PARENT HANDBOOK

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PARENTAL HANDBOOK OF SCHOOL CONDUCT, POLICIES AND PROCEDURES

This document describes our school policies and operating procedures as they relate to both parent and student at Royal Kidz Pre & Primary School.

The Parent Handbook is available to all parents at all times on our school website. Each parent is given a personal copy of the Parent Handbook at enrollment. You will also be required to sign a form stating that all policies and procedures detailed within this handbook have been to, read, are understood and where required, duly and completely explained before your child's enrollment. Parents will be kept informed through multiple modes of communication, any changes to the policies detailed within this handbook.

AMENDMENT CLAUSE

The contents of this Parent Handbook and the implementations found herein are reviewed annually by the school's Director and are subject to change at any time.

THE ROYAL WAY

MISSION STATEMENT

The mission of Royal Kidz Pre & Primary is to provide quality child care while also creating a supportive learning environment in which all members of our Royal Family inclusive of its children, parents, and staff feel accepted, nurtured and achieving. Royal Kidz Staff aim to model the center's core values of respect, honesty, responsibility, care and faith to develop our most important resource "our children".

OUR PHILOSOPHY

Royal Kidz Pre & Primary is a non-denominational school. We harness basic premium educational skills, to adequately prepare our children for their formal education. Our Philosophical views are integrated within our charter which provides that as a team, we aim:

Additionally Royal Kidz aims promote the intellectual, physical, social, emotional, and spiritual growth of our students by:

1. Providing a school with a planned curriculum and engaging environment, where learning is fun and takes place in a safe and welcoming atmosphere.
2. Encouraging each child in self-discovery, furthering their understanding of his/her value to the family and his or her community.
3. Preparing each child for further education by allowing the each child to develop at his/her own pace through sensory experiences and the exploration of creative activities.

OUR PROMISE

We promise:

- To honor your role as the parent and to partner with you in the care and development your child/ren;
- To give you a sense of confidence and reassurance that your child is in optimum care with us;
- To foster your confidence that we value your child as a unique individual and that he/she will be nurtured, protected and respected at all times;
- To gain your trust in our commitment as dedicated educators here ta Royal Kidz in care for your child;
- To ensure you as parents are able to witness your child's development of a love for learning and a rich imagination;
- To ensure that as a parent you are equally able to witness your child's development of strong bonds with our teachers and other children;
- To extend every opportunity for you to share in the joy of your child's experiences within our center through regular communication;

- To ensure you feel a spirit involvement and that you are an important part of our family here at Royal Kidz.
- To meet your expectation that we will listen carefully and respond quickly to any questions or concerns your children may have;
- To guarantee you our privilege to be in service to the families who have chosen to enroll their children here at Royal Kidz Pre & Primary School

Thank you for this grand opportunity.

ROYAL KIDZ BUILDING HISTORY

Royal Kidz was built in 2009. The institution branched from Master Minds Academy; which was located on Carmichael Road from 2002 to 2009 and directed by Demetria Sherman. In 2010 the name was changed to Royal Kidz. The building was designed to serve young children and continues to be used for that purpose.

NON-DISCRIMINATORY POLICY

Royal Kidz accepts students of all race, color, and nationality without discrimination in administration of its educational or admission policies, scholarship programs or any other school administered programs.

AGES OF CHILDREN ACCEPTED

Royal Kidz adheres to the licensing regulation by which a limited number of children are accepted from the age of 5 months through 6 years.

CHILDREN WITH SPECIAL NEEDS

Royal Kidz accepts children with special needs (in very mild cases). Any child/children with special needs are accessed by the School Director before admission to the school to ensure that the child can function to an acceptable standard within our mold and under our specific tutelage as our curriculum requires a significant degree of independence and self-reliance.

ROYAL KIDZ DOORS

To ensure the safety of our students:

- Royal Kidz front door is locked at all times
- Royal Kidz side doors are locked at all times. .

Parents are asked to refrain from entering classrooms after 9:00am as school officially begins at this time.

PICK-UP AND DROP-OFF PROCEDURE.

Listed below is the sequence which parents should follow when picking up & dropping off your child:

- When dropping off and picking up
- Parents are asked to park within the parking spaces provided
- We ask that parents do not block driveways.
- Parents are asked to buzz the door once to avoid internal disruption.
- Parents/guardians (must be 18 +) are asked to sign the daily sign in sheet.
- Parents are asked not to leave children in the parking lots to enter the school premises alone. This is extremely dangerous and also breaches our request for signature daily.
- Parents must accompany their child inside the school yard and to the front door.
- Please ensure that your child is awake at arrival.
- If the parking lot is full upon arrival, please do not block in other vehicles.
- Please avoid leaving anything of value within your vehicles.
- Also, ensure your vehicle is off before entering the premises.

SIGN IN & SIGN OUT PROCEDURE

Parents are asked to sign their kids in and out daily. Your signature and time of arrival or departure are mandatory. Our digital sign-in tablet is located within in the receptionist areas of each campus. Any changes in

your child's schedule or his or her assigned pick up person, please advise the child's teacher or administration of those changes.
PARENTS PLEASE NOTE THAT THE MINISTRY OF EDUCATION REQUIRES THAT STUDENTS ARE SIGNED IN AND OUT DAILY.

TARDINESS

Tardiness is not an acceptable practice at Royal Kidz. Our Doors open at 7:00 a.m.
Children are expected to be in their classrooms and seated by no later than 8:45 a.m. daily. If for any reason your child arrives after 8:45 please allow them to proceed to their classroom alone as classes would have begun.

Tardiness is monitored as it is a systemic contribution to personal growth and development. Teachers are not happy with the consistent disruption of their morning lessons and we therefore ask that children are seated before 9:00am at the absolute latest. Children who are repeatedly late may not be granted a seat the following year in our aim to solely dispense respectful and law abiding students / citizens into our community which begins now.

