



Kingston Academy

Family Handbook

Knowledge Itself Is Power

Policies, routines & family partnership

Infant □ Early Preschool □ Preschool □ TK/K □ School-Age

Ages 6 weeks through 12 years

Director: Ms. House

Assistant Director: Denese Keeler

Owner: Hanbo Liang (Mr. Hank)

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RCOE Provider ID: 1010594

Facilities: 334845644 □ 334845645 □ 334845646

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Keep with your Admission Agreement and annual calendar.

Contents

Select a section below or use the PDF bookmarks.

Welcome to Kingston Academy 3

Quick Reference 3

The Kingston Way 4

Typical Closures 5

Admission, Enrollment, and Inclusion 5

Programs, Ages, and Staffing 6

Daily Program Rhythms 7

How the Daily Rhythm Changes by Program 8

Learning, Daily Activities, and Positive Guidance 9

Children's Personal Rights 10

Health and Illness 11

Return to Care and Communicable Conditions 11

Medication, Allergies, and Health Plans 12

Emergency Preparedness, Security, and Safety 13

Nutrition and Food Safety 14

Infant Care and Family Partnership 15

Infant Feeding and Safe Sleep 16

Diapering and Early Preschool Potty Training 17

Dress Code, Belongings, and Family Partnership 18

Tuition, Payments, and Assistance 19

Attendance, Sign-In, and Authorized Release 20

Transportation and Field Trips 21

Vehicle Safety and Transportation Changes 21

Suspension, Disenrollment, and Termination 22

Parent Rights, Licensing, and Required Notices 23

Separate Current Documents 24

Parent/Guardian Acknowledgment 25

Welcome to Kingston Academy

Dear Kingston Academy Families,

Welcome to Kingston Academy, where knowledge, curiosity, and creativity come together to inspire lifelong learners. We are honored that you have trusted us with your child. We proudly serve children from six weeks through twelve years of age in a safe, nurturing, and enriching environment that supports growth at every stage.

Every child is unique and capable of meaningful growth. Our programs balance intentional teaching with purposeful play so children can build confidence, independence, communication, problem-solving skills, and a strong sense of belonging. From an infant's first secure relationships through a School-Age child's growing responsibility, we want each child to feel known, valued, included, and excited to learn.

Kingston Academy is led with close attention to the everyday details that shape a child's experience. We believe families should be able to reach leadership, ask direct questions, share concerns, and receive an honest response. Our teachers are expected to bring warmth, preparation, patience, and active supervision to their work each day.

Families are essential partners in this work. We welcome your questions, cultural knowledge, feedback, and honest conversation. This handbook explains what you can expect from Kingston Academy and what we need from families so that children receive consistent, high-quality care. Please keep it for reference and contact the Director whenever something is unclear or your child's needs change.

Our promise to families

We will work to earn your trust through safe, loving care; joyful and purposeful learning; respectful communication; reliable routines; and decisions centered on each child's dignity, growth, and best interest.

With appreciation,

Ms. House Director

Hanbo Liang (Mr. Hank) Owner

Quick Reference

The information families use most often is gathered here for easy reference. More detailed policies appear in the sections that follow.

School	Kingston Academy
Regular hours	Monday through Friday, 6:30 a.m. to 6:00 p.m.
Leadership	Director: Ms. House Assistant Director: Denese Keeler Owner: Hanbo Liang (Mr. Hank)
Family communication	Brightwheel, telephone, written notices, and in-person conversation
Provider and licenses	RCOE Provider ID 1010594 Facilities 334845644, 334845645, and 334845646
Emergency	Call 911 for immediate danger, then notify Kingston Academy

How this handbook works

This handbook states general program policies. The signed Admission Agreement, current enrollment documents, annual calendar, official state forms, individualized care plans, posted licenses, written licensing approvals, and current law or public-health direction control when they provide more specific or updated requirements.

Keep information current

Families must promptly update telephone numbers, addresses, emergency contacts, authorized pick-up persons, custody documents, allergies, medications, health information, and funding-agency records. A parent or authorized adult must be reachable and able to arrange prompt pick-up when needed.

Topics in this guide

- Enrollment, inclusion, programs, placement, curriculum, positive guidance, and personal rights
- Health, illness, medication, emergencies, food service, infant care, rest, toileting, and safety
- Family communication, attendance, sign-in and release, transportation, field trips, and withdrawal
- Licensing rights, complaints, required notices, separate current documents, and acknowledgment

The Kingston Way

Knowledge Itself Is Power

Kingston Academy is a warm, welcoming school where children are known, families are heard, and learning is joyful, engaging, and purposeful.

Our mission

To provide a stimulating and supportive learning environment where children are encouraged to explore, create, think, and grow. Through intentional teaching, meaningful play, rich conversation, creative expression, and family partnership, we support the whole child - cognitively, linguistically, socially, emotionally, creatively, and physically - while building strong foundations for school and lifelong learning.

Our philosophy

We believe learning should be joyful, engaging, and purposeful. Through play-based exploration, creative expression, structured learning, and positive guidance, Kingston Academy encourages children to discover their potential and develop a lifelong love of learning. We value the individuality of every child and family and respect that children grow at different paces.

How Kingston Academy is led

Kingston Academy is led with warmth, purpose, and close attention to children's daily experiences. The Director, Assistant Director, and owner remain accessible, listen to families, and make decisions around each child's dignity, development, needs, and long-term well-being. We believe trust is earned through consistency, honest communication, and follow-through.

- We know children and families as individuals; children are never treated as numbers or expected to learn in one way.
- Classrooms are calm, welcoming, organized, and predictable while still responsive to children's interests and needs.
- Teachers are prepared, attentive, respectful, actively engaged, and clear and kind when guiding behavior.

- Families receive direct communication, and we welcome questions early. Our goal is the education and care we would want for our own children.

Our partnership with families

Families can expect warmth, professionalism, privacy, and thoughtful care. In return, we ask families to communicate honestly, keep records current, follow school procedures, arrive and pick up on time, and work with us in the child's best interest. The strongest care happens when home and school treat one another as partners.

Typical Closures

Our regular holiday closures

Kingston Academy is normally closed for the holidays listed below. When a holiday falls on a weekend, the annual calendar identifies the observed closure. The calendar also lists any staff-development day or early closing. Families receive the current calendar in advance and any change through Brightwheel.

