

The Kids' Place Christian Learning Center

A Ministry of Indian River City United Methodist Church



1355 Cheney Hwy
Titusville, FL 32780
321-267-7308

**"Train a child in the way he should go, and when he is old, he will
not turn from it."
~ Proverbs 22:6**

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Program Telephone Extensions

Executive Director	Extension 5
The Toddler Inn; License # C18BR0142	Extension 2
Preschool; License # C18BR0142	Extension 3
Before & After School Care; License # C18BR0142	Extension 4
Elementary Summer Camp; License # C18BR0142	Extension 4

Statement of Faith

- 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.
- 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.
- 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.
- 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 Parents:

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 a ministry of Indian River City United Methodist Church. Please take a few moments to familiarize yourself with our policies. We look forward to working with you.

The Kids' Place Vision

The Kids' Place vision is to be the Christian educational facility of choice in North Brevard County and to consistently pursue and achieve excellence for every child spiritually, academically, physically, and socially. 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.

The Kids' Place Mission

'Bringing families together through Christ-centered learning'

The Kids' Place 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 many opportunities for families to participate in the classroom or program.

The Kids' Place Password Policy

In an effort to ensure the safety of your children who have been entrusted to us, The Kids' Place requires that all families provide a unique password that will be used for child pickup. This password will be on the Student and Family Information Sheet and kept in a secure location in the classroom. If a teacher does not recognize a person picking up your child they will require the correct password be given before releasing your child to that person.

Curriculum (Toddler Inn & Preschool)

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. Our curriculum is 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 Becky Bailey's Conscience Discipline which focuses on positive reinforcement and re-direction.

Attendance Policy

Regular attendance is a requirement for all children attending The Kids' Place. Attending regularly, arriving and dismissing promptly provides a sense of security and well-being for each child and is conducive to proper development.

Voluntary Pre-K (VPK) and ELC Attendance Policy

Regular attendance is mandatory while participating in the VPK and ELC programs. Attendance is recorded daily and submitted as required by the State. Failure to attend regularly may result in dismissal from The Kids' Place and termination of your VPK or ELC benefits. VPK students are mandated to attend 540 hours per school year. VPK contract allots for 2 absences per month, also students must attend first and last day of program.

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.

Conferences

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

Fundraising

We are a non-profit organization; therefore we depend on fundraisers to provide needed funds for extra items purchased throughout the year. We rely heavily on parent participation and support. Parents receiving financial assistance from TKP are required to volunteer for fundraising events.

Health and Safety

No child may attend The Kids' Place who has a fever or exhibits any 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 soars

Children that exhibit these symptoms after they are dropped off will be taken to the Program Director's office until a parent can pick them up. Once reached, the parent has 1 hour to have the child picked up. 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 free from all symptoms 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 to return stating that 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 or more after medication has begun
3. Conjunctivitis (pink eye) – 24 hours or more after medication has begun
4. Lice – follow medical treatment - Head must be free from all lice and eggs (100% nit free). The Director must check and approve the return of each child. Three consecutive months could jeopardize enrollment at The Kids' Place.
5. Hepatitis – Doctor's statement required
6. Strep throat – 24 hours after medication has begun
7. Pertussis (whooping cough) – 5 days after antibiotic treatments is started
8. Mumps – 9 days after onset of gland swelling
9. Hand, foot, mouth disease- 24 hours after symptom free.

Medication

A medication form must be completed for any child needing medication. Anything required in 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 has a need to receive any 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 designee. Morning and evening doses are the responsibility of the parent.

The Kids' Place will administer sunscreen, mosquito repellent, calamine lotion or Benadryl gel for bug bites if provided by the parent.

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 go outside daily and we use the gym for our 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 all field trips.

Preschool and Toddler Inn A complete change of clothes, labeled in a zip lock bag will be necessary for each child in case of an accident.

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.

Lunches

Children in all of our programs need to provide their own lunches. Children need a nutritious lunch. Please limit drinks to juice, milk or water (**no sodas**). All lunches should be packed in a labeled lunch box or paper sack. We do not refrigerate or heat up lunches. No glass containers are permitted. Field Trip lunches should be in paper bag and fully disposable.

