

Key Biscayne Community Church & Day School Parent & Family Handbook



KEY BISCAYNE
**COMMUNITY CHURCH
& DAY SCHOOL**

**Serving generations of Key Biscayne
families since 1954.**

School Year 2026–2027

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KEY BISCAINE
COMMUNITY CHURCH
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WELCOME TO OUR SCHOOL

Dear Families,

We are so glad you are here.

KBCC Day School has been part of the fabric of Key Biscayne for over 70 years and is a place where families feel at home, every child is known by name, and the whole community gathers around its youngest members. We are honored to welcome your child and your family into that community.

We believe that before a child can truly thrive academically, socially, or spiritually, they first need to feel that they belong. That they are known. That they are loved. That they are safe. From that foundation grows curiosity, character, compassion, and confidence. Everything we do at KBCC Day School is built on that belief.

This handbook is your guide to our school: how we work, what we believe, and what you can expect from us. Please read it carefully and keep it somewhere you can find it. And if you ever have questions, our door is always open.

We are grateful to God for each child and family entrusted to our care.

With warmth,

The KBCC Day School Team

WHO WE ARE

Our Mission

KBCC Day School is a ministry of Key Biscayne Community Church. The goal of our school is to acknowledge God as our first priority by providing a loving environment where every child is known, loved, and encouraged to grow academically, socially, emotionally, and spiritually. We seek God's wisdom and guidance in all we do, partnering with families to nurture children of character, faith, and curiosity.

We welcome every family with warmth and respect. We are grateful to God for each child and family entrusted to our care, and we seek to reflect His love, grace, and hospitality in everything we do.

Our Christian Identity

As a ministry of Key Biscayne Community Church, Christian faith is woven naturally throughout the life of our school. Children participate in weekly Chapel, pray together in age-appropriate ways, and explore character through stories of the Bible. We warmly welcome families of every faith background and believe that every child is deeply loved by God.

Our Philosophy

At KBCC Day School, we believe that before a child can truly thrive, they first need to feel that they belong. That they are known. That they are loved. That they are safe. From that foundation grows curiosity, character, compassion, and confidence.

Our curriculum, The Island Classroom, is built on this belief. It takes its name from where we are. The island comes into our classrooms and into our garden every week, and children grow rooted in who they are, connected to their community, and deeply loved by God.

Our Commitment to You

- Every child will be known by name from the first day
- Every family will be welcomed with warmth and respect, regardless of faith background
- Every classroom will be a safe, consistent, and joyful place to learn
- We will communicate with you regularly and honestly
- We will partner with you. You know your child best

OUR PROGRAM

Age Groups and Classrooms

KBCC Day School serves children from 14 months through Pre-K4 across our classrooms. Children are placed in classrooms based on age and developmental readiness. Placement is determined by the Principal and may be adjusted to best meet your child's needs.

What Your Child's Day Looks Like

Every day at KBCC Day School follows a consistent rhythm that children can count on. The same blocks happen in every classroom, every day, with time frames adjusted for each age group:

- **Morning Circle.** The whole group gathers to start the day together with a song, a sound, a math moment, a question to wonder about, and the week's book.
- **Morning Snack.** Children pour, serve, pass, and clear as independently as they are ready.
- **Exploration.** Materials set out for children to discover on their own terms, without instruction.
- **Sounds and Words.** Songs, sounds, letter shapes, and language play.
- **Art and creative expression.** Painting, music, movement, drama, and making.
- **Outdoors.** Every week connects to the outdoors and to natural materials from the island, brought in to the children.
- **Closing Ritual.** A blessing and gratitude from each child, and the same goodbye, every day.

Every week also carries one wondering question, asked at your child's level. It stays the same all week, because children need to hear a question many times before they can answer it. If your child comes home talking about seeds, or bravery, or who is brave in a quiet way, that is where it came from.

Consistency in this rhythm is intentional. Children who know what comes next feel safe, and children who feel safe are free to learn.

Specials

Each week, children participate in specialist-led sessions which may include Art, Physical Education, Mindfulness, Music, and Chapel. Children go to the specialist's room for each session. Science, technology, engineering, art, and math are taught by your child's own teacher inside the classroom and the outdoor classroom rather than in a separate session.

Chapel

Chapel is held weekly and is one of the highlights of our school community. Children attend in two age-based groups. Chapel is a community gathering and is warm, musical, and age-appropriate. Children are invited to participate in age-appropriate

ways and are never required to perform. Families of all faith backgrounds are welcome, and Chapel is designed to be a place where every child feels included.

Meals - Snack & Lunch

KBCC Day School provides nutritious, made-from-scratch meals for both snack and lunch daily through a contracted meal service provider. Meals are nut-free and prepared with natural, high-quality ingredients, including organic and locally sourced products when possible.

Both snack and lunch are treated as learning moments: children practice independence, try new foods, and share conversation with their classmates and teachers. We ask that you support this by encouraging your child to try new foods at home as well.

