



Kids IN Motion

LEARN. PLAY. SUCCEED.



PARENT HANDBOOK

& FAMILY WELCOME PACKET



A Partnership
for Your Child's
Success! 

Kids
IN Motion



1310 N Church Avenue
Mulberry, Florida 33860



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kidsinmotioncares.com



Where Every Child Can Learn, Play & Succeed!



LEARN. PLAY. SUCCEED.

Serving Families Since 2015

Address: 1310 N. Church Avenue

Mulberry, Florida 33860

Phone: (863) 425-0200

Website: kidsinmotioncares.com

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WELCOME TO KIDS IN MOTION

Dear Parents and Families,

Welcome to Kids In Motion Inc. We are honored that you have chosen us to be a part of your child's early learning journey.

At Kids In Motion, we believe every child deserves a safe, nurturing, and engaging environment where they can learn, grow, and develop confidence. Our dedicated team works hard each day to provide meaningful learning experiences that support children's social, emotional, physical, and cognitive development.

We value strong partnerships with families and believe that communication, trust, and collaboration are essential to each child's success. Together, we can create a positive foundation that helps children become lifelong learners.

Thank you for allowing us the privilege of caring for your child.

Sincerely,

**Devita Beechem
Owner / Director**

**Tiffany Brown
Director**

OUR STORY

Kids In Motion was founded in 2015 with a vision of providing quality childcare and early education services to families in the Mulberry community.

Since opening our doors, our commitment has remained the same: to provide a safe, nurturing, and educational environment where children can learn, play, and succeed.

We understand that choosing childcare is one of the most important decisions a family can make. Our goal is to create a place where children feel loved, supported, and encouraged to reach their full potential while providing parents with confidence and peace of mind.

MISSION STATEMENT

Kids In Motion is committed to providing a safe, nurturing, and developmentally appropriate environment where children are encouraged to learn, grow, and develop a lifelong love of learning.

VISION STATEMENT

To be a trusted leader in early childhood education by fostering positive relationships with children, families, staff, and the community while preparing children for future success.

CORE VALUES

- Safety First
- Respect for All
- Integrity
- Family Partnerships
- Excellence in Education
- Positive Child Development
- Community Involvement

KIDS IN MOTION PROMISE

At Kids In Motion, we promise to:

- Provide a safe and nurturing environment
- Treat every child with dignity and respect
- Communicate openly with families
- Encourage learning through play
- Maintain clean and secure classrooms
- Support each child's individual development
- Partner with families for success

This handbook serves as the introductory section of the Kids In Motion Preschool Parent Handbook. The sections listed in the table of contents provide an overview of the policies, procedures, and expectations that help ensure a safe, supportive, and successful experience for children and families.

Additional handbook sections include Enrollment and Admission Policies, Hours of Operation, Tuition and Payment Procedures, Attendance Expectations, Health and Safety Policies, Guidance and Discipline Practices, Nutrition and Meals, Family Communication, Emergency Procedures and Preparedness, and Required Enrollment Forms.

WHY FAMILIES CHOOSE KIDS IN MOTION

Since 2015, Kids In Motion has proudly served children and families throughout the Mulberry community by providing quality childcare and early education programs in a safe, nurturing, and engaging environment.

Families choose Kids In Motion because we offer:

- Experienced and Caring Staff
- Safe and Secure Learning Environment
- School Readiness Accepted
- VPK Program Available
- Nutritious Meals and Snacks Provided
- Structured Learning Through Play
- Family Engagement Opportunities
- Convenient Operating Hours
- Strong Parent Communication
- Community-Focused Programs
- Developmentally Appropriate Curriculum

Our goal is to support each child's growth socially, emotionally, physically, and academically while creating positive partnerships with families.

MEET OUR LEADERSHIP TEAM

Rod Beechem

Owner / Vice President of Operations Rod oversees business operations, strategic planning, facility improvements, technology systems, marketing initiatives, and long-term growth for Kids In Motion.

