

**Kids in Motion Academy, Inc.**  
**STUDENT HANDBOOK**  
**2018 – 2019**

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## **Welcome to Kids in Motion Academy**

Each grade will be exposed to an extensive theme-based curriculum where we integrate Spanish, Science, Bible, and Art into foundational subjects of Literature, Phonics, Mathematics, and Physical Education (P.E.). Each student is motivated to reach his or her full potential socially, emotionally, physically, and spiritually. Kids in Motion Academy does not discriminate on the basis of race, color, religion, national and/or ethnic origin in any admissions policies or programs.

### **Mission Statement**

Educate and develop the whole child in character, faith, physical fitness, and confidence in a peaceful, non-disruptive learning environment to become a life-long learner.

### **Philosophy of Education**

Our philosophy is to promote unequivocal excellence in a positive, uninterrupted, learning environment for each child. We strive to do so by:

- Fostering understanding that students are created in God's image by God
- Respecting all students regardless of ethnicity, socioeconomics and special needs.
- Providing a progressive structured environment that reduces student frustration and encourages participation.
- Communicating expectations to students through visual, auditory, and kinesthetic modalities.
- Providing a stimulating learning environment with aspects of rigor and choice to facilitate empowerment of the learner.
- Inspiring children's imagination through a creative, fun, and inviting learning environment where perpetual motion and play are integral elements.
- Ensuring a safe, peaceful, developmental learning environment.
- Providing a safe and healthy environment to foster continual spiritual, mental, emotional and physical development.
- Providing continued opportunity for challenge and success so that children expect success in their daily performance.
- Recognizing and rewarding children who make sound behavioral decisions.
- Encouraging "I can" words and positive thinking
- Facilitating open communication, empathy and compassion, building trust among students, staff and families.



## Creating a Peaceful Learning Environment

A peaceful learning environment works at maximum capacity when children feel confident and are at peace in their surroundings. When children are conditioned for success rather than failure, they come to expect success in all areas of interactions and learning. All children are different, thus needing different styles of discipline. Below are the keys to maintaining a peaceful environment and facilitating success for our students:

1. **Consistency and routine in the schedule:** Consistent scheduling in curriculum, toiletry, and snacks should be followed whenever possible. If an item in the schedule is not successful for a child in a certain area, we make an adjustment in that area and develop consistency with the adjustment. What works for one classroom and one teacher may not work in a different situation.
2. **Clear communication of expectations:** During the first month of school, our staff gives a consistent, clear message of classroom and school expectations and procedures. This is communicated in a fun way through drama, puppets, posters, and other means to reach all learning styles. Teaching and reinforcing expectations increases their likelihood to meet our expectations. Detailed planning, especially in areas such as transitions, can avoid the need for discipline.
3. **Rewarding students for good choices:** Each classroom utilizes a student chart to track discipline progress. Small treats, praise, privileges, or other rewards built into the system are very effective in motivating students toward desired behavior. Treats and other rewards may be used at the beginning of the year and replaced later on with praise, thumbs up, smiles, high five, and privileges.
4. **Intervention and discipline:** Continuous clear communication of expectations and instant implementation of disciplinary consequences will reduce classroom stress and avoid consequences such as time-outs or suspensions. We aim to minimize the need for discipline by acting on behavior before it gets out of hand. Our staff is trained to “catch your student doing something good” and reward them accordingly.
5. **Reduction of stressors:** We train our staff to create an environment which will reduce frequency of “bad behavior”. Over-stimulation, inappropriate activities, and above or below skill level instruction can trigger stress. Stress is also created by a lack of activity or routine. Stress in children can trigger undesirable behavior such as aggressiveness or withdrawing.

Consistency in all areas above will help maintain success so that the undesirable behavior is minimized and brought to extinction.