Toddler Inn & Preschool 3's parents are to avoid the following foods due to choking hazards: grapes (unless cut in half), nuts, popcorn, hot dogs (unless cut long ways and sliced in small bite sized pieces), hard carrots, or any other food that may be a choking hazard.

Snacks

We provide snacks in the school age program and summer camp only. Afternoon snacks during the school year and am and pm snacks during summer camp. All preschool and Toddler Inn parents must provide daily snacks for children.

Birthdays

Birthdays are special and may be celebrated during the regular snack time. Speak to your child's teacher about scheduling a birthday celebration (no gifts or party favors please). Summer birthdays may be scheduled at anytime during the year.

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 will always strive to be positive role models for the children. The health and safety of all of our children is a top priority. A child who displays an unacceptable behavior that affects the well being of another child will be removed from the classroom and taken to the Program Director's office. At this time, a parent/teacher conference and/or a conference with parents, teachers and the Director may occur. If necessary, the Executive Director may become involved.

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 termination from The Kids' Place.

For Elementary and School Age 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 Kids' Place property, the parent will be held liable to pay for any damages incurred

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

Tuition

Please refer to the current tuition schedule available on website.

For all students enrolled in the Toddle Inn, the Preschool Extended Care programs, Before & After School-Age Care, the Elementary Summer Camp, or School-Age Summer Camp tuition is due Monday of each week. A full weeks' tuition is due each week. Reductions in tuition will not be made for absences, illnesses, vacation or holidays.

The Kids' Place collects all tuition payments through Tuition Express. This is an auto draft program which allows payments to be collected electronically weekly or monthly depending on the program your child participates in. All parents will complete the tuition express enrollment form with their registration packet and all payments will be processed on Mondays weekly. Services provided depend on consistent weekly payments. All annual registration fees, tuition and fees will be collected through our tuition express process. Parents may sign up for online access to view accounts and track payments that have been processed. See program directors for more information.

Preschool Only – Tuition is due the first of each month for the Preschool only programs. We will follow the Brevard County school calendar closing.

School-Age Care – There will be an extra charge for Full Day care, field trips and early school dismissals due to holidays or In-service days throughout the school year.

Fees

A tuition and registration fee schedule is available from The Kids' Place Program Directors and on our website. A non-refundable registration fee is required at the time of enrollment.

In instances where a child does not have lunch and we provide one, there will be a fee to the parent. If a child runs out of diapers and the parent does not replenish, we will charge a fee to supply a diaper.

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

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

Discounts

The Toddle Inn, Pre-School & School-Age Care students will receive a reduction in tuition for two or more children. Discounts apply to full-time students only.

Discounts do not apply for children in the VPK programs. Discounts do not apply during our Preschool Summer Fun, Elementary Summer Camp Program, or Spring and Christmas Breaks.

The Kids' Place accepts Early Learning Coalition (ELC) contracts. We reserve the right of an upcharge from the parent portion provided by the coalition to help cover expenses. These charges will be agreed upon during the registration process and a tuition agreement will be provided and signed.

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 a child from the program for financial, behavioral, or other issues that cannot, or are not, resolvable.

Vacation Policy

School Year

Children enrolled full time in Toddle Inn, The Preschool Extended Care Program and the School-Age Care Program will be allotted one week vacation to be used at any time during the school year in addition to the week we are closed for Christmas break.

Summer Camp

Full time Preschool and Elementary Summer Camp students will receive one week of vacation to be used during the Summer Program only. An additional 2nd week of vacation is available for one-half week's tuition. When you sign up for our summer camp programs you are committing to complete the entire summer and will be billed accordingly.

Severe Conditions Closings

In case of severe weather conditions or in case of any type of national or local disaster, we will follow the Brevard County School System regarding openings and closings announced on your local TV or radio stations.

If during the day there is a severe weather/disaster announcement and there are any school closings, 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, fire and any national or local disaster.

The Kids' Place will re-open when the Brevard County School system re-opens. If it is possible for us to open earlier, we will contact our families.

Campus Safety

In an effort to keep everyone on our campus safe, we ask that you do the following:

- Lock Car and remove valuables.
- Never leave your car running when picking up or dropping off a child.
- In the case of an emergency or if our 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.