Food is also part of how children learn. During the year, children wash and prepare soft fruit and vegetables, serve one another at the table, and taste produce they have grown in the school garden. These activities follow the school's allergy and food safety procedures, and your child's classroom allergy list is checked before any food activity. If your child has an allergy or dietary restriction, their teacher will tell you in advance and offer an alternative role in the activity so your child is never left out.

The school is unable to accommodate special dietary requests or menu changes through the meal program. Children with dietary restrictions or severe allergies must bring their own food from home. Please notify the school of any allergies or dietary needs at enrollment.

Rest & Quiet Time

After lunch, children who nap rest in their classrooms. Rest schedules vary by age group. Younger children nap; older children rest quietly. Soft music or stories play during this time. No child is ever left without adult supervision during rest.

Character & Faith Formation

Each month, the whole school focuses on one shared character trait. Every classroom explores it together through the month's stories, art, Morning Circle, and the ordinary moments of the day. Families receive a newsletter naming that month's trait, along with one Family Challenge and simple ways to practice it at home.

DAILY LIFE AT SCHOOL

Hours & Schedule

- Drop off: 8:30 to 9:00 a.m.
- Instructional time: 9:00 a.m. to 2:00 p.m.
- Dismissal: 2:00 to 2:30 p.m.

Arriving on time and picking up during designated windows matters more than it might seem. Late arrivals after 9:00 a.m. disrupt Morning Circle which is the moment that sets the tone for the entire day. Early pick up before 2:00 p.m. disrupts the Closing Ritual, which helps children transition home feeling settled. If you know you will be late or need to pick up early, please notify the school in advance so we can minimize disruption to your child and their classmates.

Drop Off

Parents are required to sign their child in every morning using the Brightwheel app. You will be greeted at the gate by your child's teacher or another staff member. Do not leave your child unattended at any point during drop off. If your child is having a difficult morning, please let the teacher know. We are partners in this.

Dismissal & Authorized Pick Up

Parents are required to sign their child out at dismissal using the Brightwheel app. Children will only be released to individuals listed as authorized on the enrollment form. If someone new will be picking up your child, please notify the school in writing in advance. Photo identification and/or Parent PIN may be requested.

If there is a custody arrangement or court order affecting pick up, a copy must be on file with the school. We take this responsibility seriously. The safety of your child is our first priority.

Absences & Late Arrivals

If your child will be absent, please notify the school by calling the school office or sending a message using the Brightwheel app. Extended absences should be communicated to the Principal.

What to Bring

- One complete change of clothing labeled with your child's name, kept in their cubby at all times
- Diapers and wipes if your child is not yet toilet trained
- Any comfort item approved by the teacher for rest time
- Labeled water bottle for daily use
- Additional School Supplies, if any, will be shared by each classroom teacher

Please label everything with your child's name. KBCC Day School is not responsible for lost or unlabeled items.

What Not to Bring

- Toys from home (unless specifically invited by the teacher)
- Candy or soda of any kind
- Electronic devices of any kind
- Nuts or peanuts of any kind

Uniform

KBCC Day School has a school uniform. Children wear a navy or white polo shirt with the KBCC Day School logo on the chest. On PE days, children wear their PE shirts instead. Uniforms with the embroidered or patched KBCC Day School logo are available through the PTA.

Bottoms should be comfortable and allow for active movement. We paint, dig, garden, and play every day, so please dress your child in clothing that can get dirty. Closed-toe shoes are required. Sandals, Crocs, and flip-flops are not appropriate for school.

HEALTH AND SAFETY

Illness Policy

For the health of all children and staff, please keep your child home if they have any of the following:

- Fever of 100°F or higher — your child must be fever-free for 24 hours without medication before returning
- Vomiting or diarrhea — your child must be symptom-free for 24 hours before returning
- Pink eye or any contagious condition — your child must be cleared by a physician before returning
- Any rash of unknown origin

At enrollment, you will receive a Health Guidelines document outlining specific illness criteria, return-to-school requirements, and common conditions we see in a preschool setting. Please review it carefully and keep it as a reference throughout the year.

If your child becomes ill during the school day, you will be called to pick them up. Please ensure your emergency contacts are up to date and reachable during school hours.

Medication

The school does not administer medication of any kind.

Allergies

All meals provided by the school are nut-free. If your child has a severe allergy or food restriction, please notify the school at enrollment and provide documentation from your child's physician. Children with severe allergies must bring their own food from home.

Accidents & Injuries

Minor bumps and scrapes are a normal part of childhood. If your child is injured at school, first aid will be administered and an incident report will be completed. You will be notified of any injury. If an injury involves the head or neck, you will be called immediately. In the event of a serious emergency, 911 will be called first and you will be notified as soon as possible.

Child Abuse & Reporting

All KBCC Day School staff are mandatory reporters under Florida law. If a staff member suspects child abuse or neglect, they are legally required to report it to the Florida Department of Children and Families. Staff are protected under the law for making good-faith reports.

Emergency Procedures

KBCC Day School conducts monthly fire drills and regular emergency preparedness practice. In the event of a school-wide emergency, you will be notified through our communication channels. Please ensure your contact information is always current.