LATE ARRIVAL AND LATE PICK UP

Circle time begins at 9:00a.m sharp daily. We ask that students arrive by 8:45a.m to all them a smooth transition into the day. Parents are not allowed in any classroom after 9am for any reason. Parents are not allowed to speak with teachers during class time. Parents who wish to have a moment with their child's teacher may do so by making an appointment.

A late fee of $1.00 per minute, per child is incurred for children collected after 6:00p.m., which should be paid to the staff member assigned to aftercare for the day in question. If the late fee is not paid within 3 days post the date of infraction, the child will not be permitted to return to school until the fee is paid.

DRESS CODE FOR VISITORS ON SCHOOL PREMISES

Parents/Visitors are not to escort children to and from school while wearing pajamas, sleeveless shirts nor half cut shorts. While this may seem to be a minor point, it is important for us to set a good example for our children and to teach them at a tender age appropriate and acceptable attire. Women will not be allowed to enter the premises without proper undergarments. Half cut shorts, mini dresses/skirts or see through clothing will not be allowed on school premises. Men are not allowed to wear sleeveless shirts, hats or shades for security purposes.

AUTHORIZED RELEASE OF CHILDREN TO NON –PARENTS

Parents are required to list all approved persons permitted to collect their child on the Student Application. Children will only be released to persons for whom the school has written authorization provide by way of the Student Application. Exceptions will be made regarding a change in authorized pick up personnel only upon notice via email, a signed letter or by completing a new application.

The individual collecting the child should they not be known to the faculty of Royal Kidz Pre & Primary School, must produce a valid Government Issued Photo Id before the student/s is released to them. We will make NO exceptions regarding a child for whom a court order or restraining order has been issued. A copy of the restraining order against a parent or another significant adult must be on file at the school to be honored.

CHILDREN NOT COLLECTED FROM SCHOOL

Emergency contacts will be used if a child has not been collected and parents have not made contact with school administration within 30 minutes after the center has completed its aftercare program which ends at 6:00pm. If the emergency contacts are not available, law enforcement will be contacted to collect the child. To ensure all children are collected at the end of the day, staff is mandated to check remaining attendance against the sign in sheet for that day.

SLANDERING/PARKING LOT PARENTS

Royal Kidz refers to Slandering /Parking lot parents as those that forge to disrupt the thinking, feelings, reactions and or cooperation of any other parent through acts of manipulation and conversation. Please note that this is not tolerated and does not affect any other change other than to cause contamination to a positive and healthy environment which we work hard to provide here at Royal Kidz. Any parent/s found to be involved in negative non-constructive comments about any Parent/Situation that directly affects them, that is caught or reported to be:

1.) Slandering the school, its name, policies or standards, in any form or manner;
2.) Inciting panic or mistrust among parents or staff members at the school;
3.) Attempts or forms any parental groups in a retaliation against the school.

Will have their child/ren permanently removed from the school.

CUSTODY AGREEMENTS

In the event of joint custody, both parents are required to complete a "custody-agreement form." The teachers will follow the instructions on the form.
Any changes to the submitted schedule must be authorized in signature by both parents.

FIELD TRIPS

TRANSPORTATION

Parents will not be allowed to transport their own child/children when a class participates in field trips. Parents are not allowed on field trips unless arrangements are made with the Director.

ROLL CALL & SAFETY PROCEDURES

During Field Trips teachers are in charge at all times and will ensure the safety of your children. Teachers will always carry a list of participating children and will take attendance during departure from the school parking lot, when children arrives at the intended destination, when leaving and upon return to the school campus.

During walking field trips, the children are directed to walk in an orderly fashion and are at all times assisted and supervised by teachers and parental volunteers. Every precaution is taken when crossing streets should this be necessary.

CHILDREN NOT PARTICIPATING IN A FIELD TRIP

Royal Kidz Students have off premise field trips monthly. Please be advised that students not participating in field trips will not be allowed to school on the date in question. You will be required to make necessary arrangements for your child outside of the school premises as we travel with the entire staff for safety and to provide additional help.
Our Nursery staff are usually the only staff remaining on campus however only children fitting our nursery age requirements are permitted within the nursery.

PARENTAL DUTY REGARDING FIELD TRIPS

The following rules will be observed by all parents whose children attend field trips:

1. Parents should have completed a consent form at the beginning of the year. If you have not done so, the school must receive a signed form from you before your child is permitted to take part in any field trip.

2. Parents are to make sure their child is dressed for outside weather where required (raincoats, boots, warm pants, sweatshirts, etc.).

3. Parents should notify the school as soon as possible if their child will not be attending the field trip.

4. Students not dressed in the proper school uniform will not be allowed on field trips.

PARENT | TEACHER RELATIONSHIP

All parents are required to maintain a professional relationship with their child's teacher. Teachers are not allowed to tutor or babysit at any time out of the scholastic hours (please do not attempt to arrange the same). Teachers are not allowed to discuss or host conversations about any member of the school faculty, parents or students to another parent. Transgressions will be seen as a disruption in the order established here at the school and will be grounds for the dismissal of your child.

PARENT'S BEHAVIOR

Disrespectful behavior is not tolerated by parents/guardians. Verbal, physical or any means of abuse expressed by parents/guardians to our faculty or students will result in the immediate dismissal of your child from our program. Should you have a concern, please be sure to direct them to administration immediately.

PARENT CONFLICT RESOLUTION

If parents have problems or concerns with a teacher or fellow parent, we ask that the following procedures be enforced:

1. Discuss the matter with your child's teacher first. If the parent feels that the issue was not properly addressed, or it was dismissed, then:
2. Discuss with the details with the School Director. The Director will then work with the parents in an attempt to resolve the problem.