## Assertive Discipline Plan

If a student is not experiencing behavioral success after implementation of the strategies discussed in our “Creating a Peaceful Learning Environment” plan, Assertive Discipline as described below will be instituted:

1 <sup>st</sup> Occurrence	Firm verbal warning (Good eye contact, at child’s level, clear communication)
2 <sup>nd</sup> Occurrence	Short time-out (remove child from situation – less than ¼ of child’s age, ex: 3 yrs old = 30 sec time-out)
3 <sup>rd</sup> Occurrence	Longer time-out (time will be lengthened to half child’s age, ex: 3 yrs old = 1.5 min) Parent/Guardian contact will be made to develop a collaborative action plan with school personnel to prevent future occurrences.
4 <sup>th</sup> Occurrence	Parent/Guardian conference to revise collaborative action plan. Student will not be allowed to return to school until the conference has been convened.
5 <sup>th</sup> Occurrence	The student may be invited not to return to school.

**The principal reserves the right to alter the assertive discipline plan as needed on a case-by-case basis, depending on the severity of the situation.**

Students who exhibit aggressive behavior, causing harm to other students, teachers, or themselves will be sent home, and a meeting with the principal, classroom teacher, and parent (s) is necessary in order for the child to return to the class. In most instances of misbehavior, a discipline form will be sent home for parents to create an action plan.

When a discipline form will be sent home:

- Any aggressive physical contact: Pushing, shoving, hitting, biting
- Repeated disrespectful behavior toward teacher or student
- Repeatedly playing around in the bathroom/inappropriate bathroom behavior
- Same misbehavior three times
- After the 4th form is sent home for the same behavior, student may be sent home

When the student will be sent home immediately:

- Any physical aggression toward staff
- Biting that leaves visible mark or breaks skin
- Any showing or touching of private areas
- Closed-fisted/purposeful punching



## School Pricing

### Tuition Information

Tuition payments are due the 1st week of the month. No spot is guaranteed until payment has been received. Annual tuition is broken down into 10 equal monthly payments and is paid through automatic draft of one checking account.

The payment schedule runs from August 1<sup>st</sup> – May 1<sup>st</sup>. Those who enter after August may incur a higher tuition rate.

Tuition is always the same for each month, regardless of the days attending (holidays, illness, bad weather, etc.). No child will be accepted without prior enrollment at the front office. Enrollment is based upon availability.

There is a \$30 returned check charge for any checks or auto draft payments returned by bank or stopped payment by the client. Returned and stopped check payments must be paid with cash or money order. Any family, who has not made full tuition payment by the 20<sup>th</sup> day for the month, will forfeit their spot in school.

### Monthly Tuition

Days per Week	Price
<b>Preschool</b>	
Two Days (Tuesdays and Thursdays)	\$400
Three Days (Mondays, Wednesdays, and Fridays)	\$500
Five Days (Mondays thru Fridays)	\$635
<b>Pre-K</b>	
Five Days (Mondays through Fridays)	\$615
<b>Kindergarten thru 3<sup>rd</sup> Grade</b>	
Five Days (Mondays through Fridays)	\$589

Lunch included for Preschool and Pre-K

Sibling discounts available (2<sup>nd</sup> child - 20%; 3<sup>rd</sup> child - 30%)

### Other Fees (Non-Refundable)

Enrollment Fee (until 1 <sup>st</sup> day of school)	\$150
Late Enrollment Fee (after 1 <sup>st</sup> day of school)	\$250
Facility/Suply/ Curriculum /Fee	\$250
Technology Fee	\$50

### Immunization Records/Birth Certificate

Birth certificate and immunization records or exemption form from DHS must be submitted to the office upon the enrollment of a child. As immunizations are completed, please bring updated forms to the front office.



## **Withdrawal**

Kids in Motion Academy **requires** a 30-day written notice of any intent to discontinue. Tuition is due for the full month of attendance without exceptions.

## **School Policies**

### **1 – Attendance and Schedule:**

**01 School Hours and Days:** Class sessions will be 8:30 a.m. – 3:00 p.m. Monday thru Friday. Specials include computer lab, Spanish, P.E. or gymnastics daily.

**02 Absenteeism:** Attendance is very important at Kids in Motion Academy. We do not credit for individual days missed. A student who is out more than 3 days within a week must have a doctor's note to return to class. Excessive absenteeism could lead to re-evaluation of class status or dismissal. Students must attend at least 160 days to receive assessment. Remember, tuition is a 10-month plan rather than a daily payment. Please let us know, however, if your child will be out for a day or more. Teachers will pray and give make up work to students who are ill. Any child who enters school after 10:00am will be counted absent for that day.

