



License #: C063632

Parent Handbook

Revised July 2026

Toddlers & Preschoolers Ages 1 - 5

Full-Time & Part-Time

&

School-Age (K-5th)

After Care & Summer Camp

***Serving Pinellas County &
the surrounding areas since 2006***

This handbook is intended to serve as a guide to our policies and procedures. CKC reserves the right to revise or update policies as needed. Families will be notified of significant changes.

**Monday - Friday
7:30a.m. - 5:30p.m.**

727-471-1440

**8900 US HWY 19 N
Pinellas Park, FL 33781**

**Info@CalvaryKidsCare.org
www.CalvaryKidsCare.org**

Table of Contents

Pg. 6 - -	Welcome, Mission & Vision, Curriculum
Pg. 7 - - - - -	Enrollment, Tuition & Fees
Pg. 8 - - - - -	Communication
Pg. 9 - - - - -	Drop-off & Pick-up Procedures, Child release policy
Pg. 10 - - - - -	Photography policy, Parent Concerns & Conflict Resolution
Pg. 11 - - - - -	Family Involvement
Pg. 12 - - - - -	Personal Items & Supplies, Personal Toys (Not Permitted)
Pg. 13 - - - - -	School Closures & Holidays
Pg. 14 - - - - -	Student Dress Code
Pg. 15 - - - - -	Open Door Policy, Professional Boundaries, 30-day Trial period, Privacy Policy
Pg. 16 - -	Termination Policy, Withdrawal Policy, ,Non-Discrimination Policy

Table of Contents

Pg. 17 - - - - -	Safety Policies & Procedures
Pgs. 18 & 19 - - - - -	Emergency Preparedness
Pg. 20 - - - - -	Child Protection
Pg. 21 - - - - -	Discipline & Expulsion Policy
Pg. 22 - - - - -	Health & Illness Policy
Pgs. 23 - 25 - - - - -	Health Policies & Procedures
Pgs. 26 & 27 - - - - -	Food & Nutrition Policies
Pg. 28 - - - - -	VPK Requirements
Pg. 29 - - - - -	School Readiness Requirements
Pg. 30 - - - - -	Intro. to Our Culture
Pgs. 31 & 32 - - - - -	CKC's Daily Life
Pg. 33 - - - - -	Our Staff
Pgs. 34 - 36 - - - - -	Our Teaching Philosophy, Why Learning Centers?
Pg. 37 - - - - -	A Note from your Director

Welcome to the Calvary Kids Care family!

We are honored to partner with you as we nurture your child's spiritual, academic, social, and physical development. We understand that choosing a preschool is an important decision, and we are committed to supporting your family every step of the way.

Mission & Vision

We believe early childhood is a time of wonder, exploration, and discovery. Our purpose is to provide a safe, Christ-centered environment where children grow spiritually, academically, physically, socially, and emotionally. Through engaging, play-based, age-appropriate experiences, we prepare children for kindergarten by building a strong foundation of faith, character, confidence, and a lifelong love of learning.

Curriculum

CKC uses The Creative Curriculum® by Teaching Strategies, a nationally recognized, research-based curriculum designed to support the development of the whole child. We believe children learn best through meaningful, hands-on experiences that encourage exploration, problem-solving, creativity, and independence.

Every six weeks, classrooms explore a new theme through learning centers, small-group instruction, purposeful play, and engaging classroom experiences. Each study is intentionally planned to strengthen developmental skills while encouraging children to ask questions, make discoveries, and grow in confidence.

Faith is woven into every part of our day. Each Monday, students gather for school-wide Chapel, where they are introduced to a weekly Bible lesson, memory verse, Christian character trait, prayer, and praise & worship. These biblical principles are reinforced throughout the week within the classroom. As students enter our VPK program, they are also introduced to world missions and discover how they can share God's love within their own communities.

Enrollment Paperwork

To ensure a smooth transition into our program, all enrollment paperwork must be completed and returned at least 72 hours before your child's first day of care. Required enrollment documents include, but are not limited to:

- Child's Enrollment Record
- Authorized Emergency Contacts & Pick-Up List
- Notarized Emergency Medical Release Form
- Student Health Examination Form (DH 3040, Pages 1 & 2)
- Florida Certificate of Immunization (DH 680) or Religious Exemption Form (DH 681)
- Handbook Acknowledgment and Policy Signature Forms

Tuition & Fees

An updated Tuition Agreement must be completed before your child's first day of care, the start of each new school year, the summer program, and whenever tuition rates are adjusted.

Tuition is billed weekly through the Procare app. Invoices are issued every Thursday and are due by Friday for the upcoming week of care, regardless of attendance. Payments not received by Monday at 12:00 p.m. will incur a late payment fee.

We accept cash, check, ACH bank withdrawal, and Mastercard/Visa credit or debit cards. Applicable transaction fees will be added to electronic payments.

Tuition rates are reviewed annually. Families will receive a minimum of two weeks' written notice, along with an updated Tuition Agreement, before any changes take effect.

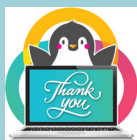
The following fees apply:

- Registration Fee (non-refundable; reserves enrollment)
- Annual Re-enrollment Fee & Paperwork Review
- Enrichment Fee (October, February, and May)
- Late Payment Fee
- Potty Training Fee (for students 36 months and older who are not developmentally independent in toileting)
- Late Pick-Up Fee (see Drop-Off & Pick-Up Procedures for details)

Communication

CKC uses the Procure app as our primary form of communication. Through Procure, families can receive announcements, invoices, daily updates, classroom photos, and messages from teachers and administration. After enrollment, you will receive an email with instructions to create your account. If you need assistance accessing Procure, please contact the office.