Devita Beechem

Owner / Director Devita provides leadership and oversight for center operations, family relationships, regulatory compliance, and educational programs while ensuring a nurturing environment for children and families.

Tiffany Brown

Director

Tiffany manages the daily operations of the center, supports staff and families, oversees classroom quality, and ensures compliance with licensing standards and Kids In Motion policies.

PROGRAMS OFFERED

Kids In Motion offers the following programs:

- One-Year-Old Program
- Two-Year-Old Program
- Three-Year-Old Program
- Four and Five-Year-Old Program
- Voluntary Prekindergarten (VPK)
- VPK Wraparound Care
- Before School Care
- After School Care
- School Age Full-Time Care
- Summer Camp

HOURS OF OPERATION

Kids In Motion is open Monday through Friday from 6:30 a.m. until 6:00 p.m.

Children should arrive in time to participate in daily classroom activities and educational experiences.

TUITION RATES

One-Year-Old Program: \$285 per week

Two-Year-Old Program: \$260 per week

Three-Year-Old Program: \$210 per week

Four and Five-Year-Old Program: \$190 per week

VPK Wraparound Program: \$175 per week

Before School Care: \$125 per week

After School Care: \$125 per week

School Age Full-Time Care: \$175 per week

ADDITIONAL FEES

Registration Fee: \$100

Supply Fee: \$75

Returned Check Fee: \$40

Late Pick-Up Fee: \$1.00 per minute per child

SIBLING DISCOUNT

Families with multiple children enrolled at Kids In Motion may receive a 10% tuition discount for the second enrolled child.

Management reserves the right to modify discount programs as needed.

NOW ENROLLING

Kids In Motion is currently accepting enrollment applications for select programs.

LIMITED OPENINGS AVAILABLE

Classroom availability may vary throughout the year. Families are encouraged to contact the center regarding current openings and waitlist opportunities.

CONTACT INFORMATION

Kids In Motion Inc.
1310 N. Church Avenue
Mulberry, Florida 33860

Phone: (863) 425-0200

Website: kidsinmotioncares.com

Email: info@kidsinmotioncares.com

ENROLLMENT AND ADMISSION POLICIES

Kids In Motion welcomes children and families without regard to race, color, religion, national origin, gender, disability, or family status.

Admission is based upon available space, completion of required enrollment documents, and payment of all applicable enrollment fees.

ENROLLMENT REQUIREMENTS

Prior to a child's first day of attendance, the following must be received and approved by the center:

- Completed Enrollment Application
- Emergency Contact Information
- Child Health and Medical Information
- Florida Immunization Record
- Florida Physical Examination Form
- Tuition Agreement
- Parent Handbook Acknowledgement
- Photo Release Form (Optional)
- School Readiness Documentation (if applicable)
- VPK Documentation (if applicable)

Failure to provide required documents may delay enrollment.

REGISTRATION AND SUPPLY FEES

A non-refundable Registration Fee of \$100 is due at enrollment.

An annual Supply Fee of \$75 is required for each enrolled child.

These fees help support classroom materials, supplies, and enrollment processing.

WAITLIST POLICY

When classroom enrollment reaches capacity, children may be placed on the Kids In Motion Waitlist.

Placement from the waitlist is offered based on:

1. Current enrolled siblings
2. Returning families
3. School Readiness and VPK placements when applicable
4. Date of application

Families are responsible for keeping contact information current.

If a family cannot be reached or declines placement, Kids In Motion reserves the right to offer enrollment to the next family on the waitlist.

ENROLLMENT AVAILABILITY

Kids In Motion may advertise:

NOW ENROLLING

or

LIMITED OPENINGS AVAILABLE

depending upon current classroom capacity.

Availability may vary throughout the year.

SCHOOL READINESS PROGRAM

Kids In Motion proudly participates in the School Readiness Program.

Parents receiving School Readiness assistance are responsible for:

- Maintaining eligibility requirements
- Completing all required redeterminations
- Reporting changes to the Early Learning Coalition
- Ensuring regular attendance

Parents are responsible for any fees not covered by School Readiness funding.

