor name badge while on campus. Before leaving campus at any time, prior to the normal dismissal time, students must have administrative approval and be signed out in the Office by a parent/guardian. Upon returning all students must be signed back into school.

Communication (Parent, Teacher, School)

Good communication is vital to the operation of the school. To avoid misunderstandings regarding school policies, please contact the office whenever questions arise. **Office hours are 8:00 AM to 3:00 PM, Monday through Friday**, but you may leave a message on our answering machine at any time or reach us through email. Our contact information is as follows:

Phone number: (305) 361-2058

Email: school@kbpc.org

Please note, because we are committed to making an effort regarding sustainable practices, most of our correspondence will be sent to you via email or through our parent communication system (Brightwheel). Please make sure we have your correct email address. Additional information and monthly and yearly calendars will be posted on our website at:

<http://www.kbpschool.org/>

It is the parents' responsibility to keep abreast of important dates

Updating Profile information

The office should be notified immediately regarding any changes in your address or home and work telephone numbers. All pertinent information such as change of physicians, and allergies to a specific medication or food, should also be made available to the school. Up-to-date information may make a difference in the welfare and care of your child if an emergency should occur. In addition, parents may change information on the Brightwheel system whenever necessary, however, we ask that the office be notified of any changes made.

Complaint or Problem Procedure

Occasionally, during the school year, misunderstandings or problems may arise between a teacher and student, a teacher and a parent, a parent and the administration, or any one of several possible areas. Since this is often the result of a miscommunication, and ultimately affects the children, Key Biscayne Presbyterian School's desire is to remedy the situation as soon as possible.

Therefore, the school has established a policy for these situations, and complaints or problems will be handled in the following manner:

- 1. All questions, concerns, problems, or complaints should be brought directly to the teacher first before anyone else becomes involved.*
- 2. If the situation is not resolved at this level through direct contact with a teacher, the parent may request a meeting with the school director.*
- 3. If there is a question, concern, problem, or complaint directly with the administration, please request a meeting with the director.*
- 4. Finally, if the problem is still not resolved, it will then be placed on the agenda of the school board at its next regular meeting and addressed by the board members. Parents will be notified of the school board's final action by letter.*

Conferences

Parent-teacher conferences are scheduled during the school year. These meetings will be scheduled two times per year. These conferences are a very important part of your child's progress. Please make every effort to make yourself available for at least one of these meetings. Parents and teachers may request intermittent conferences when deemed necessary. We ask that conversations and conferences with teachers be scheduled after school is dismissed and that the child not be present unless appropriate.

Developmental Screening

KBPS offers Speech and Occupational Therapy Screenings provided by local practitioners on-site. This service is optional and not included in the tuition.

Your child's first five years of life are very important, and we want to help you provide the best start for your child. Please take advantage of the opportunity to have your child screened. Screenings are an important part of determining if your child is acquiring age-appropriate skills. The skills being assessed are those which are necessary to academic performance as well as those which helps children develop appropriate interactions at home and school.

The screening results may be shared with the teacher and director however the report is considered the property of the parents and will not be shared with any outside school, agency, or practitioner without written consent from the parent, except as required by law.

Referral

If after our initial conference it is determined that the child would benefit from a diagnostic screening or evaluation, a referral may be made to a community practitioner or agency for speech/language, physical, occupational, behavioral, family or mental health therapy.

Referral agencies may include:

Early Steps program- appointments will occur within 45 days of the referral. There is no cost to the family for the child's initial evaluation.

North Dade County Served by:

North Dade 1120 NW 14th St,
room 1216 Miami, Florida 33136
Phone: (305) 243-6660

Fax: (305) 243-3501

South Dade, Monroe served by:

Benchmark Human Services
9100 S. Dadeland Blvd,
Suite 1500

Miami, Florida 33156

Phone: (305) 929-8705

Toll-free: (877) 267-6167

Fax: (305) 600-3713

For children 3-5 years old:

Florida Diagnostic and Learning Resources System (FDLRS) -

Appointments will be scheduled upon the completion of the FDLRS - South/Child Find

6521 SW 62nd Ave
South Miami, FL 33143
(305) 274-3501 - main line
(305) 598-7752 - fax

(Please refer to Special Needs Policy For more information)

Diapers/Toilet Training

Teachers in our toddler and two-year-old classes change diapers as necessary during the day. Parents are expected to maintain a stock of the diapers and wipes they would like their child to use at school.