To provide our students with uninterrupted supervision and instruction, teachers respond to messages during the following times whenever possible:



- Morning: 7:30 a.m. – 8:30 a.m.
- Naptime: 1:30 p.m. – 2:30 p.m.
- End of Day: 4:30 p.m. – 5:30 p.m.

Families can expect regular updates regarding:

- Classroom activities and learning
- Daily meals and snacks
- Behavior and social development
- Potty-training progress (when applicable)
- Classroom photos and/or Video

For urgent matters, please contact the office directly at
727-471-1440

For detailed questions or to schedule a meeting,
you may email:

Director, LauraArnold@CalvaryKidsCare.org

Assistant Director, HeatherMurray@CalvaryKidsCare.org

Drop-Off & Pick-Up Procedures

Parents are responsible for signing their child in and out each day using the Procure Kiosk. Each caregiver is assigned a unique Procure code. Codes may not be shared.

The earliest drop off is at 7:30 a.m. To help children begin their day successfully, we ask that all students arrive no later than 9:05 a.m. unless prior arrangements have been made with the office. Students arriving after 11:00 a.m. will not be admitted for the day.

When dropping off your child, please ensure a teacher is aware of their arrival before leaving. This allows us to maintain accurate attendance and ensure every child is safely accounted for. Children must be picked up no later than 5:30 p.m. Late pick-ups are subject to additional fees.

Child Release Policy

Students will only be released to a parent, legal guardian, or an individual listed on the child's Authorized Pick-Up List. Anyone unfamiliar to CKC staff will be required to present a valid government-issued photo ID before a child is released.

If you need to add an authorized pick-up person, please call, send a message through the Procure app, or visit the office in person. You will be asked to provide the individual's full name, phone number, home address, and relationship to the child. The individual must be 18 or older and present a valid photo ID.

If **custody or visitation restrictions** exist, CKC must have a current court order on file. Without legal documentation, both legal parents will be considered authorized to pick up.

If a child has not been picked up by closing, staff will first attempt to contact the parent or guardian, followed by the emergency contacts listed on the child's enrollment paperwork. If no authorized adult can be reached, the appropriate authorities will be contacted.

Florida licensing requires each child to have at least two emergency contacts, other than a parent or legal guardian, on file at all times. Please notify the office promptly if your emergency contacts change.

Photography Policy

CKC uses photographs and videos to document classroom activities, celebrate student learning, and communicate with families through the Procure app. Images shared through Procure are intended solely for enrolled families and may not be copied, shared, or posted on social media without the permission of the families of all children pictured.

To protect the privacy of every child, parents, guardians, and visitors are not permitted to photograph or record children while on CKC property unless prior approval has been granted by administration and consent has been obtained from the families of all children involved.

Separate written permission will be obtained before photographs or videos are used for marketing, advertising, social media, or the CKC website.

During school-wide performances and special events, families are welcome to photograph or record their own child. We kindly ask that you respect the privacy of other students and families by avoiding close-up photographs or videos of children other than your own and by refraining from posting images of other children on social media without their family's permission.

Parent Concerns & Conflict Resolution

We believe open, respectful communication builds strong partnerships between home and school. If you have a question or concern, we encourage you to first speak with your child's teacher. If additional support is needed, our administration is always available to schedule a meeting and work together toward a solution.

To maintain a positive environment for our students and families, we ask that concerns be discussed privately with staff and not in classrooms, hallways, or in front of children or other families.

Family Involvement

At CKC, we believe children thrive when families and teachers work together. Throughout the school year, we encourage parents, grandparents, and loved ones to participate in their child's preschool experience through volunteering, donations, and school-wide events.

Donations

We are always grateful for donations that help enrich our classrooms, including:

- Classroom supplies (crayons, markers, paper, art materials, etc.)
- New or gently used educational toys and learning materials
- Children's clothing (tops, bottoms, shoes, and socks)
- New children's underwear
- Gift cards or monetary donations for classroom celebrations and special events

Volunteer Opportunities

Families are invited to share their time and talents by:

- Reading to a class
- Joining us as a Lunch Bunch Buddy
- Sharing a hobby, talent, or career during Community Helpers Month
- Participating in other volunteer opportunities announced through Procure and our newsletters

School-Wide Events

We invite our families to join us throughout the year for special events, including:

- Grandparents Breakfast
- Fall Festival
- Thanksgiving Feast
- Christmas Presentation
- Easter Celebration
- Graduation
- Summer Activities
- And many more!

Personal Items & Supplies

To help keep our classrooms safe and organized, all personal belongings must be **clearly labeled with your child's first and last name**. Unlabeled items will be labeled by CKC staff. Labeling helps prevent lost belongings, cross-contamination from allergens (including foods and laundry detergents), and ensures personal items are returned to the correct child.

Daily Items Needed

Please send the following items each day, as applicable:

- **Water Bottle** (water only; bottles will be refilled throughout the day)
- **Packed Lunch** (see our Food & Nutrition Policy)
- **Small Blanket** (a small pillow or comfort item may also be brought for rest time)
- At least two complete **changes of clothing**
- **Diapers, pull-ups, and wipes** (if applicable)
- Children who are potty training should have **several extra pairs of underwear** and **bottoms** available at all times.

Your child's teacher may occasionally request additional items to support classroom activities or specific learning experiences.

All classroom curriculum materials and educational supplies are provided by CKC through our Enrichment Fee.

Personal Toys (Not Permitted)

Personal toys, games, trading cards, stuffed animals (except approved nap-time comfort items), and other play items are not permitted at CKC. These items often become lost, damaged, or create unnecessary distractions and conflicts between children. Any unauthorized items brought to school will be stored by staff and returned to a parent or guardian at pick-up. Exceptions are limited to teacher-approved classroom activities or special events announced in advance.