PARENTAL INVOLVEMENT

Royal Kidz encourages its parents to be holistically involved with their child's preschool experience. Parents are granted an opportunity to meet with The Director and or their child's Teacher upon scheduling an appointment with the office administrator. There will be countless opportunities for parental participation throughout the school year. Parents are permitted to visit the preschool at any time during hours of operation so long as the parent is not interrupting the child or the classroom. Should the parent be disruptive, they will be asked to leave.

ROYAL KIDZ UNIFORMS

Parents please note that Royal Kidz has a very strict uniform policy. Any child not wearing the proper school uniform on any given day will not be allowed in school. Full Royal Kidz Primary uniforms must be worn daily without exception. Children arriving out of uniform except on days where the school has expressed it acceptable will be asked to leave and return in the proper uniform attire. Likewise, Students scheduled for field trips will not be permitted to attend the trip unless in proper uniform attire. This rule also applies for our extracurricular activities.

The Royal definition of uniform: The complete wearing of the distinctive and assigned clothing consistent with the inter-school event, extracurricular activity or weather. This policy also encapsulates jackets, sweaters, swimwear, school shoes and tennis shoes.
All uniforms are purchased at the school and are not available at any other local outlet.
You may view our wide selection of uniform colours and styles on the school's website at www.royalkidz.net.

All students are asked to bring a change of clothing with them to aid in the event of an emergency which should be brought in a sealed zip lock bag.

SCHOOL SHOES

Black shoes are required for both boys and girls and should be worn with navy socks.
High tops, suede or leather tennis /shoes are prohibited.
Plain Navy above the ankle socks without logo's (e.g. Nike, Adidas or cartoon characters, etc.)

WINTER UNIFORMS

Navy blue sweaters with logo affixed

- Navy Hooded Jacket with logo affixed
- Long sleeve navy undergarments
- Navy blue tights for girls (during winter season)
- Long Navy Blue Pants for boys (during winter season)

Plain or alternatively colored sweaters are not allowed nor are drawn on Royal Kidz logos or clothing with our logo affixed independently.

Preschool children should be dressed appropriately for the weather.

JEWELERY, ACCESSORIES & HAIRSTYLES

GIRLS

Uniform Shirts with School Logo (see variety of colors on the school's website.)
Girls Navy Blue Skorts with logo
Hair styles are expected to be modestly presented, non-distracting, appropriate and suitable for young school children. Hair extensions and beads are prohibited.
Girls may wear navy blue accessories only.
Small stud earnings only (pierced ears).
The school will not be held responsible for missing earrings. It is recommended but not required that parents purchase only screwed backed earrings for your child when attending school to avoid losses.

BOYS

Uniform Shirts with School Logo (see variety of colors on the school's website.)
Navy Blue Pants with School Logo
Boys are asked to wear simple even short haircuts.
Please trim weekly without designs/uneven/layered cuts.
Boys with long hair should keep it well-groomed and in a pony.
Male students of Royal Kidz Primary are not allowed to wear earrings.
Items Strictly Prohibited for all students of Royal Kidz Primary

- Rings
- Watches
- Chains
- Bracelets
- Nail Polish
- Tatoos
- Makeup
- Body Art

<u>Students will not be allowed to enter the classroom should the above uniform regulations be breached. Parents will be asked to collect and keep their children at home until the approved uniform is maintained.</u>

P.E. UNIFORM

P. E. Tennis:
White tennis shoes are required for both boys and girls
Tennis shoes should have thinner soles and easy to fasten to allow for easy movement.

Plain White above the ankle socks without logo's (e.g. Nike, Adidas or cartoon characters, etc.)
Velcro tennis shoes (no laces) are preferred but not required High top and flashy 'light-up' tennis shoes are not allowed.
P.E. Uniforms are to be worn on the P.E. days identified by your child's class schedule and on all Field trips.

CHANGE OF CLOTHING

Children assigned to our Preschool and Nursery program must have a complete change of clothing, clearly labeled with the child's name. The change of clothing must be left at school or in the students bag at all times. For students in Rising 2's – Rising 4's the extra change of clothing must be a Royal Kidz Uniform. Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground. Navy blue plain caps and warm clothing must be worn during the cooler seasons for daily outdoor playtime.

TUITION PAYMENT SCHEDULE

FEE	AMOUNT DUE	DUE DATE
First Term Tuition	$3,4670.00	July 15th
Second Term Tuition	$2,600	November 15th
Third Term Tuition	$2,600	February 15th
Seat Fee	$200	Paid each March for your child's return the following year.

TUITION (FEES ARE SUBJECT TO CHANGE AT ANYTIME DURING THE SCHOOL YEAR).

All fees paid to the school are non-refundable. Credit will not be given for sick days, vacation days, supplies, uniform fees, book fees, any extracurricular activities, technology fees, aftercare nor the withdrawal of your child/ren from the program. There will be a one (1) day grace period given for all fees, after which, a late fee of one hundred dollars ($100.00) is applied to your bill.
Please note that if the country undergoes a natural disaster/lockdown or emergency order, anything that deems the school closure, fees paid to the school will not be refunded. All students from Rising 3's Thru Primary school will automatically be enrolled in our virtual platform. Nursery thru Rising 2's will reserve the right to receiving a return on campus credit, not cash back.

AFTERCARE FEES

After care is included in your child's tuition up to 6:00 PM.
Children that are collected after 6:00 PM are charged at a rate of $1.00 per minute without exception.

PAYMENT POLICY

Royal Kidz Pre & Primary School is a cash free zone. All payments should be made at the bank in advance of its due date according to the Tuition Payment Schedule to avoid additional charges or a disruption in your child's stay at Royal Kidz.

Royal Kidz accept only Bahamian cheques. Please contact the school's administration office to make financial arrangements should the standard mandates for payment not be possible.

