



SCHOOL ENROLLMENT MANUAL PART 1

KID STARS™ PROGRAMS

2025-2026

WELCOME TO KID STARS™

Dear Parents,

Welcome to Kid Stars Preschool and Kindergarten at Baby Stars!

We're proud to be one of the most innovative and forward-thinking early childhood education centers in South Florida.

Our passionate and dedicated team is here to help your child grow through activities that support emotional development, language acquisition, critical thinking, and both fine and gross motor skills.

At Kid Stars, we focus on the early years of life—when the brain is developing at its fastest pace. We believe that early exposure to high-quality education can make a lifelong difference, opening doors to both academic and social success.



ROMINA BRYCE
Academic Director

Since 1987, our programs have been designed to unlock children's full developmental potential through engaging, research-based learning experiences.

Founded by Edith Peisach, Kid Stars continues to evolve, always guided by a deep commitment to child-centered learning. Today, I'm proud to serve as the Academic Director and to welcome you into this next chapter of our journey.

Below, you'll find our Kid Stars School Enrollment Manual. Please take a moment to review the information carefully, and don't hesitate to reach out if you have any questions.

Thank you for choosing us—we can't wait to share this learning adventure with you and your child.

Warmly,

A handwritten signature in black ink that reads "Romina Bryce".



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1. REGISTRATION

- ▶ Enrollment is on a first come, first serve basis. Parents can place their child's name on our waiting list.
- ▶ To secure a space in our Preschool and Kindergarten Programs for an upcoming session, a non-refundable deposit is necessary.
- ▶ Before the first day of class, please bring your child's certification of immunization (Blue and Yellow Forms.)
- ▶ Turn in ALL Enrollment Manual Part 2 forms signed and dated.

- ▶ Payment of tuition is due in full prior to the commencement of our Preschool Program unless you make other payment arrangements with us.
- ▶ Deposits are non-refundable or applicable to other services.
- ▶ We do not provide make-up sessions or classes or offer credit to any other program we offer.
- ▶ Students with a tuition balance will not be eligible for parent-teacher conferences or participation in school shows or activities.
- ▶ Early withdrawal requires full payment through the end of the then-current school year. Your payment obligations will remain in full force and effect if forced to close due to a catastrophic natural event such as a hurricane or a health-related pandemic.
- ▶ Parents are fully responsible for payment. If we commence collection action to recover any past amount, including fees or charges for any program in which your child is enrolled, we will be entitled to recover any and all costs of collection, including reasonable attorney's fees and court costs.

2. TUITION POLICY



3. HOME-TO-SCHOOL COMMUNICATION

The family is the most important element in young children's lives. Building a strong bond between home and school allows children to feel confident as their world expands. Parents and families are an important part of our program. We will do our best to keep you informed of your child's activities at school.

Sometimes we ask parents to provide necessary materials for our school. Notices will be sent home indicating what food or general supplies we would like you to contribute.

A. Informal Communication

Arrival and departure times are great opportunities to exchange quick information between parents and your child's teacher. Notes and occasional phone calls are also an easy way for parents and staff to communicate.

Kaymbu App

The Kaymbu App, through *School Care Works* provides daily reports regarding attendance, meals, diapering, etc. *Additional details on the Enrollment Manual Part 2.*

B. Formal Communication

Parents Newsletters

A newsletter for parents will be sent each week via email. The newsletter will inform you about our current themes and activities as well as the activities planned for the upcoming week. We encourage all parents to read the newsletter and discuss it with their child. It's a great opportunity to review and reinforce with them what they experience in Kid Stars.

Parent Teacher Conferences

Twice a year you have the opportunity to meet formally with your child's teacher in which she will let you know how your child is progressing through a formal report. You must attend these meetings and follow the school recommendations to avoid suspension or termination of your child from our program.



4. ATTENDANCE & PICK-UP POLICY

- Children are expected to attend school Monday through Friday at their scheduled times.

- Make-up classes for missed days are not allowed.

- Children need to be dropped off at Kid Stars at their corresponding class start time. When arriving late, parents must wait at the front desk until one of the child's teachers comes to pick them up.

- It is imperative for children to arrive on time. Otherwise, they will be missing important components of the curriculum.