Failure to maintain eligibility may result in tuition becoming the responsibility of the parent.

VOLUNTARY PREKINDERGARTEN (VPK)

Kids In Motion participates in Florida's Voluntary Prekindergarten Program.

Parents participating in VPK are responsible for:

- Maintaining attendance requirements
- Signing required attendance documentation
- Participating in VPK program requirements
- Providing accurate enrollment information

Excessive absences may impact VPK participation.

PARENT REFERRAL PROGRAM

Kids In Motion values referrals from our families.

Current families may earn a \$100 tuition credit when:

- A new family enrolls
- The new family identifies the referring family during enrollment
- The referred child remains continuously enrolled for 90 consecutive days

The tuition credit will be applied after verification of eligibility.

Referral credits are non-transferable and may not be redeemed for cash.

COMMUNITY REFERRAL REWARDS

Kids In Motion may periodically offer additional referral incentives and recognition opportunities to families who help grow our school community.

FAMILY APPRECIATION PROGRAM

Kids In Motion values our families and their continued partnership.

Throughout the year, families may be recognized through:

- Family Appreciation Certificates
- Gift Basket Drawings
- Family Events
- Recognition Programs
- Special Appreciation Activities

WITHDRAWAL POLICY

A minimum of two weeks written notice is required when withdrawing a child from the program.

Parents remain responsible for tuition and fees during the notice period.

Kids In Motion reserves the right to discontinue services for non-payment, repeated policy violations, or circumstances that impact the health, safety, or welfare of children, families, or staff.

PARENT RESPONSIBILITY

Parents are responsible for:

- Maintaining current contact information
- Updating emergency contacts
- Providing accurate health information
- Meeting tuition obligations
- Following handbook policies and procedures
- Maintaining respectful communication with staff

Successful partnerships between families and staff help ensure a positive experience for every child.

ATTENDANCE: ARRIVAL, DEPARTURE & FAMILY COMMUNICATION

ATTENDANCE EXPECTATIONS

Regular attendance is important to a child's educational success and social development.

Parents are encouraged to ensure that children attend consistently and arrive on time to participate in classroom activities and learning experiences.

Frequent absences may affect a child's adjustment, learning progress, and participation in center activities.

ARRIVAL PROCEDURES

Children must be escorted into the center by a parent or authorized adult.

Upon arrival:

- Children must be signed in using the center's approved attendance system.
- Parents should communicate any important information regarding their child's health, behavior, or daily needs.
- Children should arrive dressed appropriately for classroom activities and outdoor play.

For safety reasons, children may not enter the center without adult supervision.

DEPARTURE PROCEDURES

Children will only be released to:

- Parents
- Legal guardians
- Authorized individuals listed on enrollment paperwork

Staff members may request photo identification at any time.

Children will not be released to anyone who is not listed on the child's authorized pick-up list.

AUTHORIZED PICK-UP PERSONS

Parents are responsible for maintaining current authorized pick-up information.

Any changes to authorized individuals must be submitted in writing and approved by management.

For the safety of all children, verbal authorization by telephone may not be accepted unless verified by administration.

PHOTO IDENTIFICATION REQUIREMENT

All individuals unfamiliar to staff may be required to present a valid government-issued photo identification before a child is released.

EMERGENCY CONTACT INFORMATION

Parents must immediately notify the center of any changes involving:

- Home address
- Telephone numbers
- Emergency contacts
- Employment information
- Custody arrangements
- Medical information

Accurate information is essential during emergencies.

LATE PICK-UP POLICY

Kids In Motion closes promptly at 6:00 p.m.

Parents are expected to pick up their child before closing time.

A late pick-up fee of \$1.00 per minute per child will be assessed beginning at 6:01 p.m.

Repeated late pick-ups may result in additional administrative action.

In the event a parent is delayed, the center should be contacted immediately.

