

Introduction

In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that the requirements are carried out in a businesslike manner. The policies listed are set forth by Kindergarten Prep, Inc. and are in accordance with the Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and Kindergarten Prep, Inc.

Mission Statement

At Kindergarten Prep our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. To partner with families in the mutual goal of maximizing their child's intellectual, physical, social/emotional, and cognitive potential. We strive to educate our children by implementing the 4 C's: Compassion, Core Knowledge, Creativity, and Confidence.

Philosophy

Kindergarten Prep Preschool and Child Care Center believes that each child, family, and staff member is a unique and valued individual. We value and honor diversity and accept and celebrate differences in other people. We believe each person and their family's values, culture, beliefs, abilities, and language should be acknowledged and accepted and reflected in all aspects of the learning environment. We believe in celebrating learning and building a community of learners that enables children to develop, not only a readiness for the transition to school, but more meaningful, a readiness for life. We believe in providing an accepting environment that promotes the children and staff's personal growth and develops their positive self-esteem and confidence. We believe it is important to develop respectful relationships with children, families and staff in an environment that encourages open and meaningful communication. We encourage and support children to interact peacefully and collaboratively with each other, express empathy for other and actively challenge bias. We believe children are capable, resourceful and valued members of the community. We believe children should be encouraged and supported to follow their learning interests with the support of their peers and adults. We believe that play is essential to children's learning and that children learn most effectively within an unhurried environment with meaningful, authentic experiences. We believe a sense of wonder, belonging to and love of the natural environment, living things and animals is critical for young children to develop lifelong respectful, positive and proactive attitudes towards protecting our environment, caring for all living creatures and creating a sustainable environment. We believe that play is essential and valuable in the lives of young children. We believe play should be fun, exciting, spontaneous, hands-on, stimulating, relaxing, comforting and challenging. We believe it is important to provide opportunities for children to experiment, discover, explore, create, investigate, practice theories, and solve problems and express ideas with the support of their peers and the staff. We believe in honoring and celebrating the children's play and discoveries through meaningful documentation. We believe children should be encouraged and supported to make their own decisions and choices and seek to actively develop positive problem solving skills in a success-orientated environment. We provide children with opportunities to discover

and learn about themselves and their peers and the environment in an atmosphere that encourages harmonious and meaningful life enhancing relationships. We believe in supporting and developing a partnership with families to share the nurturing and care of their children. We encourage each family to participate in the preschool community and support and welcome their interest and involvement.

Learning Environment

The program offered at Kindergarten Prep Preschool and Child Care Center is influenced by the philosophy of Reggio Emilia, Creative Curriculum, The Kindness Curriculum and Devereux Early Childhood Assessment (DECA). All these influences value the building of relationships with children, families, staff and the community. Our center's learning environment reflects the view that the children are capable and constructors of their own knowledge and the adults are facilitators and co-learners. Children are free to choose the areas of interest in which to participate throughout the day and the staff and children engage in collaborative decision making about the equipment, which is used. Each day, experiences are based through the children's interests. These include art, puzzles, blocks, dough, dramatic play, writing center, construction toys, journals, computer, books, sand, active and imaginative play, gardening, story telling and music. Children can initiate or continue their own projects and investigations that may last days or weeks. Some children may also be involved in collaborative projects with other children. Children will also have the opportunity to participate in group activities with either a small or large group. The program and daily routine are flexible and recognizes the individual needs and interests of the children. Visitors, excursions and informal outings are also planned throughout the year to extend the children's learning beyond those offered in the preschool on a daily basis. The family is an important part of our center's learning environment and so you and other family members are always welcome to participate in the daily life of the preschool and are encouraged to spend time with your child at preschool.

Parent/Volunteer Involvement

As a not for profit preschool, we welcome, appreciate and depend on your involvement. We value the family and the community as partners in your child's education and hope you and extended family will become involved in your child's preschool experience. Families can do this by taking an interest in what happens at preschool; talking to your child about their day; reading the whiteboards, handouts and Facebook updates; spending time at preschool or child care center to play and interact with your child and their friends; completing surveys; attending parent and family nights; joining the board of directors; participating in fund raising and special events; attending meetings; making suggestions; joining in social events; and telling others about the wonderful things that are happening at Kindergarten Prep. You and your family are a very important part of our preschool and childcare center; you have a very important role to fulfill at Kindergarten Prep. We value and welcome your support.

Conferences, Communication, & Feedback

Kindergarten Prep, Inc. values your time. We may schedule conferences to meet with you regarding your child. We feel that communication and feedback is an ongoing and continuous

process. As your partner in your child's education we feel it is necessary to communicate on a daily basis. Our teachers are available when you drop your child off in the morning and/or when you pick your child up in the afternoon. We encourage on going communications of both teachers and parents to ensure we are serving the best interest of your child. On occasion it is necessary to meet on a more in depth one on one environment. Parents or teachers can request a teacher-parent conference. Arrangements can be made for a phone-conference or a scheduled parent-teacher conference during rest-time or after-hours at Kindergarten Prep, Inc. We are a small private center that always has the best interest of the children and families we serve. If your communication needs are not being met for any reason talk to your child's teacher and/or our center's director. It is the responsibility of both parents and teacher to maintain communication and develop strategies in the best interest of the child. We encourage positive, partnerships and collaborative efforts between parents and staff.

Program Description

Kindergarten Prep is a non-profit, full day childcare center. The school operates year round from 7:00 AM - 5:00 PM Monday through Friday. We serve children ages 3 years through 8 years old, without regard to ethnic origin, religion, gender, language or ability. Kindergarten Prep contracts with the Early Learning Coalition and we are also, a Voluntary Pre-Kindergarten provider for the state of Florida's Volunteer Pre-Kindergarten (VPK) program.

Daily Schedule

7:00 AM to 9:00 AM	Arrival, Open Centers, AM Snack
9:00 AM to 11:30 AM	Welcome Activities, Circle Time, Center Time, Outdoor Play
11:30 PM to 3:00 PM	Outdoor Play, Lunch, Rest, PM Snack
3:00 PM to Closing	Story Time, Center Time, Outdoor Play, Departures

Center Closing

Kindergarten Prep, Inc. will be closed in observance of the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day & Day after Thanksgiving, Christmas Day & 5 days between Christmas & New Years and possibly 2 Staff Training Days (Teacher's Annual Conference). Parents will be notified a minimum of 2 weeks prior. Tuition is a yearly fee divided by 52 weeks, therefore tuition is still due prior to all Holidays and any School Closures.

Open Door Policy

While your child is in our care, you can always be assured that our door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of staff and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want

to leave with you if you pop in for a visit. I would appreciate you taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur with the children. