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# Parent Handbook: A Welcome Guide



PlanetKid Drop-In/Flexible Child Care Center  
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Table of Contents

PlanetKid Mission Statement..... 3

What is PlanetKid? ..... 3

Drop-In Child Care..... 3

Familiar Faces at PlanetKid ..... 4

About Our Staff..... 4

Mandated Reporting..... 5

Enrollment Requirements..... 5

Hours of Operation..... 6

Days of Operation ..... 6

Curriculum and Activities..... 7

Check-In/Check-Out Procedures ..... 7

Medication and Illnesses (Communicable Disease Policy)..... 8

Medication ..... 9

Emergency Procedure..... 9

Meals..... 11

Programs and Pricing..... 12

PlanetKid Payment Policy ..... 14

Labeling..... 15

## **PlanetKid Mission Statement**

To provide a safe, loving, fun, creative, and inviting atmosphere for all children in our care while ensuring peace of mind, comfort, and trust for all parents for the well-being of their children by practicing consistent, high standards of child care by all employees at all times—no exceptions.

## **What is PlanetKid?**

PlanetKid was created to fulfill a need in the child care industry—the need many families encounter on a daily basis for dependable, high-standard, loving care they can trust for their children and available on an as-needed basis. PlanetKid provides full-time, part-time, occasional, and drop-in care, at affordable prices. PlanetKid is open days, nights, and weekends.

PlanetKid is a dependable, professional, fully licensed childcare center. Our center is fully licensed by the state of Florida. It is clean, safe, and fun and emphasizes education and learning.

PlanetKid will always be a happy, fun, safe, clean, creative, inviting, and exciting environment that children seek and parents trust. We hold all employees accountable for doing their part to make sure PlanetKid is all that we promise it to be. We set PlanetKid standards above the industry expectations, and we are committed to our goal of building a successful, growing venture.

*"If you like to make things out of wood, or sew, or dance, or style people's hair, or dream up stories and act them out, or play the trumpet, or jump rope, or whatever you really love to do, and you love that in front of children, that's going to be a far more important gift than anything you could ever give them wrapped up in a box with ribbons."*

— Fred M. Rogers —

## **Drop-In Child Care**

PlanetKid offers drop-in care for children of all ages, including infants. Parents have found this service to be very helpful for last-minute or occasional child care. We still include the children who drop in in the same curriculum and activities in which our full-time children engage. Our center was creatively designed in bright, happy colors that evoke positive feelings in adults and children. Designed also for safety and optimal supervision of children in our care, PlanetKid is an excellent choice for parents with children ages 6 weeks to 10

years. Our design promotes continual teacher interaction and observation of the children. We have designated areas for infants, toddlers, preschoolers, and school-age children.

### **Familiar Faces at PlanetKid**

Kristin Reunes is a familiar face at PlanetKid. As PlanetKid director, Kristin uses her dedication to children to create a fun, loving, silly, and enriching environment, which enables your children to learn and grow mentally, physically, and socially. Kristin began as a teacher at PlanetKid the year it was founded in 2009 and was later promoted to director. Her passion is to have a positive impact in the lives of students. She strives to inspire teachers to bring creativity and imagination to life in the classroom and to promote each child's individual self-worth.

Her goal is to ensure high standards for the development and care of each child. As a mother of three, Kristin, who achieved her director's credential through the state of Florida at Eastern Florida State College, has the understanding, love, and patience necessary for child care.

Paige Hoskins, our assistant director, is also a familiar face at PlanetKid. Paige was a lead teacher for several years at PlanetKid before joining the management team. Children are naturally drawn to Ms. Paige because she is patient, kind, creative, and she genuinely loves each child. Paige believes children are the future, and, as a teacher, she believes it is her job to give them the proper guidance and tools to be the best they can be. Paige also feels it is important to inspire other teachers and keep them excited about the huge roles they play in the development of our students. Paige is currently attending Eastern Florida State College, where she is working toward further developing her career in the child care industry.

PlanetKid founder Carla DiGiovanni is dedicated to making sure all parents and children who visit the center are happy and feel good about their experiences. After years of struggling in the pursuit of quality, trusted, safe child care that would make her and her children happy, Carla gave up and decided to create what she not only wanted, but also needed in child care. That creation is PlanetKid. One of the services Carla wanted was flexibility and non-standard hours of care. That is why PlanetKid is open days, nights, and weekends and even on a drop-in basis— child care when you *need* it.

### **About Our Staff**

All of our staff members are certified in (and if not, are in the process of obtaining) CPR, First Aid, and the 40-hour Child Care Training Course, including, but not limited, to Child Abuse Recognition and Communicable Disease Recognition. FDLE and local background checks, as well as FBI fingerprinting and reference checks, are conducted on all staff

members. All staff members are drug tested before employment and are required to submit to random drug testing. We pride ourselves on providing a safe, loving, and friendly atmosphere for your child to play and learn. Our staff members have been carefully selected for their unique qualities, which include a genuine compassion and concern for children. PlanetKid staff members will always welcome you and your children with a smile, a helpful attitude, and a cheerful nature. Having fun, being silly, and playing are all a part of learning and are included in the curriculum at PlanetKid.

### **Mandated Reporting**

According to the laws of the State of Florida in accordance with s.39.20(2)(a), F.S., all members of child care institutions are mandated reporters of suspected or obvious child abuse/neglect. All PlanetKid staff members are trained regarding the mandated reporting laws.

The Department of Social Services personnel have the right to speak with children and/or interview staff without prior consent. The department also has the right to inspect or audit child care records and observe the physical condition of children, including conditions that may indicate abuse and/or neglect, without prior consent.

### **Enrollment Requirements**

#### >Enrollment Application

- Health/Emergency Information

- Parent Statement of Cooperation

- Release/Student Pick Up Information

#### > Student Health/Physical Examination

(Original DH 3040 Form must be turned in and current each year)

#### > State of Florida Certificate of Immunization

(Original DH 680 Form must be turned in; not valid without expiration date)

The PlanetKid staff realizes the busy and hectic schedules of parents. In order to meet PlanetKid and the Florida State mandates, we will give parents a 14-day grace period to turn in their child's original physical exam and shot record. Following the guidelines of Florida Child Care Standards 65C-22.006, "if the custodial parents or legal guardians fail to provide the documentation required (physical exam and shot record), the facility [PlanetKid] shall not allow the child to remain in the program." Immunizations received out of state are acceptable; however, immunizations must be documented on the Florida Certification of Immunization form and must be signed by a physician practicing in the

State of Florida. Please let a PlanetKid staff member know if you need directions or contact information for the Department of Health. In the event that a child is religiously exempt from immunizations, parents must bring in a completed and current Religious Exemption for Immunization Form, DH681.

### **Teacher/Student Ratio**

The PlanetKid staff will always maintain the state-required teacher-to-student ratios. It is our intent to make sure that we have additional staff members on call as attendance numbers increase.

Infants — 1:4	(6 weeks to 11 months)
Toddler — 1:6	(12 months to 23 months)
Toddler — 1:11	(24 months to 35 months)
Preschool — 1:15	(3 years old)
Preschool — 1:20	(4 years old)
School age — 1:25	(5 to 10 years old)

### **Hours of Operation**

PlanetKid has extended hours of operation as well as weekend availability. We are open 7 days a week and on most holidays.

Monday	6:30 a.m. – 10:00 p.m. (Last drop off is 8:00 p.m.)
Tuesday	6:30 a.m. – 10:00 p.m. (Last drop off is 8:00 p.m.)
Wednesday	6:30 a.m. – 10:00 p.m. (Last drop off is 8:00 p.m.)
Thursday	6:30 a.m. – 10:00 p.m. (Last drop off is 8:00 p.m.)
Friday	6:30 a.m. – 11:00 p.m. (Last drop off is 8:00 p.m.)
Saturday	10:00 a.m. – 11:00 p.m. (Last drop off is 8:00 p.m.)
Sunday	10:00 a.m. – 5:00 p.m. (Last drop off is 2:00 p.m.)

**NOTE: Front doors will be locked at last drop-off time until the center closes as a safety measure for all children and staff.**

### **Days of Operation**

PlanetKid is open 7 days a week on a normal basis with the exception of some major holidays. PlanetKid is also open a majority of the Brevard County school holidays and breaks.

PlanetKid reserves the right to change normal business hours and holiday business hours. Please check the lobby 2 weeks in advance for specific holiday hours and closed dates.

## **Curriculum and Activities**

The PlanetKid staff believes that learning should be a priority. We also believe that learning should be fun. We use creative daily lesson plans, craft and art activities, center play, and outdoor play at PlanetKid. There is also plenty of singing, dancing, and laughing! We strive to teach and develop cognitive skills as well as life skills that will stay with our children throughout their lives. We recognize that all children learn differently at different stages. Our creative staff members put together activities and lesson plans that promote an environment that enriches and stimulates any child's learning process.

*I Tried to Teach My Child with Book;  
He Gave Me Only Puzzled Looks.  
I Tried to Teach My Child with Words;  
They Passed Him by Often Unheard.  
Despairingly, I Turned Aside;  
"How Shall I Teach this Child," I cried?  
Into My Hand He Put the Key,  
"Come," He Said, "Play with Me."*

—Author Unknown —

## **Check-In/Check-Out Procedures**

**Check-In:** Parents/guardians must sign in on the sign-in sheet with the child's name and parent's name and leave details, including any updated contact information, an approximate time of return, and any special instructions. While signing children in, parents must note if someone other than a parent/guardian will be picking up that day. Our policy is for children to be walked in from the lobby by a staff member to their appropriate classrooms. Quick goodbyes with smiles from parents promote independence, security, and confidence in children. When parents have a child who is excessively crying or screaming at drop-off, it is still our policy for a staff member to bring the child to his/her classroom. The transition is perfectly normal, and the children calm more quickly and adjust better this way. Our staff members are trained for these situations and will comfort and engage the child in activities until he or she calms down. We ask our parents to encourage and talk positively to their children about coming to school, especially during the first few weeks. We believe in making the transition process easiest for both the parent and child, so please let us know if there is anything else we can do.

**Check-Out:** Children will be released only to those persons specified, in writing, on their Release Information Form. No VERBAL notifications will be honored. We require a picture ID for anyone other than recognized parents/guardians. Please be sure to inform all individuals allowed to pick up children to have the proper identification when checking out.

**Reservations:** PlanetKid does take reservations for drop-in children. Reservations for drop-in children can be made three ways: online through PlanetKid' website ([www.planetkidonline.com](http://www.planetkidonline.com)), by phone, or in person at the check-in desk. Reservations are not required for drop-in children, but they are encouraged. Reservations ensure children will have a guaranteed spot available for the desired time. Please speak with a staff member if you have any questions regarding drop-in services or procedures. There may be times when our facility is full for drop-in children, in which case you will be given the first opening when space becomes available.

**In the event that a parent or designated adult arrives to pick up a child while under the influence of drugs or alcohol, the child will not be released to the parent or designated adult. Other arrangements will be made for the child's safe transport. If necessary, the police and other agencies will be contacted.**

### **Medication and Illnesses (Communicable Disease Policy)**

Children will be observed on a daily basis for signs of communicable disease. We will take the following precautions children suspected of having a communicable disease:

The PlanetKid staff will immediately notify the parent/guardian by phone of the child's condition when a child has been observed with signs or symptoms of illness. If the child is sent home with one or more of the symptoms listed below, the parent/guardian will be required to sign a waiver stating the child is to remain home until free of symptoms or in such cases a medical release.