CUSTODY AND COURT ORDERS

Kids In Motion will comply with legally binding court orders regarding custody, visitation, and child release.

Copies of all court documents must be provided to the center and kept current.

The center cannot enforce verbal custody arrangements.

UNLIMITED PARENTAL ACCESS

In accordance with Florida regulations, parents have unlimited access to their child while the child is in care.

Parents may visit the center during operating hours unless prohibited by a court order.

PARENT COMMUNICATION

Kids In Motion believes strong communication between families and staff supports a child's success.

Communication methods may include:

- Telephone
- Email
- Written notices
- Parent conferences
- Newsletters
- Social media updates
- Center communications

Center Contact Information:

Phone: (863) 425-0200

Email: info@kidsinmotioncares.com

Website: kidsinmotioncares.com

PARENT CONFERENCES

Parents may request a conference at any time to discuss their child's progress, development, or concerns.

Staff members may also request conferences when additional communication would benefit the child.

FAMILY PARTNERSHIP

Kids In Motion values family involvement and encourages parents to actively participate in their child's educational experience.

Opportunities may include:

- Family events
- Parent volunteer opportunities
- Classroom activities
- Graduation ceremonies
- Special programs and celebrations

Working together helps create a positive learning environment for every child.

PARENT CODE OF CONDUCT

Parents, guardians, and visitors are expected to conduct themselves respectfully while on center property.

The following behaviors are not permitted:

- Profanity
- Harassment
- Threatening behavior
- Disruptive conduct
- Verbal abuse toward staff, children, or families

Kids In Motion reserves the right to take appropriate action when behavior negatively impacts the safety, well-being, or operation of the center.

SOCIAL MEDIA AND ONLINE COMMUNICATION

Parents are encouraged to communicate concerns directly with center administration.

To protect the privacy of children, families, and staff, confidential information should not be shared through social media platforms.

Kids In Motion reserves the right to protect the privacy and confidentiality of all enrolled families.

HEALTH, SAFETY, NUTRITION, AND WELLNESS

HEALTH AND SAFETY COMMITMENT

The health, safety, and well-being of every child is a top priority at Kids In Motion. We strive to maintain a clean, healthy, and secure environment that supports children's growth and development.

Parents are expected to work in partnership with the center to help prevent the spread of illness and maintain a healthy environment for all children.

ILLNESS POLICY

Children should remain at home when they are ill.

A child may be excluded from attendance if they exhibit any of the following:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Contagious illness
- Unexplained rash
- Severe cough
- Difficulty breathing
- Eye drainage or conjunctivitis
- Symptoms that prevent participation in normal activities

Children must be symptom-free for at least 24 hours without fever-reducing medication before returning to the center.

The Director reserves the right to determine whether a child should remain in care or be sent home due to illness.

NOTIFICATION OF ILLNESS

Parents will be contacted when a child becomes ill while attending the center.

Children who become ill during the day may be required to be picked up promptly.

Parents are responsible for ensuring emergency contacts are available when needed.

MEDICATION ADMINISTRATION

Medication will not be administered to any children:

NO MEDICATIONS ADMINISTERED

NO MEDICATIONS STORED ON SITE

ACCIDENT AND INCIDENT REPORTING

In the event of an accident, injury, or unusual incident:

- First aid will be administered when appropriate
- Parents will be notified
- An Incident Report may be completed
- Emergency medical services will be contacted when necessary

A copy of the incident report may be provided to parents for review and signature.

EMERGENCY MEDICAL CARE

In the event of a serious illness or injury requiring immediate medical attention:

- Emergency medical personnel may be contacted
- Parents or emergency contacts will be notified as soon as possible
- Necessary emergency treatment may be authorized when parents cannot be reached

Parents are responsible for all medical expenses associated with emergency treatment.

ALLERGIES

Parents must notify the center of any allergies, food restrictions, or medical conditions at the time of enrollment.

A written Allergy Action Plan may be required for children with severe allergies.

Staff will make reasonable efforts to support allergy management; however, complete elimination of allergens cannot be guaranteed.

