



kids
ON the rock

2026–2027
Parent Handbook



kids
ON the ROCK

Table of Contents

Statement of Faith	2
General Information	3
KOTR Daily Program	3
Days/Hours Operation	4
Dress Code	4
Tuition & Fees	5
Return Check Policy	6
Vacations	6
Summer Time Off	6
The Health & Safety of Your Child	7
Medication	8
Physical & Shot Requirements	8
Arrival & Pick Up	9
Sign In & Out	10
Emergency Information	10
Personal Items	10
Naptime	10
Snacks & Lunches	10
Discipline Policy	11
Biting Policy	11
Severe Weather & Emergency Policy	11
Termination Policy	12
Contact Information	13

Statement of Faith

Our Mission Statement

Bayside Community Church exists to help people Know God, Find Family, Live in Freedom, and Discover their Purpose.

Our Verse

Now to him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be glory in the church and in Christ Jesus throughout all generations, forever and ever! Amen.
Ephesians 3:20-21 (NIV)

What We Believe

- We Believe in the Holy Bible
- Our God, Three In One
- God Is Our Redeemer
- Jesus Christ Is The Son of God
- We Can't Save Ourselves. Only God Can
- But First We Must Repent
- Becoming Christ-like Takes a Lifetime
- Spiritual Gifts Still Manifest in Believers
- We Believe in Water Baptism
- God Wants You to Live Victoriously
- Heaven & Hell Are Real
- Jesus Will Return Someday

Please visit mybayside.church for further details.

General Information

The center is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least one year old.

Classes are grouped according to the child's age as of September 1st of the current school year. All groups intermingle freely throughout the school day according to individual interest, needs, differences and capabilities.

All teachers participate in a continuous program of in-service education and studies for professional advancement (10 hours per year) in order to remain alert to the ever-changing needs of today's families, and the findings of current research.

Kids On The Rock Daily Program

Our preschool uses the WEE Learn Curriculum, a developmentally appropriate Christian curriculum designed for children from infancy through Pre-K. This curriculum supports growth in Language Development, Fine/Gross Motor Skills, and Social-Emotional Development through daily activities such as circle time, outdoor play, hands-on learning, and art experiences.

The WEE Learn Curriculum also includes Bible stories, memory verses, and faith-based lesson plans as part of the daily learning experience, helping children grow spiritually alongside their academic and developmental growth.

We offer an optional athletic program through Amazing Athletes once a week, as well as Nemours Bright Start Early Literacy Program. We also partner with Step Up Suncoast for Speech and Occupational Therapies available for qualifying families.

Days/Hours of Operation

Preschool: Monday – Friday: 7:00 a.m. to 6:00 p.m.
VPK Part Time: Monday – Friday: 9:00 a.m. to 12:00 p.m.
VPK Full Time: Monday – Friday: 7:00 a.m. to 6:00 p.m.

We are closed on the following holidays:

New Years Day	Memorial Day
MLK Day	Juneteenth
Presidents Day	4th of July
Christmas Week	Labor Day
Thanksgiving, and the Friday After	Good Friday

When the holiday falls on Saturday, the preceding Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed. (Dates are subject to change).

Dress Code

Your child's clothing must be appropriate for the school day. Please include a change of clothes in case of an accident (shorts, shirt, socks, shoes and underwear). **Please label all garments with FIRST AND LAST NAME.** All skirts and dresses need to be worn with shorts underneath. Closed toe shoes must be worn daily. **No sandals or flip flops.** This type of footwear can cause injury at school and therefore are not suitable.

Tuition & Fees

Your weekly tuition payment reserved your child's spot and is due regardless of attendance. Tuition for preschool may be paid weekly, bi-weekly or monthly. If paid weekly, tuition is due on Monday, no later than Tuesday. On Wednesday, a \$20 per week late fee will be applied to tuition balance. If paying monthly, tuition is due the first day of the month and is late after the fifth day of the month. Late fees will apply.

Registration Fee: There is a non-refundable annual registration fee of \$125.