- When arriving late, parents must wait with their child at the front desk until the child's teacher is available to go pick him/her up. Parents must be patient. Front Desk administrator may not stay with the child until the teacher arrives.

- Lunch boxes must be dropped off with the children. Kid Stars may not purchase outside lunches for the children.

- Parents must sign-in and sign-out their children when dropping them off and picking them up. Parents will not be allowed in beyond the front desk for the safety of the children.

- Please be on time when picking up your child.

- We cannot keep children in our care before or after class. There will be a 15-minute grace period, after that, a \$15 dollars late fee will be charged for every 15 minutes. Past 1:00 pm children will then go to the afterschool program.

- Parents must fill out the Pick-Up Authorization Form in the registration packet.

- Unless we notify you of restrictions, parents may access their child's classroom at any time. However, the front desk administrator must accompany the parent to the classroom.

- All adults dropping off/picking up children must leave a copy of their ID at the front desk.

DROP-OFF & PICK-UP TIMES HALF DAY

PK1 _ 9:00 am - 12:00 pm
PK2 _ 8:45 am - 12:30 pm
PK3 _ 8:45 am - 12:45 pm
PK4 _ 8:45 am - 1:00 pm
Kinder_ 8:30 am - 3:45 pm*

* Full day option only

PICK-UP TIMES FULL DAY

PK1 - 3:15 pm
PK2 - 3:30 pm
PK3 - 3:30 pm
PK4 - 3:30 pm
Kinder - 3:45 pm

EXTENDED HOURS

Early Drop-Off - 8:00 am
Extended Pick-Up - 5:00 pm

**Baby
Stars**

5. SIGN IN / SIGN OUT

SCHOOL CARE WORKS

Kid Stars requires that students sign in and out daily by the person responsible for bringing the child to and from school.



How to check in your child?

You can check your child in and add a drop-off note by clicking the green plus button. You'll be able to select your child (or children) and check them in for the day. You can add a note and may be asked to sign a liability waiver set by your child's program.

Who else can check in your child?

Any family members listed on your child's Kaymbu profile can check in your child and add drop-off information. However, they will not be able to see anything you have added or shared.



6. SICK & MEDICINE ADMINISTRATION POLICY

- As children come to school, teachers will conduct a wellness check on all children.

- Mask use for children is optional.

- If teachers notice children with a consistent runny nose, cough, red or crusty eyes, fever, vomiting or diarrhea, parents will be asked to take their child home.

- Teachers may call parents to take their children home any time during the day if symptoms arise.

- Children must be free from any symptoms of an infectious illness (e.g., flu, colds or a cough, runny nose, nausea, fever, diarrhea or any other symptoms connected with a cold or flu) for 24 hours before returning to school. In the case of Hand Foot Mouth Disease, all blisters must be dry.

- Teachers are not authorized to administer any medications without proper authorization. Please refer to the Medicine Administration Forms, Enrollment Manual Part 2.

- Parents can choose whether or not they consent to allow us to take their child's temperature. In the Enrollment Manual Part 2, please mark the box with your choice if you want your child to attend the preschool program.

- As parents, you have the option to allow teachers to apply a topical cream such as Neosporin and Bactaid to any cuts or scrapes. In the Enrollment Manual Part 2, please mark the appropriate box if you want your child's teacher to apply topical creams; otherwise, children will only be treated with soap and water. Please refer to the First-Aid Form.

Baby Stars

7. BITING & HITTING POLICY

Children between the ages of one and three occasionally use biting and hitting as defense mechanisms whenever they feel nervous or threatened. At such a young age, they do not realize the consequences of their actions and at times are unable to respond in a less-aggressive manner.



Here at Kid Stars, along with help from parents, we aim in helping children defer from biting and hitting and identify appropriate defense mechanisms. Whenever a child is biting or hitting, we will sit down with the parents of the child and guide them through appropriate strategies to defer such behavior.



During class time, any time a child hits, bites or throws items, the child will be placed in a safe space. A safe space consists of sitting the child away from the play area and others for one minute per age of child to have the opportunity to calm down.

The child will be explained why he or she is being put in the safe space and told that the behavior that took place is not appropriate. The safe space is used to provide a space for children to process their emotions.