Typical closure	Typical closure
New Year's Day	Martin Luther King Jr. Day
Presidents' Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day
Scheduled staff-development days	New Year's Eve early closure, only when calendared

Emergency or operational closures

The center may also close, delay opening, or close early when required for fire, severe weather, utility failure, unsafe air, public-health direction, building conditions, staffing emergencies, or another circumstance that prevents safe operation. Kingston Academy will communicate as promptly as circumstances allow. Families should maintain a backup-care plan for unexpected closures.

Admission, Enrollment, and Inclusion

Admission and placement

Admission depends on available space, the age range and capacity of the applicable license, staffing, program fit, and the center's ability to meet the child's needs safely. Placement considers age, development, school grade, licensing limits, available space, family input, and individual needs. A birthday or a single skill such as toileting does not automatically determine a classroom move.

Inclusive care and reasonable modifications

Kingston Academy does not make admission or service decisions based on unlawful discrimination. A diagnosis, disability, toileting need, medication need, or challenging behavior does not automatically exclude a child. The Director will make an individualized assessment and consider reasonable modifications to policies, communication, routines, and supports unless a requested change would fundamentally alter the program or create a direct threat that cannot be reduced through reasonable steps. Families should share relevant medical instructions, evaluations, IFSPs, IEPs, communication methods, and helpful strategies.

Enrollment interview and required records

Before care begins, the family and center review the child's health, development, routines, strengths, prior care, services, and support needs. Required records vary by age and program and may include:

- LIC 700 identification and emergency information, current authorized pick-up persons, and custody orders
- LIC 702 preadmission health history; LIC 701 physician's report or other required medical assessment
- Current immunization documentation or other documentation allowed by current law
- LIC 627 emergency medical consent; signed Admission Agreement and required enrollment or funding documents
- LIC 995 Parents' Rights receipt, LIC 995E background-check information, and the applicable Personal Rights form
- Medication authorization, allergy or emergency action plans, and other health instructions when applicable
- Infant feeding, needs and services, and safe-sleep documents, including LIC 9227 when required
- Transportation, field-trip, photo/media, and other specific permissions when applicable

Family orientation and classroom welcome

Before the first day, families receive an orientation to review program routines, communication, arrival and release procedures, health information, emergency expectations, classroom supplies, and questions about the child's care. Children and families may be invited to visit the classroom in a way that supports a comfortable transition while preserving supervision, privacy, and the needs of the children already in care.

Medical assessment and immunizations

A medical assessment completed by or under the supervision of a licensed physician must be obtained before or within the period allowed by current Title 22 requirements; the elementary-school exception may apply to eligible School-Age children. The health professional and current requirements determine whether tuberculosis testing or other information is needed. Immunization records must meet current California requirements for the child's age and program.

Programs, Ages, and Staffing

Kingston Academy operates separate licensed infant, preschool, and School-Age components. The current posted licenses and any written Community Care Licensing conditions control.

Licensed program	Facility	Authorized ages	Capacity
Infant Center	334845646	6 weeks through age 2	20

Licensed program	Facility	Authorized ages	Capacity
Preschool / Day Care Center	334845644	Age 2 through Kindergarten	72
School-Age Day Care Center	334845645	First grade through age 12	49

Program placement

- Farm Room / Infant Program: ages six weeks through two years. Individualized feeding, sleep, diapering, comfort, language, movement, sensory discovery, and responsive play follow each child's written needs and services plan.
- Jungle Room / Early Preschool: from age two until potty trained. Children build language, social-emotional skills, self-help, and cooperative play. Teachers support potty training in partnership with families and according to each child's readiness and individual needs.
- Woodlands Room / Preschool: ages three through early fours. Children learn through stories, early literacy and math, science, art, music, movement, learning centers, and purposeful play.
- Bug Room / TK-K Readiness and Wraparound: ages four and a half through Kindergarten, including public-school TK or Kindergarten wraparound when transportation, space, staffing, and authorization permit. Kingston Academy does not operate a private Kindergarten.
- Superhero Room / School-Age: children who have entered first grade through age twelve, with before-school, after-school, approved school transportation, homework support, enrichment, and spring, winter, and summer camp care as available.

Ratios and supervision

The center follows the ratios, staff qualifications, capacities, and supervision rules that apply to each license and activity. Baseline Title 22 teacher ratios are one teacher for every four infants, one teacher visually supervising no more than twelve preschool children, and one teacher supervising no more than fourteen School-Age children. Lawful aide alternatives and activity-specific rules may apply. Kingston Academy's Infant Program remains on site and does not take infants on off-site trips.

Opening and closing arrangements

Under Kingston Academy's current written Community Care Licensing waiver, Preschool and School-Age children may receive combined opening care from 6:30 to 7:30 a.m. and combined closing care from 5:00 to 6:00 p.m. Staffing and ratios follow the youngest child present, and children return to their separately licensed program areas outside those approved periods. Infants are never included. Families receive a separate notification and acknowledgment; the current written waiver controls if its terms change.

Supplementary services

Depending on age, schedule, and need, services may include CACFP meals, School-Age transportation, field trips, supervised device use, referrals, and individualized health or participation supports. Availability and separate permission requirements are communicated when applicable.

Daily Program Rhythms

One shared rhythm, with room-specific details

This overview shows the familiar flow of a Kingston day. Detailed room schedules are posted and may be adjusted for children's needs, weather, special activities, staffing, or safety while continuing to meet licensing requirements.

Time	General classroom pattern
6:30-7:30 a.m.	Approved combined opening care for Preschool and School-Age children: greetings, free play, and table-top activities
7:30-8:30 a.m.	Classroom welcome, learning centers or small groups, cleanup, toileting or diaper care, and handwashing
8:30-9:00 a.m.	Breakfast
9:00-11:30 a.m.	Outdoor exploration, circle time, teacher-guided activities, learning centers, art, sensory experiences, literacy, math, science, music, and movement; order varies by classroom
11:30 a.m.-12:30 p.m.	Lunch at 11:30, followed by stories, toileting or diaper care, handwashing, and a calm transition
12:30-2:30 p.m.	Nap or quiet rest for Early Preschool, Preschool, and TK/K rooms. Children are not forced to sleep; awake children receive a quiet supervised alternative
2:30-3:15 p.m.	Toileting or diaper care, handwashing, afternoon snack at 2:45, and transition to afternoon activities
3:15-5:00 p.m.	Afternoon circle, outdoor exploration, projects, art, learning centers, music or movement, books, and creative play
5:00-6:00 p.m.	Approved combined closing care for Preschool and School-Age children: free play, table-top activities, cleanup, family communication, and departure

Daily meal times

Breakfast is served at 8:30 a.m., lunch at 11:30 a.m., and afternoon snack at 2:45 p.m. Infants follow their individual feeding schedules and written feeding plans.

How the Daily Rhythm Changes by Program

Farm Room / Infant Program

Infants follow their cues and written needs-and-services plans rather than a group preschool clock. Feeding, sleep, diapering, comfort, supervised floor play, outdoor experiences, and warm one-to-one interaction are offered around each child's individual needs. Awake periods include language, books, music, movement, and safe sensory discovery.

Jungle, Woodlands, and Bug Rooms

Early Preschool, Preschool, and TK/K children share the general rhythm described in the Daily Program Rhythms section. Their nap or quiet-rest period is 12:30 to 2:30 p.m. Teachers adjust the length and complexity of circle time, centers, art, literacy, math, science, movement, self-help routines, and outdoor learning to match the children's developmental stage. Jungle Room routines include readiness-based potty-training support for children age two or older.

Superhero Room / School-Age

Before school, children have breakfast and calm choices. After school, the rhythm includes direct transportation handoff, handwashing, snack, outdoor movement, homework help or projects, enrichment, free choice, cleanup, and departure. During spring, winter, and summer camps, teachers use a full-day rhythm with meals, active play, projects, reading, clubs, and enrichment. School-Age children do not have a scheduled nap.

What stays consistent

Children are welcomed warmly, supervised continuously, offered age-appropriate learning and movement, supported with hygiene and meals, and given predictable transitions. Posted classroom schedules provide the current details, and families are told when a special event, field trip, weather condition, or operational need changes the usual plan.

Learning, Daily Activities, and Positive Guidance

Program method

Teachers use developmentally appropriate practice: they observe, plan, teach, document, and adjust experiences so each child is supported and meaningfully challenged. Learning includes responsive relationships, purposeful play, conversation, books and storytelling, early literacy and math, science and STEM, art, music, dramatic play, manipulatives, sensory exploration, movement, outdoor learning, self-help skills, and social-emotional development. Assessment guides planning and family conversations; it is not used to label children or compare them unfairly.

Current classroom routines

The daily rhythm in this handbook explains the overall program pattern. Each classroom maintains and posts its current activity schedule, including meal, snack, rest, outdoor, learning, hygiene, and transition periods appropriate to the children served. Infant feeding, sleep, and caregiving remain individualized.

Positive guidance

Discipline means teaching. Staff use calm, consistent, age-appropriate strategies such as modeling, clear limits, redirection, helpful choices, environmental adjustments, emotion language, problem-solving, and support to calm, reconnect, repair harm, and try again. Families and teachers share successful strategies and cultural knowledge.

Practices never permitted

Children are never subjected to corporal punishment, rough handling, shaking, biting, humiliation, ridicule, intimidation, coercion, threats, mental abuse, unusual punishment, pain, forced exercise, punitive isolation, or withholding of food, water, sleep, toileting, comfort, medication, or family contact. Children are not punished for eating, napping, disability-related behavior, toileting, or accidents. Staff do not use physical restraint or force as discipline. If a child is in immediate danger of hurting themselves or someone else, staff may briefly block, guide, or separate the child using only the least physical assistance needed to prevent injury. The family is notified, and the event is documented when required.

Individual behavior support and biting

When behavior is persistent, intense, or unsafe, staff gather objective information, communicate with the family, and use an individualized support plan when appropriate. Supports may include closer supervision, changes to routines or the environment, visual or communication aids, direct skill teaching, reasonable modifications, and consultation with authorized specialists. For biting, staff separate children safely, care for the child who was bitten, teach a safer response, document the event, notify both families the same day, and protect each child's identity.

Children's Personal Rights

Every child has the right to dignity, safe and healthful accommodations, respectful care, freedom from corporal or unusual punishment, and services that meet the child's needs within the licensed program. The applicable Personal Rights form is provided separately and controls if it offers more detail or protection.

- Children are actively supervised, accounted for, and released only through the authorized process.
- Private information is discussed only with people who need it for the child's care or as authorized or required by law.
- Food, rest, toileting, communication, culture, religion, disability, and family relationships are treated respectfully.
- Families may raise a good-faith concern, request an accommodation, inspect the center as allowed by law, or contact licensing without retaliation.

Tell the Director promptly

Report any concern about supervision, treatment of a child, personal rights, discrimination, bullying, privacy, health, safety, transportation, or an unauthorized release. Staff members remain mandated reporters and must make legally required child-abuse or neglect reports directly to an authorized agency.

Family-school behavior partnership

Families are expected to participate in meetings, provide relevant information, and work with the center on reasonable strategies. Immediate safety measures may be used when a child is at risk of harming self or others. Kingston Academy's goal is to preserve enrollment whenever the child's needs can be met safely within the licensed program. The suspension and termination process appears later in this handbook.

Accident reports, incident reports, and confidentiality

A family receives information about their own child. When a child is hurt or receives first aid, the family receives an Accident Report describing what happened, the care provided, and any recommended follow-up. When a child is involved in a significant behavioral, safety, or other unusual event, the family receives an Incident Report describing their child's involvement and the center's response. Families are notified promptly and receive the report as soon as practical, usually the same day. When more than one child is involved, each family receives information about their own child only. The center does not disclose another child's name, diagnosis, behavior history, family circumstances, records, or response. Required licensing reports and lawful government access are handled separately.

Health and Illness

Daily health observation

At drop-off, the accompanying adult connects directly with a staff member. Staff greet the child, complete a brief health observation, and confirm that supervision has transferred to the classroom before the adult leaves. Families must accurately report symptoms, medication, injury, poor sleep, exposure to a communicable disease, and other information that could affect care.

When a child should stay home

Keep a child home when the child cannot participate meaningfully or comfortably, needs more care than staff can provide without compromising others' health or safety, has obvious symptoms of illness, or meets a disease-specific exclusion period. Common reasons include:

- A measured temperature of 100.4°F (38°C) or higher. When a reading is close and the child's condition allows, staff may recheck it using the center's approved method.
- Vomiting two or more times in 24 hours; one episode with other illness signs; or inability to keep down liquids or food.
- Diarrhea - generally two or more stools above the child's usual number or stools that are substantially more watery - when it cannot be contained, is accompanied by illness, or contains blood, mucus, or a black/tarry appearance.
- Difficulty or rapid breathing, a severe or uncontrolled cough, bluish or gray lips or skin, or other breathing concern
- Unusual sleepiness, severe pain, stiff neck with fever or headache, uncontrolled drooling with mouth sores, or signs of dehydration
- An undiagnosed rash with fever or behavior change, a rapidly spreading concerning rash, or an open or draining sore that cannot be covered
- A suspected or confirmed communicable condition during an exclusion period directed by public health, licensing, or a health professional

Emergency symptoms

Call 911 for life-threatening symptoms, including severe trouble breathing, a severe allergic reaction, unresponsiveness, a seizure lasting longer than the child's emergency plan allows, uncontrolled bleeding, or another condition requiring immediate emergency care.

If a child becomes ill at school

The child will be cared for comfortably in a supervised area away from the group as appropriate. The family will be notified immediately when illness requires separation from the group and will be asked to pick up their child as soon as possible. The child remains cared for, supervised, and observed until pick-up. Symptoms, care, notifications, and required reports are documented.

Return to Care and Communicable Conditions

Returning after illness

Kingston Academy uses the following clear return baseline for everyday illness. The child must also be improving, comfortable enough to participate, and able to receive care without compromising others' health or safety.

- Fever: at least 24 hours fever-free without fever-reducing medicine.

- Vomiting: at least 24 hours since the last episode and able to keep down liquids and food.
- Diarrhea: at least 24 hours since the last stool that meets the exclusion definition, with stools again manageable within the child's usual diapering or toileting routine.
- A diagnosed infection, exposure, or outbreak may require a longer or different period. Direction from the local health department, CDPH, Community Care Licensing, or a licensed health professional controls when applicable; suspected norovirus outbreaks may require 48 hours after vomiting and diarrhea resolve.

For most illnesses, a routine doctor's note is not required. Kingston Academy may request written instructions or clearance when reasonably needed for a diagnosis, medication, individualized health restriction, outbreak, or official return requirement.

Head lice and nits

Kingston Academy maintains a lice-and-nit-free attendance policy because viable nits can hatch and prolong a classroom outbreak. A child with live head lice or visible nits must remain home. The child may return after appropriate treatment and careful combing when no live lice or visible nits are observed. Families must continue the recommended treatment, nit-combing, and follow-up schedule and notify the Director promptly so exposure information can be shared without identifying the child. This is Kingston Academy's school policy and is more restrictive than CDPH's general recommendation; controlling directions from public health or Community Care Licensing will be followed.

Respiratory symptoms

A mild runny or stuffy nose, sneezing, sore throat, or mild cough alone does not automatically require exclusion when the child can participate, has no fever or breathing difficulty, and staff can meet the child's needs safely. Nasal discharge color alone is not used as the decision rule. COVID-19, influenza, RSV, and other respiratory illnesses are managed under current symptom-based and disease-specific CDPH, local public-health, and licensing guidance. A particular test or doctor-administered test is not a standing return requirement unless current official guidance or the child's individual circumstances require it.

Communicable-disease notification

Families must promptly notify the Director of a diagnosis or known exposure that may affect the school community. Kingston Academy will make required reports and will follow public-health instructions about exposure notices, exclusion, testing, cohorting, cleaning, and other precautions while protecting the affected child's identity as much as possible.

Medication, Allergies, and Health Plans

Medication administration

Kingston Academy administers medication only when the center can do so safely under current licensing requirements and its written medication plan. Families must hand medication directly to authorized staff; medication may never be left in a backpack, cubby, lunchbox, or other child-accessible place.

- Medication must be in the original container, have an unaltered label, identify the child, and be current and unexpired.
- Prescription medication is given according to the pharmacy label and written family authorization; family instructions may not conflict with the prescriber's directions.
- Nonprescription medication is given according to the product label and written family authorization unless lawful written health-professional instructions direct otherwise.

- Written instructions must state the dose, method, timing or clearly defined symptoms, dates, storage, and emergency actions as applicable.
- Administration is recorded, and the family is informed when medication is given and of any missed dose, error, adverse reaction, or concern.
- Medication no longer needed is returned to the family or handled according to the center's lawful disposal procedure.

Allergies and individual plans

Before attendance, families must disclose allergies, asthma, seizures, diabetes, feeding concerns, and other health needs. When appropriate, a current action plan from a licensed health professional must describe symptoms, prevention, medication, emergency steps, and when to call 911. Staff who need the information receive training. Emergency medication remains immediately accessible to authorized adults while secured from children.

Injury and emergency care

Staff provide first aid or CPR within their training, notify the family, and document injuries or unusual incidents as required. In a life-threatening medical or dental emergency, staff call 911 and use the family's emergency medical consent when a parent cannot be reached and delay could place the child at risk.

Emergency Preparedness, Security, and Safety

Emergency planning

The center maintains an emergency and disaster plan covering fire, earthquake, evacuation, shelter-in-place, secure-campus actions, reunification, utility failure, and other foreseeable emergencies. Drills are conducted and documented as required. Staff maintain supervision, bring attendance and emergency information, account for children, and carry needed first-aid supplies and medication during evacuation.

Family communication and reunification

When safe, Kingston Academy communicates through Brightwheel, telephone, text, email, posted information, or instructions from emergency authorities. Current relocation and reunification locations are provided separately so they can be updated without reprinting this handbook. Children are released only to an authorized adult whose identity can be confirmed.

Emergency comfort kit

Families provide and maintain the emergency supplies requested on the center's current list. Do not place medication, glass, valuables, perishable food, or prohibited allergens in the kit. Medication must be handed directly to authorized staff through the medication process.

Parking, weather, and outdoor safety

Drive slowly, hold children's hands, use marked walkways, and never leave a child unattended in a vehicle. Do not block fire lanes, gates, sidewalks, or neighboring property. The center monitors heat, air quality, smoke, wind, rain, lightning, and other hazards and may add shade and water breaks, reduce exertion, shorten outdoor time, or move activities indoors under its current safety procedure.