One-Year Old	\$300/week
Two-Year Old	\$260/week
Three-Year Old	\$240/week
Part-Time VPK (9am - 12pm)	FREE
Full- Time VPK	\$195/week
After School (K-5th)	\$130/week
School Closure Drop In Days (K-5th)	\$60/day
School Break Camps (K-5th)	\$210/week

Family Discount: Youngest child pays full price. Each additional child receives 10% discount.

Return Check Policy

A \$40 return check charge will be added to your account for each check that is returned to KOTR unpaid (chapter 75-76 Laws of Florida). If this occurs three times, KOTR will no longer accept personal checks from you and will require **cash only!** Your weekly tuition payment reserves your child's spot and is due regardless of attendance.

Vacations, Extended Illness, etc.

If your child has been enrolled at Kids On The Rock for over a year (and your account has been kept current during that time) you will receive one free week of tuition to be used as vacation or sick time. This one week needs to be used as a whole week. Before vacation credit will be given, you must inform the Director **in writing** prior to taking your vacation.

Summer Time Off

Students who are off for the summer **will not** qualify for vacation time during the school year (August-May). If your child does not attend KOTR over the summer, then their placement will not be guaranteed for the upcoming school year. You will have to contact KOTR Administration to see if we have any openings before school starts. This policy remains in effect unless our enrollment demands change.

The Health & Safety Of Your Child

It is the responsibility of the Preschool to protect all children and staff from contagious diseases. Therefore, it is often necessary to send children home if they have a symptom of, or are suspected of having a contagious illness. A child who is running a fever of 100.4 or higher, or is **too ill to participate fully in classroom activities**, will be sent home from school. If your child becomes ill, you will be notified to pick them up **within 30 minutes**. Also, any child who is suspected of having lice/nits or a skin infection will be sent home and may not return until they have been treated. They will need to be cleared by an administrator before returning to class.

If your child is sent home because of illness they may not return to school until they are symptom free for 24 hours. We will send your child home for the following reasons:

Fever of 100.4 or higher -A child may not return to school until he/she has been free of fever for 24 hours, without a fever reducer (e.g. Tylenol , aspirin, etc.). If your child has been sent home from school with a fever, they may not return to school the next day and until it has ceased for 24 hours.

2 cases of diarrhea (watery bowel movements that look different from and are much more frequent than usual) - We must send children with diarrhea home to prevent contagion and maintain sanitary conditions. Your child may not return to school for 24 hours or until diarrhea has ceased.

Vomited within the past 24 hours - If your child has been sent home from school vomiting, they may not return to school the next day or until it has ceased for 24 hours.

Conjunctivitis/Pink Eye (an eye infection) –The eye is generally red with some burning, and secretes yellow mucus. **It is very contagious!** If your child has been sent home with Pink Eye, they may not return to school until the condition has completely cleared or you submit a Doctor's note stating the condition is not contagious.

Rashes – This includes any rash that is unidentified or has not been diagnosed by a physician. If your child has been sent home with a rash, they may not return to school without a Doctor's note stating they are not contagious.

Medication

KOTR will only administer life saving medications accompanied by a prescription and Doctor's instructions. The only OTC medication we will administer is diaper cream. All medications require an **Authorization for Medication** form to be filled out at the front office. **Medicine is not allowed to be left in your child's backpack or lunch box.**

Physical & Shot Requirements

A physical exam and immunization record signed by your child's doctor must be on file **at the time of enrollment.** If your child is due for shot updates and is unable to receive their shots for any reason, we will require a written note from the Doctor stating why and the date of when they may receive them next.

Communicable Disease Control

Children in care are observed on a daily basis for signs of communicable disease. Observations may be documented.

Arrival & Pick Up

Children must be signed in as they arrive and when they leave.

All children must be in class by 9am. This policy is STRICTLY enforced! We reserve the right to not accept children after 9am. Arriving later interferes with lunchtime, nap time and teacher-child ratios. With a Doctor's or Dentist's note, will we accept a late child until 11am. We must receive a phone call first and then permission will be given by Administration. Any child that is picked up throughout the day **may not** return for the remainder of the day. Please be mindful of our schoolwide "Quiet Time" from 12:30–2:30pm to minimize classroom disruptions during this rest period. If you wish to pick up your child during these hours, please contact the administration, and a staff member will bring your child to you. We kindly ask that pickups during this time be limited to occasional or necessary situations only.