Children are expected to be toilet trained by the time they enter a 3-year-old class.

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. Toilet training usually begins around two years of age, but each child will begin at a different time and progress at a different rate.

Discipline and Disenrollment Procedures

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproofing, and correcting, all with the goal of students learning to manage their own behavior. When a student is trained, they will become self-disciplined.

As much as possible, the characteristics of our discipline are modeled after God’s values.

- God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- God delights in us. [Proverbs 3:12]
- As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- God expects us to produce fruit in our lives. [Colossians 1:10]
- The fruit of repentance. [2 Corinthians 7:9-11]
- The peaceable fruit of righteousness. [Hebrews 12:12, Galatians 5:22,23]
- God Forgives and forgets. [Hebrews 8:12, Titus 2:14]

It is our desire that the Key Biscayne Presbyterian School be a happy and enjoyable learning experience for your child. Each classroom is treated as a community, a place where children feel safe, help one another, and see themselves as part of a group. To make this possible the students will be taught skills to cooperate, negotiate, and to make and keep friends. They will also be taught to resolve conflicts and problems. These are not easy skills to acquire. It takes time and patience. Rules, as well as clear and consistent limits are set by each teacher.

Testing limits, physical aggression, biting, temper tantrums, and bullying are among the most common challenging behaviors. When faced with any of these or other challenging behaviors, the staff member will respond firmly and positively. Children who expressed these behaviors are often “crying out” for help. It is the responsibility of the teacher to focus on what the child may need. Teachers are instructed to talk with the child, and if necessary, allow the child to sit in a quiet area near a teacher where they can regain self-control.

If more than one child is involved in an act of aggression both children involved in the incident will be given an opportunity to discuss and resolve the problem with each other. Incident/accident reports will be written and given to the parents of all children involved in such behavior. The teacher, parent and director will be asked to sign these reports.

If a child demonstrates aggressive or inappropriate behaviors and has not responded positively to the teacher's

guidance, the parents of that child will be required to meet with the teacher and the director. At that time, a plan will be developed to help the child. This plan may include recommendations to engage in consultation and intervention, if recommended, from an appropriate professional. Parents will be offered more than one provider and will be responsible for arranging services for their child.

If, after all recommended professional intervention has been attempted and it continues to be evident that a student's needs cannot be adequately met, the school reserves the right, in its sole discretion, to disenroll the student for inappropriate behavior after all available measures of intervention have been exhausted.

If a parent chooses not to follow through with professional recommendations, the school reserves the right to discontinue enrollment. If requested by school personnel, parents are required to pick up their child from school when in school disciplinary measures are deemed ineffective. Repairs required due to the intentional destruction of school property or acts of vandalism of any kind by a child will be the financial responsibility of the parents. In the case of disenrollment, no refunds will be made for unattended portions of the month. ***(Please refer to Tuition and Fees Policy and Permanent Withdrawal/Disenrollment Policy For more information)***

We do not use corporal punishment, aggressive language, ridicule or harsh, humiliating, or frightening treatments. Discipline will never be associated with rest, toilet training, or food.

Additionally, KBPS reserves the right to disenroll any student when, in the sole judgment of the school, the conduct of a parent or guardian creates a safety concern or otherwise impairs the educational mission of the school. No refund of tuition will apply in such cases.

Dress Code

Uniforms consist of a white or baby blue polo shirt with a school logo or a Navy blue dress with the school logo (these shirts and dresses are available at Pretty Boutique in Key Biscayne) Navy blue shorts, pants or skirts, and comfortable, close-toed shoes. Shoes should have soft soles, such as sneakers, which provide the best support for your children. Tennis shoes are recommended. No cowboy boots, sandals, thongs, flip flops, Crocs or jellies are not allowed since they are not conducive to running, jumping or climbing during playground time.

Jewelry is not recommended. Earrings, necklaces, and bracelets that do not snag are permitted. KBPS is not responsible for any lost jewelry items that a child may wear to school.