A child with any of the following signs or symptoms of illness will be immediately isolated until discharged to his or her parent/guardian (in conjunction with Florida Standard 65C-22.004):

1. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within 24-hour period)



5. Temperature of 101 degree Fahrenheit or higher when in conjunction with any other signs of illness;
6. Conjunctivitis (pink eye)
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray or white stool;
9. Yellowish skin or eyes;
10. Evidence of untreated lice, scabies, or other parasitic infestations;
11. Sore throat or difficulty swallowing;
12. Vomiting; or
13. Any other unusual sign or symptom of illness.

The Child Day Care Center Communicable Disease Chart is posted behind sign-in for reference. A notice will be posted for parents on the sign-in desk if we have a child with a case of communicable disease (e.g., Chicken Pox, Lice).

**NOTE: The PlanetKid staff takes pride in having an exceptionally clean facility. All equipment and toys are washed, cleaned, and sanitized daily.**

### **Medication**

PlanetKid staff members will be happy to help in administering medication to children during their stay at PlanetKid. Parents must complete the appropriate form if they require medication to be given to their child. The form will be located at the sign-in desk for parent convenience and must be updated weekly for record-keeping purposes. Please give medications directly to a staff member—DO NOT send in child's lunch bag, backpack, or diaper bag. The medication must be in the proper container with the child's information and proper dosage if it is prescription medication. If the medication is a prescribed medication, instructions on the container will be followed, even if parent's instruction differ from that on the container. The child's medication will remain at the sign-in desk with a designated staff member in a clear Ziploc bag with child's name (unless refrigeration is required).

### **Emergency Procedure**

**Medical:** In case of an emergency, the PlanetKid staff will always contact the parents/guardians or the emergency contacts in the child's files. In an emergency, the PlanetKid staff will call 911 and then notify parents. PlanetKid staff reserve the right to make on-the-spot decisions for emergency treatment for all children in their care, including, but not limited to, First Aid administration and emergency transport. It is

critically important to keep all emergency numbers, contact names, and addresses current. We cannot contact you if we do not have the correct phone number.

In the event of a general emergency, such as an environmental threat or threat of violence, the following action will be taken:

**Threat of violence:** Children will be moved to the rear of the center away from any windows. The front door will remain locked, and police will be called.

**Fire Emergency:** Monthly fire drills are conducted and reviewed with staff members in order to follow procedure in case of a fire. In the event of a fire, parents are notified as soon as possible of the situation. The sign-in and attendance sheets exit the building with a teacher to ensure all children have been evacuated.

**Tornado/Weather/Flood:** Children are moved to the rear of the center away from any windows according to posted plan. They can remain in the center until it is safe for parents/guardians to retrieve them. In the event of a flood, children are evacuated from the center. Parents are immediately called.

**Evacuation:** In the event that we are required to evacuate the building, PlanetKid staff will take the children to one of the surrounding shops or playground area and call parents for pick-up.

**Power and Water Main Failure:** In the event of a power or water main failure, the director will contact the power/water company to determine if it can be quickly restored. Families will be notified if the power/water cannot be restored with 1 hour, and the center will be closed.

### **Discipline Policy and Guidelines**

Children come to our center to have fun in a learning environment. The safety of the children is our top priority. The first role of the staff is to ensure safety. Prevention is key to success. Staff members will take care to keep children involved in appropriate activities and emphasize respect and care for others. Staff members will use developmentally appropriate techniques suitable to the child's age and circumstance. Constructive methods, such as redirection, separation from the problem situation, talking to the child about the situation, positive reinforcement, or praise for appropriate behavior are sample techniques used by PlanetKid staff members. Our goal is to model the correct behavior and encourage children to control their behavior and learn to cooperate with their peers. Clear guidelines and limits are explained and taught to the children. *If a time-out is used, the separation will last no longer than 1 minute for each year of age of the child, and time-outs are not used with infants.* A teacher explains and reviews with the child the reason the child is in time-out and

discusses appropriate behavior before the child returns to the group. Staff members always communicate and consult with the parents regarding behavior issues and work together with the parent to come up with a behavior plan to be documented and signed by the parent.