8. DISCIPLINE POLICY

- We are required by the Department Children and Families to provide parents with a written discipline policy. In the Enrollment Manual Part 2, please sign the attached form and return it to our office. Our program will ensure that age-appropriate, constructive disciplinary practices are used for your child.
- This care will allow the child time to look over his or her behavior. To ensure a safe and successful program, discipline is a must. We welcome suggestions from parents, so feel free to share them with us.
- All childcare personnel must comply with the facility's written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited for all childcare personnel.
- Kid Stars will not release the names of children involved in any disciplinary incident.

- Continue to the next page for the list of steps used by the school for behavior modification.



The following steps will be used for behavior modification

- **Children will be corrected and asked to change their behavior whether with a gentle look, shake of the head or words to indicate the behavior is inappropriate.**
 - **Children will be redirected from the situation where he or she was misbehaving.**
 - **Children will be placed in “A Safe Space” to have the opportunity to calm down. The child will be separated from the group until he or she feels ready to return to the activity for a total of one minute more than their age (i.e., child is 3 yrs. old then child will be in the “safe space” for 4 minutes maximum.) The responsibility for behaving appropriately is placed on the child.**
 - **Parents will be contacted if the child does not correct his or her behavior. The teacher will discuss strategies with the child’s parents to help the child overcome his or her difficulties.**
- **When deemed appropriate, and based on a child’s behavior, Baby Stars/Kid Stars reserves the right to terminate or suspend a student from the school, with no financial refund, remove him/her from afternoon activities and/or send the child home for the day. When a child is sent home, the child will be brought to the office and wait to be picked up. It is the parent’s/guardian’s responsibility to pick up the child from the office immediately.**



9. SNACKS

- ▶ All children will receive a mid-morning snack every day.
- ▶ Snacks will be different every day and could consist of a sweet cracker, cookie or cereal, a salty cracker, pretzel or veggie chip, and fruit.
- ▶ To drink, children will be given water and/or apple juice.
- ▶ Parents are responsible for providing the snacks for their children if they follow a special diet.
- ▶ Foods brought from home may not contain any nuts or nut by products. Please provide us with a list of any food allergies or foods your child does not or cannot eat.

- ▶ Children staying for lunch bring food from home (please NO NUTS, or Nut products).
- ▶ Food from home must be placed in containers that may be heated in the microwave.
- ▶ Please do not send food that requires cooking time.
- ▶ Glass containers are not allowed. We recommend you send disposable cutlery.
- ▶ Fridays are pizza day; parents may choose to pay \$4 for their children to eat pizza on Friday.
- ▶ Kid Stars does not provide lunch for students any other day.

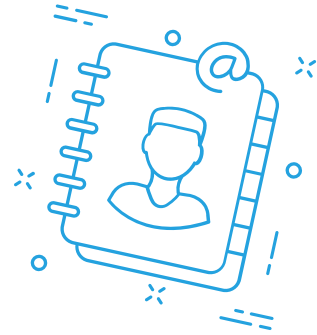
10. LUNCH



11. PHONEBOOK

Baby Stars is not allowed to distribute children or parent's phone numbers or addresses without prior authorization.

In the Enrollment Manual Part 2, please sign the attached form if you would or would not like your personal information to be included in our student phonebook.



All children attending our school program must wear a Kid Stars T-Shirt.

Uniform T-Shirts may be purchased at the front desk.

Send your child in comfortable clothes.

Avoid sending your child in costumes unless a special activity has been scheduled.

Be aware that children will be playing with paint and other materials which may leave a stain (we use all washable supplies). Kid Stars is not responsible for stains that cannot be removed from your child's clothing.

It is the parent's responsibility to provide an extra change of clothes and diapers.

Please LABEL ALL of your child's personal items.