Friday's dress code: we wear a colored KBPS T-shirt on Fridays. These can be purchased in the School Office for \$10. If you choose not to participate, students should wear the regular KBPS uniform.

Please send an extra change of underwear, shorts, shirt, shoes and socks with your child's name labeled with permanent marker, in case they are needed. This change of clothes should be in a labeled zip lock bag and either kept in your child's backpack or a location designated by the teacher. Clothing and personal items are required

to be labeled with the child's first and last name. This includes sweaters and jackets during colder weather. KBPS is not responsible for lost jackets and sweaters.

KBPS will not assume responsibility for damaged clothing or loss of money, jewelry, or other valuables that the students bring to school. No hats are allowed except for outside use or special occasions.

Field Trips

Field trips may be scheduled throughout the year and are an important opportunity for parents to share in their child's educational experience. Parents must accompany their child on those days unless prior arrangements have been made with the teacher and another parent has agreed to take responsibility for your child. KBPS does not provide transportation for field trips. A field trip and parental consent form must be signed and returned to the teacher prior to departing for the field trip. KBPS Staff may not transport or assume responsibility for any KBPS student during a field trip.

Leaving School Early

If for some reason you must pick up your child before the normal dismissal, please advise your child's teacher ahead of time. This will allow the teacher the time needed to gather papers, belongings etc., for your child before he or she is picked up and will be less disruptive to the class. You must come to the school office first to sign your child out. In order not to interrupt the classroom, the office

staff will pick up your child from the classroom and bring him to you.

Lost and Found

All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in the lost and found. As the lost and found becomes full, items will be donated (at least every other month) To a local charity or thrown out if not appropriate for donation. If one of your child's things is missing, please check with the office immediately.

Parent Involvement

KBPS welcomes and encourages parent involvement. Research has shown that children with parents who are active in their child's school life grow to become more successful students.

The KBPS PTA will have various volunteer opportunities during the year including the Room Parent, Book Fair, Green, Teacher Appreciation, and Fundraising Committees among others. In addition to the PTA activities, KBPS also provides opportunities for family involvement such as Family Workday and Trunk or Treat. Teachers may also provide times for Parent Readers which is a special way to share in your child's classroom.

Personal Property

Personal property (e.g. toys) is generally not permitted unless a teacher has made a special request that children bring something from home (i.e. Show and Tell).

No martial arts or war toys of any kind will be allowed at school at any time. This includes toy guns, knives, and swords.

These toys often promote behavior usually involving physical contact and bad language. The toys will be confiscated but may be claimed by the parents from the director's office. The school is not responsible for the loss of personal items.

No live animals or pets other than approved class pets will be allowed on the premises due to potential allergic reactions to children enrolled in school unless written permission is granted by the school administration. This includes family pets on a leash or in a travel bag.

Pictures/Media Policy

Individual student pictures are taken during picture days. Siblings attending KBPS will also be photographed together in a sibling portrait. If your child misses the student picture day, retakes will be scheduled. No retakes will be done for classroom pictures. All portraits are made available for your purchase. You will be notified about the ordering process via email and the school newsletter.

Photographs are often taken of students during the school day at KBPS. Photographs will be shared with parents via a class communication app and KBPS social media (*see Social Media policy*). Photographs may also be used on the KBPS website or promotional materials. Parents who do not want photographs of their child to be shared must indicate so on the waiver page during the online registration process. KBPS cannot be held responsible for photographs posted by parents on their personal social media platforms. We ask that parents who are posting KBPS photos on their personal social media

platforms be respectful of other parents' wishes.

Special Needs Policy

KBPS is a place for every child to learn and grow. We welcome all the children as long as we can serve them appropriately. We are sensitive to children with special needs however, KBPS teachers do not have special education training. In our experience, we know that sometimes, parents themselves may not realize their very young child may be facing challenges.

Close communication with parents is essential in providing quality care, which may require appropriate evaluation as determined necessary by the school staff. If a child has already been evaluated by his/her physician or other developmental specialists, we will work with the parents and other professionals to cooperate with any IEP (Individual Educational Plan), IFSP (Individual Family Support Plan) or any other treatment plan that has been developed, when possible, within available school resources and facilities. Parents are required to submit to the school office their child's most recent IEP/IFSP and/or evaluation reports and keep us updated on the child's progress.

