

DIRECTOR'S WELCOME

Dear Promise Kids Academy Families,

Welcome to Promise Kids Academy! We are honored that you have chosen to partner with us in your child's early education. We recognize that selecting a school is one of the most important decisions a family can make, and we are grateful for the opportunity to be a part of your child's educational and spiritual journey.

At Promise Kids Academy, our mission extends beyond academics. We are committed to providing a safe, nurturing, Christ-centered environment where every child is loved, encouraged, and challenged to reach their God-given potential. We believe children learn best through meaningful experiences, positive relationships, and opportunities to explore the world around them while developing a strong foundation of Christian values.

Our dedicated faculty strives to create classrooms where students feel secure, respected, and excited to learn each day. We believe education is most successful when families and teachers work together as partners. Open communication, mutual respect, and shared goals allow us to provide the very best experience for every child entrusted to our care.

This Parent & Family Handbook has been prepared to serve as a helpful resource throughout the school year. Inside you will find important information regarding our policies, procedures, programs, and expectations. While no handbook can address every circumstance, it reflects the values and standards that guide Promise Kids Academy each day.

We encourage you to become actively involved in our school community by participating in special events, volunteering when opportunities arise, attending conferences, and communicating regularly with your child's teacher. Together, we can build a strong educational foundation that supports each child's academic, social, emotional, and spiritual growth.

Thank you for placing your trust in Promise Kids Academy. We look forward to partnering with your family and pray God's blessings over you throughout the coming school year.

In His Service,

Ms. Crews
Administrator
Promise Kids Academy

TABLE OF CONTENTS

Director's Welcome

Welcome to Promise Kids Academy

Mission Statement

Vision Statement

Core Values

Christian Foundation

Our Staff.....

Admissions & Enrollment

- Admissions Process
- Enrollment Requirements
- Trial Enrollment Period
- Appropriate Placement
- Classroom Placement
- Annual Re-Enrollment
- Non-Discrimination Statement
- Communication with Families

Tuition & Financial Policies

- Tuition Payments
- Registration Fee
- Materials Fee
- Weekly Tuition
- School-Year Benefit Days
- Late Payments
- Declined Payments
- Returned Payments
- Withdrawal from the Academy
- Scholarships
- Collection of Outstanding Balances
- Financial Questions

Attendance, Arrival & Dismissal

- School Hours

- Program Hours
- Breakfast
- Arrival Procedures
- Absences
- Tardiness
- Student Safety
- Dismissal Procedures
- Late Pick-Up
- Attendance During Holidays & School Closures
- Changes to Your Child's Schedule

Health, Safety & Student Wellness

- Daily Wellness
- Returning to School After Illness
- Medication Administration
- Allergies & Medical Conditions
- Accidents & Injuries
- Emergency Procedures
- Child Abuse & Neglect Reporting
- Illness Notifications
- Head Lice
- Cleaning & Sanitation
- Immunizations & Health Records
- Student Wellness

Student Expectations & Positive Guidance

- Our Approach to Guidance
- Expected Student Behavior
- Positive Discipline
- Behavior Support
- Aggressive Behavior
- Biting Policy
- Elopement (Leaving Supervision)
- Parent Partnership
- Appropriate Placement

Academic Programs

- Curriculum
- Christian Education
- Kindergarten Program
- Voluntary Prekindergarten (VPK)
- Assessment
- Enrichment Opportunities

- Technology
- Outdoor Learning & Physical Activity
- Field Trips & Special Events
- Partnership with Families

Family Partnership

- Communication
- Family Communication App
- Parent Conferences
- Classroom Volunteers
- Confidentiality
- Parent Concerns
- Parent Conduct & Partnership
- Social Media
- Working Together

General Policies

- Personal Belongings
 - Extra Clothing
 - Toys From Home
 - Birthdays
 - Holiday Celebrations
 - Rest Time
 - Meals & Snacks
 - Water Bottles
 - Inclement Weather & Emergency Closures
 - Lost & Found
 - Photography & Media
 - Policy Revisions
 - Our Commitment
-

WELCOME TO PROMISE KIDS ACADEMY

Welcome to Promise Kids Academy, a ministry of Promise Church. We are dedicated to providing a Christ-centered educational experience where children are encouraged to grow academically, spiritually, socially, emotionally, and physically in a safe and nurturing environment.

Our goal is to create a school community where every child feels valued, respected, and loved. Through engaging learning experiences, Biblical principles, and meaningful relationships, we strive to develop confident learners and compassionate individuals who reflect the love of Christ in their daily lives.

We believe every child is uniquely created by God with individual gifts, talents, and abilities. Our faculty is committed to recognizing each child's strengths while providing opportunities for growth through developmentally appropriate instruction, hands-on learning, creative exploration, and positive guidance.

Promise Kids Academy values the partnership between home and school. We recognize that parents are a child's first and most important teachers, and we are honored to work alongside families in providing an educational experience that supports the whole child.

This handbook has been thoughtfully prepared to answer many of your questions and serve as a resource throughout the school year. We encourage you to review it carefully and keep it available for future reference. If you have questions at any time, please contact our office. We are always happy to assist you.

We are grateful to welcome your family to Promise Kids Academy and look forward to an exciting year of learning, growth, and God's blessings.

MISSION STATEMENT

At Promise Kids Academy, our mission is to provide a Christ-centered educational environment where children are encouraged to grow spiritually, academically, socially, emotionally, and physically. Through Biblical teachings, developmentally appropriate learning experiences, and meaningful relationships, we strive to inspire a lifelong love of learning while helping each child discover their God-given purpose.

We are committed to partnering with families to build a strong foundation of faith, character, and academic excellence that prepares every student for future success.

VISION STATEMENT

Our vision is to be recognized as a premier Christian academy where children are known, loved, and inspired to reach their fullest potential. We seek to cultivate confident learners, compassionate leaders, and faithful disciples who demonstrate integrity, kindness, respect, and a heart for serving others.

By providing a safe, nurturing, and engaging educational environment, we strive to equip students with the knowledge, character, and faith needed to positively impact their families, their communities, and the world around them.

CORE VALUES

The following values guide every aspect of our ministry and educational program:

Christ-Centered

Jesus Christ is the foundation of everything we do. Biblical principles are integrated throughout our daily activities, instruction, and interactions.