NUTRITION PROGRAM

Kids In Motion participates in the Child Care Food Program and provides nutritious meals and snacks that meet program guidelines.

Meals and snacks are designed to support healthy growth and development.

Parents will be notified of any special food-related requirements or restrictions.

SPECIAL DIETARY NEEDS

Parents requesting dietary accommodations due to medical conditions must provide appropriate documentation from a licensed healthcare provider when required.

REST TIME

Children will be provided with a daily rest period appropriate for their age group.

Children who do not sleep will be encouraged to participate in quiet activities that do not disturb other children.

OUTDOOR PLAY

Outdoor play is an important part of a child's development.

Children will participate in outdoor activities daily, weather permitting.

Parents should ensure children are dressed appropriately for outdoor play and physical activity.

Outdoor activities may be modified or cancelled due to:

- Severe weather
- Lightning
- Extreme temperatures
- Unsafe environmental conditions

PLAYGROUND SAFETY

Children are supervised at all times while using playground equipment.

Staff members actively monitor children and conduct regular head counts during outdoor activities.

Safety rules are reviewed regularly with children.

WATER PLAY ACTIVITIES

Kids In Motion may offer supervised water play activities during designated events and seasonal activities.

Examples may include:

- Sprinklers
- Splash stations
- Water tables
- Water-themed activities

Parents will be notified in advance when water activities are scheduled. Children must wear appropriate clothing and follow all safety expectations. Water activities are supervised by staff at all times.

SUN SAFETY

Parents are encouraged to provide sunscreen when appropriate.

Children may participate in shaded outdoor activities and receive frequent water breaks during warm weather.

CLEANLINESS AND SANITATION

Kids In Motion follows established cleaning and sanitation procedures designed to reduce the spread of illness and maintain a healthy learning environment.

This includes:

- Daily cleaning and disinfecting
- Handwashing procedures
- Classroom sanitation
- Bathroom sanitation
- Toy and equipment cleaning

HEALTH PARTNERSHIP

Parents and staff share responsibility for maintaining a healthy and safe environment.

Open communication regarding illnesses, injuries, medications, and health concerns helps ensure the well-being of every child entrusted to our care.

POSITIVE GUIDANCE, BEHAVIOR EXPECTATIONS, AND SOCIAL DEVELOPMENT

PHILOSOPHY OF GUIDANCE

At Kids In Motion, we believe children learn best in an environment where they feel safe, respected, and supported.

Our goal is to help children develop self-control, responsibility, problem-solving skills, and positive relationships with others through guidance techniques that are developmentally appropriate and respectful.

POSITIVE GUIDANCE POLICY

Staff members use positive guidance techniques to encourage appropriate behavior and support children's social and emotional development.

Guidance methods may include:

- Positive reinforcement
- Redirection
- Encouragement
- Problem-solving discussions
- Modeling appropriate behavior
- Offering choices
- Teaching conflict resolution skills
- Age-appropriate expectations

Children are encouraged to learn from mistakes and develop skills that support lifelong success.

BEHAVIOR EXPECTATIONS

Children are expected to:

- Treat others with kindness and respect
- Follow classroom rules
- Use appropriate language
- Participate safely in activities
- Respect classroom materials and property
- Follow teacher directions

Staff members provide consistent support and guidance to help children meet these expectations.

PROHIBITED DISCIPLINE PRACTICES

Kids In Motion strictly prohibits the following:

- Corporal punishment
- Physical discipline
- Verbal abuse
- Humiliation
- Threats
- Withholding food
- Isolation without supervision
- Physical restraint except when necessary to protect safety

These practices are not permitted under any circumstances.

REDIRECTION

Redirection is frequently used to guide children toward more appropriate choices and behaviors.

Staff may redirect a child by:

- Offering an alternative activity
- Providing choices

- Changing the environment
- Helping the child identify emotions
- Teaching appropriate behavior

SOCIAL AND EMOTIONAL DEVELOPMENT

Children are encouraged to develop:

- Self-confidence
- Independence
- Emotional regulation
- Communication skills
- Cooperation
- Empathy
- Problem-solving abilities

Staff members support social-emotional growth through daily interactions and classroom activities.

BITING POLICY

Biting is a common developmental behavior among young children.

When a biting incident occurs:

- The child who was bitten will receive immediate attention and care.
- The child who bit will be redirected and guided appropriately.
- Parents of both children will be notified.
- Incident documentation may be completed.
- Staff will work with families to develop strategies to reduce future incidents.

Confidentiality regarding all children involved will be maintained.

CHALLENGING BEHAVIORS

When challenging behaviors occur, staff members will:

- Observe and assess the situation
- Identify possible causes or triggers
- Communicate with families
- Develop behavior support strategies
- Monitor progress

The center may request meetings with families when additional support is needed.

PARTNERSHIP WITH FAMILIES

Successful behavior guidance requires collaboration between families and staff.

Parents are encouraged to communicate concerns, share strategies, and work with staff to support their child's development.

BEHAVIOR SUPPORT PLANS

In situations involving persistent challenging behavior, Kids In Motion may develop an individualized behavior support plan in partnership with parents.

Plans may include:

- Specific behavior goals
- Support strategies
- Progress monitoring
- Parent communication

SUSPENSION AND TERMINATION OF SERVICES

Kids In Motion is committed to supporting all children whenever possible.

However, the center reserves the right to suspend or terminate services when a child's behavior presents a serious risk to:

- The safety of the child
- Other children
- Staff members
- The operation of the center

Prior to termination, reasonable efforts may be made to work collaboratively with families to address concerns whenever appropriate.

CLASSROOM COMMUNITY

Kids In Motion strives to create classroom environments that are:

- Safe
- Respectful
- Inclusive
- Supportive
- Developmentally appropriate

Our goal is to help every child build confidence, develop positive relationships, and experience success in a caring learning environment.

COMMITMENT TO SUCCESS

Every child develops at their own pace.

Kids In Motion is committed to providing encouragement, guidance, and support while helping children develop the skills needed to become successful learners, friends, and community members.

EMERGENCY PROCEDURES, SECURITY, CONFIDENTIALITY, AND CHILD PROTECTION

EMERGENCY PREPAREDNESS

The safety and well-being of children, families, and staff are priorities at Kids In Motion.

The center maintains emergency procedures designed to respond to situations that may affect the health, safety, or security of children and staff.

Staff members receive training regarding emergency procedures and response protocols.

EMERGENCY CONTACT INFORMATION

Parents are responsible for providing current emergency contact information and notifying the center immediately of any changes.

Accurate emergency information is essential during emergency situations.

FIRE DRILLS

Kids In Motion conducts regular fire drills in accordance with state licensing requirements.

Children and staff participate in fire drills to become familiar with evacuation procedures and emergency exits.

Records of fire drills are maintained by the center.

SEVERE WEATHER PROCEDURES

In the event of severe weather, children and staff will move to designated safe areas within the facility.

Emergency procedures may be implemented for:

- Severe thunderstorms
- Tornado warnings
- Lightning
- High winds
- Other weather-related emergencies

Parents will be notified as appropriate regarding emergency situations.

HURRICANE PROCEDURES

Kids In Motion monitors weather conditions and follows guidance from local emergency management officials.

When necessary, the center may close due to hurricane threats or other emergency conditions.

Parents will be notified through available communication methods including:

- Telephone
- Email
- Website updates
- Social media announcements
- Center communications

Families are encouraged to maintain emergency plans for their households.

EMERGENCY EVACUATION

If evacuation becomes necessary, children and staff will relocate to a designated safe location.

Parents will be notified as soon as practical regarding evacuation information and reunification procedures.

SECURITY AND VISITOR POLICY

Kids In Motion is committed to maintaining a secure environment for all children.

