



# Parent Handbook

Hours of Operation \_\_\_\_\_

Toured By \_\_\_\_\_

Rate Quoted \_\_\_\_\_

**We welcome you and your child to our family. We are committed to offering a program that meets your child's physical, social, and emotional needs.**

### **PHILOSOPHY**

We believe that the preschool years provide the foundation for social and academic success. Young children have a natural capacity to play and imagine, wonder and explore, make new friends through social experiences and enjoy new opportunities.

Here at our school we respect that each child has individual differences and we recognize that all children develop at their own pace and in accordance with their own style. Our program provides each child with choices, challenges, and opportunities that nurture feelings of self-esteem, competence and intellectual growth.

## **ARRIVAL and DISMISSAL**

We ask that all children be here by 9am.

Parents must come into the center with their children to drop off and pick up. All children must be signed in and out each day. Sign In and Out books are located in the lobby. Children will only be released to a parent or adult designated by the child's parent. Anyone picking up your child must show a picture ID.

## **HOURS OF OPERATION**

Check with your center for hours of operation. Any family on site after closing will be charged \$1.00 per minute, per child. The childcare facility shall immediately notify DCF and the local police within one hour after closing.

## **HOLIDAY CLOSINGS**

- Memorial Day
- Martin Luther King Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day After
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day
- Good Friday
- Presidents Day

○ **ALL HOLIDAY CLOSURES ARE SUBJECT TO CHANGE**

## TUITION POLICY

**Tuition is due on MONDAY, TUESDAY** the latest for the week we are in. A \$30 late fee will be added to all unpaid accounts Wednesday morning. If tuition is not paid by pick up time on Wednesday your child will not be allowed to attend school the following day. Children will not be permitted to attend until the balance due is paid in full. Payment can be made vis cash, check or credit card. Credit card transactions have a \$4.00 processing fee. Tuition and Registration fees are **non refundable** Please make arrangements to pay your tuition on time. We will not make exceptions to this rule, tuition policies will be strictly enforced.

## VACATION

Each family is given 2 weeks vacation per year, from your start date. Where at which time you are not required to pay tuition. Any missed time over the two weeks you will need to pay half of the weekly tuition to hold your child's spot. If your child attends school 1 day out of the week you will be charged half tuition. Anything over 1 day is considered a full week and full tuition will be due. The year is based on your enrollment date, not the calendar year. Vacation must be taken in one week blocks, not by the day. Infants will only receive one week vacation.

## MEDICAL INFORMATION

All children are required to have medical forms on file. All immunizations and physicals must be current and on Broward County forms.

## SICK CHILDREN

Children who become ill at school must be picked up immediately. Per Child Care Ordinance children cannot attend with the following:

- A fever of 100.5 or above
- A skin rash that has not been treated by a physician
- Diarrhea and or vomiting 2 or more times in a day
- Evidence of head lice
- Severe coughing
- Conjunctivitis
- Sore throat
- Pain of which the child complains and interferes with normal activity
- Evidence of infection

## EMERGENCIES

Minor accidents occurring during class time such as cuts and scratches receive prompt attention by staff members. The injuries will be treated with soap, water, ice and band-aid applied. In the event of a serious emergency, parents will be contacted. All accidents/incidents are documented on a #4 form. Parents must sign the report and they will be given a copy.

## CONFERENCES

Any Parents who have concerns are welcome to schedule a conference either before or after class time. Children's progress and any problems that they may be having are discussed at that time.

## MEALS

If the center offers a meal program breakfast, lunch and snack will be provided for your child. In accordance with the Broward County Child Care Ordinance, all meals are nutritious and balanced. Meals from home must be preheated and placed in a thermos and ice packs for cold items. The center will not microwave food. Meal times vary per center and food can only be served at the scheduled times. Ask your center for information.

## ITEMS FROM HOME

Children should not bring in any toys, except for show and tell. The center is not responsible for lost or stolen items. The center will not be responsible for jewelry.

## DRESS CODE

Our centers offer uniform shirts for children ages 2 and up. It is suggested that children wear them. Shorts or pants can be worn. All children must wear close toed shoes. NO SANDELS OR FLIP FLOPS. Potty training children may wear crocs as long as they attach at the heal. No hair beads as they are a choking hazard and safety concern.

## DISCIPLINE POLICY/ BEHAVIOR PROBLEMS

Our staff models expected behavior and uses positive methods of discipline, which encourages self control, self direction, self esteem and cooperation among the children. We use the redirection method and do not use corporal punishment. Our goal is to give the children the security of knowing we care enough to prevent them from hurting themselves or others. Discipline and guidance will always be positive, productive and immediate when behavior is inappropriate. Discipline will not be tied to food or toileting. No child will be humiliated, shamed, frightened or subjected to verbal or physical abuse.

## EXPULSION POLICY

Learning Town Preschool in its sole discretion maintains the right to terminate any child and our family without cause at any time. This policy includes the Preschool and VPK programs. Termination can/will take effect immediately for the listed but not limited to reasons below.

- Destructive, uncontrollable or violent behaviors
- Habitual tardiness, of the parent/guardian, in picking up of the child(ren)
- Excessive late arrivals without notice
- lateness of full payment or non-payment rendered.
- lack of parental cooperation

## NON DISCRIMINATION POLICY

We do not discriminate against anyone, adult, child, staff member or parent based on sex, age, religion, national origin, color, marital status, physical or mental disability.

## WEATHER EMERGENCIES

In the event of a severe weather emergency, we follow the guidelines of Broward County School Board. However, we reserve the right to modify a policy based on what's in the best interest of the children, staff and school. As an emergency occurs, we will post signs informing parents of the status of our school.