Excellence

We are committed to providing high-quality education, maintaining professional standards, and continually seeking opportunities for growth and improvement.

Love

Every child is uniquely created by God and deserves to be treated with kindness, patience, encouragement, and respect.

Integrity

We strive to demonstrate honesty, accountability, fairness, and strong moral character in all relationships and decisions.

Partnership

We believe the strongest educational experiences are built through open communication and collaboration between families, faculty, and our church community.

Service

We encourage students to develop compassionate hearts by serving others with generosity, humility, and Christ-like love.

Safety

Providing a safe, secure, and nurturing environment is one of our highest priorities. Every decision is made with the well-being of our students in mind.

Growth

We celebrate the unique abilities of every child and encourage continuous growth academically, spiritually, socially, emotionally, and physically.

CHRISTIAN FOUNDATION

Promise Kids Academy is a ministry of Promise Church and is dedicated to providing an education rooted in Christian values and Biblical truth.

Students participate in age-appropriate Bible lessons, prayer, worship, and weekly Chapel services designed to help them develop an understanding of God's love and His purpose for their lives. Biblical principles are woven throughout the school day and serve as the foundation for character development, decision-making, and relationships with others.

Our faculty strives to model Christ-like attitudes through compassion, respect, forgiveness, encouragement, and servant leadership. While we welcome families from all backgrounds and denominations, we ask that every family respect and support the Christian mission and values of Promise Kids Academy.

We believe that every child is a gift from God and has been created with unique talents and abilities. Our desire is to provide an environment where children are encouraged to grow in faith, develop strong character, and become confident learners who reflect the love of Christ in their daily lives.

"Train up a child in the way he should go, and when he is old he will not depart from it."

Proverbs 22:6 (NKJV)

OUR STAFF

At Promise Kids Academy, we are committed to providing a safe, nurturing, and Christ-centered learning environment led by caring and qualified educators.

Our teachers are selected not only for their experience and knowledge of early childhood education but also for their passion for working with children and modeling Christian values.

All staff members meet or exceed the requirements established by the Florida Department of Children and Families (DCF) and participate in ongoing professional development throughout the year.

Elementary Program Teacher Qualifications

As a participating private school accepting **Step Up For Students scholarships**, Promise Kids Academy is committed to providing a high-quality elementary education led by qualified educators.

Teachers serving in our **Private Elementary Program** hold **at minimum a Bachelor's degree** from an accredited college or university and are dedicated to providing developmentally appropriate, academically rigorous, and Christ-centered instruction.

Our elementary teachers utilize research-based curriculum, engage in ongoing professional development, and partner with families to prepare students for lifelong learning and success.

Professional Standards

Our staff members successfully complete:

- Level 2 Background Screening and Fingerprinting
- Florida DCF Required Training
- CPR and First Aid Certification
- Child Abuse and Neglect Reporting Training
- Health and Safety Training
- Annual Continuing Education and Professional Development

Families will have the opportunity to meet their child's teacher during Meet the Teacher events and will receive classroom information at the beginning of each school year.

ADMISSIONS & ENROLLMENT

At Promise Kids Academy, we are committed to providing a Christ-centered learning environment where every child can thrive. Because we strive to maintain a safe, positive, and developmentally appropriate classroom experience, each prospective student participates in our admissions process prior to enrollment.

Enrollment is based on classroom availability, age requirements, and our ability to meet each child's educational and developmental needs.

Admissions Process

Our admissions process includes the following steps:

1. Schedule a campus tour.
2. Complete the Parent Questionnaire.
3. Submit a Teacher/Caregiver Recommendation (for children previously enrolled in another program, when applicable).
4. Child Observation conducted during the tour or scheduled visit.
5. Admissions Review by school administration.
6. Enrollment Decision.

Please note that a campus tour or application does not guarantee enrollment.

Enrollment Requirements

Upon acceptance, families will receive an enrollment packet. To finalize enrollment, the following must be completed:

- All required enrollment forms
- Registration Fee
- Tuition Agreement
- Payment Authorization
- Florida Certificate of Immunization (DH Form 680)
- Student Health Examination (DH Form 3040)
- Copy of Birth Certificate
- Medical Release Form (Notarized)
- Any additional documentation requested by the Academy

Enrollment is considered complete only after all required forms, fees, and documentation have been received and approved.

Trial Enrollment Period

All newly enrolled students are admitted on a **30-calendar-day trial enrollment period**.

This allows our faculty and administration the opportunity to:

- Assess the student's adjustment to the classroom.
- Evaluate developmental and educational needs.
- Ensure the Academy is an appropriate placement.
- Build positive relationships with the student and family.

Most students transition successfully into our program. If concerns arise during the trial period, administration will meet with the family to discuss appropriate next steps.

Appropriate Placement

Promise Kids Academy is committed to providing a safe, nurturing, and successful learning environment for every student.

While we strive to meet the individual needs of each child, there may be circumstances in which our program is not the most appropriate educational setting. Decisions regarding continued enrollment are based on the safety and well-being of all students, the child's ability to participate successfully within our program, and the Academy's available resources.

Whenever possible, we will partner with families to implement strategies, provide support, and encourage student success before considering alternative placement.

If it is determined that Promise Kids Academy is unable to appropriately meet a student's needs, administration may recommend a program that is better equipped to provide the level of support the child requires.

Classroom Placement

Students are placed in classrooms based on several factors, including:

- Age requirements
- Developmental readiness
- Classroom availability
- Individual needs
- State licensing requirements

The Academy reserves the right to assign or change classroom placement throughout the school year when it is determined to be in the best interest of the student or the overall classroom environment.

Annual Re-Enrollment

Returning families will receive annual re-enrollment information each spring.

To reserve your child's placement for the upcoming school year, all required re-enrollment forms, registration fees, and any outstanding balances must be completed by the published deadline.

Classroom placement cannot be guaranteed after the re-enrollment deadline and will be based on space availability.

Non-Discrimination Statement

Promise Kids Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the Academy. We do not discriminate in the administration of our educational policies, admissions policies, scholarship programs, or other school-administered programs, except as permitted by applicable law for a religious educational institution.