SCHOOL FEE INCREASES | DECREASES

Royal Kidz reserves the right to make alter or increase all fees/tuition at any given time throughout school year. Parents are responsible for all fees applied to their child/children's account and subsequently responsible for payment of the same by month or by term. Parents are responsible for fees/tuition charged on their child/children's account whether or not the child/children is in attendance. We reserve the right to deny admission to any child from whom tuition is not paid by the specified due date.

ADDITIONAL FEES

Occasionally, small fees may be collected from each child for field trips or special activities. You will receive an advisory ahead of time to allow for adequate preparation when these occasions present themselves.

MEAL PLAN FEES

Royal Kidz Meals are not included in your child's tuition.
The school does not warm/heat lunches sent from home.
Students must bring their lunch in a heat insulated thermos should sending their meals be your preferred option.

NO ZERO POLICY

Royal Kidz operates on a No Zero Policy. It is important to note that the No Zero Policy refers to a student accountability measure, implemented to ensure that students are both responsible and accountable for completing all tasks issued by their teachers (school officials). This means that students are not permitted to receive a zero grade before the Student Accountability Process outlined below has been strictly followed therefore disabling all students from opting out of completing his/her assignments.

STUDENT ACCOUNTABILITY PROCESS

Meaningful assignment is issued by teacher with clear deadline.

STEP ONE: If student does not submit work on time the teacher may extend the deadline by 24hours while applying a 10% deduction from the grade earned. i.e. students who submit work at this point can only receive a maximum grade of 90%.

STEP TWO: If work is not submitted upon the new deadline the teacher may extend the deadline by an additional 24hours while ducting an additional 10% from the grade earned for an overall total deduction of 20%. i.e. students who submit work at this point can only receive a maximum grade of 80%.

PRESCHOOL CURRICULUM

Royal Kidz conducts ongoing student/classroom assessments throughout the school year. Students will be assessed both formally and informally using a variety of methods, such as student/teacher observations, checklists, rating scales and individually-administered oral tests. Parents are encouraged to share their observations from home with their child's teacher, as well. While parents can always request a meeting with their child's teacher, there are also three scheduled parent/teacher conferences per year (fall, winter and spring). A formal assessment will take place in February, and an informal assessment in both October and April. Results are provided in writing and parents will have the opportunity to discuss their child's progress during the aforementioned parent/teacher conferences. All student records are kept strictly confidential.

EXTRA CURRICULAR ACTIVITIES

KARATE LESSONS:

(Ages 2+)

BALLET LESSONS:

(Ages 2+)

LEARN TO SWIM PROGRAM:

(Ages 18 months +)

LUNCH PROGRAMME/SNACKS

Lunch is prepared by the Royal Cafe and is available for students on a weekly basis. The Royal Cafe caters to the entire school. Parents/Students not participating in our lunch program on any given day are asked to pack a nutritious snack and lunch to bring to school.

Healthy eating habits are encouraged to enhance growth/development in both mind and body. A healthy lunch should not consist of 'junk-food', pre-packaged salty, sweet or colored foods (see junk foods vs healthy food items below). Junk food will not be allowed at the school.

Please be aware that the school cannot and will not accommodate the heating/warming of student's snacks or lunches brought from home. In the event that the food provided for your child requires heating, the item/s sent will be returned home and your child will be given the school lunch.

All students are required to bring a healthy packed snack daily (be sure to include a small bottle of water, 100% juices, a straw, paper napkins, and a spoon or fork where required.

Here is a detailed list of foods we deem appropriate and those we prohibit.

NO" To Junk Food!	"YES" to Healthy Foods!
Potato Chips	Sun Chips
Cheese Doodles	Cheese Kitz
Cracker Jacks	Cheese & Crackers
Oreo Cookies	Oatmeal Cookies
Sweet Cookies	Jell-O (sugar free)
Sodas	Fruit Cups
Kool-Aid Jammers	Yogurt
Candy	Revisions
Chocolate	Carrots/Celery Sticks/Vegetables
Dry Sweet Cereals	Fruits (peeled/sliced)
NO" To Junk Foods!	"YES" to Healthy Foods!
Honey Buns	**Sandwiches**
Cakes/Pies	**Soup**
	100% Juice, Milk or Water

ROYAL KIDZ IS A NUT FREE FACILITY

This means that the following items, and/or foods containing the following items are not permitted anywhere on the school premises (outside playground and preschool parking lot included) or on any field trip: a. Peanuts;

b. Tree nuts (For example, Cashews, Walnuts, Almonds, Macadamia etc.)

c. Peanut butter (For example, sandwiches, candy containing peanut butter, peanut butter crackers, peanut butter granola bars and peanut butter cereal etc.);

d. Baked goods containing nuts and any form of nuts - please be aware that nuts also come in the form of a paste, oil/extract or flour.

Therefore, parents must read all ingredient statements on food and baking ingredient packaging BEFORE bringing anything into the classroom. Please ensure there are no nuts in the ingredient listing. Please ask your child's teacher or the director should you need assistance in reading ingredient statements. This applies to anything brought into the school, such as: snacks, birthday and holiday treats, special event treats (for example, Valentine's Day) and bake sales etc.

Peanut butter sandwiches and all peanut butter snacks are prohibited in an effort to prevent aerial sensitivity or accidental ingestion of peanuts by children who have nut allergies. Exposure to peanuts by those who are allergic can be fatal.
Foods containing peanuts that are brought to school by children will be taken from them and sent home at the end of the day.

SPECIAL NUTRITIONAL NEEDS AND FOOD ALLERGIES

Royal Kidz requires that parents indicate on the application form any special nutritional needs or food allergies their child may have. This helps the preschool staff to ensure that children are protected from contact with problematic foods. At the beginning of the school year, please take a moment to speak with your child's teacher to discuss any special food arrangements. Teachers will provide necessary communication to all parents in the class regarding daily snacks, birthday, holiday and special event treats to be administered in the class.