Security cameras

Video-only cameras may operate in classrooms, entrances, hallways, common areas, outdoor activity areas, and other operational spaces to support safety, supervision, security, and incident review. Audio is disabled, and cameras are not placed in bathrooms, toileting or diaper-changing areas, changing areas, or other locations where privacy is expected. Cameras supplement rather than replace active staff supervision. Routine access is limited to Kingston Academy's Director and owners; footage may also be disclosed when permitted or required by law. The system is not a family livestream, and families are not given remote access or routine copies because footage may show other children, families, and staff. A family may promptly ask management to review available footage related to a specific safety concern. Footage may be overwritten through the normal retention cycle unless it is preserved for a safety, legal, licensing, insurance, or investigative reason. Families receive the separate current Security Cameras and Privacy policy and acknowledgment.

Nutrition and Food Safety

Meals and snacks

Kingston Academy provides breakfast, lunch, and an afternoon snack. Food is prepared at the facility or supplied by an approved outside food-service source; the current posted menu identifies what is served and the source used. Meals follow current licensing requirements and the Child and Adult Care Food Program when applicable. Families are told when food from home is required. Drinking water is available as required. Food is never withheld as punishment or used to force compliance.

Food from home

Families may pack a meal or snack for their child when desired or when requested by the center. Food from home must be ready to eat, clearly labeled, and self-contained in an insulated lunchbox with an ice pack or in a food-safe thermos, as needed to keep it at a safe temperature. Kingston Academy does not refrigerate, freeze, heat, microwave, cook, or otherwise prepare food brought from home. Please send child-safe containers, no glass, and food that follows the center's allergy and nut-free requirements.

Allergies and modified diets

Families must identify allergies, choking risks, feeding concerns, medical diets, and religious or cultural food practices in writing. Medical or disability-related substitutions may require written instructions from a qualified health professional. The center follows current action plans and makes reasonable efforts to prevent exposure and cross-contact, but no shared-food environment can be guaranteed completely allergen-free.

Healthy eating and our candy-free school

Kingston Academy promotes healthy eating through balanced meals and snacks, drinking water, age-appropriate portions, and positive mealtimes. We are a candy-free school: candy and soda may not be brought or served, and sweets are never used as rewards. Other desserts or sweet treats are limited to occasional, planned celebrations or special school activities and must be approved in advance so ingredients, allergies, portions, and classroom needs can be reviewed. Kingston Academy is also a nut-free program. Do not send peanuts, tree nuts, nut butters, or foods containing them, and follow any additional classroom restriction. Family-provided food must be nutritious, age-appropriate, safely prepared, labeled as requested, and kept at a safe temperature. Do not send glass containers or choking hazards.

Infant feeding

Infants are fed according to their written plan and hunger and fullness cues. Families provide labeled breast milk, formula, bottles, nipples, and infant food unless another arrangement is approved in writing. Staff do not prop bottles, place bottles in cribs, microwave bottles or food, force a child to finish, or add cereal, solids, or thickeners without written medical instructions. Honey and corn syrup are not served to infants. Feeding changes and backup supplies are coordinated with the family.

Current program notices

The current menu, meal schedule, medical-meal-modification form, and full USDA nondiscrimination statement are provided separately or made available by the front office so required language and details remain current.

Infant Care and Family Partnership

Individual care comes first

Feeding, diapering, sleep, comfort, communication, and play are responsive caregiving routines. They are adjusted to each infant's current written plan rather than a classroom-wide schedule.

Infant admission and written needs and services plan

Before the infant's first day, the Director or assistant director completes a written infant needs and services plan with the parent or authorized representative. The family signs the plan and receives a copy. The plan includes the individual feeding plan, services that differ from the center's usual program, relevant comfort and development information, and a plan for continued family interviews. It is updated with the family at least quarterly and sooner whenever feeding, sleep, diapering, health, development, medication, comfort, authorized products, or other services change.

Daily information exchange

At arrival, families share the infant's most recent feeding, sleep, diapering or bowel information, health changes, medication directions, mood, comfort needs, and any unusual event. Staff communicate the infant's feedings, sleep, diaper changes, activities, disposition, and concerns through Brightwheel, the daily record, or direct conversation. Urgent health or safety information must always be given directly to staff and not left only in an app message.

Responsive caregiving and supervision

Infants receive direct, attentive supervision and cue-responsive care from qualified infant staff. Teachers support attachment, language, movement, sensory exploration, supervised floor play, and awake tummy time as appropriate. High chairs, cribs, play yards, or similar equipment are never used for punishment or unnecessary confinement. The center maintains the staffing required by the infant license and the activity being provided.

What families provide

- Adequate labeled diapers, wipes or authorized diapering products, and several complete changes of clothing
- A clean, tightly fitted crib sheet and a labeled spare when requested; no loose sleep items
- Prepared and labeled bottles, milk, formula, and infant food according to the current feeding plan and center instructions
- Current medication authorizations, medical instructions, allergy information, and emergency contacts

- Prompt replacement of used, expired, outgrown, or depleted supplies

Infant Feeding and Safe Sleep

Individual feeding plan

The feeding plan is completed before care begins and states the infant's milk or formula, formula brand when used, usual amounts and timing, preparation and warming instructions, allergies, feeding position, readiness for solids, and any medical direction. Families must approve changes before a new formula, milk, solid food, or feeding method is introduced. Staff follow the plan together with the infant's hunger and fullness cues and never force an infant to finish.

Bottle and food handling

- Family-provided bottles and food must arrive prepared, capped, and labeled with the infant's name and current date as directed by the center.
- The center uses commercially prepared formula and does not make formula from basic ingredients. Formula changes must be added to the written feeding plan in advance.
- Breast milk, formula, bottles, and opened infant food are refrigerated, warmed, served, and discarded under current licensing and food-safety requirements. Bottles and infant food are never microwaved.
- An infant who cannot sit safely in appropriate seating is held for feeding. Bottles are never propped, placed in a crib, or carried by a walking child.
- Cereal, solids, or thickeners are not added to a bottle without current written medical instructions. Solid foods are introduced only under the written plan.
- Honey and corn syrup are not served to infants. Commercial baby food is transferred to a separate dish, and food left in the serving dish is discarded.
- A breastfeeding parent may arrange a private, comfortable place to nurse at the center.

Feeding changes and backup needs

Tell the infant teacher before changing formula, milk, bottle type, solids, or feeding instructions. Families should replenish supplies promptly; the center maintains or provides appropriate food when required by licensing and consistent with the infant's documented health and feeding needs.