Communication with Families

We believe that successful enrollment begins with a strong partnership between home and school. Throughout the admissions process, our administration is available to answer questions, explain policies, and help families determine whether Promise Kids Academy is the right fit for their child.

We are honored to partner with families who share our commitment to providing children with a strong educational foundation grounded in faith, character, and academic excellence.

TUITION & FINANCIAL POLICIES

At Promise Kids Academy, tuition directly supports the high-quality educational experiences, caring faculty, classroom resources, and safe environment we provide for every student. Tuition reserves your child's enrollment space and is not based solely on attendance.

We appreciate your partnership in ensuring tuition and fees are paid promptly so we can continue providing excellent care and education for all families.

Tuition Payments

Tuition is billed **weekly** and is due every **Monday**.

Payments may be made using one of the following methods:

- ACH Auto Withdrawal (No Fee)
- Credit or Debit Card through the Family Communication App (\$5 Convenience Fee)

Statements are available upon request.

Registration Fee

A non-refundable annual registration fee is required to reserve your child's enrollment.

Registration fees help offset administrative costs associated with enrollment, classroom preparation, and student records.

Enrollment is not guaranteed until the registration fee has been received.

Materials Fee

An annual Materials Fee helps provide classroom learning materials, curriculum resources, technology, educational supplies, and enrichment activities.

The annual fee is divided into two installments:

- August
- January

Materials fees are non-refundable.

Weekly Tuition

Tuition reserves your child's classroom placement and is due regardless of attendance, illness, holidays, weather closures, or family vacations.

The Academy budgets staffing and classroom resources based on enrollment rather than daily attendance.

Current tuition rates are available in **Appendix B – Tuition & Fee Schedule**.

School-Year Benefit Days

Each enrolled student receives **10 School-Year Benefit Days** during the regular school year (August through May).

Benefit Days:

- May only be used when a student is absent.
- Have no cash value.
- May not be carried over to another school year.
- Are not transferable between siblings.
- Are tracked by school administration.

Benefit Days are designed to help offset occasional absences during the school year.

Late Payments

Tuition not received by the due date may result in a **\$20 late fee**.

Families with unpaid balances may be contacted by the school office regarding payment arrangements.

Continued delinquent accounts may result in suspension of services or withdrawal from the Academy.

Declined Payments

If a payment is declined by your financial institution, families will be notified as soon as the Academy becomes aware of the issue.

Any outstanding balance, along with applicable fees, must be paid promptly to maintain enrollment.

Repeated declined payments may require enrollment in mandatory ACH Auto Withdrawal or another approved payment method.

Returned Payments

Returned ACH transactions or other failed electronic payments may be subject to additional processing fees charged by the payment processor.

Withdrawal from the Academy

A **two-week written notice** is required when withdrawing a student from Promise Kids Academy.

Tuition remains the responsibility of the family throughout the two-week notice period, whether or not the child attends.

Failure to provide proper notice may result in additional tuition charges.

Registration fees and Materials Fees are non-refundable.

Scholarships

Promise Kids Academy proudly participates in approved scholarship programs, including **Step Up For Students** and other eligible funding sources.

Families receiving scholarship assistance remain responsible for any tuition, fees, or charges not covered by the scholarship program.

It is the family's responsibility to maintain scholarship eligibility and submit all required documentation by applicable deadlines.

Collection of Outstanding Balances

Families are responsible for all outstanding tuition and fees owed to the Academy.

Accounts with unpaid balances may be referred to a collection agency or legal counsel when necessary. Families are responsible for any collection costs, court costs, or attorney's fees incurred in the collection of unpaid balances, as permitted by law.

Financial Questions

We understand that financial circumstances may occasionally change. Families experiencing temporary financial hardship are encouraged to contact the Director as soon as possible. While we cannot guarantee accommodations, we will make every reasonable effort to discuss available options when communication occurs before an account becomes delinquent.

Our goal is to partner with families while ensuring the continued operation and financial stability of Promise Kids Academy.

ATTENDANCE, ARRIVAL & DISMISSAL

Regular attendance and punctuality are important to your child's success. A consistent daily routine helps children develop positive habits, build relationships, and fully participate in classroom learning experiences.

To provide the best educational environment for all students, families are expected to follow the attendance and arrival procedures outlined below.

School Hours

Campus Hours

7:00 a.m. – 5:45 p.m.

Office Hours

8:00 a.m. – 4:00 p.m.

Program Hours

Kindergarten

Monday–Thursday: 8:30 a.m. – 2:30 p.m.

Friday: 8:30 a.m. – 12:30 p.m.

VPK

Monday–Thursday: 8:30 a.m. – 12:30 p.m.

Friday: No VPK Classes

Breakfast

Breakfast is served each morning until **8:15 a.m.**

Students arriving after **8:15 a.m.** should eat breakfast before arriving at school, as breakfast service cannot be extended.

Arrival Procedures

The Academy opens at **7:00 a.m.**

Students should arrive no later than **9:00 a.m.** to ensure they are able to participate fully in the day's instructional activities.

Students arriving after **9:00 a.m.** must be checked in through the **school office via the breezeway entrance** before joining their classroom.

Frequent late arrivals may disrupt classroom instruction and interfere with your child's daily routine.

Absences

If your child will be absent, please notify the Academy as soon as possible through the Family Communication App or by contacting the school office.

When a child is absent due to illness, they must meet the Academy's health guidelines before returning to school.

Tardiness

Children arriving late often miss important classroom activities including morning prayer, circle time, academic instruction, and classroom routines.

Families are encouraged to establish a morning routine that allows students to arrive on time each day.

Student Safety

The safety and security of our students is a top priority at Promise Kids Academy.

At this time, our campus operates as a **secure, locked facility** during school hours.

Morning Drop-Off

Parents and guardians should escort their child to the **designated drop-off gate**, where a staff member will greet and receive each student.

For the safety of all children, **parents and visitors are not permitted inside the school building during morning drop-off** unless authorized by school administration or attending a scheduled meeting or event.

Campus Security

To help maintain a safe and secure environment:

- Exterior doors remain locked during the school day.
- Visitors must check in through the school office before entering the building.
- Students are always supervised by faculty while on campus.
- Security procedures are followed for all arrivals and dismissals.

Dismissal Procedures

Children will only be released to a parent, legal guardian, or an individual listed on the Authorized Pick-Up Authorization Form.