Student Dress Code

Children learn best when they are comfortable, safe, and free to explore. Children should arrive each day dressed in clothing that promotes a safe, independent, and active learning environment.

Dress for Success:

- Dress for a mess! Preschool can be wonderfully messy, and we encourage children to fully participate in every learning experience.
- Wear comfortable clothing that allows for active play and movement.
- Dress appropriately for the weather. Children participate in outdoor activities daily, weather permitting.

Shoes: Closed-toe, closed-heel shoes are required each day. Flip-flops, slides, and Crocs without the heel strap secured are not permitted.

Large motor activities are an important part of your child's day. Appropriate footwear allows children to safely run, climb, jump, and fully participate in all classroom and playground experiences.

Modesty & Safety; For the comfort and safety of all students:

- Shorts must be worn under all skirts and dresses.
- Clothing must properly cover the torso and undergarments.
- Halter tops, crop tops, and revealing clothing are not permitted.
- Clothing displaying suggestive language, inappropriate images, or offensive graphics is prohibited.
- Halloween-themed clothing, whether "cute" or scary, is not permitted.
- Jewelry should remain at home, with the exception of small stud earrings. CKC is not responsible for lost, stolen, or damaged jewelry. Jewelry may present a choking or injury hazard and should not be worn to school.
- Hair accessories that become distracting or interfere with classroom activities may be removed and returned at the end of the day.
- Hats may not be worn inside the building except during approved special school events. If your child needs to wear a hat outdoors for medical or sun protection reasons, please notify your child's teacher.

Encouraging Independence: We intentionally encourage children to become independent and confident in caring for their own needs. Whenever possible, children should wear clothing they can manage independently, especially children who are learning independent toileting skills. We recommend avoiding belts, difficult buttons, overalls, snapped onesies, and other clothing that may interfere with a child's ability to dress independently or use the restroom successfully.

School Closures & Holidays

CKC's yearly calendar is available through the Procure app, posted on our Family Information Board, and provided to each family upon enrollment. While every effort is made to follow the published calendar, dates are subject to change. Families will be notified of any changes as soon as possible.

Please note that tuition remains due in full during scheduled holidays, school closures, and student absences, as tuition reserves your child's space in our program.

CKC is typically closed or observes modified hours for the following:

- **August** - Teacher Training Days
- **September** - Labor Day
- **October** - Teacher Training Day
- **November** - Thanksgiving Break
- **December** - Christmas Break (VPK students may have additional scheduled closure days.)
- **January** - New Year's Day (Early dismissal on New Year's Eve, when applicable.)
- **February** - Teacher Training Day
- **March/April** - Spring Break, Good Friday & Easter Monday (VPK students may have additional scheduled closure days.)
- **May** - Memorial Day & Teacher Training Day
- **July** - Independence Day

Holiday Celebrations: As a ministry of Calvary Chapel St. Petersburg, CKC celebrates holidays through a Christ-centered, biblical perspective. Throughout the year, our classrooms focus on the true meaning of each season by emphasizing faith, gratitude, generosity, and the life of Jesus Christ. While we enjoy age-appropriate celebrations and family events, some traditional secular holiday customs may not be incorporated into our curriculum. We appreciate your partnership and support as we uphold the mission and values of our school.

Open Door Policy: Parents and legal guardians have access to their child at any time during operating hours and are always welcome at CKC. To protect each child's learning environment and classroom routine, parents may not remain in the classroom or visit with their child during the school day unless approved by administration for a scheduled conference, classroom observation, or special event.

Professional Boundaries: To maintain professional relationships, protect the privacy of our families and staff, and avoid potential conflicts of interest, CKC employees may not provide babysitting services, attend private family events, transport students, or engage in childcare arrangements for currently enrolled families outside of their employment with CKC. We appreciate your understanding as we maintain healthy professional boundaries that allow our teachers to focus on serving every child and family with fairness and consistency.

30-day Trial Period: To help ensure that CKC is the right fit for your child and family, all newly enrolled students begin with a 30-day trial enrollment period. This allows both the family and the center time to evaluate your child's adjustment and ensure we can successfully meet their individual needs.

If either the family or CKC determines that our program is not the best fit during this trial period, enrollment may be discontinued. Tuition will be prorated for any unused days of care following the student's withdrawal or dismissal.

Privacy Policy: CKC is committed to protecting the privacy and confidentiality of every child and family. By enrolling, you authorize CKC to collect and maintain the information necessary to provide safe, appropriate care and comply with licensing requirements. All personal, medical, and enrollment information will be kept confidential and shared only with authorized staff members who have a legitimate need to know. Information will not be released to outside individuals or agencies without written consent from a parent or legal guardian, unless required by law.

Termination Policy: CKC reserves the right to terminate enrollment when it is determined that the partnership between the center and family is no longer in the best interest of the child, other students, or the school. Reasons for termination may include, but are not limited to:

- Failure to follow CKC policies and procedures
- Failure to maintain current enrollment or health records
- Failure to pay tuition or applicable fees
- Repeated late pick-ups
- Inappropriate or unsafe behavior by a child or parent/guardian
- Lack of parental cooperation or respectful communication
- Any circumstance that prevents CKC from safely or appropriately meeting a child's individual needs

Whenever possible, CKC will work with families to address concerns before termination becomes necessary. However, the center reserves the right to terminate enrollment immediately when the safety or well-being of students, families, or staff is at risk.