**03 Arrival:** Children should not arrive before school begins at 8:30 a.m. unless enrolled in Kid's Fit Club. The teachers and coaches use this valuable time to prepare for the day. Early arrivers need parent/guardian supervision until school begins. It is important for your child to be on time so that students can enter the day smoothly.

**04 Drop Off:** If you arrive after 8:45am the doors lock and you must check your child in the main office. The office staff will take your child to their classroom.

**05 Departure:** Please pick up your child promptly at the designated time. The parent/guardian must notify the office if anyone other than the parent/guardian is picking up the child. (See School Policy 1-06: Authorization for Child Pick Up)

**06 Authorization for Child Pick Up:** Children will be released to parents and anyone listed on the student pick-up form. Those picking up must have a Pick-Up Pass, given out on the first day of school. A photo id may also be required for a non-parental or intended person who may pick the child up. All changes to the student pick-up form must be made by the parent/guardian (in person) at the front desk.

If the parent (or approved person) is picking up before normal dismissal time, please note that the person must come into the main office building and sign the child out. A member of Kids in Motion Staff will retrieve the child from their class and bring them to you at the main office.

Thank you for helping us ensure the safety of all of our students.



**07 Late Pick Up Fee:** Any children left after 3:00 p.m. will be given a 5-minute grace period. After this time, he or she will be taken to Kids Fit Club and the parent/guardian will be charged \$35. Children should be picked up in Kids Fit Club by 6:00 p.m. Late pick up will be charged \$20 for every 15 minutes late. Thank you for your cooperation.

**08 Separation Anxiety:** It is normal for young school children to experience some separation anxiety. We have found that a big smile and a quick goodbye from parent/guardian at the door will help a child make the transition. Please walk your child into the building and sign in. In the afternoon, parents should come in to the child's designated pick up area, sign out and pick up their child and the parent communication folder.

**09 Graduation:** The graduating class will be the highest-grade level offered at Kids in Motion Academy. During our expansion years, our oldest students will go on to form the new grade level, and no graduation ceremony will occur. All graduating students must purchase a cap and gown for \$25 in January of their final semester at Kids in Motion Academy. Graduating students must be in good standing both financially and academically at the time of graduation.

### **Kids in Motion Academy Daily Schedule** Preschool and Pre-K\*

8:30	Free Choice Learning Center Circle:
9:00	Devotion and character building
9:20	Circle Time: Calendar and Songs, and Sharing
9:35	First Center Rotation: Language Arts or Math
10:20	Clean Up and Healthy Snack Recess
10:40	Second Center Rotation: Language Arts or Math
11:30	Clean Up Lunch (time varies by grade level)
12:00	Recess Outdoor Play for all grade levels
12:30	Rest Story Time and Literature
2:00	Specials: Gymnastics, P.E., Spanish, Computer Lab, and Specific Sport Training
3:00	Dismissal



### Kindergarten thru 3<sup>rd</sup> Grade\*

8:30	Journal and Handwriting
9:00	Devotion and character building
9:20	Circle Time: Calendar, Songs, and Sharing
9:35	First Center Rotation: Language Arts
10:50	Clean Up and Healthy Snack
11:00	Second Center Rotation: Math
12:10	Clean Up Lunch (time varies by grade level)
12:40	Recess Outdoor Play for all grade levels
1:00	Specials: Gymnastics or Spanish, Computer Lab and Specific Sport Training
2:00	Remediation and Science
3:00	Dismissal

\* General Schedule: Lunch and Recess Times Vary by Grade Level

## **2 – School Safety:**

**01 Parking Procedure:** For the safety of our students, please do not block the drive when dropping and picking up your child. Please park in the designated parking spots that are assigned for the school.