Anyone unfamiliar to school staff may be asked to present a valid photo identification before a child is released.

Please notify the school office in advance if someone other than the usual authorized individual will be picking up your child.

Late Pick-Up

Promise Kids Academy closes promptly at **5:45 p.m.**

A courtesy grace period is provided until **6:00 p.m.**

Children remaining after **6:00 p.m.** will incur late pick-up fees in accordance with Academy policy.

Repeated late pick-ups may result in a conference with administration and could affect continued enrollment if they become excessive.

Attendance During Holidays & School Closures

Tuition is based on enrollment rather than attendance. Therefore, tuition remains due during holidays, scheduled school closures, family vacations, and student absences.

Please refer to the annual school calendar for all scheduled holidays and closures.

Changes to Your Child's Schedule

If your child's attendance schedule changes or your child will be arriving late for an appointment, please notify the school office as soon as possible.

Advance communication helps our faculty plan staffing and classroom activities while ensuring your child's safety.

We appreciate your partnership in following these procedures, which help us maintain a safe, secure, and nurturing environment where every child can learn and thrive.

HEALTH, SAFETY & STUDENT WELLNESS

The health, safety, and well-being of every student is our highest priority. Promise Kids Academy is committed to maintaining a safe, clean, and nurturing environment where children can learn, grow, and thrive.

We ask families to partner with us by following the health and safety policies outlined below.

Daily Wellness

Parents should evaluate their child each morning before arriving at school.

Students should remain home if they exhibit signs of illness, including but not limited to:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Persistent cough
- Difficulty breathing
- Undiagnosed rash
- Pink eye (conjunctivitis)
- Symptoms of a contagious illness
- Any condition that prevents the child from comfortably participating in daily activities

If a child becomes ill while at school, a parent or authorized emergency contact will be notified and expected to pick up the child promptly.

Returning to School After Illness

Students may return to school when they:

- Have been fever-free for at least **24 hours without fever-reducing medication.**
- Have been free from vomiting or diarrhea for **24 hours.**
- Are well enough to participate in normal classroom activities.
- Meet any additional requirements recommended by their healthcare provider.

The Academy reserves the right to request a physician's note before a child returns to school when appropriate.

Medication Administration

Whenever possible, medications should be administered at home.

If medication must be given during school hours:

- A Medication Authorization Form must be completed and signed by the parent or guardian.
- Medication must be in its original labeled container.
- Prescription medication must include the pharmacy label with the child's name and dosage instructions.
- Medication will only be administered according to the written authorization.

Any trained Promise Kids Academy staff member may administer medication.

Emergency medications, including inhalers and EpiPens, will be stored in an easily accessible location as required by the child's medical plan.

Allergies & Medical Conditions

Families are responsible for notifying the Academy of any allergies, medical conditions, dietary restrictions, or health concerns before the child's first day of attendance.

When applicable, parents must provide:

- Allergy Action Plan
- Asthma Action Plan
- Medication Authorization
- Emergency medications

The Academy will make every reasonable effort to help provide a safe environment for children with allergies; however, we cannot guarantee an allergen-free campus.

Accidents & Injuries

Minor injuries will receive basic first aid by trained staff.

Parents will receive an Incident Report describing the injury and any first aid provided.

If emergency medical care is needed:

- Staff will call 911.
 - Parents or emergency contacts will be notified immediately.
 - Emergency responders will determine appropriate medical treatment.
-

Emergency Procedures

Promise Kids Academy conducts regular emergency drills in accordance with state requirements, including:

- Fire Drills
- Severe Weather Drills
- Lockdown Drills
- Other Emergency Preparedness Procedures

Our faculty receives ongoing training to ensure students remain safe during emergency situations.

Child Abuse & Neglect Reporting

As required by Florida law, all Promise Kids Academy employees are **mandatory reporters**.

Any suspected abuse, neglect, or abandonment will be reported to the Florida Abuse Hotline as required by law.

The safety and protection of every child entrusted to our care is a responsibility we take seriously.

Illness Notifications

When the Academy becomes aware of a communicable illness within a classroom, families will be notified as appropriate while maintaining the confidentiality of all students.

Head Lice

If head lice or nits are discovered, parents will be contacted to pick up their child.

Students may return to school after appropriate treatment and once they are free of live lice. The Academy reserves the right to verify that treatment has been completed before the student returns.

Cleaning & Sanitation

Promise Kids Academy maintains high standards of cleanliness throughout our campus.

Our health and sanitation practices include:

- Daily classroom cleaning and disinfecting
- Regular sanitizing of toys and learning materials
- Frequent handwashing for students and staff
- Cleaning of high-touch surfaces throughout the day
- Immediate cleaning and disinfecting of bodily fluid spills using approved disinfectants

These practices help reduce the spread of illness and provide a healthy learning environment for all students.

Immunizations & Health Records

Florida law requires current immunization and health examination records to remain on file for every enrolled student unless otherwise exempt by law.

Families are responsible for providing updated records before expiration to maintain compliance with state requirements.

Student Wellness

Healthy children learn best. We encourage families to support healthy habits by ensuring students receive adequate sleep, nutritious meals, regular physical activity, and consistent attendance.

By working together, we can provide every child with the healthiest possible environment for learning, growing, and developing to their fullest potential.

STUDENT EXPECTATIONS & POSITIVE GUIDANCE

At Promise Kids Academy, we believe every child is uniquely created by God and deserves to be treated with love, patience, dignity, and respect. Our goal is to create a Christ-centered learning environment where students feel safe, valued, and encouraged to grow academically, socially, emotionally, and spiritually.

We recognize that young children are still learning appropriate behaviors and self-control. Our faculty uses positive guidance, encouragement, and age-appropriate discipline to help children develop responsibility, kindness, and respect for others.

Our Approach to Guidance

Teachers encourage positive behavior by:

- Modeling Christ-like behavior
- Setting clear and consistent expectations
- Praising positive choices
- Redirecting inappropriate behavior
- Teaching problem-solving skills
- Encouraging respectful communication
- Helping children recognize and express emotions appropriately
- Providing opportunities to make better choices

Our goal is always to teach rather than punish.