If the child becomes a danger to the staff or other children, parents will be immediately called, and the child will be discharged for the remainder of the day. PlanetKid will not:

1. Abuse or neglect children;
2. Utilize cruel, harsh, unusual, or extreme techniques;
3. Utilize any form of corporal punishment;
4. Delegate children to manage or discipline other children;
5. Use physical restraints on a child;
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control;
7. Place children in a locked room or confine children in any enclosed area;
8. Confine children to equipment;
9. Humiliate, threaten or frighten children;
10. Subject children to profane language or verbal abuse;
11. Make derogatory or sarcastic remarks about children or their families;
12. Punish children for failure to eat or sleep or for toileting accidents;
13. Withhold any food (including snacks and treats), rest or toilet use;
14. Punish an entire group of children due to the unacceptable behavior of one or a few;
15. Isolate and restrict children from all activities for an extended period of time.

## **Meals**

PlanetKid offers breakfast, lunch, and dinner for purchase, and parents may also bring their children's meals. PLEASE include the necessary food groups and a well-balanced menu for each meal. We do not allow soda, candy, or excessive "junk food" at PlanetKid. We believe sugar- and fat-laden foods do not contribute positively to the child's development.

Breakfast, lunch, or dinner: \$3.75/each and includes juice or milk

Snacks \$1.25/each

## Programs and Pricing

### PlanetKid Rates

Annual registration fee: \$40.00 per family

(321) 259-7529

License

Planetkidonline.com

#C1BR0033

#### We Feature:

- Preschool programs
- Summer, Spring Break, Winter Break camps
- VPK and ELC (school readiness)
- Weekly flexible packages
- Drop-in care by the hour or day
- School holidays

#### Hours of Operation

Monday-Thursday 6:30 a.m.-10:00 p.m.  
 Friday 6:30 a.m.-11:00 p.m.  
 Saturday 10:00 a.m.-5:00 p.m.  
 Last drop-in is 2 hours before closing. We are open on most holidays.

#### Drop-In (hourly)

Child	8.25/hour
Todder	\$9.50/hour
Infant	\$10.75/hour
4 <sup>th</sup> Child	Always free
Sibling	\$4.00/hour

#### Prepay Drop-In

This is a great option for last-minute and occasional care—up to 6 months to use prepaid hours.

	10 hours/Get 2 free hours	15 hours/Get 3 free hours	20 hours/Get 4 free hours
Child	\$82.50	\$123.75	\$165.00
Toddler	\$95.00	\$142.50	\$190.00
Infant	\$107.50	\$161.25	\$215.00
Siblings	\$40.00	\$60.00	\$80.00

#### Daily

Includes one meal/snacks and drinks. Drop off as early as 6:30 a.m. Pick up as late as 6:30 p.m. Drop-in rates apply after 6:30 p.m.

Child	\$55.00
Toddler	\$65.00
Infant	\$80.00

Meals and snacks are available for purchase at anytime for drop-ins.

Meals \$3.75

Snacks \$1.25

#### Weekly

These packages allow for evening and weekend care; children will be included in same curriculum as others.

Children	Part-Time	\$135.00/up to 28 hours per week	Full-Time	\$165.00/up to 50 hours per week
Toddler	Part-Time	\$155.00/up to 28 hours per week	Full-Time	\$185.00/up to 50 hours per week
Infants	Part-Time	\$170.00/up to 28 hours per week	Full-Time	\$200.00/up to 50 hours per week

Please note: Make your own schedule with these weekly packages. You may change your schedule each week.