Withdrawal Policy: Families may withdraw their child from CKC at any time by providing at least two weeks' written notice to the office.

Tuition is not prorated for withdrawals that occur during the middle of a billing week. Families who do not provide the required two-week notice will be assessed a \$400 withdrawal fee.

Any outstanding tuition or fees remain the responsibility of the family. Accounts that remain unpaid after reasonable collection attempts may be referred to a collections agency.

Non-Discrimination Policy: At Calvary Kids Care, we believe every child is uniquely created by God and deserves to be treated with love, dignity, and respect. We welcome children and families from all backgrounds and are committed to providing a safe, nurturing, and Christ-centered learning environment.

CKC does not discriminate in the enrollment or care of children on the basis of race, color, national origin, sex, disability, marital status, or veteran status, in accordance with applicable laws.

Safety Policies & Procedures

The safety and well-being of every child is our highest priority. The following policies have been established to provide a safe, secure, and nurturing environment for all students, families, and staff.

In addition to secure building access, CKC partners with Calvary Chapel St. Petersburg's Safety Team, which actively monitors our campus through video surveillance, routine patrols, and direct communication with our administration. This partnership allows us to respond quickly and effectively to safety concerns and emergencies.

Campus Safety & Security

Upon enrollment, each family will receive two assigned key fobs for secure building access. Key fobs are assigned to individuals and may not be shared. Additional key fobs may be purchased through the office. Lost or stolen key fobs must be reported immediately so they can be deactivated.

For the safety of our students and staff, tailgating ("piggybacking") into the building is strictly prohibited. Every individual entering CKC must use their own assigned key fob or use the call box to be screened before entry.

Even if you recognize another parent or family waiting outside, please do not hold the door open or allow them to enter with you. While you may know the individual, you may not be aware of current custody agreements, enrollment status, or other safety concerns that require administrative screening.

Likewise, please do not allow delivery personnel, vendors, visitors, or any other individual to enter the building. Kindly direct them to use the front call box so they may be screened by administration before being granted access.

Every key fob entry creates a time-stamped record that helps administration monitor who is on campus and maintain a safe environment for our children, families, and staff.

Parking Lot Safety: The speed limit on CKC property is 10 MPH and is strictly enforced.

For every child's safety:

- Hold your child's hand while walking through the parking lot.
- Never leave children unattended in a vehicle.
- Follow the posted speed limit and remain alert during arrival and dismissal.
- Limit cell phone use during arrival and dismissal so your full attention remains on your child and your surroundings.

Emergency Preparedness

CKC regularly conducts fire, severe weather, lockdown, and evacuation drills in accordance with licensing requirements. If a parent or visitor is present during a drill or emergency, they must either participate in the procedure or exit the building until the situation has concluded. Families will be notified through Procure after scheduled drills have been completed.

Inclement Weather: In the event of severe weather, hurricanes, or other emergencies affecting normal operations, families will be notified through Procure and text message as soon as possible regarding closures, delayed openings, or early dismissal.

Heat Advisories: Outdoor play is an important part of each child's day. During periods of extreme heat or unsafe weather conditions, outdoor activities may be shortened, modified, or moved indoors to protect the health and safety of our students.

Evacuation & Reunification: If an evacuation becomes necessary, children will be safely relocated by foot and/or wagon to our designated reunification site:

**Gateway Care Center
8600 U.S. Highway 19 N.
Pinellas Park, FL 33782**

Once all students and staff have safely arrived and attendance has been verified, parents and guardians will be notified through Procure, text message, and/or phone call. Students will only be released to a parent, legal guardian, or authorized pick-up person listed on the child's enrollment paperwork.

Injuries & Incident Reports: Minor injuries will receive immediate first aid from trained staff and will be documented on an Incident Report. Parents or legal guardians will be notified at pick-up and asked to review and sign the report acknowledging they have been informed of the incident.

For injuries involving the head, face, neck, or any injury that administration determines requires immediate parent notification, a parent or legal guardian will be contacted as soon as possible.

In the event of a serious injury or medical emergency, Emergency Medical Services (EMS) will be contacted immediately, followed by the child's parent or legal guardian. If a parent or guardian cannot be reached, CKC will contact each authorized emergency contact until someone is reached.

Each child's Emergency Medical Release Form provides CKC with the family's medical treatment authorizations and emergency contact instructions. Administration and emergency personnel will follow these instructions whenever possible while acting in the best interest of the child's health and safety.

Child Protection

Adult Behavior Policy: As a ministry of Calvary Chapel St. Petersburg, CKC strives to maintain a Christ-centered environment where every child, family, and staff member is treated with kindness and respect.

We expect all parents, guardians, and visitors to communicate respectfully with our staff and students. Disrespectful language, profanity, threatening behavior, or inappropriate conversations are not permitted on CKC property.

For the safety of all children, parents and guardians are responsible for supervising siblings and other children in their care while on campus.

Mandated Reporter Policy: Required by law (Chapter 39, Part 11, Florida Statutes), all CKC employees are mandated reporters and are legally required to report any suspected child abuse, neglect, or abandonment to the appropriate authorities.

Impaired Pick-Up: For the safety of every child, CKC will not release a child to any individual who appears to be under the influence of alcohol or drugs. Administration will work with the family to contact another authorized pick-up person or take any other steps necessary to ensure the child's safety.

Discipline & Expulsion Policy

At Calvary Kids Care, we believe discipline is an opportunity to teach, guide, and encourage children toward making positive choices. Our goal is to help children develop self-control, responsibility, respect, and problem-solving skills in a safe and nurturing environment.

Teachers use positive guidance techniques that are developmentally appropriate for each age group. These may include redirection, modeling appropriate behavior, offering choices, natural and logical consequences, and helping children identify and express their emotions in healthy ways.