Expected Student Behavior

Students are expected to:

- Treat others with kindness and respect.
- Follow teacher directions.
- Use safe hands and safe feet.
- Care for classroom materials and school property.
- Use respectful language.
- Participate in classroom activities.
- Show good sportsmanship and cooperation.
- Demonstrate honesty and responsibility.

- Respect personal space and the belongings of others.
-

Positive Discipline

Promise Kids Academy uses developmentally appropriate guidance techniques that may include:

- Verbal reminders
- Redirection
- Problem-solving discussions
- Loss of classroom privilege
- Temporary removal from an activity until the child is ready to rejoin successfully
- Parent communication
- Behavior documentation when appropriate

Corporal punishment, humiliation, ridicule, intimidation, or withholding food, rest, or bathroom privileges are never permitted.

Behavior Support

If a student experiences ongoing behavioral challenges, the Academy will partner with the family to develop strategies that encourage success.

Support may include:

- Teacher observations
- Parent conferences
- Behavior tracking
- Consistent home and school expectations
- Classroom accommodations when appropriate
- Referrals to community resources if additional support may benefit the child

Our goal is to work together to help every student experience success.

Aggressive Behavior

Aggressive behavior is taken seriously because it affects the safety and well-being of all students and staff.

Examples include, but are not limited to:

- Hitting
- Kicking
- Biting
- Scratching
- Pinching
- Throwing objects at others
- Intentional pushing
- Spitting
- Physical intimidation
- Destruction of property

When aggressive behavior occurs:

- Staff will intervene immediately to ensure everyone's safety.
 - The injured child will receive appropriate care.
 - Parents of all children directly involved will be notified.
 - Incident Reports will be completed when appropriate.
 - Teachers and administration will work with families to develop strategies that support positive behavior.
-

Biting Policy

Biting is a developmentally common behavior among young children; however, it is taken seriously because of the potential for injury.

When a biting incident occurs:

- Staff will immediately attend to the injured child.
 - Appropriate first aid will be administered.
 - Parents of both children will be notified.
 - Confidentiality regarding all students will be maintained.
 - Staff will observe classroom patterns and work to identify possible triggers.
 - Repeated biting incidents may result in a Behavior Support Plan.
-

Elopement (Leaving Supervision)

The safety of every child is our highest priority.

Any child who repeatedly attempts to:

- Leave the classroom without permission
- Run from teachers
- Attempt to leave the playground or school grounds
- Open exterior doors or gates
- Refuse adult supervision in a manner that creates a safety concern

will receive immediate intervention.

Parents will be notified of all significant incidents, and administration may schedule a conference to develop strategies that support the child's safety.

Parent Partnership

Open communication between home and school is essential to helping children succeed.

When behavioral concerns arise, we ask families to partner with teachers and administration by:

- Maintaining open communication
- Supporting consistent expectations at home
- Participating in conferences when requested
- Working together to implement agreed-upon strategies

Together, we can help children develop the social, emotional, and behavioral skills needed for lifelong success.

Appropriate Placement

Promise Kids Academy is committed to serving children in a loving and supportive environment while maintaining the safety and well-being of all students and staff.

In some circumstances, despite collaborative efforts and reasonable interventions, the Academy may determine that it is unable to safely or appropriately meet a child's needs within our program.

When this occurs, administration will meet with the family to discuss the concerns and may recommend a program that is better equipped to provide the level of support the child requires.

These decisions are made carefully, prayerfully, and with the best interests of the child, classmates, and faculty in mind.

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

Ephesians 4:32 (NIV)

ACADEMIC PROGRAMS

At Promise Kids Academy, we provide a Christ-centered educational experience that nurtures the whole child. Our curriculum is designed to promote growth spiritually, academically, socially, emotionally, and physically while preparing students for future success.

Learning is developmentally appropriate, hands-on, and engaging, encouraging children to explore, discover, create, and develop confidence in their abilities.

Curriculum

Promise Kids Academy utilizes developmentally appropriate curriculum designed to meet the needs of each age group while promoting kindergarten readiness and a lifelong love of learning.

Our classrooms provide opportunities for students to develop skills in:

- Bible & Character Education
- Language & Literacy
- Mathematics
- Science & Discovery
- Social Studies
- Fine Arts
- Music & Movement
- Health & Nutrition
- Social & Emotional Development
- Physical Development
- Creative Play
- Outdoor Learning

Teachers use a variety of instructional methods including small-group instruction, hands-on exploration, learning centers, guided activities, and purposeful play.

Christian Education

Faith is woven throughout every aspect of the school day.

Students participate in:

- Daily prayer
- Bible lessons
- Scripture memory
- Worship songs
- Character education
- Weekly Chapel

Children are encouraged to demonstrate Christ-like attitudes through kindness, honesty, respect, forgiveness, generosity, and compassion.

Kindergarten Program

Our private Kindergarten program provides a strong academic foundation while maintaining a nurturing, Christ-centered classroom environment.

Instruction focuses on developing confident readers, writers, mathematicians, and critical thinkers while encouraging creativity, independence, and strong character.

Our curriculum includes:

- Reading
- Phonics
- Writing
- Mathematics
- Science
- Social Studies
- Bible
- Art
- Music
- Technology
- Physical Activity

Small class sizes allow teachers to provide individualized instruction and meaningful learning experiences for every student.

Voluntary Prekindergarten (VPK)

Promise Kids Academy proudly participates in Florida's Voluntary Prekindergarten (VPK) Program.

Our VPK program prepares students for Kindergarten by focusing on:

- Early literacy
- Language development
- Mathematical thinking
- Science exploration
- Social skills
- Independence
- Problem-solving
- Kindergarten readiness

Instruction is aligned with Florida's early learning standards while maintaining our Christian educational philosophy.

Assessment

Teachers regularly observe and assess each student's progress throughout the school year.

Assessments help us:

- Monitor developmental growth.
- Identify learning strengths.
- Recognize areas needing additional support.
- Guide instructional planning.
- Communicate progress with families.

Assessment information is shared during conferences and through ongoing communication with families.

Enrichment Opportunities

Promise Kids Academy offers optional enrichment opportunities throughout the school year through outside vendors.

Programs may include:

- Dance
- Soccer
- Music
- Other specialty programs

Participation is optional and may require separate registration and fees.

Enrichment offerings may vary from year to year.