Holiday & Other Closings

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and day after.

Christmas Eve thru New Year's Day

TKP will close for the last 2 days of summer programs before the new school year begins. This allows for staff training and time to transition our programs and prepare for the new school year.

Holiday closings are subject to change.

The Toddle Inn

We offer care for children from 1 to 3 years of age. These children are lovingly nurtured in a warm, homelike atmosphere. Your child's day will be filled with small group activities and lots of individual attention. The curriculum consists of age appropriate activities and physical exercise. The Toddle Inn hours are 6:30a.m. to 6:00p.m.

Morning Preschool

3 Year Old Morning Preschool

This program is offered on Tuesdays and Thursdays from 8:30 a.m. – 12:00 p.m.

4 Year Old Voluntary Pre-K (VPK) Morning Preschool

This program is offered on Monday, Wednesday, and Friday from 8:30 a.m. to 1:30 p.m. and Monday through Friday 9:00-12:00 if available.

Preschool with Extended Care

3 Year Old Extended Care Preschool

This program is offered Monday through Friday from 6:30 a.m. to 6:00 p.m.

4 Year Old Voluntary Pre-K (VPK) Extended Care Preschool

This program is offered Monday through Friday from 6:30 a.m. to 6:00 p.m. VPK instructional hours are 9:00 a.m. – 12:00 p.m. daily

Ages for preschool are as follows:

Preschool TU and TH	3 yrs. by September 1 st
Preschool M, W, F	4 yrs. by September 1 st
Extended Preschool M-F	3 & 4 yrs. by September 1 st
Summer Camp M-F	3 & 4 yrs. by September 1 st

(Our Summer Camp is also for 5 year olds who have not been in Kindergarten.)

We also offer lunch bunch groups as posted by teachers.

School-Age Care (K – 6th grade)

The School-Age Care is open Monday through Friday from 6:30 a.m. to 6:00 p.m. We are also open on most school holidays including spring break. The Kids' Place provides bus service to Imperial Estates Elementary, Apollo Elementary, Sculptor Charter Elementary, St. Teresa's Catholic School, Park Avenue Christian Academy, and Coquina Elementary School.

Elementary and School-Age Summer Camp

This program offers children in Kindergarten through 6th grade a fun-filled summer. We offer a wide variety of field trips and activities. Our Summer Recreation program also participates in the IRCUMC Vacation Bible School and Summer Blast programs.

Arrival and Dismissal

(The Kids' Place hours are 6:30 a.m. to 6:00 p.m.)

Prompt arrival is very important. Many activities that determine your child's day are explained to the children first thing in the morning. Additionally, a strict bus schedule is followed for field trips. If your child does not arrive on time they may miss the bus for a field trip. In this case you would be responsible for alternate care for the day.

Please remember that your child depends on you to be there at pick-up time and may feel insecure and displaced when you are late. If you are running later than expected, please call the office so that we may reassure your child and relieve them of any fears.

The Kids' Place closes promptly at 6:00 p.m. A late fee will be charged if a child is picked up late. Late fees are \$10.00 per child for every five minutes or part of five minutes past dismissal. This policy will be strictly enforced.

Children will be released only to persons previously authorized in writing. This is for your child's safety. We require a copy of your Child Custody Agreement if one of the parents is not authorized to pick up the child. No child will be released to a parent/guardian appearing to be under the influence or intoxicated.

School-Age Care School Pick-up

A strict bus schedule is followed on school days and for field trips during school holidays. If your child does not arrive on time they may miss the bus to school or for a field trip. Your child must arrive a minimum of 15-min. prior to departure of the bus for school days and by designated time for field trips.

If for any reason you need to change the pick up of your child from school, you must call the Before & After School Care office at 267-7308, ext. 4 to inform us of the change. This is very important, as we are very careful to assure every child from the Kids' Place is on our bus before we leave the school. *There will be a charge of \$10.00 added to your account if you do not inform us of any pick-up changes.*

The Kids' Place is a Ministry of Indian River City United Methodist Church.
If you are looking for a church home, we would love to have you come check us out.



321-267-7922
www.ircumc.com