Our School Rules

- **Be Kind to Others:** Use kind words, gentle hands, listening ears, and respectful actions.

"So in everything, do to others what you would have them do to you..." — Matthew 7:12

- **Take Care of Our School:** Respect our classrooms, toys, church property, and clean up after yourself.

"Guard what has been entrusted to your care." — 1 Timothy 6:20

- **Be Safe:** Walk indoors, follow directions, stay with your class, and make safe choices.

"Keep me safe, my God, for in You I take refuge." — Psalm 16:1

Whenever possible, consequences are presented as opportunities for children to make better choices and learn from their actions. Discipline is always administered with love, consistency, and respect.

CKC strictly prohibits any form of discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is never permitted.

If a child demonstrates ongoing challenging behaviors that affect the child's safety or the safety of others, administration will partner with the family to develop a written behavior support plan. Together, we will establish strategies, goals, and a timeline for improvement. If, despite consistent intervention and collaboration, CKC is unable to safely meet the child's needs, suspension or dismissal from the program may be considered.

Health & Illness Policy

The health and well-being of every child is important to us. To help maintain a healthy learning environment, we ask families to keep children home whenever they are ill or unable to comfortably participate in the day's activities.

Children should not attend CKC if they have:

- A fever of 100.4°F or higher
- Vomiting
- Diarrhea
- An unexplained rash
- Red, draining, or inflamed eyes
- Open or draining sores
- Live head lice
- Symptoms of a contagious illness
- Any condition that prevents them from comfortably participating in the school day

We ask that families do not send children to school after administering medication solely to reduce symptoms (such as fever or vomiting) in order for them to attend. If your child is beginning to feel unwell, please keep them home and notify the office. Honest communication helps us protect the health of every child and staff member.

If a child becomes ill while at CKC, is unable to participate comfortably, or shows signs of a contagious illness, a parent or legal guardian will be contacted for immediate pick-up. Children sent home due to illness may not return until they have been symptom-free for at least 24 hours without the use of fever-reducing or symptom-masking medication, or have met any additional return-to-school requirements established by CKC or the child's healthcare provider.

In some situations, a physician's note may be required before a child returns to school.

If a contagious illness is identified within your household, including a sibling enrolled at CKC, we ask that you notify the office immediately. Depending on the illness and current public health recommendations, additional precautions or temporary exclusion may be required to help protect the health of our school community.

Health Policies & Procedures

Mandatory Pick-Up & Medical Emergencies: If your child becomes ill, is unable to comfortably participate in the school day, or requires immediate medical attention, a parent or legal guardian will be contacted immediately. If we are unable to reach a parent or guardian, we will contact each authorized emergency contact listed on the child's enrollment paperwork until someone is reached. the authorized emergency contacts listed on the child's enrollment paperwork until someone is reached.

In the event of a medical emergency, Emergency Medical Services (EMS) will be contacted immediately, followed by the child's parent or legal guardian and authorized emergency contacts. If no parent, legal guardian, or authorized emergency contact can be reached, CKC will follow emergency procedures and contact the appropriate authorities as necessary to ensure the child's health and safety.

Health Conditions / Allergies: The health and safety of every child is our priority. Families are responsible for keeping all medical information, emergency contacts, and health records current throughout the school year.

If your child has allergies, asthma, seizures, diabetes, or any other medical condition requiring accommodations, please notify the office before your child's first day of care. CKC will work with families to develop an appropriate care plan and communicate necessary information to authorized staff members while maintaining your child's privacy.

Health Policies & Procedures

Immunization & Physical Records: Florida law requires all children to maintain current health records while enrolled at CKC, including:

- Student Health Examination Form (DH 3040 – Pgs. 1 & 2)
- Florida Certificate of Immunization (DH 680) or a Religious Exemption (DH 681)

Families will be notified when health records are approaching expiration. Current records must remain on file to maintain enrollment in accordance with state licensing requirements.

Head Lice: Children found to have live head lice while attending CKC will be sent home for treatment. Students may return after appropriate treatment has been completed and administration has confirmed that no live lice remain.

Families are encouraged to notify the office if head lice are diagnosed so that other families may be informed of a possible exposure while maintaining confidentiality.

Communicable Diseases: To help protect the health of our school community, parents and guardians are required to notify the office as soon as possible if their child is diagnosed with a contagious or communicable disease, including but not limited to RSV, Influenza (Flu), COVID-19, Hand, Foot & Mouth Disease, strep throat, pink eye, or other reportable illnesses.

In accordance with Pinellas County Health Department and childcare licensing requirements, CKC is required to report certain communicable diseases and may notify families of potential exposures while maintaining the confidentiality of the affected child and family.

Children may return to school only after they meet CKC's return-to-care requirements and any applicable guidance from their healthcare **provider or the Pinellas County Health Department.**

Health Policies & Procedures

Medication Policy: CKC may administer prescription medications only when they are provided in their original labeled container, have not expired, and are accompanied by a completed Medication Authorization Form signed by the child's parent or legal guardian.

Over-the-counter medications (including Tylenol®, Ibuprofen®, cough medicine, allergy medicine, and similar medications) will only be administered with a completed Medication Authorization Form and a physician's written authorization, in accordance with licensing requirements.

All medications must be given directly to the office. Medications may not be left in a child's backpack, lunchbox, cubby, or other personal belongings, nor may they be given directly to classroom staff. Emergency medications, such as EpiPens®, inhalers, glucagon, Diastat, or other physician-prescribed emergency medications, will be stored and administered according to the child's physician-approved medical plan and applicable licensing requirements.