If a child's challenges are identified during their enrollment at KBPS, we ask that parents follow through with recommendations and keep the teacher and office advised of the progress. Early intervention is critical when considering the development of young children. At KBPS we take this responsibility very seriously and will work closely with parents to identify a plan that is most appropriate for the child. If a

parent chooses not to follow through with professional recommendations, the school reserves the right to discontinue enrollment.

The process for identifying and addressing potential developmental challenges will include the following steps:

- 1. Teachers will document behavioral observations for a period of at least 1 month after communication to the parent that such an observation process has been initiated. The observation may include recordings from the classroom cameras (not personal cell phones); completion of the Student Behavioral Observation form; Incident/Accident reports; a portfolio of student work; and on-going documentation notes.*
- 2. A Parent Teacher Conference will be scheduled to discuss the teacher's observations. (Director or Special Services Coordinator may or may not be asked to attend)*
- 3. If indicated, next steps will be identified and agreed upon at the meeting. A list of providers will be given to the parents. (Although parents may use a licensed provider of their choosing as long as that provider complies with KBPS policies regarding background checks and on campus visits if indicated).*
- 4. The teacher will assist in coordinating any on site screenings or observations and will provide any information necessary to complete an*

assessment/evaluation (with parental permission)

- 5. A follow up meeting will be scheduled for no more than 2 weeks after the initial conference.*

If we are not able to meet a child's needs we will give parents reasonable time to find more appropriate placement.

Transportation

Parents are responsible for getting their child to and from school. At no time will a staff member be allowed to take a child home. If the student is to be picked up by someone who is not on the **Alternative Release Authorization Form**, a note or email must be sent prior to the end of the school day to the school office. Please do not contact the teacher directly without also advising the office. A school staff member will ask to see the person's driver's license to obtain accurate identification.

Health and Safety Policies

Child Abuse Reporting Policy

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or another person responsible for the child welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families.

Child Release

No child shall be released to any person(s) other than the person(s) authorized by the parent or guardian

and listed on the **Alternative Release Authorization Form**. A photo ID may be requested from anyone other than parents or guardians who arrive to pick up a child. In the event of a circumstance where no authorized person is available to pick up a child from care, the child's parent or guardian must contact the office and authorize another individual to pick up the child from the facility. The authorized individual must present a photo ID to the employees of the facility before the child is released.

You may not leave a message on the answering machine to authorize another individual to pick up your child. Please send a written authorization via email, Brightwheel or in writing to the teacher when the child is dropped off.

Divorced and Separated Parents

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. The following policies govern enrollment and other issues of children of divorced/separated parents.

Ordinarily, the school will not deny or interfere with either parent's involvement in school related affairs or access to the parent's child or the child's records, unless the school is presented with a court order or comparable legal document restricting such involvement or access. Accordingly, the school will request contact information for both parents and will address communications regarding the student to both parents.

The school cannot resolve custody disputes. It is up to the parent, upon

enrollment, to specify which person(s) are authorized to pick up children from school. This information is normally collected upon enrollment. No non-authorized person may pick up a child from school.

Arguing, fighting, or other disruptive behavior by anyone is not tolerated on campus. Persons not complying with this rule will be asked to leave the campus. Repeated violations may lead to disenrollment or legal action for the safety of children, staff, and visitors.

Concerning field trips that require parental consent, the school may accept consent from either parent or guardian unless a court of competent jurisdiction has issued an order prohibiting or preventing a parent from making such consents for the child. The teachers will be informed of such cases if the child is in their class.

Fire and Safety Drills

Since KBPS is genuinely concerned with the safety and welfare of its students, unannounced monthly evacuation drills are held, as required by law, for the safe and effective evacuation of the school building if the need arises. Great care is taken to explain our procedure to the children. We encourage you to also practice fire safety routines at home with your children.

Signing your child in and out of school is critical to maintaining a safe environment during emergencies - please make sure you sign in and out every day. Students will not be dismissed during a safety drill.

Should an emergency arise, and children have been evacuated or are in

lockdown, students will be released to parents only when given clearance to begin dismissing children by their KB Police Department or KB Fire Department.