Safe sleep for infants

- Every infant is placed on the back to sleep unless the center has current written medical instructions that satisfy licensing requirements.
- Each infant uses an approved crib or play yard with a firm, tight-fitting mattress and fitted sheet. The sleep space remains free of blankets, pillows, bumpers, toys, positioners, bibs, cords, and other loose items.
- If an infant falls asleep before being placed in a crib, staff move the infant to an approved crib as soon as possible. Swings, bouncers, car seats, high chairs, and similar equipment are not approved sleep spaces. Parent permission cannot authorize sleep in this equipment.
- Sleeping infants remain under required sight-and-sound supervision and receive documented physical checks at least every 15 minutes for breathing, skin color, body position, signs of distress, and environmental safety.
- Families of infants 12 months or younger complete and update the Individual Infant Sleeping Plan, LIC 9227, whenever required or when sleep information changes.

- Kingston Academy does not swaddle infants. Clothing and sleep garments must be safe, correctly sized, and approved for use under the infant's plan.
- Infants are not forced to sleep or remain awake. Awake infants are removed from the sleep area when appropriate and receive supervised activity.

Diapering and Early Preschool Potty Training

Clean, dry, and respectful care

Children in diapers are checked at least every two hours and more often whenever cues indicate a need. A wet or visibly soiled diaper, including after a bowel movement, is changed promptly; every child is changed as often as necessary to remain clean, dry, and comfortable. A child is never left unattended on a changing surface. Staff use the designated changing area, follow handwashing and protective-equipment procedures, clean and disinfect the surface after each change, protect the child's privacy, and record care as required. Diapering is never rushed, punitive, or used to shame a child.

Diapers, clothing, and soiled items

Families provide enough diapers, authorized wipes or products, training pants, and labeled clothing for the child's day. Staff notify the family when supplies are low. Wet or soiled family-provided clothing and cloth diapers are placed in a sealed container or bag, are not rinsed at the center, and are returned to the family. Please bring the child in a clean, dry diaper or training pant; if a change is needed on arrival, tell staff so care can happen promptly. Also tell staff about any rash, loose stool, skin concern, or product change.

Where potty training begins

Kingston Academy begins active potty-training support in the Jungle Room / Early Preschool program at age two or older, when the child shows readiness and the family and teaching team agree on a consistent plan. Children younger than two in the Farm Room / Infant Program receive responsive diaper care and do not participate in Kingston's potty-training program. A child's second birthday starts the eligibility window; it does not mean the child must begin before showing readiness.

Early Preschool readiness and family-school partnership

- Possible readiness signs include longer dry periods, awareness of wet or soiled clothing, interest in the toilet, predictable bowel patterns, ability to follow simple directions, and growing ability to manage easy-on clothing.
- Before active training begins, the family and teacher agree on words, routines, equipment, clothing, prompts, health considerations, and how progress or setbacks will be communicated.
- Families send easy-on clothing and several complete labeled changes. Belts, difficult fasteners, and clothing that delays safe toileting should be avoided during active training.
- Teachers offer regular opportunities, respond promptly to the child's signals, help with wiping, clothing, flushing, and handwashing as developmentally appropriate, and praise effort without pressure.
- Accidents are expected during learning and are handled calmly. Children are never forced to sit, compared with other children, denied food or play, shamed, threatened, or punished for an accident.

Classroom transitions and individual needs

Classroom placement considers the child's age, development, licensed age range, available space, staffing, safety, and ability to participate in the program. Daytime toilet independence may be one factor for a Preschool transition, but no single skill automatically determines placement. Occasional accidents are normal. A disability, developmental delay, or toileting need is reviewed individually, including reasonable modifications and supports required by law.

Dress Code, Belongings, and Family Partnership

Communication

Brightwheel is the primary application for attendance, messages, notices, classroom updates, and forms, but it does not replace a direct telephone call for an urgent or emergency concern. Each adult uses an individual account and private credential. Families should review notices, keep contact information current, and contact the office if the system is unavailable or an instruction is unclear.

Records, photographs, and confidentiality

Child and family records are confidential and shared only with authorized staff, the parent or authorized representative, persons authorized in writing, health or emergency professionals as needed, funding agencies as authorized, or officials with lawful authority. Families may not copy, post, or distribute photographs, messages, or private information about other children or staff. Photo and publicity choices are documented separately.

Family visits and involvement

A responsible parent or guardian may enter and inspect the center without advance notice during normal operating hours, subject to lawful safety and custody limits. Visitors must respect children's privacy and classroom routines. Adults who volunteer, provide services, or assume care and supervision duties may have separate clearance, health, training, or confidentiality requirements. Family participation is welcomed but is not a condition of enrollment.

Family traditions and school community

Kingston may invite families to share traditions, languages, careers, stories, music, or skills and to join celebrations, conferences, open-house activities, and family-learning events. Dates and participation details are shared through the current annual calendar and Brightwheel. Classroom activities may change from year to year based on children's interests, staffing, available space, weather, and program needs.

Respectful concern resolution

Begin with the classroom teacher when appropriate, then contact the Director if the concern remains unresolved, involves safety, or needs an administrative decision. Families may request a private meeting, written response, language assistance, or an accessible format. This process does not limit the right to contact licensing or another government agency.

Dress code, extra clothing, and belongings

- Provide labeled, weather-appropriate clothing and enough complete changes for the child's needs.
- Clothing must stay securely in place during movement, toileting, and active play. Tops and bottoms must appropriately cover the chest, stomach and midriff, buttocks, groin, underwear, and other private areas.
- Clothing may not display offensive or age-inappropriate words or images, including profanity, hate, threats, violence, drugs, alcohol, tobacco, or sexual content.

- Walking children must wear secure, closed-toe, closed-back shoes every day, including water-play days. Water shoes must also have a closed toe and closed back; flip-flops, slides, and other backless shoes are not safe for school play.
- The center applies these expectations respectfully and consistently. Families may request a reasonable disability, medical, religious, or cultural accommodation from the Director. Clothing concerns are handled privately and never used to shame or punish a child.
- Personal toys stay home unless requested for a learning activity. An approved small nap comfort item may be used outside infant sleep spaces and stored as directed.
- Weapons or pretend weapons, sharp or unsafe objects, choking hazards, medication in belongings, valuables, and unapproved electronics are not permitted.
- School-Age devices may be used only for a staff-approved purpose under active screen supervision. Children may not photograph, record, message, or post about others during program hours.

Tuition, Payments, and Assistance

Current written terms control

Tuition rates and fees are maintained on Kingston Academy's current Tuition and Fee Schedule rather than printed in this handbook. The signed Admission Agreement, current schedule, funding-agency authorization, and later written notices control the family's account. Families should ask the office for a current copy whenever care, schedule, funding, or household eligibility changes.