Non-prescription topical products, such as diaper cream, sunscreen, insect repellent, lip balm, or medicated ointments, may only be used when accompanied by the appropriate authorization form.

For the safety of all children, personal care items and medications are not permitted in children's belongings. This includes, but is not limited to:

- Hand sanitizer
- Lip balm (ChapStick®)
- Body sprays or perfumes
- Essential oils
- Vitamins or supplements
- Cough drops or throat lozenges
- Medications of any kind

Please see the office for additional medication authorization requirements and approved forms.

Food & Nutrition Policies

Lunches: CKC asks each child to bring a well-balanced lunch each day in a sealed, labeled lunchbox. Per Pinellas County Licensing standards, lunches containing perishable items must include an ice pack, as we are unable to serve refrigerated foods that have not been kept at a safe temperature. Please pack lunches that are ready to eat, as CKC is unable to refrigerate or microwave student lunches.

To promote healthy eating habits, candy is not permitted in lunchboxes. If candy is brought to school, it will be returned home in your child's lunchbox.

Food Allergies: The health and safety of our students is our highest priority. Families will be notified through Procure and classroom signage if a student in their child's classroom has a severe food allergy. To protect all children, certain foods may be temporarily or permanently restricted within individual classrooms or throughout the center.

Parents are responsible for notifying the office of any food allergies, dietary restrictions, or special nutritional needs so appropriate accommodations can be made.

Snacks: CKC provides a morning and afternoon snack each day. Monthly snack menus are available on the Procure app and posted on the Family Information Board.

Families are welcome to provide an alternate snack if their child has dietary restrictions, food allergies, or personal preferences. Please notify your child's teacher whenever an alternate snack is provided so we can ensure it is served appropriately.

Food & Nutrition Policies

Special Treats & Food Experiences: Throughout the year, children may participate in age-appropriate cooking activities, taste tests, and classroom food experiences that support hands-on learning and encourage children to explore new foods.

Parents will be notified at least 48 hours in advance before any food is served that is not included on the regular snack menu. Written permission may be required depending on the activity. In accordance with Pinellas County Licensing and the Pinellas County Health Department, all food served at CKC must be commercially prepared, purchased from an approved source, or prepared on campus in compliance with applicable health and safety regulations.

Birthday Celebrations: We love celebrating birthdays and recognizing each child as one of God's unique creations!

If you would like to celebrate your child's birthday at CKC:

- Please notify your child's teacher or the office at least 48 hours in advance.
- All treats must be commercially prepared, sealed, and store-bought in accordance with licensing and health department regulations.
- Please limit celebrations to two simple treats and choose items with minimal sugar whenever possible.
- Celebration times are determined by the classroom teacher to best support the daily schedule.
- If a parent or guardian chooses to attend the celebration, we ask that they take their child home afterward. This helps prevent unnecessary emotional transitions for both your child and their classmates.

Voluntary PreKindergarten (VPK) Requirements

Calvary Kids Care proudly offers Florida's Voluntary Prekindergarten (VPK) program through the Early Learning Coalition (ELC). Families participating in VPK agree to follow all ELC and CKC requirements, policies, and procedures throughout the school year.

Attendance: Regular attendance is essential to your child's success. In accordance with ELC requirements, students are expected to attend consistently, arrive on time, and participate in the full instructional day. Excessive absences or tardiness may result in the loss of VPK funding. Families will be notified if attendance concerns arise.

Half-day VPK students may arrive between 8:50 a.m. and 9:05 a.m. and must be picked up promptly at 12:00 p.m. Late pick-up fees apply in accordance with CKC's Tuition & Fees Policy.

Assessments: VPK students participate in the state-required Star Early Literacy and Star Early Math assessments administered through Renaissance three times each school year. These assessments help teachers monitor progress, guide instruction, and prepare students for kindergarten.

Assessment dates will be communicated in advance. We encourage families to ensure their child arrives well-rested, has eaten a healthy breakfast, and is present on assessment days. To help children perform naturally, we ask parents not to practice or prepare students specifically for these assessments.

Parent Conferences: Parent-teacher conferences are held twice each year to review your child's developmental progress and assessment results. Additional conferences may be requested by either the family or teacher at any time.

VPK Code of Conduct: Families enrolled in VPK agree to follow the CKC VPK Code of Conduct, which is reviewed and signed during enrollment. Students are expected to demonstrate age-appropriate behavior and participate respectfully in the classroom environment.

School Readiness Program Requirements

Calvary Kids Care proudly participates in the School Readiness Program, a financial assistance program administered by the Early Learning Coalition (ELC) of Pinellas County. Families who receive School Readiness funding agree to comply with all ELC and CKC policies and procedures throughout their enrollment.

Attendance: Consistent attendance is required to maintain School Readiness funding. Excessive absences, tardiness, or failure to comply with ELC attendance requirements may result in the loss of funding or families being responsible for CKC's private tuition rates.

Daily attendance is recorded through CKC's sign-in and sign-out procedures and reported to the Early Learning Coalition as required.

Parent Fees: School Readiness families are responsible for paying any parent fee assigned by the Early Learning Coalition, along with any additional tuition or fees outlined in their Tuition Agreement.

Failure to make required payments in a timely manner may be reported to the ELC and could affect continued eligibility for School Readiness funding.

Transfers: Families may transfer their School Readiness enrollment to or from CKC in accordance with ELC procedures. A completed transfer form must be approved by both childcare providers, and all outstanding balances owed to CKC must be paid before a transfer can be finalized.

Please refer to the current ELC Parent Handbook for complete School Readiness program requirements, attendance policies, and eligibility guidelines.