Technology

Technology is used in moderation to enhance learning when developmentally appropriate.

Screen time is limited and supports educational objectives rather than replacing hands-on learning experiences.

Outdoor Learning & Physical Activity

Children participate in daily outdoor play and physical activity, weather permitting.

Outdoor experiences encourage:

- Gross motor development
- Social interaction
- Cooperative play
- Exploration
- Healthy lifestyles

When weather conditions are unsafe, indoor movement activities will be provided.

Field Trips & Special Events

Throughout the school year, students may participate in special activities designed to enrich the educational experience.

These may include:

- Guest speakers

- Classroom celebrations
- Community visitors
- Educational presentations
- Seasonal events
- Service projects

Parents will receive advance notice and any required permission forms for activities held off campus.

Partnership with Families

We believe parents are a child's first and most important teachers.

By working together through regular communication, conferences, and shared educational goals, we can provide the strongest possible foundation for each child's success.

Our faculty is committed to creating a joyful learning environment where every child is encouraged to grow in faith, knowledge, confidence, and character.

"And Jesus grew in wisdom and stature, and in favor with God and man."

Luke 2:52 (NIV)

FAMILY PARTNERSHIP

At Promise Kids Academy, we believe a strong partnership between home and school is essential to a child's success. Parents are a child's first and most important teachers, and we are honored to work alongside families in providing a Christ-centered education.

Open communication, mutual respect, and shared expectations create a positive learning environment where children can grow academically, socially, emotionally, and spiritually.

Communication

Promise Kids Academy is committed to maintaining open, honest, and timely communication with families.

Important information may be shared through:

- The Family Communication App
- Email
- Phone calls
- Newsletters
- Classroom communications
- The Academy website
- Parent conferences

Families are responsible for keeping their contact information current and reviewing school communications regularly.

Family Communication App

Our Family Communication App is the primary method of communication between the Academy and families.

Through the app, families may:

- Receive school announcements
- Communicate with teachers
- View classroom photos and updates
- Receive reminders and important notifications
- Access school forms and information
- Make tuition payments

Families are encouraged to check the app daily for important updates.

Parent Conferences

Parent conferences provide an opportunity to discuss each child's academic progress, developmental growth, and overall success.

Conferences may be scheduled:

- At designated times during the school year
- At the request of a teacher
- At the request of a parent
- Whenever additional communication would benefit the child

We encourage families to communicate openly with teachers and administration whenever questions or concerns arise.

Classroom Volunteers

Families are welcome to volunteer for approved school events and activities.

All volunteers must follow Academy policies and may be required to complete any applicable background screening or documentation required by state regulations.

Volunteer opportunities may include:

- Classroom activities
- Holiday celebrations
- Special events
- Fundraisers
- Field trips
- Teacher appreciation activities

Confidentiality

To protect the privacy of every student and family, Promise Kids Academy maintains strict confidentiality regarding student records, behavior, medical information, and family matters.

Faculty and staff cannot discuss another child's behavior, disciplinary actions, medical information, or personal circumstances.

We appreciate your understanding and support in respecting the privacy of every family in our school community.

Parent Concerns

We believe concerns are best resolved through respectful and timely communication.

If you have a question or concern, we encourage you to follow these steps:

1. Speak directly with your child's teacher.
2. If additional assistance is needed, contact the Director or Assistant Director.
3. Work together to seek a positive resolution that supports the child's success.

We ask that concerns not be discussed with other parents or on social media, as this often leads to misunderstandings and does not allow concerns to be addressed appropriately.

Parent Conduct & Partnership

To help maintain a positive and Christ-centered school community, we ask all families to:

- Treat faculty, staff, students, and other families with kindness and respect.
- Communicate in a courteous and professional manner.
- Support Academy policies and procedures.
- Address concerns through the appropriate channels.
- Model Christian values in all interactions.

Threatening, abusive, discriminatory, intimidating, or disruptive behavior toward faculty, staff, students, or families will not be tolerated and may result in restricted campus access or dismissal from the Academy.

Social Media

We recognize that social media is an important way families share memories and celebrate school experiences.

When posting online, we ask families to:

- Respect the privacy of other students and families.
- Avoid posting photos or videos of other children without permission.
- Refrain from discussing confidential school matters on social media.
- Contact the Academy directly if questions or concerns arise rather than posting them publicly.

Our goal is to foster a positive online presence that reflects the values of Promise Kids Academy.

Working Together

The greatest gift we can give our students is a united partnership between home and school.

By working together with mutual trust, open communication, and a shared commitment to Christian values, we can provide every child with a safe, nurturing, and enriching educational experience.

We thank you for entrusting your child to Promise Kids Academy and look forward to partnering with your family throughout the school year.

"Therefore encourage one another and build each other up."

1 Thessalonians 5:11 (NIV)

GENERAL POLICIES

The following policies have been established to help maintain a safe, organized, and Christ-centered learning environment for all students, families, and faculty. We appreciate your cooperation and partnership in following these guidelines.

Personal Belongings

Please label all personal belongings with your child's first and last name.

This includes, but is not limited to:

- Backpacks
- Lunch boxes
- Water bottles
- Blankets
- Extra clothing
- Jackets and sweaters

Promise Kids Academy is not responsible for lost, damaged, or misplaced personal items.

Extra Clothing

Every child should have at least one complete change of seasonally appropriate clothing at school at all times.

Please replace clothing promptly if used.

Children in our younger classrooms may benefit from having two complete changes of clothing available.

Toys From Home

To help minimize distractions and prevent lost or damaged items, toys and personal belongings should remain at home unless requested by the teacher for a special classroom activity or designated sharing day.

Items brought without prior approval may be stored by the teacher until dismissal.

Promise Kids Academy is not responsible for lost or damaged personal toys.

Birthdays

We enjoy celebrating birthdays with our students.

Families wishing to provide a birthday treat should contact the classroom teacher in advance to ensure the treat meets classroom guidelines and accommodates any food allergies or dietary restrictions.

Birthday celebrations are kept simple and occur at a time that does not interfere with classroom instruction.

Please do not distribute party invitations at school unless every child in the classroom is invited.

Holiday Celebrations

Throughout the school year, students may participate in age-appropriate holiday and seasonal activities that support our Christian mission and educational program.