Billing and payment

- Tuition is billed weekly in advance and is due by Sunday at 6:00 p.m. for the upcoming Monday-through-Friday care week unless a signed written arrangement or funding authorization states otherwise.
- Kingston accepts debit or credit through Brightwheel, exact cash, and approved third-party payments. Families should retain receipts and review Brightwheel account notices.
- Absence, illness, vacation, school closure, suspension, or nonattendance does not automatically create a credit or change a reserved-space obligation; the signed Admission Agreement and current written schedule control.
- Late-payment, returned-payment, enrollment, supply, and other applicable fees appear on the current Tuition and Fee Schedule. A payment arrangement is effective only when approved in writing before the due date.

Subsidized care and family balances

Kingston Academy accepts approved assistance through RCOE, CalWORKs / Self-Sufficiency, and Bridge / CDA when authorization and space are available. Kingston's RCOE Provider ID is 1010594. Families remain responsible for current authorizations, daily attendance signatures, recertification, copayments, family fees, hours or services not covered by the agency, and any balance assigned to the family under the Admission Agreement. Notify Kingston before an authorization ends or changes so care and billing can be reviewed without interruption.

Attendance, Sign-In, and Authorized Release

Attendance and absences

The child's approved schedule and any minimum enrollment requirement appear in the Admission Agreement. Notify the front office and classroom whenever a child will be absent or late and whenever school transportation is not needed. Families receiving RCOE, Self-Sufficiency, or other assistance must also follow the agency's attendance, absence, signature, and certification rules.

Arrival and departure

- Every arrival and departure requires a direct adult-to-adult handoff. At drop-off, the accompanying adult signs the child in, shares important information, and personally connects with a staff member who greets the child and takes responsibility for supervision.
- At pick-up, the authorized adult signs the child out before receiving the child, makes direct contact with classroom staff, and receives the child directly from staff before leaving.
- Do not call a child out of a classroom, send a child to gather belongings alone, or ask a child to meet you elsewhere. A child may not enter or leave the building, classroom, playground, or parking area without the responsible adult and staff handoff.
- Younger siblings and other children may not enter a classroom without the accompanying adult to retrieve an enrolled child.
- Each authorized adult receives an individual sign-in and sign-out code. Use only your own code and never share it with another adult or a child. Do not allow a child to enter the code, press the check-in buttons, watch closely enough to learn it, or repeat it to others.
- If the electronic system is unavailable, follow the temporary attendance procedure and complete any correction requested by the center.

Authorized pick-up

Children are released only to a parent or person authorized in the current child record unless a lawful court order limits authority. Staff request photo identification when they do not personally recognize the adult and may verify a change with the parent. Kingston Academy releases children only to an authorized adult age eighteen or older. A minor may not pick up or sign out another minor.

Late pick-up and inability to release

Complete sign-out and leave by closing time. Repeated late pick-up may affect continued enrollment under the signed Admission Agreement. If no authorized adult can be reached, the center follows its emergency release procedure and may contact law enforcement or child-protective authorities when necessary. An adult who appears impaired, violent, or otherwise unsafe may be denied release while staff contact another authorized adult or emergency assistance.

Leaving the program

A withdrawing family must give Kingston Academy at least two weeks' written notice before the child's final day of attendance. A shorter notice period applies only when Kingston Academy approves it in writing or law requires otherwise. Account-specific terms are maintained outside this handbook.

Transportation and Field Trips

Transportation is a separate authorized service

Current schools, routes, pickup windows, and operational details are issued separately. This handbook states the standing safety and family-responsibility rules; it does not create a route or promise service.

School pickup eligibility and authorization

Kingston Academy may transport eligible public-school TK, Kindergarten, and School-Age children from selected schools when routes, vehicle capacity, staffing, restraints, and written authorization permit. Kingston does not provide routine home pickup or drop-off and does not transport infants. Before service begins, the family provides the child's school, grade, teacher, dismissal instructions, authorized days, emergency contacts, and change authority. Service begins only after Kingston confirms the route and start date.

Family responsibilities for school pickup

- Keep the school, teacher, dismissal location, bell schedule, contacts, and custody restrictions current with Kingston and the school.
- Tell the Kingston office and the school when the child is absent, transportation is not needed, dismissal changes, or someone else will pick up. A change is effective only after Kingston confirms it.
- Provide minimum-day, conference-week, and special-dismissal schedules promptly; service outside the confirmed route or schedule is not guaranteed.
- Teach the child to report to the designated pickup point and follow staff and vehicle-safety rules. Maintain a backup pickup plan whenever service is delayed, canceled, or unavailable.

Transfer of responsibility at the school

Kingston Academy assumes responsibility only when its authorized staff physically receive and account for the child at the confirmed school pickup location. The public school remains responsible before that handoff. Staff use the current roster and complete name-to-face checks during handoff, boarding, departure, arrival, and unloading.

If a child is missing, absent, or not released

If a listed child does not report to the pickup location, staff follow the current transportation plan, which may include checking with authorized school personnel, contacting the center and family, and using emergency or missing-child procedures when warranted. Staff will not leave other children unsafely supervised while searching. The family may need to retrieve the child and must correct repeated communication or dismissal problems promptly.

Vehicle Safety and Transportation Changes

Vehicle, driver, and supervision safeguards

- Transportation is provided only with an appropriately licensed driver, required vehicle registration and insurance, and a vehicle maintained for safe operation.
- Each child uses the seat, seat belt, child passenger restraint, or other safety equipment required for that child and vehicle under current California law and the approved transportation plan.
- Children board and exit only at authorized, safe locations and follow staff directions. A child may not open doors, change seats, remove a restraint, block an aisle, throw objects, or engage in conduct that distracts the driver.

- Staff maintain emergency information and a working communication method, complete attendance checks, and conduct a physical end-of-route vehicle inspection. No child is left unattended in a vehicle.
- Required staff-to-child ratios, supervision, and any additional licensing conditions apply throughout loading, travel, unloading, and transition into the receiving program.

Delays, breakdowns, and emergencies

When a vehicle delay, breakdown, collision, severe weather condition, school lockdown, or other emergency occurs, staff protect and supervise the children, contact emergency services when appropriate, notify the center, and follow the transportation and emergency plans. Kingston Academy communicates with families as soon as reasonably possible and may use another authorized vehicle, request family pickup, or suspend the route until safe service can resume. Required licensing, law-enforcement, insurance, and family reports are completed.