HOLIDAY PARTIES| BIRTHDAYS | SPECIAL EVENTS

BIRTHDAY POLICY

Parents are welcomed to bring special treats for their child's birthday.
When providing birthday treats however, Parents are required to ensure they adhere to the school's strict Nut Free Policy. Parents are further required to both request the said event advise their child's teacher prior to the date of the event of the items they intend to bring. Children are allowed cupcakes only for a birthday celebration without exception.
Items strictly prohibited are as follows:

- Ice Cream
- Decorations

Any treats brought should be distributed to the children at days end.
Parents are not allowed to host birthday parties at the school during school hours. Should you wish to use the facility for a birthday party there is a course of action which is required to do so.

WEEKEND PARTIES

The school grounds may be used for private parties.
The facility must be booked and paid for 3 weeks in advance of the said event.
Royal Kidz will provide access to one bathroom for use during the event.
The cost of the venue is $1000.00 per event with a rental timeline cap of 6pm.
All parties must conclude inclusive of clean up and return to order by 6pm per event.

Timeline: per 5 hours Additional
Hour: $100.00

SUMMER CAMP

Summer Camp is a mandatory part of our enrolment requirements for all new students. Having our newly enrolled students attend the summer session helps them to adjust quickly to the new environment therefore making the transition from home to school easier in September.
Students returning are also asked to attend summer camp to establish a head start on activities with their new teacher.

Summer Camp Dates:
July – the full month of July is offered
August – the first 2 weeks in August

Aftercare: Aftercare is not offered for Summer School

Timeline: 8:00am – 4:00pm (summer camp is not offered on weekends.)
Attire: Casual Clothing

Shoes: Sandals, Crocks of Flips Flops
Tennis Shoes and socks are not permitted for Summer Camp.
As with all other Royal Uniforms, you may view our wide selection of uniform colours and styles on the school's website at www.royalkidz.net.

BEHAVIOR MANAGEMENT POLICY AND PROCEDURES

Children are individuals with unique personalities, feelings, needs and backgrounds. Their individuality dismisses uniformity within disciplinary methods. Our faculty all maintain a disciplinary method; however spanking or the infliction of physical punishment is strictly prohibited at Royal Kidz. Conflict resolution, teachable moments and developmental opportunities form the foundation of our approach to behavioral management and discipline. Our goals in behavioral management is to:

- Maintain consistency in both the child and teacher's expectations.
- Develop the child's understanding of his/her limits.
- Set appropriate expectations to avoid frustration.
- Provide a stimulating and challenging environment to avoid boredom.
- Encourage self-discipline.
- Develop the child's understanding of acceptable and unacceptable behavior as opposed to good and bad behavior.
- Instill in them the ability to identify "reason" for specific behavior.
- Develop a child's understanding that there are consequences as a result of negative behavior.
- Ensure that adult actions are not be punitive.
- Use conflict resolution techniques when unacceptable behavior involves another child.
- Redirect a child when unacceptable behavior occurs.
- Involve the child in large motor activities.
- Allow for appropriate and natural consequences.

The school takes seriously a child who exhibits behavior that is injurious to themselves, their peers and adults and is continually destructive to school property. Such children may require special assistance and supervision that the centre may not be able to provide.

Decision-making regarding appropriate action will include:

1. Documented observations of inappropriate behavior.
2. Conference with the parent to share observations and an explanation of what the classroom teacher will do to curtail behavior. Form a consensus of reasonable time that the behavior must display improvement, acknowledging that continued injurious or destructive behavior may result in the retraction of enrolment.
3. Conference with parent to explain continued injurious or destructive behavior and referrals for an assessment and or intervention.

It is our experience that various "toys" easily become the source and object of aggressive acts. Toys that are weapons (e.g., guns, knives) or that have a tendency to promote aggressive behavior (e.g., super hero dolls) must be kept out of the classrooms. Behavior Management needs of both our Infants and Toddlers will be addressed in a manner that harnesses age appropriate behavior, consequences and environments, as well as parent needs and cooperation in subsequent procedures.

BITING

Because of the potential health hazards of biting, Royal Kidz has established specific guidelines for dealing with children who bite. Biting is considered "normal" behavior for children beginning at about 18 months of age. As a child gains verbal skills, biting, which is typically used as a means of displaying anger and or frustration, should begin to lessen.

Teachers and staff will work with the children and their families to develop and enhance verbal skills and sub sequentially eliminating the "biting" response.
When a child bites for the first time on premises, an assessment is required of the teacher which should include the events that would have led to this extreme behavior. The details of the teachers assessment is discussed with the child's parent. All efforts will be made to monitor the child's subsequent behaviors and interactions in order to redirect the child when possible or to prevent another incident using the observations of the initial assessment.

In a busy classroom another incident may not be preventable. If the child bites a second time the parent is asked to make time, within the same day, for a conference with both The Director & the child's teacher. The Director will as an added measure, re-evaluate the classroom environment. During the conference, an action plan is discussed for immediate implementation and is agreed to by all parties.

Should the child give in to biting yet again, the parents are contacted to collect the child and the child may be dis-enrolled from the centre.

Long Nails

Because of the potential health hazards of children having long nails, Royal Kidz has established specific guidelines for dealing with children who's nails are not kept clipped or clean. Long nails are not considered "normal" for children. No child will be allowed in a class setting with nails that are not properly clipped. Royal Kidz reserves the rights to clip any child nails once they are in our care. Nails can be very dangerous and harmful to another child.