Families will receive advance notice regarding classroom celebrations and any requested donations or volunteer opportunities.

Rest Time

Students enrolled in full-day programs will participate in a daily rest period in accordance with state requirements and developmental best practices.

Children are encouraged to rest quietly. Students who do not sleep may be provided with quiet activities as appropriate.

Families should provide a labeled crib sheet and blanket for children who participate in rest time.

Blankets and bedding should be taken home weekly for laundering.

Meals & Snacks

Promise Kids Academy participates in the Child Care Food Program and provides nutritious meals and snacks that meet state and federal nutritional guidelines.

Breakfast is served until **8:15 a.m.** each morning.

Menus are posted and shared with families.

Due to food allergies and nutritional guidelines, outside food is generally not permitted unless approved by school administration.

Water Bottles

Students should bring a labeled, reusable water bottle each day.

Water bottles should contain **water only**, unless otherwise approved for medical reasons.

Inclement Weather & Emergency Closures

In the event of severe weather or other emergencies, Promise Kids Academy will notify families through the Family Communication App, email, and other available communication methods.

Please ensure your contact information remains current throughout the school year.

Lost & Found

Items found throughout the Academy will be placed in the Lost and Found area.

Unclaimed items may be donated periodically throughout the school year.

Please label all belongings to help us return misplaced items promptly.

Photography & Media

Photographs and videos may be taken throughout the school year for educational purposes, classroom activities, school publications, social media, and promotional materials.

Only students with a completed Photo/Media Permission Form on file will be photographed or included in Academy publications.

Families are asked to respect the privacy of other students by not posting photographs or videos of children outside their own family without permission.

Policy Revisions

Promise Kids Academy reserves the right to modify or update the policies contained in this handbook as necessary to comply with changes in state regulations, licensing requirements, safety practices, or Academy operations.

Families will be notified of significant policy changes as appropriate.

Our Commitment

Our policies are designed to support a safe, respectful, organized, and Christ-centered learning environment where every child can flourish.

We thank you for your partnership and for helping us make Promise Kids Academy a place where children are known, loved, and encouraged to grow in faith, character, and knowledge.

OUR PROMISE TO FAMILIES

At Promise Kids Academy, we understand that choosing a school is one of the most important decisions a family can make. We are honored that you have entrusted us with your child's care and education, and we consider that responsibility both a privilege and a calling.

Our commitment extends beyond providing a safe place for children during the day. We are dedicated to creating an environment where every child is known, valued, encouraged, and loved. We strive to inspire curiosity, foster confidence, build strong character, and nurture each child's relationship with God.

As a ministry of Promise Church, our decisions are guided by Biblical principles, compassion, integrity, and a desire to serve families with excellence. Every member of our faculty is committed to providing a warm, welcoming atmosphere where children feel secure, families feel supported, and learning is both meaningful and joyful.

We promise to:

- Provide a safe, secure, and nurturing learning environment.
- Treat every child with love, dignity, patience, and respect.
- Encourage academic excellence through developmentally appropriate instruction.
- Integrate Christian values and Biblical truth into daily learning.
- Communicate openly and honestly with families.
- Partner with parents to support each child's individual growth and success.
- Maintain high standards of professionalism, safety, and integrity.
- Continually seek ways to improve our programs and better serve our school community.

We recognize that the strongest educational experiences are built through partnership. By working together with mutual trust, respect, and open communication, we can provide children with the foundation they need to become compassionate, confident, and successful learners.

Thank you for allowing Promise Kids Academy to be a part of your family's journey. We pray that your time with us will be filled with wonderful memories, meaningful friendships, academic growth, and a deeper understanding of God's love.

It is our privilege to serve your family, and we look forward to an incredible school year together.

"Let all that you do be done in love."

1 Corinthians 16:14 (ESV)

Appendix A – 2026–2027 School Calendar

Appendix B – Tuition, Fees & Payment Information

Appendix C – Classroom Wish Lists

Appendix D – Quick Reference Guide

Appendix E – Required Forms Checklist

Parent & Family Handbook Acknowledgment

Perfect! Here are the appendices exactly as they should appear in your handbook so you can copy and paste them.

APPENDIX A

2026–2027 SCHOOL CALENDAR

Please refer to the attached **2026–2027 Promise Kids Academy School Calendar** for important dates, including:

- First and Last Day of School
- Teacher Workdays
- School Holidays
- Chapel Schedule
- Parent Events
- Conferences
- VPK Graduation
- Kindergarten Events
- School Closures
- Summer Program Information

The school calendar is subject to change. Families will be notified of any updates through the Family Communication App and email.



2026-2027 SCHOOL CALENDAR

Growing Hearts • Inspiring Minds • Building Faith
A Ministry of Promise Church

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND

- First & Last Day of School
- Teacher Workdays / Parent Events
- School Closed
- Kindergarten & VPK Breaks
- Camp Available (Extra Charge)
- ★ Graduation (May 13 at 3:00 PM)

SCHOOL QUARTERS

Quarter 1: August 10 – October 9

Quarter 2: October 12 – January 8

Quarter 3: January 11 – March 19

Quarter 4: March 22 – May 13

*Calendar is subject to change. Updates will be communicated as needed.

IMPORTANT DATES AT A GLANCE

- Aug. 6-7 Teacher Workdays (School Closed)
- Aug. 7 Parent Meeting 11:00 AM
Meet the Teacher 11:30-12:30 PM
- Aug. 10 First Day of School & VPK
- May 13 Last Day of School
VPK Graduation at 3:00 PM

SCHOOL HOURS

Office Hours: 8:00 AM – 4:00 PM

Before Care: 7:00 AM – 8:30 AM

Kindergarten: Mon-Thurs 8:30 AM – 2:30 PM
Fri 8:30 AM – 12:30 PM

VPK: Mon-Thurs 8:30 AM – 12:30 PM

After Care: Available until 5:45 PM

A courtesy grace period is provided until 6:00 PM.

CONTACT INFORMATION

Promise Kids Academy
561 Orange Avenue
Longwood, FL 32750

(407) 602-7751
www.mypromisekids.com
@promisekidsacademy

APPENDIX B

TUITION, FEES & PAYMENT INFORMATION

Current tuition rates, registration fees, material fees, part-time options, VPK wrap rates, and other tuition information are provided in the attached **Promise Kids Academy Tuition & Fee Schedule**.