Transportation behavior support and service limits

Staff teach and reinforce safe riding expectations and consider developmentally appropriate supports. If conduct creates a serious transportation risk, the Director may meet with the family, develop a support plan, require a temporary alternate pickup arrangement, or suspend transportation service. Decisions are individualized and consider reasonable modifications; ending transportation does not automatically end the child's otherwise available center care.

Field trips

Off-site trips are offered only when the center can meet licensing, vehicle, staffing, permission, and supervision requirements. A separate notice states the destination, date, approximate times, transportation, supervision, meal information, deadline, and special items. Written permission is required.

Participation and early release

The center evaluates safety needs individually and considers reasonable supports rather than excluding a child solely because of disability or a broad behavior label. An authorized adult picking up from a trip must arrange it with staff, show identification when requested, and sign the child out. Responsibility transfers to the adult at sign-out, and the child does not return with the group.

Suspension, Disenrollment, and Termination

Kingston Academy values continuity of care and uses communication and supportive problem-solving whenever safety and circumstances allow. Services may end for reasons including:

- Repeated or serious failure to follow the signed Admission Agreement after Kingston Academy explains the concern and, when appropriate, gives the family a reasonable opportunity to correct it
- Repeated failure to complete required attendance, health, enrollment, funding, or release documentation
- Knowingly giving false information or leaving out important information when it prevents the center from safely caring for the child or confirming enrollment, custody, health, transportation, or funding eligibility
- Repeated late pick-up, transportation noncompliance, or attendance practices that prevent safe operation
- Threats, violence, harassment, discrimination, intimidation, or seriously disruptive conduct by an adult connected with the child

- A child's needs cannot be met safely within the licensed program after individualized assessment, reasonable efforts, and consideration of required modifications
- An immediate safety threat, legal order, licensing direction, loss of program eligibility, or closure of the applicable service

Supportive process

When appropriate, the center explains the concern, gathers information, meets with the family, identifies supports and expectations, allows a reasonable opportunity for improvement, and documents next steps. A temporary suspension or termination notice states the effective date, general reason, and any return or review process, unless confidentiality or safety law limits detail. Immediate significant risk or another lawful basis may require faster action.

Questions about a suspension or termination decision

A family may ask to meet with the Director to better understand the decision and share information the center may have missed. When appropriate, the owner may also participate. The center will explain whether the additional information changes the decision. A conversation does not automatically delay an action required for immediate safety, licensing compliance, or a legal order. Families may contact Community Care Licensing, a funding agency, or another government office at any time.

Parent Rights, Licensing, and Required Notices

Parent and licensing access

Upon presentation of identification, a responsible parent or guardian may enter and inspect the child care center without advance notice during normal operating hours, subject to lawful safety and custody limitations. Kingston Academy does not retaliate because a family exercises this right or makes a good-faith licensing complaint.

Authorized California Department of Social Services representatives may enter and inspect the facility; review or copy records; observe the program; interview children or staff; and perform other lawful duties, sometimes without advance notice or parent permission. Required licenses, notices, menus, and reports are posted or made available as required.

Licensing complaints

Local office	Riverside Child Care Regional Office, 3737 Main Street, Suite 700, Riverside, CA 92501
Telephone	(951) 782-4200
Statewide hotline	1-844-LET-US-NO (1-844-538-8766)
Email	letusno@dss.ca.gov
Online	complaints.cclcd.dss.ca.gov

Required and event-specific notices

- Parents' Rights, Personal Rights, caregiver background-check information, lead-poisoning information, and other current enrollment notices
- Annual pesticide and integrated-pest-management information and advance application notices when required

- Licensing visit, citation, unusual-incident, outbreak, and other notices when law or licensing requires them
- Current menu, calendar, emergency/reunification information, and opening/closing licensed-program notice

Smoke-, substance-, and weapon-free environment

Smoking, vaping, cannabis use, illegal drugs, intoxication, and weapons are prohibited in the center, center vehicles, and child activity areas as required by law and school policy.

Separate Current Documents

Keep the current versions of these documents with this handbook. Official forms, successor forms, and notices are used as required for the child's age, program, services, and circumstances. Current Title 22 requirements, licensing conditions, and public-health direction control over an older handbook copy.

Category	Current documents
Enrollment	Signed Admission Agreement; current annual calendar; required funding documents, if applicable
Identification and health	LIC 700; LIC 701 or applicable medical assessment; LIC 702; LIC 627; immunization records; custody documents
Rights and notices	LIC 995; LIC 995E; LIC 613A or applicable Personal Rights form; PUB 515; pesticide/IPM information; event-specific licensing notices
Individual care	Medication authorization; allergy or emergency action plans; feeding and needs and services plans; LIC 9227 when required
Program guides	Current Infant and Toddler Addendum; Early Preschool potty-training guide and information form when applicable
Permissions	Transportation; field trips; photo/media choices; authorized services or specialists; opening/closing combined-care notice and acknowledgment
Program and funding	Brightwheel setup; funding-agency attendance and authorization documents; CACFP forms and current nondiscrimination notice
Financial	Current Tuition and Fee Schedule; signed Admission Agreement; approved payment arrangement or funding authorization when applicable

Parent/Guardian Acknowledgment

Parent/Guardian Handbook Acknowledgment

Please complete this page for the child's file. Keep the handbook itself for future reference.

Parent/Guardian full name

Child's full name

I acknowledge that I received the Kingston Academy Family Handbook, revised October 4, 2026. I understand that it explains general program policies, family responsibilities, health and safety procedures, parent rights, and ways to contact Community Care Licensing. I have had an opportunity to ask questions and may request clarification, language assistance, or an accessible format.

I understand that the signed Admission Agreement, annual calendar, official state forms, individualized plans, transportation authorization, funding-agency documents, written licensing approvals, and event-specific permissions are separate and may provide additional terms. Current law, licensing requirements, and public-health direction control if they conflict with an older handbook copy.

My signature confirms receipt and acknowledgment. It does not waive a legal right, prevent me from contacting licensing or another government agency, or authorize a policy that conflicts with current law.

Parent/Guardian signature

Date

Director / Authorized representative

Date

Thank you for partnering with Kingston Academy.

We look forward to learning about your child and building a relationship grounded in trust, communication, inclusion and joyful learning.