Severe Weather Plan

In the event of severe weather, Key Biscayne Presbyterian School will follow the same decisions made by the Miami Dade Public School System as to whether school will be canceled. Stay tuned to weather reports on local television and radio stations. Should the choice be made to dismiss during the school day, parents will be notified by the School Administration by email and/or Brightwheel message.

There will be no refunds because of school closings due to weather nor will the school year be extended. The only exception to this may be Kindergarten or First grade if deemed necessary to meet Florida Department of Education standards. *(Please refer to Refund Policy For more information)*

Parking and Traffic

Your children's safety is of utmost importance. Therefore, we ask that you comply with the following traffic rules:

1. Your child must remain in their car seat, booster, or seatbelt at all times while the car is in motion – they should not be unbuckled until they are ready to be removed from the car.
2. Children in golf carts must be properly secured in a car seat, booster, or seatbelt according to FL State Traffic Laws.
3. The flow of traffic in the parking lot is one way. Please follow the traffic pattern to make arrival and dismissal as safe as possible.
4. Drive slowly while in the parking lot. Little children sometimes dart out in front of cars unexpectedly. 5 mph is advisable.
5. Do not talk or text on cell phones while driving in the parking lot.
6. Never leave children unattended in your car while picking up students.
7. Please do not leave handbags or briefcases unattended in your car for your own security.

Illness Policy

KBPS recognizes the importance of providing and maintaining a school environment that minimizes the risk of the transmission of any illness or communicable disease. It also recognizes the need to ensure that any student or staff member with an illness or communicable disease remains eligible for the benefits of its educational services, as well as the rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student or staff member who has an illness or communicable disease.

Illness Policy Rules:

1. Be sure your child is feeling well before bringing him/her to school, please be considerate of the other children and staff.

2. A child must **not** be brought to school when he or she has any of the following:

A. Any type of infectious illness such as a communicable disease, infections of the eyes or skin, head lice or lice nits, etc.

B. Mucus coming from the nose or throat, regardless of whether it is allergy related or an infection. A child showing allergy symptoms will be sent home unless there is a physician's note on file which specifically states that the child suffers from allergies and is not contagious.

C. A temperature elevation of greater than 100 degrees in the previous 24 hours.

D. Episodes of vomiting or diarrhea within 24 hours of coming to school.

E. **IMPORTANT: a child will not be admitted into class until 24 hours after one of the following: sore throat, temperature, diarrhea, or vomiting.**

3. In the event that a child becomes sick during the day the child needs to be picked up. A sick child cannot stay in school or be placed in aftercare.

4. In the event of a contagious illness (*see Communicable Disease Control*), the parent must notify the school and not allow the child to return until the illness has passed. A written, signed release

from the doctor stating, "the child may return to school and is free of contagion", is required and must be brought to the school office or email to school@kbpc.org. KBPS will give a written notice of any contagious disease within the school as necessary according to the DCF and Florida Department of Health.

5. In cases of surgery, fracture or prolonged illness, a written note from the doctor must be presented to the school office regarding any limitation of activities or special considerations.

6. In case of illness or accident during school hours, the child will be taken to the school office and the parents or guardians will be notified. In the event the parents or the designated guardian cannot be reached by phone, the parents, according to prior written consent, give KBPS permission to call if determined necessary.

Communicable Disease Control

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at the school, the child, will be placed in isolation picked up or taken to the hospital if necessary. Such a person may not return without medical authorization. With a child, a communicable disease may include any of the following symptoms:

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound.

- Difficult or rapid breathing.
- Severe pain or discomfort.
- Visibly enlarged lymph nodes or stiff neck.
- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Temperature of 100 degrees Fahrenheit or higher. A child must be fever free (without being given fever-reducing medication) for at least 24 hours prior to coming to school.
- Red eyes with discharge.
- Episode of acute vomiting (a child must be free of vomiting for 24 hours and have eaten at least two solid meals before returning to school).
- Sore throat or severe coughing.
- Infected and untreated skin patches.
- Exposed, open skin lesions that are weeping or bleeding.
- Unusually dark urine, blood in the urine and/or Gray or white stool.
- Yellowish skin or eyes.
- Any other unusual sign or symptom of illness.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the school without a physician's note stating the child presents no risk to himself/herself or others:

Respiratory illness (including influenza)
Gastrointestinal illness
Contact illness
COVID-19
*Chicken Pox**
*Giardia Lamblia**

Impetigo
German Measles
*Hepatitis A**
*Hemophilus Influenza**
*Salmonella**
Scabies
*Measles**
*Shigella**
*Meningococcal**
*Mumps**
Strep Throat
*Tuberculosis**
*Whooping Cough**

* Diseases that the school is required to report to the health department.