**Preschool** Monday—Friday 6:30 a.m. until 6:30 p.m. Drop-in rates apply after 6:30 p.m. Includes lunch/snacks.  
 Full-Time: \$145.00 Partial Week: 4 days = \$130.00, 3 days = \$120.00, 2 days = \$100.00

**Junior Preschool** Monday—Friday 6:30 a.m. until 6:30 p.m. Drop-in rates apply after 6:30 p.m. Includes lunch/snacks.  
 Full-Time: \$155.00 Partial Week: 4 days = \$140.00, 3 days = \$130.00, 2 days = \$110.00

**Camp Rates** We offer junior camps for children ages 5 to 8 for Summer, Winter, and Spring breaks. Spots are limited. Call (321) 259-7529 for details and to reserve dates. Drop off as early as 6:30 a.m. Pick up by 6:30 p.m. Please provide a sack lunch with drink Monday-Thursday. PlanetKid staff will serve pizza will be served on Fridays. Each week will feature a new and exciting theme!  
 Full-Time: \$125.00 Partial Week: 3 days = \$90.00 and 1 day = \$55.00

We provide safe indoor and outdoor camp activities in small group settings. Camp activities run from 9:30 a.m. to 3:30 p.m. We bring all field trips, entertainment, shows, and activities to our facility to provide safe, quality camp fun for children. No activity fees or additional cost for before- and after-care.

**School Holiday Care:** Applies to school-age children only. We offer this to families who need care for school holidays. includes one meal and snacks and drinks. Drop off as early as 6:30 a.m. Pick up as late as 6:30 p.m. Drop-in rates apply after 6:30 p.m. \$55.00/day.

**Weekend/Evening Packages**

5 Nights (4:00 p.m.-close)	Child: \$125.00	Toddler: \$140.00	Infant: \$150.00
3 Nights (4:00 p.m.- close)	Child: \$100.00	Toddler: \$115.00	Infant: \$130.00
Weekend (includes Saturday and Sunday from 10:00 a.m.- 5:00 p.m. with lunch)	Child: \$100.00	Toddler: \$120.00	Infant: \$140.00

**PAYMENTS ARE DUE IN ADVANCE. THERE ARE NO REFUNDS.**

## **PlanetKid Payment Policy**

Effective 2/15/2014

Please be advised of new payment policies at PlanetKid. As required by the State of Florida, all tuition is due in advance for child care services. Effective Monday, February 17, 2014, all payments will be due promptly at the time of service.

### PAYMENT OPTIONS AND POLICIES

#### **Private Pay**

Tuition is due on Mondays. If you are unable to pay by the end of the day on Monday, there will be a \$25 late fee. On Tuesday, the \$25 fee and tuition must be paid at drop-off in order for your child to attend.

#### **Auto-Pay**

Auto-pay gives private-pay families the option to pay on Friday instead of Monday. For this option, a valid credit card must be on file, and your child's weekly payment will be processed on Friday. If the card is declined, there will be a \$30 fee, which includes \$25 late fee + \$5 decline fee. The following Monday, you will be required to pay the balance and \$30 fee at drop-off for your child to attend. In addition, you must provide a valid credit card for your file.

#### **ELC Copays**

ELC copays are due on Fridays. If not paid, you must pay a minimum of ½ the balance and a \$10 late fee to attend. The remainder and the current copay will still be due on Friday of that week. If the account is not brought current by Friday, your child will be unable to attend until payment is made in full.

**In the event that you forget diapers, pull-ups, or formula, we will have them available for the following charge: diapers/.50 each, pull-ups/.75 each, formula/1.00 per bottle. Charges due at time of check-out.**

**We are very excited that you are interested in PlanetKid and our services. We truly hope to help a lot of families in our community by providing safe, fun, genuine care for children. Please always feel free to let us know how we are doing, share suggestions you may have, and, of course, tell us how your child feels about PlanetKid!**

## **Labeling**

Please keep in mind that according to state regulations, all bottles, food, food containers, sippy cups, cups, and anything to do with food or drink consumption **MUST** be labeled with the child's first and last name and current date. If you do not label accordingly, PlanetKid staff will mark with permanent marker. PlanetKid reserves the right to label any personal belongings not limited to food consumption (e.g., bags, jackets, shoes, stuffed animals, blankets).

*"For a small child there is no division between playing and learning; between the things he or she does 'just for fun' and things that are 'educational.' The child learns while living and any part of living that is also play."*

*—Penelope Leach —*