Power Outages

In the event of a power outage lasting more than one hour, the school will begin dismissal procedures and parents will be notified immediately through Brightwheel and WhatsApp. Please ensure your emergency contacts are reachable during school hours so we can coordinate pickup promptly. Children will remain supervised and safe until they are signed out by an authorized adult.

COMMUNICATION AND PARTNERSHIP

How We Communicate

We use the below channels to stay connected with families:

- Brightwheel — our school management app for daily sign in and out, direct teacher-to-parent messages about your individual child, photos, and activity updates. All families are required to have the Brightwheel app installed and active.
- WhatsApp — each classroom has a WhatsApp group for classroom updates, reminders, newsletters, and community announcements. You will be added to your child's classroom group at enrollment.
- Email — school-wide announcements and important communications from the Principal are sent by email. Please ensure your email address on file is current.

We believe that the relationship between home and school is one of the most important things we can build. Please reach out to your child's teacher through Brightwheel whenever you have a question or concern. We want to hear from you.

Parent-Teacher Conferences

Formal parent-teacher conferences are held twice a year, in October and May. These are dedicated times for us to share what we are noticing about your child and to hear from you about what you are seeing at home. Additional conferences can be requested at any time by the teacher, the Principal, or the parent.

Family Partnership

Each month, families receive a Family Challenge tied to the month's character trait, along with simple ways to practice it at home. These are invitations, not requirements, but families who engage with them tell us it makes a real difference at home.

Photography, Documentation & Social Media

At KBCC Day School, photographs and documentation of children's work and learning are an important part of how we share the life of our school with our community and communicate your child's growth to your family.

Photos taken by school staff may be shared through the following channels:

- Brightwheel — individual photos and activity updates sent directly and privately to your family
- Classroom WhatsApp groups — group photos shared within your child's classroom community, intended for school families only
- School social media and marketing — select photos may be shared on the KBCC's official social media accounts, website, or promotional materials to celebrate our community and program

If you do not wish your child to appear in photos shared on social media or in marketing materials, please indicate your preference on the Photography Preferences form provided at enrollment. We will honor your request.

We ask that all families respect the privacy of other children. Photos of other people's children shared through school channels may not be posted on personal social media without the consent of those families.

SCHOOL POLICIES

Enrollment & Tuition

Tuition rates, registration fees, and payment schedules are outlined in the Enrollment Agreement provided at the time of registration. Tuition is due in advance and is not refunded for absences, illness, vacation, or school closures. A non-refundable registration fee is due annually upon enrollment.

For current tuition rates and fee schedules, please contact the school office.

Withdrawal

Thirty (30) days written notice is required for withdrawal. The school reserves the right to disenroll a child for reasons of non-cooperation, inability to adjust to the school environment, or failure to meet financial obligations, as determined by the Principal.

Supporting Children with Individual Needs

Children with individual learning, developmental, behavioral, or medical needs will be evaluated individually to determine whether our program can appropriately meet their needs. We are committed to inclusion where it serves the child and the community well. Please speak with the Principal before enrollment to discuss your child's specific needs.

Guidance & Behavior

At KBCC Day School, we guide children's behavior through relationship, consistency, and positive redirection. We do not use punishment, shame, or any form of physical discipline. We believe that a child who feels safe and known is a child who can manage their behavior, and when they cannot, we see it as a signal that they need support.

If a child's behavior poses a safety concern to themselves or others, parents will be contacted. Persistent concerns may require a meeting with the teacher and Principal to develop a plan together. We reserve the right to require withdrawal if we determine that we cannot safely or appropriately meet a child's needs despite reasonable intervention and collaboration with the family.

Non-Discrimination

KBCC Day School welcomes families of all racial, ethnic, and religious backgrounds. We do not discriminate on the basis of race, color, national origin, or religion in our enrollment policies or in the treatment of children and families.

Inclement Weather & School Closures

KBCC Day School generally follows Miami-Dade County Public Schools for weather-related closures. School closures will be communicated via Brightwheel, WhatsApp, and email as early as possible. Please ensure your contact information is current.

PARENT ACKNOWLEDGMENT

By signing below, I/we acknowledge that I/we have received, read, and understood the KBCC Day School Parent & Family Handbook for the school year indicated. I/we agree to abide by the policies and procedures described herein and to support the school's mission and values in our partnership with KBCC Day School.

I/we understand that this handbook may be updated during the school year and that I/we will be notified of any material changes.

This handbook is intended as a guide to school policies and procedures. It does not constitute a contract of enrollment, and the school reserves the right to revise or update its policies as needed.

Child(ren)'s Full Name(s): _____

Classroom(s): _____

School Year: _____

Parent / Guardian Signature: _____

Printed Name: _____

Relationship to Child: _____

Date: _____

Parent / Guardian Signature: _____

Printed Name: _____

Relationship to Child: _____

Date: _____

FOR SCHOOL USE

Received by: _____

Date Received: _____