KBPS will work cooperatively with local, county, and state agencies, as appropriate, to enforce and adhere to help codes for the prevention, control, and containment of communicable diseases in the school.

Please note in all emergencies, the school is required to take reasonable measures as are, in the judgment of the director or staff, necessary to the welfare and safety of the children. For this reason, it is critical that the school office be notified immediately if there are any changes to your child's medical information.

Refunds are not given for children who cannot attend school due to illness.

Prescription (including EpiPen) and Non-Prescription Drugs

No medication (prescription or over-the-counter) may be administered by any member of the school staff at any time.

The only exception to this policy will be an EpiPen that has been prescribed for a child by a physician. If a child has an

allergy that requires an EpiPen in case of a severe reaction, it is the responsibility of the parent to provide one to the school office. The EpiPen must include the student's name, allergy and the prescription. If the situation requires an EpiPen to be utilized, 911 will be called after administering the appropriate dose.

In case a child has a severe allergic reaction and there is not an EpiPen prescribed for that child on campus, the staff may not use another child's EpiPen or an expired EpiPen. 911 will be called immediately.

First Aid/Emergencies

First aid for minor injuries will be administered at school. In case of more serious accidents or sudden illness, the parent will be notified. It is essential that the emergency call number is current and updated in the office. We would encourage every parent to have at least two emergency numbers available.

In the case of an extreme emergency, 911 will be called as per the Department of Children and Families regulation. Parents will be contacted immediately.

The school office CANNOT:

1. Treat old wounds, cut, remove splinters, etc.
2. Treat skin diseases (itch, impetigo, poison oak, etc.).
3. Treat pink eye.
4. Administer any remedy or medication.
5. Diagnose illness.

Incident/accident report

Safety is a top priority at the Key Biscayne Presbyterian school yet there are times when a child will have an accident or there will be an incident between children. If the accident/incident requires "more than a hug and a kiss", our teachers will complete an **Incident/Accident Report** detailing what happened and the nature of the injuries. If any first aid was administered, the treatment will be described. The Incident/Accident will be completed by the faculty member witnessing the incident or accident. The report will then be given to the Director or Office Manager to sign. A copy of the report will be provided to the parent for the parent's signature. A copy will be provided to the parent and a copy placed in the child's file. If two children are involved in an incident/accident, parents will not be provided with the name of the other child in order to maintain every child's privacy. All incidents between children will be handled in a professional and appropriate way.

Immunization

KBPS is required by Florida law to obtain a copy of your child's current childhood vaccine records (Florida health form DH 680), in order to assure that all students enrolled have proof of immunization against diphtheria, measles, mumps, poliomyelitis, rubella and tetanus. This form is obtained from your child's pediatrician.

The Florida Health Form (DH 3040) is obtained from your child's pediatrician or your health care agency. State law requires that no student will attend the first day of class without an original well

baby checkup (DH 3040) and a record of vaccines (DH 680). These forms must be on file by the first day of school. In addition, if vaccine and health forms have expired, your child will not be able to return to school until all vaccines and health forms are up to date and an updated copy of the DH 3040 and DH 680 have been provided to the office. If you have requested an exemption from immunizations, please bring a copy of the exemption form to the office.

Lice Policy

Key Biscayne Presbyterian School has adopted a "no NIT (eggs) policy" which focuses on quick and thorough treatment of identified cases by giving proper information to the family. A "no NIT policy" ensures there are no lice nor nits in the child's hair at any time.

Two staff members, who are thoroughly trained to minimize misidentification, will be assigned to check any child suspected of having lice. A child with live lice will be separated and parents will be called to pick up the child immediately. Parent notification and educational materials will be sent home. There are no refunds for dismissals for health reasons.