Our Culture

The following pages will introduce you to our educational philosophy, daily life, and the values that shape every classroom experience.

Calvary Kids Care Daily Life

Every day at Calvary Kids Care is intentionally designed to provide children with a healthy balance of structured learning, purposeful play, exploration, rest, and social interaction. While classroom schedules vary by age, each day includes opportunities for:

- **Arrival & Welcome Activities**
- **Large- and Small-Group Instruction**
- **Learning Centers & Play-Based Exploration**
- **Outdoor Play or Gross Motor Activities**
- **Morning & Afternoon Snack**
- **Lunch**
- **Rest Time (for preschool students)**
- **Enrichment Activities, Specials, or Chapel**
- **Individualized Learning & Teacher-Guided Experiences**

Daily classroom schedules are posted inside each classroom and on the Family Information Board. Families are encouraged to speak with their child's teacher regarding any classroom-specific routines.

While routines are important, we also recognize that young children thrive when teachers remain flexible and responsive to their individual needs. Classroom schedules may be adjusted throughout the day to take advantage of teachable moments, children's interests, special events, or weather conditions while maintaining a predictable daily routine.

Calvary Kids Care Daily Life

Classrooms: Every CKC classroom is intentionally designed to support the whole child as we encourage exploration, independence, and a love of learning. Learning centers provide opportunities for literacy, mathematics, science, art, dramatic play, music, and sensory exploration while supporting every area of child development.

Each classroom also includes quiet spaces for self-regulation, individualized instruction, and independent learning. Materials are thoughtfully arranged and labeled to promote confidence, responsibility, and a sense of belonging.

Classroom Transitions (Move-up Days): Our goal is to provide children with consistency and stability throughout their early learning journey. Whenever possible, we limit classroom transitions to help children build secure relationships with their teachers and classmates.

Children typically transition:

- From the 2-year-old program to the 3-year-old program following Winter Break, at the beginning of Summer Camp, or at the start of a new school year.
- Into VPK only at the beginning of the school year, provided they meet Florida's age requirements and are developmentally prepared.

Any exceptions are made in partnership with families and administration to best support each child's individual needs.

Our Staff

At Calvary Kids Care, we believe that the quality of our teachers is one of the greatest influences on a child's early learning experience.

Every member of our team is carefully selected and committed to providing a safe, nurturing, and Christ-centered environment for every child.

All CKC staff are required to:

- Successfully complete a Level II Background Screening
- Maintain current CPR and First Aid Certification
- Meet all training requirements established by the Pinellas County Licensing Board
- Complete annual continuing education and ongoing in-house professional development

In addition to meeting state licensing requirements, our teachers are committed to modeling Christian character in both their words and actions. As a ministry of Calvary Chapel St. Petersburg, every employee affirms our Statement of Faith and is expected to uphold biblical values while serving the children and families entrusted to our care.

Our staff believes in one God revealed as the Father, Son, and Holy Spirit, the authority of God's Word, salvation through Jesus Christ alone, and the calling to love and serve others with grace, integrity, and compassion.

CKC's Teaching Philosophy



At Calvary Kids Care, we believe children learn best when they are actively engaged, encouraged to explore, and supported by caring teachers. Our teaching philosophy is built on three principles that work together:

Christ-Centered – Our faith is more than a subject; it is the foundation of everything we do.

We believe every child is uniquely created in the image of God and deeply loved by Him. Our desire is for every child to experience the love of Christ through the relationships they build and the example set by the adults who care for them.

Each week, your child will participate with Bible stories, Scripture memory, prayer, praise and worship, and a Christian character trait. These biblical truths are reinforced through teachable moments, everyday conversations, conflict resolution, and daily classroom experiences.

Our teachers strive to model Christ's love by demonstrating kindness, patience, grace, forgiveness, humility, and compassion. We believe faith is not only taught, it is lived.

We believe parents are a child's first and most important teachers in the faith, and we are honored to partner with families as they nurture a lifelong relationship with Christ.

Play-Based Learning – Children learn naturally through play. Rather than simply giving children answers, we provide meaningful experiences that encourage curiosity, creativity, problem-solving, communication, and independence.

Our teachers thoughtfully prepare the classroom, observe children's interests, ask meaningful questions, introduce new vocabulary, and guide learning through purposeful interactions.



CKC's Learning Philosophy

CKC's Teaching Philosophy

Continued...

Instructional Teaching – Through engaging large-group, small-group, and one-on-one learning experiences, teachers intentionally introduce new concepts, reinforce developing skills, and provide individualized support based on each child's developmental level and learning needs.

Instructional teaching includes activities such as circle time, literacy, mathematics, science, music, Bible lessons, and other teacher-guided experiences that build confidence, strengthen foundational skills, and prepare children for kindergarten and lifelong learning.

Why Learning Centers?

Learning centers are thoughtfully designed spaces where children actively explore, create, imagine, investigate, and solve problems through purposeful play. Rather than simply receiving information, children discover new concepts by engaging with materials, asking questions, making choices, and learning alongside their peers.

Each center is intentionally planned to support multiple areas of development, including language, literacy, mathematics, science, creativity, social-emotional growth, fine and gross motor development, and spiritual growth. Every material, activity, and classroom arrangement has a purpose and is selected to help children build the skills needed for kindergarten and lifelong learning.

Our teachers play an active role throughout center time by observing children's interests, asking meaningful questions, introducing new vocabulary and concepts, encouraging problem-solving, and extending each child's learning through intentional interactions. While children are encouraged to explore independently, our teachers are continually assessing developmental progress and creating opportunities for every child to grow.

At CKC, play is never "just play." Every center is designed to inspire curiosity, build confidence, encourage independence, and help children discover the joy of learning.

