



# parent handbook

san diego, california



Dear Parents and Guardians,

Welcome to **Kids Ave Enrichment Learning Center**, where every child is celebrated as a unique individual. We are proud to cultivate a close-knit, family-oriented community that nurtures creativity, imagination, and lifelong learning. Our safe and inclusive environment is designed to support your child's growth, recognizing their individual preferences, personalities, and routines. To ensure a smooth transition, we encourage you to share your child's likes, dislikes, fears, and daily routines during enrollment.

We offer a two-week trial period for new enrollments, allowing your child to become familiar with our center and for us to understand their needs better. Open communication during this time is essential.

Kids Ave is committed to equal opportunity and does not discriminate based on race, color, religion, gender, national origin, disability, or any protected status. We celebrate diversity and the unique contributions of every child. At the end of the trial period, we will meet to discuss your child's adjustment and decide collaboratively on continued enrollment.

Thank you for trusting us with your child's care and creative development.

Warmly,

**Elisa Felix**

**Elisa Felix | Founder and Owner**  
Kids Ave Enrichment Learning Center

## table of contents

our program	6
enrollment process	6
hours of service	7
drop-off & pick-up	7
communication	8
billing policy	8
withdrawal policy	8
sick policy	9
medication policy	9
meals	10
field trips	10
potty training	10
discipline policy	11
code of conduct	11
termination policy	11



## our program

Our passionate team goes beyond traditional childcare by enriching your child's social, emotional, and physical development. We blend structured learning with play-based experiences to build a strong foundation for future success.

**Structured Learning:** Focus on foundational skills like letters, colors, numbers, and shapes through teacher-guided activities and weekly themes.

**Play-Based Learning:** Stimulates creativity, problem-solving, and social skills through music, art, dramatic play, literacy, and hands-on activities.



## enrollment process

**Application:** Complete and submit the enrollment packet via the Brightwheel app. Our director will review paperwork and collect fees.



**Required Documents:** Before your child begins attending our center, we will need the following documents:

- Completed enrollment packet
- Child's medical records and

- immunization history
- Emergency contact information
- Custody or legal documents (if applicable)

### Sign-In/Out:

**Required by licensing.** Only authorized persons with written permission and ID may pick up your child.

### Holidays, Vacations & Closures:

Our calendar aligns with **San Diego Unified School District** holidays, including Winter, Spring, and Summer breaks. Tuition is due regardless of attendance during holidays, illness, or emergency closures.

## hours of service

monday - friday

**7:30 am - 4:30 pm**

Serving children **aged 18 months to 5 years.**

## drop-off & pick-up



### Drop-Off:

**Arrive** between **7:30 AM** and **9:00 AM.**

Say a quick goodbye hug and reassure your child of your return. Inform staff of any changes in routine or concerns.

Drop-offs after 9:00 AM require prior notice; repeated late arrivals may lead to a meeting with the Director.



### Pick-Up:


**Program ends at 4:30 PM.**

A 5-minute grace period is allowed; after that, a \$3 per minute late fee applies. Please notify us if you expect to be late.

## communication

---

We value open, ongoing communication:

- Daily updates via  **brightwheel**
- Website announcements and calendar • Please keep us informed of any changes in your child's health or routine
- Provide feedback and be accessible during drop-off and pick-up

## billing policies

---

Tuition due monthly (1st) or bimonthly (1st and 15th) via Brightwheel autopay.

**Late fee:** \$25 after due date.

**Note:** Accounts 5 days overdue may face suspension. Please, contact us promptly if payment challenges arise.

## withdrawal policy

---

A 30-day written notice is required before withdrawal.  
Contact the Director for paperwork.

## sick policy

---

Please keep your child home if ill. Notify us promptly of absences or contagious illnesses. A doctor's note is required for return after illness. Examples of illnesses requiring exclusion include:

- Fever (100.4°F or higher)
- Persistent cough or nasal discharge
- Strep throat, stomach flu, diarrhea, vomiting
- Contagious skin conditions (ringworm, chickenpox, lice, etc.)

## medication policy

---

Kids Ave does not administer medication.

***Children requiring medication during school hours must stay home until well.***

## meals

---

We provide balanced morning snacks, lunch, and afternoon snacks. Children are encouraged to try all foods; no alternatives are served. Children with allergies must bring their own meals. We are a peanut-free center. No outside food allowed.



## field trips

Kids Ave does not currently conduct off-site field trips, focusing instead on enriching experiences within our facility.

## potty training

Potty training begins in Preschool (2.5–3.5 years) when your child shows readiness. We partner with parents to create a consistent potty-training plan. Parents provide diapers/pull-ups, wipes, and extra clothes during training. A \$5 daily fee applies if supplies are not provided.

Children must be fully potty-trained before entering Pre-K (3.5–5 years), meaning:

- No diapers or pull-ups in class
- Awareness and communication of bathroom needs
- Ability to use the toilet and wipe independently
- Consistent accidents may result in dismissal until fully trained.



## discipline policy

We use positive guidance, reinforcement, and redirection to encourage good behavior. Quiet activities may be used for self-regulation. Persistent issues will prompt parent-teacher conferences. Corporal punishment is strictly prohibited. Unsafe behavior may lead to immediate pickup or termination.

## code of conduct

We expect all community members to:

- Show respect and courtesy
- Promote inclusivity and celebrate diversity
- Be punctual for drop-off and pick-up • Communicate openly and constructively
- Participate in school events and stay informed
- Respect confidentiality
- Follow health, safety, and payment policies
- Violations, especially involving aggression or threats, may result in disciplinary action or termination.

## termination policy

Termination may occur due to:

- Repeated Code of Conduct violations
- Non-payment or late payments
- Health and safety breaches
- Lack of cooperation with staff
- Behavioral issues threatening safety
- Written notice (0–14 days) will be provided. Outstanding fees must be settled upon termination.



Learning.  
Enriched.



# Thank you for choosing Kids Ave Enrichment Learning Center.

We look forward to nurturing your child's creativity and

growth in a joyful, supportive community!  
Warm regards,



Kids AveTeam!

6248 El Cajon Blvd,  
San Diego, CA 92115

P (619)770-3432  
E [contact@kidsaveelc.com](mailto:contact@kidsaveelc.com)  
[kidsaveelc.com](http://kidsaveelc.com)