All visitors must:

- Report to the office upon arrival
- Sign in when required
- Follow center procedures
- Present identification when requested

Visitors may not enter classrooms or child care areas without authorization.

UNAUTHORIZED INDIVIDUALS

Any individual who cannot demonstrate authorization to be on center property may be denied access.

Law enforcement may be contacted when necessary to protect the safety and security of children, families, and staff.

CHILD RELEASE SAFETY

Children will only be released to authorized individuals identified on enrollment records.

Photo identification may be required at any time.

CONFIDENTIALITY POLICY

Kids In Motion respects the privacy of all children, families, and staff.

Information regarding children and families will be treated as confidential and shared only when authorized or required by law.

Confidential information may include:

- Enrollment records
- Medical information
- Emergency information
- Family information
- Attendance records
- Incident reports

Families are encouraged to respect the privacy of other children and families.

PHOTOGRAPHY AND SOCIAL MEDIA POLICY

Photographs and videos may be taken for educational, classroom, and promotional purposes when appropriate authorization has been provided by parents.

Parents may accept or decline participation through the Photo Release Form.

Kids In Motion will make reasonable efforts to protect the privacy of children when sharing approved photographs or promotional materials.

CHILD ABUSE AND NEGLECT REPORTING

The safety and protection of children is a shared responsibility.

Kids In Motion staff members are mandated reporters under Florida law.

Staff members are required to report suspected child abuse, neglect, or abandonment to the appropriate authorities.

Reports are made when there is reasonable suspicion that a child may be at risk.

Parents should understand that staff members are legally obligated to comply with reporting requirements.

NO RETALIATION POLICY

Kids In Motion supports individuals who make good-faith reports regarding child safety concerns.

Retaliation against any person who reports a concern in good faith is prohibited.

EMERGENCY CENTER CLOSURES

The center may close due to:

- Severe weather
- Natural disasters
- Utility interruptions
- Health emergencies
- Government directives
- Other circumstances affecting safety

Families will be notified as soon as practical when emergency closures occur.

UNLIMITED PARENTAL ACCESS

Parents have unlimited access to their child while the child is in care, consistent with Florida regulations.

Access may only be restricted by court order or other legally enforceable requirements.

PARTNERSHIP IN SAFETY

Maintaining a safe environment requires cooperation between families and staff.

Parents are encouraged to:

- Keep emergency information current
- Follow center security procedures
- Notify staff of safety concerns
- Review emergency information provided by the center

Together, we can help ensure a safe, secure, and positive environment for every child entrusted to our care.

FAMILY PROGRAMS, PARENT INVOLVEMENT, RIGHTS, AND RESPONSIBILITIES

FAMILY PARTNERSHIP PHILOSOPHY

Kids In Motion believes families are a child's first and most important teachers.

We are committed to building positive relationships with families through communication, mutual respect, and shared responsibility for each child's success.

PARENT REFERRAL PROGRAM

Kids In Motion values referrals from our families.

Current families may earn a \$100 tuition credit when:

- A new family enrolls at Kids In Motion
- The referring family is identified during enrollment
- The referred child remains enrolled for 90 consecutive days

Once eligibility requirements have been met, a \$100 tuition credit will be applied to the referring family's account.

Referral credits:

- Are not redeemable for cash
- Are non-transferable
- May be used toward tuition obligations

Kids In Motion reserves the right to modify referral incentives as needed.

FAMILY APPRECIATION PROGRAM

Each year, Kids In Motion recognizes and celebrates the families who help make our school community successful.

Family appreciation activities may include:

- Family Appreciation Certificates
- Recognition Programs
- Family Events
- Appreciation Gifts
- Gift Basket Drawings
- Community Celebrations

We appreciate the trust and support our families provide throughout the year.

PARENT VOLUNTEER PROGRAM

Parents are encouraged to become involved in school activities whenever opportunities are available.