Please note:

- Tuition is billed weekly.
- Tuition is due every Monday.
- Statements are available upon request.
- ACH payments are encouraged.
- Credit/Debit card payments include a \$5 convenience fee.

- Registration and Materials Fees are non-refundable.

Please contact the school office with any questions regarding tuition or billing.

PROVIDER FULL TIME WEEKLY RATES:

INFANTS: \$330.00

ONES: \$252.00

TWOS: \$231.00

THREES: \$221.00

FOURS: \$221.00

FIVES: \$221.00

VPK NON VPK DAYS: \$221.00

VPK WRAP CARE: \$168.00

SCHOOLERS: \$221.00

DROP IN: INFANTS: \$75.00 PER DAY ONES/TWOS: \$50 PER DAY THREES-SCHOOLERS:
\$40.00 PER DAY

PART TIME

2 YEARS OLD AND UP ONLY (more than 3 hours, less than 6 hours): \$173.00

2 YEARS OLD AND UP ONLY 3 hours per day or no more than 15 hours per week) \$117

REGISTRATION:

\$75.00 PER FAMILY DUE ANNUALLY

MATERIAL FEE:

\$150 PER CHILD PER YEAR (½ DUE IN AUGUST, ½ DUE IN JANUARY)

**will be prorated if enrolled mid-year

Effective July 1, 2026

APPENDIX C

CLASSROOM WISH LISTS

At Promise Kids Academy, we strive to provide a warm, engaging, and well-equipped learning environment for every student.

Throughout the year, our teachers may create optional classroom wish lists of items that enhance learning experiences, classroom activities, and special projects. Participation is always appreciated but never required.

Monthly Classroom Donations

To help us maintain a clean and healthy learning environment, we greatly appreciate the donation of the following items at the **beginning of each month**, if your family is able:

- 1 box of Kleenex® facial tissues
- 1 container of Clorox® or Lysol® disinfecting wipes

These items are used daily throughout our classrooms and help us keep shared spaces clean and healthy for all students.

Teacher Wish Lists

Each classroom may also have a teacher wish list that includes optional items such as classroom supplies, learning materials, books, games, manipulatives, sensory materials, or other educational resources.

Teacher wish lists will be shared throughout the school year as needs arise.

"Each of you should use whatever gift you have received to serve others."

1 Peter 4:10

We are grateful for every family who partners with Promise Kids Academy through prayers, volunteering, classroom donations, and encouragement. Every contribution, large or small, helps us provide a Christ-centered learning environment where our students can thrive.

APPENDIX D

QUICK REFERENCE GUIDE

Contact Information

Promise Kids Academy

561 Orange Avenue
Longwood, FL 32750

Phone: (407) 602-7751

Website: www.mypromisekids.com

Director: Christine Crews

Assistant Director: Cerlaine Lopez

Office Hours

Monday–Friday
8:00 a.m. – 4:00 p.m.

Campus Hours

7:00 a.m. – 5:45 p.m.

Courtesy Pick-Up Grace Period: Until 6:00 p.m.

Program Hours

Kindergarten

Monday–Thursday: 8:30 a.m. – 2:30 p.m.

Friday: 8:30 a.m. – 12:30 p.m.

VPK

Monday–Thursday: 8:30 a.m. – 12:30 p.m.

Friday: No VPK Classes

Arrival & Breakfast

- Campus opens at 7:00 a.m.
 - Breakfast is served until 8:15 a.m.
 - Students arriving after 8:15 a.m. should eat breakfast before arriving at school.
 - Students should arrive no later than 9:00 a.m.
 - Students arriving after 9:00 a.m. must check in through the school office via the breezeway entrance.
-

Tuition

- Tuition is billed weekly.
 - Payment is due every Monday.
 - Statements are available upon request.
-

Payment Options

- ACH Auto Withdrawal (No Fee)
 - Credit/Debit Card (\$5 Convenience Fee)
-

School-Year Benefit Days

Each enrolled student receives **10 School-Year Benefit Days** (August–May).

Benefit Days:

- May be used for absences.
 - Have no cash value.
 - Do not roll over.
 - Are tracked by school administration.
-

Monthly Classroom Donations

- 1 box of Kleenex®
 - 1 container of Clorox® or Lysol® Disinfecting Wipes
-

Family Communication

Families receive important information through:

- Family Communication App
 - Email
 - Phone
 - Newsletters
 - Academy Website
-

Important Reminders

- Keep emergency contacts current.
 - Update medical information promptly.
 - Label all belongings.
 - Keep an extra change of clothes at school.
 - Review the Family Communication App regularly.
-

APPENDIX E

REQUIRED FORMS CHECKLIST

To complete enrollment, please ensure the following documents have been submitted.

Enrollment Forms

- ☐ Enrollment Application
- ☐ Emergency Contact Information

☐ Authorized Pick-Up Authorization

☐ Medical & Allergy Information

☐ **Medical Release Form (Must Be Notarized)**

A notary is available at Promise Kids Academy for your convenience during enrollment.

☐ Photo/Media Permission

☐ Parent & Family Handbook Acknowledgment

☐ Tuition Agreement

☐ Payment Authorization

Required Student Records

☐ Florida Certificate of Immunization (DH Form 680)

☐ Student Health Examination (DH Form 3040)

☐ Copy of Child's Birth Certificate

If Applicable

☐ Medication Authorization Form

☐ Allergy Action Plan

☐ Asthma Action Plan

☐ EpiPen/Inhaler Authorization

☐ Custody or Court Documentation

☐ IEP, 504 Plan, or Therapy Information

Scholarship Programs

- ☐ Step Up For Students Award Information
 - ☐ School Readiness (ELC/4C) Documentation
-

Kindergarten Students

- ☐ Private School Enrollment Forms
 - ☐ Any additional documents requested by the Florida Department of Education or Promise Kids Academy
-

Keeping Your Information Current

Please notify the Academy immediately of any changes to:

- Address
- Phone Number
- Email Address
- Emergency Contacts
- Authorized Pick-Up Persons
- Medical Information
- Allergies
- Custody or Court Orders

Thank you for helping us maintain accurate records and provide a safe environment for every student.