Pick Up - If you know you are going to be detained, please notify Administration immediately so that we can make arrangements for a teacher to stay with your child. We have no provision for care after 6:00pm. **There is a \$3.00 per minute per child fee that is paid directly to the teacher that stays late with your child.**

We require that you provide us with detailed information regarding the person(s) who will be generally responsible for picking up your child. This is for the protection of your child. In the event someone other than those designated must pick up your child, you must call us in advance and identify the person who will be picking up your child. We will NOT release your child to anyone other than those with whom we are familiar, unless we have prior identification of that person and your permission. Any person picking up a child will be asked to provide photo ID at anytime, this includes parents.

Sign In & Out

It is a requirement that you sign your child in and out of the facility daily. Please sign your child out by using your personalized code at on the ipad provided by your child's teacher. Please do not give your personal code out to others on your child's contact list. If they are on the pick up list, they need their own code.

Emergency Information

In case the parent/guardian is unable to be reached, you must provide emergency telephone numbers for each child. These numbers should be available on the school's app. Please contact the office if phone numbers change.

Personal Items

Please do not allow your child to bring any toys, books, etc. from home unless it is Show & Tell. All items contrary to Christian values and standards are NOT acceptable (skulls, ghosts, goblins, Pokémon items, Power Rangers, guns, war toys, Harry Potter or other destructive toys). All children need to bring a full sized backpack to and from school everyday!

Naptime

We provide cots. All children are required to have a small blanket and crib sheet (to cover cot) for naptime each day. Every Friday these items need to be taken home, washed and then returned on the following school day. Please make sure that your child's first and last name are on ALL items.

Snacks & Lunches

We provide a snack in the morning and in the afternoon. All students must bring their lunch from home with a frozen ice pack. Please pack your child a reusable water bottle daily, filled with water **ONLY**. We are not allowed to heat up lunches.

Discipline Policy

It is at the discretion of the KOTR Administration to refuse care for a child who is willfully disobedient, is physical with teachers and/or students, or has continual behavior problems.

If our interventions are not successful in mitigating the behavior, we will contact the parent/guardian to pick the child up for the day. They will need to be picked up within 30 minutes.

After 3 times of being sent home, a behavioral conference will be scheduled with teachers and administration to discuss a behavior plan. If no significant improvement is made after implementing this plan, plans for un-enrollment will be made.

Biting Policy

In order to ensure the well-being and safety of all our students, we have a "2 bite" policy in place. If a child bites and/or attempts to bite 2 times, they will be sent home for the day.

We make every effort to prevent this. After 3 times of being sent home, a behavioral conference will be scheduled with teachers and administration to discuss a behavior plan. If we do not see significant improvement after this plan, plans for un-enrollment will be made. This applies to all age groups.

Severe Weather & Emergency Policy

When weather or emergency conditions exist that would **affect the safety of the students, parents and staff**, whether at the school or in route to school, we will close KOTR. To determine if the school will open, please refer to the local TV/radio stations and follow the attendance recommendations for schools. If school is closed for Manatee County Schools, we will be CLOSED. If the schools are closed for the purpose of shelter preparation or shelter clean up, KOTR will be open.

Termination Policies

We reserve the right to terminate a child at any time. Some reasons for dismissal include, but are not limited to:

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child
- Ongoing, unresolved behavioral issues

Parents are required to give two weeks written notice when they decide to terminate child care.

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Two weeks will need to be paid in full regardless of whether or not the child is in attendance.

Anyone who terminates enrollment and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a 15% per week late fee plus collections fee added to amount due.

Contact Us

Angela Caro, Director

angela.caro@kidsontherockfl.com

Eva Diaz, Assistant Director

eva.diaz@kidsontherockfl.com

General Information

info@kidsontherockfl.com

Check us out at **www.kidsontherockfl.com**

Policies are subject to change. Please direct any questions or concerns to a member of Administration. Updates or revisions to any of these policies will be sent home and/or made available to you through other communication.

1401 14th Ave W Palmetto, FL 34221
(941)729-4567



kids **ON the rock**

Kids On The Rock Administration Staff

Angela Caro
Director

Eva Diaz
Assistant Director