DISCIPLINE & POSITIVE GUIDANCE

Each of us have strong beliefs about what is important for children, and at times these beliefs may differ. Learning to get along with others is a process that begins at childhood and develops throughout our lives. For children, this emerging skill can be assisted by the support and guidance of others. Royal Kidz is committed to providing guidance for those students in our care, which promotes the following:

- Positive self-concept and self- esteem
- Successful social interaction
- Respect for diversity
- Independence
- A sense of responsibility to community
- Self-control
- Problem solving skills
- Conflict resolution skills

In an atmosphere of support and safety, and as a part of our daily curriculum, Royal Kidz fosters self-discipline in its students. We aid children in the expression of their feelings and assist them in the development of their skills in problem-solving and conflict resolution. If a particular child experiences difficulties in a group setting, Royal Kidz teachers are encouraged to carefully assess the behavior and to plan strategies to assist the child. Families and staff work cooperatively in this process as each share information and insights.

At no time will an adult in any of Royal Kidz programs physically harm a child, use verbal threats, or speak to a child in a way that is disrespectful or damaging to their self-esteem. Children will not be physically restrained unless they are in immediate danger to themselves or others in which case the parent is notified immediately.

When children are given the opportunity to work through conflict with the support of caring and responsive teachers they begin to internalize that process of resolution. They learn appropriate ways to seek and give comfort, identify emotions, respond appropriately, collaborate with peers, and to develop self-control.

Royal Kidz Teachers approach to assisting their assigned students through conflict resolution may differ depending on the age of the child and the situation, but will always be based on respect for the feelings, actions and ideas that the child brings to complex situations.

LIMIT SETTING

In order for children to build trusting relationships and feel confident to explore, they must clearly understand what is expected of them. Rules are kept to a minimum and are basic, clear and concise. Limits and expectations expand as children's skills in self-regulation increase.

CONSISTENCY

Behavioral limits and expectations are consistent throughout the classroom and from one centre to the next. Consistency provides a secure and predictable basis for children to anticipate outcomes and make choices about their own behavior.

TONE

"You are safe, the situation is under control and we can work it out," is the message a child must receive from adults intervening in a conflict situation. A firm, kind, but serious tone with a relaxed demeanor reinforces this message.

MODELLING

Our actions speak clearly to children. Those Teachers and Caretakers assigned to Royal Kidz classrooms set examples of compassion characterized by a willingness to express needs and feelings clearly and calmly while responding to the needs of others. For example, "I feel angry when you hit me. Let's sit down so you can tell me what is bothering you."

PASSIVE INTERVENTION

Whenever possible, children are provided space to work through their own problems. If a conflict does not escalate to destructive or aggressive behavior, a teacher may choose to simply observe as the children seek a solution. The teacher's mere presence serves as a gentle reminder to employ problem-solving skills rather than resorting to physical or verbal aggression. Teachers allow children the opportunity to 'figure it out' but remain present in case intervention is necessary. When applied, intervention is as nonintrusive as possible.

PHYSICAL INTERVENTION

Children will be physically stopped, if at all possible, before they hurt someone; and certainly if observed in the act of hurting another. When children are safe, the teacher shifts focus to conflict resolution.

IDENTIFYING/INTERPRETING

"You both want the truck." This simple statement can clarify the problem, diffuse tension, and help problem solving to begin. Children need help to consider another's emotions or needs, especially when they are upset themselves. For example, "See his tears? It really hurt him when you kicked him." These tools are used to encourage compassion, to allow children to identify the issue and or to interpret it on their own.

VALIDATING FEELINGS

Constructive thinking is virtually impossible when one is overwhelmed with emotions such as anger, sadness, fear, or frustration. Acknowledging the emotion is imperative before any other "learning" can occur. "I will not allow you to hit him, but, tell us why you are so angry." It is essential that all children involved in a conflict be honestly listened to. Children are not told to say "I'm sorry," but rather, to actively comfort or offer help to the child they hurt or upset. The teacher may say, "I am sorry you got hurt" and at some point children will spontaneously do the same.

GENERATING OPTIONS/SOLUTIONS

From a list of specific choices to the general question "Well, what should we do about it?" children are given tools to settle conflicts, negotiate, collaborate, and resolve their differences. Examples: "Can you think of a way to use the truck together? Is there a road for it to drive on?" "Look, Jose is crying from that push you gave him. Ask him if he would like you to brush him off." "Everyone wants a turn. How can we work that out?" For infants, the teacher may place a different toy near two infants who are tugging on one doll forcing alternatives to the situation and helping the child to establish that there is always more than one or the negative way to resolve issues.

REDIRECTION

A request to discontinue negative behavior is accompanied by appropriate behavioral replacement suggestions. For example: "You may not throw sand; if you would like to throw something, here are some bean bags and a bucket to toss them into."

NATURAL CONSEQUENCES

"You dumped your milk on the floor. Please get the sponge to clean it up."
"You threw sand after we asked you not to. Now I'll help you leave the sandbox and find a different area to play in."
"When you crawl under that table it is hard to sit up. Would you like some help getting out?"
These are just a few examples of the natural consequences that teachers point out and reinforce as they occur here at Royal Kidz. Children therefore are able to see the result of their own behavior and begin to modify it accordingly.

TIME OUT

Time out is used in our program. While it may interrupt a negative behavior, it helps children acquire the skills to deal with the situation, should it arise again. Young children are generally capable of the reflective thought necessary to make time out a learning situation. If a child needs time apart to calm down, teachers facilitate this in a non-punitive manner, giving the child time, space, and emotional support to find calm.