Through centers, children are developing:

- Curiosity and creativity
- Communication and language skills
- Early literacy and mathematics concepts
- Problem-solving and critical thinking
- Fine and gross motor development
- Independence and responsibility
- Cooperation, sharing, and conflict resolution
- Confidence and a lifelong love of learning

A Note From Your Director

Thank you for choosing Calvary Kids Care. It is an incredible privilege to partner with your family during some of the most important years of your child's life. We recognize that you are placing your trust in us, and we do not take that responsibility lightly.

Our commitment is to provide a safe, Christ-centered environment where every child is known, loved, encouraged, and challenged to reach their fullest potential. I believe the greatest schools are built on strong relationships, open communication, and a shared commitment between families and educators. Together, we can help children grow in faith, character, confidence, and a lifelong love of learning.

As Director, I remain actively involved in the daily life of our school. Whether you see me greeting families, visiting classrooms, supporting teachers, leading Chapel, or simply sharing in the excitement of a child's accomplishments, my goal is to be present, approachable, and invested in the success of every child and family.

Together with our Assistant Director, dedicated teachers, and church leadership, we are committed to creating a school where children feel safe, families feel supported, and Christ's love is evident in everything we do.

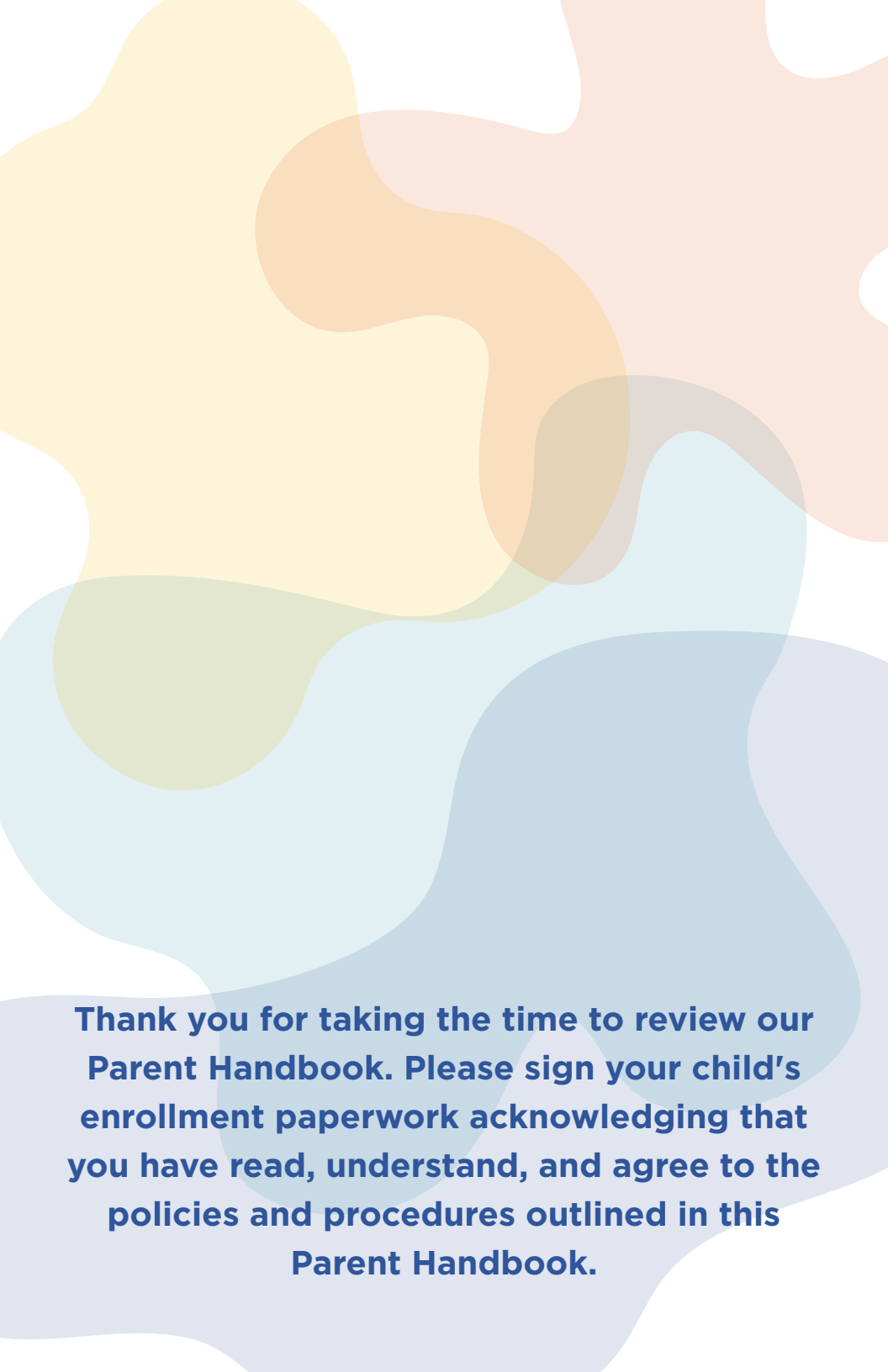
Thank you for allowing us to be part of your family's journey. We look forward to growing alongside you and celebrating each milestone in the years ahead.

In Christ's Love,

Laura Arnold
Director of Calvary Kids Care

"Let all that you do be done in love." 1 Corinthians 16:14

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Thank you for taking the time to review our Parent Handbook. Please sign your child's enrollment paperwork acknowledging that you have read, understand, and agree to the policies and procedures outlined in this Parent Handbook.