**02 School Records and Accidental Injury:** For your child’s safety, please keep our school records up to date on all telephone numbers including emergency numbers. In case of an injury, every effort will be made to contact a parent. We will keep all telephone numbers and emergency numbers for this purpose on file. If we are unable to contact a parent or person on emergency list, we will call the child’s physician. An ambulance will be called if necessary. Until the parent arrives, the staff at Kids in Motion Academy will make decisions concerning the well being of the child. **Please help us keep all emergency information current.**

**03 Inclement Weather and School Emergencies:** In case of inclement weather such as ice or snow, the school will often close when area public schools close. We will use the phone number you provided for automated phone/text messages to contact at least one person for each family in cases of emergencies or announcements. You may also check local television stations in cases of inclement weather. If threatening weather occurs during the school day, school administration officials may opt, for the safety of the students, to close school early. Please keep your phone nearby, listen for closing information, and pick up your child as soon as you are able.



**04 Illness:** The health and safety of your child is of top concern to us. If your child becomes ill at school, you will be notified to make arrangements to pick up your child within 45 minutes of the notification.

Your child will not be allowed to return to school until they have been free from all symptoms listed below for **24 hours without the use of medication**. Medical release form authorizing return to school is required for any contagious skin conditions.

Please keep your child home if any of the following apply:

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Cold or Flu Symptoms       | 6. Diarrhea                         |
| 2. Heavy Nasal Discharge      | 7. Vomiting                         |
| 3. Constant Cough             | 8. Fever (within the last 24 hours) |
| 4. Crusted Eyes               | 9. Pink Eye                         |
| 5. Contagious Skin Conditions | 10. Head Lice or Ring Worm          |

If your child has been exposed to any communicable disease(s), please inform the front office. If you need our staff to dispense medication, please follow the following procedure:

- Fill out the Kids in Motion Academy medication form in the office.
- Provide doctor note or prescription.
- All medications must be in their original container.

**05 Lunch:** New Federal mandates (2015) will not allow Preschool and Pre-K students to bring lunch. Parents may send food in cases where there is a form filled out in the office only. Lunch will be provided for all students (Preschool thru Pre-K). Kindergarten and above may purchase lunch for \$4.00 in the office by purchasing a meal card for \$20. Each card is good for 5 lunches.

**06 Snack Time:** The school provides healthy snacks. Please let us know if your child has any food allergies. Snacks include popcorn, fruit, crackers, pretzels, and juice or water.

**07 Bathroom:** Children may use the bathroom during the day and will be escorted by a buddy. Boys must use the boys' restroom, and girls must use the girls' restroom at all times. Children may use the associated bathroom in cases where a child is accompanied by a parent and is under the age of 3 years old.

**08 Birthdays:** Kids in Motion Academy loves to celebrate your child's birthday. If you would like to send a snack for your child's special day, please check with your child's teacher. Healthy snacks are welcome. You may also send **store bought** cookies or mini cupcakes with mild icing. Heavy icing with color tends to discolor clothing and cause excessive cleaning time which cuts into the school day.



Those children wishing to send out birthday party invitations should do so on a personal basis via phone, mail, social media, etc. Please do not send invitations to be passed out in class, unless you are prepared to invite the entire class.

**09 Photo/Video Release:** All parents will need to sign a release (SSB Kids! Registration Form) giving permission to take photos or videos during the school year for social media and to promote Kids in Motion Academy.

### **3 – Comprehensive Bullying Policy:**

Kids in Motion (KIM) Academy recognizes that bullying causes serious educational and personal problems for both the student-victim and the initiator. Bullying also disrupts the peaceful environment, which KIM strives to uphold.

**01 What is Bullying:** There is not a specific, widely-adopted definition of bullying. Although definitions of bullying vary, most agree that bullying involves:

*Imbalance of Power:* People who bully use their power to control or harm others (intended victims or bystanders). Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristic.

*Intent to Cause Harm:* Action(s) done by accident are not bullying; the person bullying has a goal or intent to cause harm.

*Repetition:* Incidents of bullying happen to the same person over and over by the same person or group.

Bullying means any **pattern** of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication intentionally directed toward another student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational, social, or physical results for the targeted person or group. It is communicated in such a way as to cause disruption to the learning process of intended victim(s) or the educational mission of the school (i.e. to encourage learning and growth intellectually, spiritually, and socially).