WHEN MORE IS NEEDED

When a child's behavior is excessively disruptive or harmful to other children or a group to which they have been assigned, we make contact with the parent to collect their child. We will require a conference between family, teacher and Program Supervisor before the child can return. Should both teachers and administrative staff agree that additional support and expertise are required to best meet a child's needs, we may require any or all of the following measures. Staff will work closely with the family to ensure the child's success in any of these programs:

ADDITIONAL FAMILY – TEACHER CONFERENCES

Additional Family/Teacher Conferences may be held. The Program Supervisor may also attend to share observations, professional opinions and to offer support to the family and staff. The purpose of the conference is to clearly define the problem, re-examine possible causes, and brainstorm changes that the staff and/or family can make to reinforce consistency between home and school. Parents may be asked to meet with staff on a regular basis and should make every effort to do so. This provides extra support for the family and ensures free flowing communication between home and school.

PROFESSIONAL SUPPORT

For example, a resource specialist may be sought. Your Program Supervisor can facilitate the referral process and assist in coordinating the efforts of parents, staff, and specialists.

ADJUSTED SCHEDULE

Teachers may suggest an adjusted schedule in the best interest of the child and/or classroom (Example: shortened school hours or alternative arrival times).
This is a temporary measure used to curb issues pending resolution of the issue.

COUNSELLING

Families may be asked to seek professional counselling outside of the program for a child. By way of a signed waiver provided by the parent, your selected counsellor is welcomed to speak with us regarding the child's posture and teacher's/staff observations of the child while in school.

CHILD SUSPENSION

Royal Kidz Pre & Primary School reserves the right to suspend any child for a period of time if the child's behavior is harmful to self, others or is deemed out of order. A parent conference is required before a child released on suspension may return to the program. The continued enrolment of an excessively disruptive child will be provided contingent upon the family's willingness to cooperate in finding a swift & effective solution, as well as the child's success improving the behaviors in question.

TRANSITIONING CHILDREN INTO ANOTHER CLASSROOM

Transitions for young children require a change in both environment and routine. Royal Kidz provides its parents three week's notice of any required upcoming transition. Your child must adjust to a new environment, teacher's routines, and a new social scene and leave all that he/she has deems familiar in the past year. Each child as an individual, responds to potentially stressful times in their own unique way. While some children may jump into their new classroom and feel right at home the first day, some are not as comfortable with new situations. These children may cling to their parents in the mornings and may be slower to warm up to his/her new teachers and the new group of children. We understand how stressful this time of the year can be for young children. To reduce the anxiety some children may feel, we use a variety of tactics to help the children feel more at home in their new classrooms. Some of the approaches used include:

- Orchestrating an afternoon where both parents and child/ren may meet their new teacher together. This helps ease the parents' anxiety as well as the child's. Your child will also feel more secure knowing that the new teacher is one you also feel comfortable with.

- A three week introductory period whereby the child/ren spend small amounts of time in the classroom they will be entering in the fall. By doing so, the child/ren is able to become familiar with their new teacher and classmates while still harnessing the security and support of their existing teacher. As reinforcement, there is also much exchange between child and teacher upon return to their existing classrooms regarding the new and exciting materials within their future classrooms and what was done in their visit to their new classroom.
- Teachers prepare the classrooms by hanging photographs of the children and their families around the room and displaying artwork that the children would have created during their visit. Each child has their own assigned cubby for his or her belongings.

- The teachers prepare for your child by offering Intake Meetings. These meetings are a time to inform your teacher of your child's special personality. You might mention: which friends he or she talks about at home, special ways of helping him/her fall asleep at nap time, how to comfort her/him when upset or sick while at school. You should feel comfortable disclosing any information that will give the teacher the best ammunition for providing the absolute best care for your child. Intake meetings are scheduled according to the teacher's schedule merged with the parent's availability.

Further, there are a number of ways you can help dissolve the anxiety of this change for your little one which include:

- Discussing the change with them and encouraging him/her to tell you how he/she feels about the move. You can then assist them in working through their feelings of fear/anxiety.
- Make the transition something to look forward to.

While transitions can be difficult for children, by providing teacher and child support mechanisms such as understanding, extending an open ear, encouragement etc…your child should be well prepared to handle the change when it approaches. In the end, everyone will enjoy the opportunity to grow.
Best practices support moving groups of children together and at least 1 adult with the children to the new environment. This is particularly true with children in our Infant/Toddler programs ages (2 months – 36 months). Parent requests to transition children to another classroom during the program year will be evaluated on a case by case basis. Parents should submit a written request to the the Director. If necessary, a time for conferencing will be arranged to collaborate with all parties concerned.

STUDENT MEDICAL AND EMERGENCY CARE

MEDICAL CONSENT FORMS

Each student must have on file, a Medical Form completed primarily by an authorized Medical Physician and subsequently basic information about the child confirmed thereon by the parent or guardian before being enrolled at Royal Kidz. Parents must also read and sign the Consent form included in the Parent Package. This authorization allows us to proceed with treatment for your child in the event of a medical emergency. We vow to make every effort to notify the parent as soon as possible should a medical emergency arise.

IMMUNIZATION REQUIREMENTS

Each child is required to have on file, their current Immunization Record. Immunization Records should be turned into the office as they are updated by an authorized Medical Physician. Royal Kidz reserves the right to refuse admission to any child who has not been immunized for a disease to avoid an outbreak within the region. Children will be refused admission if they display symptoms of a disease for which they have not been immunized against.

ILLNESS GUIDELINES

Any child, who arrives to school with a discharge from their eyes and/or nose, has or has had a fever over 100, has experienced vomiting or diarrhea within the previous 24 hours or is still experiencing the aforementioned should not be at school and may be asked to leave until they have fully recovered.

Children developing the above mentioned symptoms after arrival will be isolated, and parents will be contacted & asked to make arrangements for the immediate collection of their child. Children exposed to head lice that has not yet been treated, or have received treatment but of a nut based solution, will be asked to return home.

Please inform your child's teacher or school administration if you are aware of your child's exposure to a communicable disease in another setting.