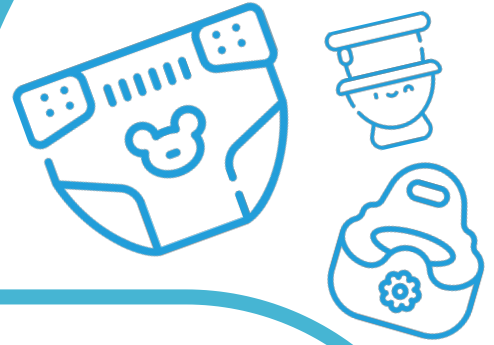
12. UNIFORM

13. GROOMING & HYGIENE

- ▶ All children are required to attend Kid Stars properly groomed. We expect parents to clean children's faces and hands and change for a fresh diaper before arriving at Kid Stars.
 - ▶ Children's nails must be properly cut and filed. Children's fingernails will be inspected in school. If nails are found inappropriate for school, parents will be contacted to come pick up their child. To avoid this, inspect your child's fingernails before leaving home and In the Enrollment Manual Part 2, parents may also sign a release form to allow teachers to cut your child's fingernails if deemed necessary. Long fingernails may cause involuntary scratches in children and their peers.
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- ▶ Please note that lice is a common problem in schools. Our staff will periodically check children's heads for lice.
 - ▶ In the case a child is found with lice, parents must immediately pick their child up from school. Treatment must be completed at home. Upon coming back to school, student hair will be inspected by one of our staff members before the child is allowed to return to school.



14. DIAPERING & POTTY TRAINING



- **Kid Stars is committed to help your child gain independence and assist in the transition from diapers to potty training.**
- **While children are not potty trained our staff will take care of all diapering needs.**
- **Parents are responsible for providing diapers, wipes, and creams for their children.**
- **We recommend children begin potty training at 2 and half years old. We have articles for you to read to support you in this process.**
- **Once children are potty trained, teachers will allow children to enter the restroom on their own, supervising only from the door. Teachers will no longer assist with wiping children as this helps children learn the importance of privacy.**
- **Children will have all toileting materials available such as toilet paper and wipes. Teachers will make sure that the area is clean before they sit down and that students wash their hands before and after going to the potty.**



15. TOYS & PERSONAL BELONGINGS



- ▶ In a clear manner, label with your child's name all items children bring to school. Teachers may not make themselves responsible for any toys or personal belongings that are not clearly labeled.
 - ▶ We recommend students defer from bringing any jewelry, toys, or cherished possessions to school as children under the age of 5 tend to misplace items.
 - ▶ If an item is brought to school for a show-and-tell or any other event, please make sure the item is labeled and to hand the item directly to your child's teacher to ensure its safe keeping.
 - ▶ We do not assume any responsibility for any lost or damaged personal effects or toys.
 - ▶ Please do not send you children with jewelry or expensive accessories. We do not assume any responsibility for any lost or damaged personal effects.
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- ▶ Children who stay in our lunch programs have the option of participating in our extracurricular activities and join the after-school program and classes for an additional fee.
 - ▶ You'll find additional information, such as schedule and pricing, on the Enrollment Manual Part 2.

16. EXTRACURRICULAR & AFTER-SCHOOL ACTIVITIES



17. IN-SCHOOL

BIRTHDAY CELEBRATIONS



Schedule Birthday Celebration Date at the Front Desk.

Only one party per day, if two children in the same group share birthdays, only then can the party be shared.

Birthday celebration time is at 11:30 AM and lasts 30 minutes. Please drop off all items in the morning.

Birthdays will be celebrated in our Kitchen area.



Bring 2 tablecloths, plates, and spoons enough for 18 students, a pack of wipes and candles.

Bring something salty (i.e., cheese pizza) and something sweet, like a birthday cake or cupcakes.

Make sure all food brought to the celebration has NO NUTS. Remember, Nutella has nuts.

We will provide a list of items accepted and those that are not accepted in our Guidelines for Birthday Celebration form.

No hanging decorations, piñatas, or confetti.

We will only allow 2 adults to come to the birthday celebration, no exemptions.



YOU DID GREAT!

**YOU REACHED
THE END OF OUR
KID STARS™
SCHOOL ENROLLMENT
MANUAL PART 1.**



**CONTINUE WITH THE
ENROLLMENT MANUAL PART 2.**

**ALL FORMS MUST BE SIGNED AND
DELIVERED TO SCHOOL BEFORE
THE START OF THE SCHOOL YEAR.**



KID STARS™ PROGRAM

2025-2026