The rest of the school will be checked for head lice as indicated and notification will be sent home to all the parents in the child's classroom. The child must be treated and found to be free of lice and nits (eggs) before they can return to school. The administration adopted a "once treated and head clean then back to school" approach that has proven to be effective and minimizes loss of educational opportunities. Upon returning to school, the child will be

checked for live lice and nits before the child will be allowed to attend class.

The administration reserves the right to call for a schoolwide screening for lice. Notices of the screening will be sent home with children in advance of the scheduled screening date. KBPS recommends that parents prescreen their children and treat if an infestation is found.

KBPS will dispense informational and educational materials to parents and children on lice and nits.

The facility will be treated against infestation if found to be necessary.

Financial Policies

Tuition Payment Plans

Tuition payments are paid by the 1st of every month unless paying the entire year in full.

Tuition may be paid by ACH, check or credit/debit card.

Full payment option - tuition for the months of September through May is due August 1st.

Monthly payment plan - tuition payments may be paid in monthly installments. September tuition is due on August 1st and the balance is paid by the 1st of every month from October - May.

Monthly tuition is paid in full to ensure a place in class regardless of illness or vacation travel. If a student is withdrawn or disenrolled for any reason once classes have begun, the parents or guardians are responsible to pay the current month's tuition. There is no prorated refund for an unattended

portion of a partially attended school month, including emergency closures.

Late and Denied Payments

A late fee of \$75 per child will be charged if the payment is rejected, pending or not paid by the 7th of the month. For each additional day that a payment is late, a \$10 daily fee will be assessed. No exceptions will be made.

A \$35 fee will be assessed for all returned checks.

If your tuition balance is not paid by the 15th day, your child will not be able to attend school until payment is made in full.

End of the year progress report will not be released to parents whose accounts are not paid in full. Parents will not be allowed to re-register their children until the debt is paid or a satisfactory arrangement is made with the school. If for any reason, you are unable to make your tuition payment, please contact the school office.

Tuition Discounts

Sibling discount: A discount of 5% of the full tuition will be applied for each additional younger child.

Active church members: A 5% discount on tuition will be applied for parents who are active members of Crossbridge Key Biscayne as verified by the Crossbridge administration. An active church member is defined as a parent who:

- Participates in a new members class and agrees to become a formal CBKB member.
- regularly attends worship services, and

- actively serves the Lord in a specific church related ministry: children's ministry, worship ministry, missions, Habitat for Humanity, etc. you will have an opportunity to sign up during the new member's class.

All school discount policies are reviewed annually and are subject to change.

Other Fees

Before and after care fees will be charged as applicable. If you pick up your child from aftercare later than 4:00 PM you will be charged per student an additional late fee of \$12 for each five-minute increments past 4:00 PM.

If your child creates damage to either our building or its content, exceeding \$25, you will be notified and subsequently billed for the repairs.

If you or your child borrows a book from any KBPS library and fails to return it by the designated time you will be asked to purchase a replacement copy or will be billed for the cost of the book, plus a \$20 lost book fee.

Registration Requirements

1. The child must be the age of the class he or she is entering by September 1st.
2. Health records, including health forms (DH 680 and DH 3040), must be presented before the start of school. Students without valid health and vaccine forms will not be able to attend class. All vaccine and health forms must be kept up to date in order for your

child to remain in school (*please refer to Immunization Policy for more information*).

3. Parents are required, according to law, to read & the following:
 - A. "Know your child's daycare center" (DCF brochure)
 - B. "When life happens... don't be a distracted adult" (DCF brochure) - signature required twice per year.
 - C. "The flu" a guide for parents (DCF brochure).
 - D. Discipline policy.
 - E. Parent handbook.
4. In addition, parents are required to sign any and all field trip permission slips and all waivers and acknowledgments found in the enrollment documentation.
5. The registration, new student fee, supply and PTA membership fees must be paid to reserve a space for your child. These fees are non-refundable and non-transferable
6. By August 1st prior to school starting, families are required to pay September tuition if not opting for the full payment option.
7. If the child will not start in August for any reason or they need to leave the school in the middle of the year and the parent would like for KBPS to hold a spot for their child, regular monthly tuition will be charged to hold the spot.
8. Your child must be potty trained in order to enter PK3, PK4, Kindergarten and First Grade.