Bullying impacts the learning process by disrupting and interfering with the intended victim(s) or bystander(s) ability to concentrate, retain instruction, and/or study. This results in the intended victim(s) or bystander(s) reluctance or resistance to attend school. All students deserve a safe learning environment where they are able to operate free from the effects of harassment, intimidation, bullying, and threatening behavior.

#### **02 Categories of Bullying:**

**Physical Bullying** includes intentional harm or threatened harm to the victim(s) body or property through verbal or written speech or gestures directed at the intended victim(s).



Common acts include, but are not limited to, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, inciting others to fight, stealing or destroying property, and other actions commonly deemed as violent.

**Emotional Bullying** includes the intentional infliction of harm to the victim(s) self-esteem, including but not limited to, making insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements. Such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

**Social Bullying** includes intentional harm to the victim(s) group acceptance including, but not limited to, harm resulting from intentionally gossiping or intentionally spreading negative rumors that result in the victim(s) being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation, the spreading of untrue rumors or gossip designed to humiliate or embarrass, the false or malicious spreading of an untrue statement or statements about intended victim(s) that exposes him/her to contempt or ridicule or deprives him/her of the confidence and respect of student peers.

**Sexual Bullying** includes intentional harm to the victim(s) resulting from, but not limited to, making unwelcome sexual comments about the intended victim(s); making vulgar, profane, or lewd comments or drawings or graffiti about the intended victim(s); directing acts of a sexual nature at school, including the fondling or touching of private parts of the intended victim's body.

### **03 Understanding, Preventing, and Reporting Suspected Student Bullying:**

All KIM Academy teaching and administrative staff, as well as volunteers, will be aware of and understand this Bullying Policy. KIM Academy teaching staff and volunteers will be provided with a copy of this Policy.

KIM Academy teaching and administrative staff will receive annual bullying training. Staff and volunteers are expected to immediately report incidents of bullying to administrative staff for investigation and appropriate response, as described in School Policy 3-04: Investigating and Responding to Alleged Incidents of Student Bullying.

All parents will be provided with a copy of this Policy with the KIM Academy Student Handbook. Parents/Guardians are expected to immediately report incidents of bullying to the KIM Academy administrative personnel for investigation and determination of appropriate response.

All students will be provided an age appropriate summary of the Bullying Policy as well as ongoing instruction and reinforcement of proactive bullying prevention strategies. Students are expected to report incidents of bullying to KIM Academy teaching and/or administrative personnel for investigation and determination of appropriate response.



Students and parents/guardians will participate in and adhere to the educational program designed and developed by KIM Academy personnel, which sets out expectations for student behavior and emphasizes understanding of student bullying; its prevention, identification; and the school's response to and prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable and will lead to disciplinary action. Students shall also be informed of the possible consequences of bullying conduct toward their peers.

Bullying Prevention policy shall be posted at various locations within the school.

#### **04 Investigating and Responding to Alleged Incidents of Student Bullying:**

1. **Responsibility for Policy Enforcement** - The principal is responsible for enforcing this policy at KIM Academy.
2. **Investigation, Determination, and Preventive Action** - The principal shall investigate all reported incidents of bullying or suspected bullying and make a determination regarding whether the conduct actually occurred or is occurring, and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may impose consequences. Such consequences and remedial action may also be imposed for a student found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. If the principal determines a student or group of students has intentionally bullied another, he/she/they may receive consequences detailed in KIM Academy's Assertive Discipline Plan described in the Student Handbook
3. **Parent/Guardian Notification** - The Principal or the Principal's designee shall make timely notification to the parent or guardians of a victim of documented and verified bullying, and to the parents or guardians of the perpetrator of the documented and verified bullying in accordance with KIM Academy's Assertive Discipline Plan.

**05 Parent/Guardian Responsibilities:** Parents/Guardians will receive an annual written copy of KIM Academy's Bullying Policy. Parents/Guardians will be advised that to help prevent bullying at school, they should:

1. Encourage their children to report bullying to them, their school Principal, or other responsible adult when it occurs.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school Principal immediately if they think their child is being bullied or is bullying other students.
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms.
5. Cooperate fully with school personnel in identifying and resolving bullying incidents.
6. Participate in all activities designed to prevent bullying behavior; including activities designed to promote the peaceful learning environment described earlier in this handbook in the Creating a Peaceful Learning Environment section.