Volunteer opportunities may include:

- Reading to classrooms
- Career Day participation
- Special events
- Holiday activities
- Graduation assistance
- Classroom projects
- Family engagement activities

All volunteers must:

- Follow center policies
- Sign in upon arrival
- Maintain confidentiality
- Follow staff directions
- Remain professional while volunteering

Volunteer opportunities may vary throughout the year.

BIRTHDAY RECOGNITION PROGRAM

Kids In Motion enjoys celebrating each child's special day.

Birthday recognition may include:

- Birthday Certificate
- Classroom Recognition
- Birthday Crown or Sticker
- Birthday Song
- Special Birthday Acknowledgement

Parents wishing to provide birthday treats must coordinate with center administration in advance.

All treats must comply with center health and safety requirements.

PARENT RIGHTS

Parents have the right to:

- Visit their child during operating hours
- Receive information regarding their child's progress
- Review applicable records regarding their child
- Participate in conferences and meetings
- Communicate concerns to center administration
- Receive updates regarding center policies and procedures
- Be treated with courtesy and respect

PARENT RESPONSIBILITIES

Parents are expected to:

- Follow handbook policies
- Maintain current contact information
- Pay tuition and fees on time
- Provide required documentation
- Communicate respectfully with staff
- Support classroom expectations
- Participate in partnership opportunities when possible

Successful partnerships contribute to positive outcomes for children.

CUSTOMER SERVICE COMMITMENT

Kids In Motion strives to provide exceptional service to children and families.

Families can expect:

- Professional communication
- Respectful interactions
- Timely responses to concerns
- Quality care and education
- Safe and secure facilities

Concerns should be directed to center administration so they may be addressed appropriately.

GRIEVANCE PROCEDURE

Parents who have concerns regarding services are encouraged to:

1. Speak directly with the classroom teacher.
2. Contact the Director if concerns remain unresolved.
3. Schedule a conference with administration if additional review is needed.

Kids In Motion values open communication and will make reasonable efforts to address concerns promptly and professionally.

COMMITMENT TO EXCELLENCE

Kids In Motion remains committed to providing high-quality childcare and educational services while maintaining strong partnerships with families and the community.

Together, we help children learn, grow, and succeed.

REQUIRED FORMS AND ACKNOWLEDGEMENTS

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received, reviewed, and understand the Kids In Motion Parent Handbook.

I agree to follow the policies and procedures contained within the handbook.

Parent/Guardian Name: _____

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

TUITION AGREEMENT

I understand that tuition and fees are due according to Kids In Motion policies.

I understand that failure to make payments as required may result in late fees, suspension of services, or termination of enrollment.

Parent/Guardian Name: _____

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

PHOTO AND MEDIA RELEASE

Please select one:

YES, I authorize Kids In Motion to photograph or videotape my child for educational, classroom, promotional, website, newsletter, and social media purposes.

NO, I do not authorize Kids In Motion to photograph or videotape my child for promotional purposes.

Parent/Guardian Signature: _____

Date: _____

PARENT VOLUNTEER INTEREST FORM

I am interested in volunteering for:

Reading to Children

Family Events

Graduation Activities

Holiday Programs

Classroom Projects

Career Day

Other: _____

Parent Name: _____

Phone Number: _____

Email Address: _____

EMERGENCY CONTACT UPDATE FORM

Child's Name: _____

Parent/Guardian Name: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Emergency Contact #1: _____

Relationship: _____

Phone Number: _____

Emergency Contact #2: _____

Relationship: _____

Phone Number: _____

SCHOOL READINESS ACKNOWLEDGEMENT

I understand my responsibility to maintain School Readiness eligibility requirements and to comply with attendance and reporting requirements.

Parent Signature: _____

Date: _____

VPK ACKNOWLEDGEMENT

I understand my responsibility to comply with VPK attendance requirements and participation expectations.

Parent Signature: _____

Date: _____

THANK YOU!

Thank you for choosing Kids In Motion.

We appreciate the opportunity to partner with your family and support your child's educational journey.

KIDS IN MOTION INC.

LEARN. PLAY. SUCCEED.

Serving Families Since 2015

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