Permanent Withdrawal/Disenrollment

If you are planning to withdraw your child, it is the responsibility of the parents, not the teachers, to notify the office in writing thirty (30) days in advance. Parents of students who are withdrawn once classes have begun are responsible to pay the full tuition for that month no matter at what time of the month the child is withdrawn.

Note: in all cases of withdrawn students, it is the responsibility of the parents to pay the tuition payment through the month of the withdrawal date.

KBPS reserves the right to disenroll any child or recommend alternate placement, if, after entering, the child appears unready to participate in experiences for that age group. KBPS will make every reasonable effort to work with families to provide intervention that may help the child prior to recommending alternative placements. *(Please refer to the Developmental Screening Policy for more information)*

After prayerful consideration, a student may be disenrolled from Key Biscayne Presbyterian School when he or she is found to be out of harmony with the regulations and policies of the school.

Refunds

In the event that a child is withdrawn or otherwise ceases attendance, regardless of cause, there are no prorated refunds for the unattended portion of partially attended school months.

No tuition refunds, allowances, or make up dates will be granted for any absence, including emergency closures, illness or vacation. You may not substitute any days for days that your

child is absent or when the school is closed for holidays, vacation or severe weather. This policy will apply to extended care programs as well. *(Please refer to our Attendance Policy for more information)*

Full Tuition Refund

In general, tuition and fees, are not refundable. In the case where a parent has pre-paid full tuition for the full year and must disenroll the child from the school for any reason, a partial tuition refund may be made only for the non-attended school months, less any registration fees and a penalty equivalent to the full amount (nine months) of the discount. In 2022/2023 the early withdrawal penalty will be \$580.

No prorated refund is made for partially unattended months.

Nonrefundable Fees

A **Registration Fee** is required yearly to accompany completed enrollment forms. This fee is non-refundable.

A **New Student Fee** is required for all new students. This is a one-time fee per student. This fee is non-refundable.

A **supply fee** is required for all students. This fee is non-refundable.

The **PTA donation** is non-refundable.

All late fees, return checks fees and payment processing fees are non-refundable.

Appendix A

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior to the guidelines listed.

Fever Free: Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.

Uncontrolled Diarrhea: Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the

Formatted: Font: (Default) Times New Roman, 16 pt, Font color: Black

Formatted: Font: (Default) Times New Roman, 10 pt, Font color: Black

Formatted: Font: (Default) Times New Roman, 18 pt, Font color: Black

Formatted: Font: (Default) Century Gothic, Font color: Black

Formatted: Font: (Default) Century Gothic, Font color: Black

Formatted: Font: (Default) Century Gothic, Font color: Black

Formatted: Font: (Default) Century Gothic, Font color: Black

child to continue coming to school at that time (if it is determined this is the cause of the diarrhea).

Formatted: Font: (Default) Century Gothic, Font color: Black

Conjunctivitis (Pink Eye): 24 hours after documented treatment for conjunctivitis has begun.

Mouth Sores: Must have a doctor's note stating that the child is non-infectious.

Rash: With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

Infestations (e.g. head lice): Cannot return until 24 hours after appropriate treatment has begun and has to be checked by school staff before re-entering.

Formatted: Font: (Default) Century Gothic, Font color: Black

COVID-19: Child needs to be symptom-free and feverless without medication. Please review the current COVID procedures for more details.

Formatted: Font: (Default) Century Gothic, Font color: Black

Tuberculosis: Must have a doctor's note stating that the child is non-infectious.

Impetigo: Cannot return until 48 hours after treatment has begun.

Strep Throat: 24 hours after documented treatment has been initiated.

Varicella (Chicken Pox): Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

Shingles: Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

Whooping Cough: Cannot return until 5 days of appropriate treatment has been started.

Mumps: Cannot return until 9 days after onset of swelling of glands near the ear.

Hepatitis A: Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.

Formatted: Justified, Indent: Left: 0", First line: 0", Right: 0.07", Space After: 5.55 pt, Line spacing: Multiple 1.05 li

Measles: Cannot return until 6 days after the rash appears.

Rubella: Cannot return until 6 days after the rash appears.

Ringworm: Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

Formatted: Font: (Default) Times New Roman, 10 pt, Font color: Black

Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black

▲
▲