#### 4 - Dress Code:

Kids in Motion Academy is a “hands-on”, multi-sensory education and sport center. At Kids in Motion Academy, our students are extremely engaged and active. Therefore, we ask that children wear clothing allowing full range of movement that can be put on easily. Jeans are not allowed.

**01 Pre-K thru 3<sup>rd</sup> Grade Attire:** All students must wear Kids in Motion Academy shirts that can be purchased in the pro shop. Girls must wear skorts or shorts in navy blue, grey, or khaki. Shorts and skorts must be below the fingertip in length. Girls may also wear black leggings in winter under their skorts. Boys must wear shorts or pants in blue, grey, or khaki. Athletic or sweat pants in black, navy, grey, or khaki are also acceptable for boys and girls.

**02 Preschool/Pre-K Attire:** All students must adhere to the same dress code requirements described above. **Preschool and Pre-K students must also have a complete change of clothing (including socks and underwear) sent in their backpack daily to anticipate dirtying of clothes and spills.** Even minor spills can make clothing uncomfortable. This will avoid a phone call home and an unnecessary parent trip to school.

**03 Accessories:** Accessories, such as jewelry or hats, distract from our active schedule and will not be allowed during the school day. In order to avoid distraction or loss, our students may not wear jewelry to school.

**04 Footwear:** Students should come to school wearing **socks** and **tennis shoes** only, not boots. Since our students do not go outside in snowy weather, they do not need to wear boots to school. If it is snowy, and you see a need to send your child in boots, please be sure to send a pair of tennis shoes as well. It is difficult to transition through the different heights of the gym floor when wearing restrictive boots, and we want to ensure safety.

**05 Jackets/Coats:** During the school day, only approved Kids in Motion hooded jackets may be worn in the classroom. Heavy coats, raincoats and other winter items may be worn at recess and while walking to lunch or devotion, but must be removed during class time.

**06 Hair:** Boys hair should be cut so that it does not touch the collar of the shirt. Girls, only, may wear headbands or bows; all other hair jewelry will not be permitted.

**07 Parent/Guardian Responsibilities:** Please respect the dress code. Children who come in without following the dress code may be asked to change or go home. Repeated occurrences will result in parents/guardians being required to immediately bring the appropriate clothing to school. Thank you for your support as we work together to instill excellence and safety for your child in every way.



### **Resources for Purchasing Uniform Clothing:**

#### **Online Boys and Girls uniform skorts, shorts, skirts, and pants:**

- FrenchToast.com
- Amazon.com

#### **In store or online Boys and Girls uniform pants, skirts, and shorts:**

- Carter's/Osh Kosh
- Crazy 8
- Children's Place
- Old Navy
- Target
- Walmart
- Kohl's

### **Supply List for 2018-2019 School Year**

Please bring all supplies to "Back to School Night" or on the 1<sup>st</sup> day of school.

#### **Preschool and Pre-K:**

Rest/nap mat for rest time to be brought each day with child's name on it.

Full change of clothing in backpack (daily) with child's name.

- 2 pkg. 8 count Crayola thick washable markers
- 1 box of (8count) of JUMBO Crayola crayons
- 1 water color paint set
- 1 container of 4 count play-doh
- 1 package of dry erase markers
- 12 glue sticks
- 2 small bottles of glue
- 6 bottles of hand soap
- 1 package of white card stock
- 1 package multi colored construction paper
- 4 Reams White Copy Paper
- 2 Boxes of Kleenex
- 3 packages (80 count or more) disposable wipes
- 2 containers (80 count or more) Clorox wipes
- 2 boxes of 1-gallon zip lock baggies
- 1 bottle of unscented shaving cream



**Kindergarten – 3<sup>rd</sup> Grade:**

All items above (except **NO** rest mats) plus:

All- 1 box of regular Crayola Crayons

1<sup>st</sup> – 3<sup>rd</sup> grade - 3 boxes of #2 pencils

Kinder- 1 box of beginner oversized pencils