Staff illness guidelines are the same as those stated above.

DISPENSING MEDICATION

By law parents must bring all prescriptions and over the counter medication to the center in its original container and complete the Medication Log Form so the medication may be administered to your child at the assigned time. Please note: A doctor's signature is required for all medications both prescription and over the counter. All medications must be turned into a staff member. All medication will be stored in a locked box. If you have given your child medicine before coming to school, please complete a Medication Log Form at the front office desk and give it to the teacher responsible so that we can be aware in case side effects develop.

FIRST AID KITS

First Aid Kits are stored above the kitchen sink. All antiseptics, sunscreen, and other skin preparations may be applied only with prior medical authorization. We clean wounds with antibacterial soap, unless otherwise directed by the parent, with authorization from a licensed health care provider. First aid kits are available to staff at all times including field trips.

HANDWASHING

Hand washing is encouraged after using the bathroom; contact with any bodily fluid; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed. Hand washing is supervised heavily by the staff here at Royal Kidz and is taught where necessary.

NAPPING

Children are encouraged to rest on a mat during naptime. The nap period is immediately after. The staff may rub the backs or tummies of children who are restless (once permission is given by the parent). Children who are not sleeping will be given quiet toys to play with. Each child should have his or her own labelled mat.

INCIDENT REPORTS

Children come to school to learn. A part of the learning process is learning how to play. As a result, incidents are bound to occur. When they do, an incident report is completed whenever there is an injury to the head, a wound, scratch, or bruise occurs that requires first aid. Incident reports are also written up when a child becomes ill at school.

The school is not responsible for any accidents, injuries or medical bills submitted by parents for accidents that take place on the school's premises or on field trips. Parents must pay the $25.00 accident insurance fee which covers accidents that may occur during school hours.

PLAYGROUND SAFETY RULES

The outside area is considered an extension of the classroom and an opportunity to continue working on each child development. Children are encouraged to develop social skills, run around, engage in sensory experiences (like the sandbox), and to enjoy the outdoors within our designated play area.

As a measure of safety, children are not permitted to climb on the fence nor throw items that could injure another child or a staff member on the playground. Children that even after being spoken to continue to display the above mentioned unacceptable behaviors will be dismissed from the school indefinitely.

EMERGENCY PROCEDURES

Royal Kidz staff are all trained to handle emergency situations in the following manner/s:

- In a scenario where a child has been injured, the child will be treated according to nationally recognized First Aid/CPR standards which provide that if the emergency is life threatening, emergency transport should be summoned and the parents notified immediately. In the cases of minor medical emergencies, students are transported to the Walk In Clinic neatest to the campus and the parents notified immediately.
- In the event of a Natural Disaster, in cases of hail, flood, or other severe weather, the most conservative action possible will be taken. Teachers will keep children in the most protected situation possible until summoned help is obtained. If necessary, children are evacuated to another building.
- Should there ever be a child lost within our care, an occurrence which has never been experienced here at Royal Kidz we are mandated to provide a detailed description of the said child into the Director. A complete search will be actioned by a full team; if the child is not found within 15 minutes, the parents are contacted and law enforcement summoned within 30 minutes.
- Should a fire ignite, all efforts are made by our team to put it out. Should our efforts fail, children are immediately evacuated and accounted for by way of the attendance form and parents contacted to collect their children should the matter require external firefighting initiatives.
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HOLIDAYS AND IN-SERVICE DAYS

The center will be closed for the following holidays: New Year's Day, Majority Rule Day, Good Friday, Easter Monday, Whit Monday, Labor Day, Independence Day, Emancipation Day, Discovery Day, Christmas Day, Boxing Day and all other holidays that are not listed. The entire school will be closed for the last two weeks in August for back to school preparation. The school will only be open for July and the first two weeks in August. (Please refer to our Summer School Policies, regarding summer camp ages) School will also be closed for 2 weeks in December. Royal Kidz also closes on School Holidays such as Mid-term Breaks, Teacher Professional Day and Easter Breaks.

VACATION AND ABSENTIESM

No reimbursement will be provided for absence, vacation, dismissal or withdrawal from our program. We respect your decision to schedule vacations etc… however please note that the school budget is created at the beginning of the school year and is based on all families paying their full monthly/termed tuition. As a result, your decision to retract your child in any way does not pause or cease your regular payments as scheduled.

CLOSURES DUE TO INCLEMENT WEATHER

If a weather emergency occurs, Royal Kidz will be on a two hour delayed start. In extreme situations the preschool will close for the day. Please listen to 101.9 FM for information or call the preschool phone where we place an automated message for public consumption regarding the way forward.

DISMISSAL OF CHILDREN FROM THE SCHOOL

Royal Kidz reserves the right to remove a child from the school for reasons of delinquency in payment of fees/tuition, disrespectful behavior displayed by students or parents to any staff member, fellow students or parents of the school, or an inability to adjust to the school program or discipline policies. Such removals are determined by the School Director.

If for any given reason a child is dismissed from Royal Kidz by the Director, fees that have been paid to the school will not be returned as all fees are non-refundable.

WITHDRAWAL OF A CHILD FROM THE PROGRAM

Written notice must be given 30 days prior to a child desiring to leave the program. As the parent, you are responsible for tuition charged during the notification period whether or not the child attends. Please notify Royal Kidz Administration of your intent to withdraw your child. If funds owed to the school are not paid in full, all belongings brought to the school by the parent or purchased will not be released until the outstanding bill is paid in full.

SCHOOL SESSIONS AND HOLIDAYS

The Director shall determine all opening and closing dates of school sessions as well as school holidays. The following holidays are recognized at Royal Kidz:
New Year's
Boxing Day
Christmas
Independence Day
National Heroes Day
Majority Rule Day
Good Friday
Easter Monday
Whit Monday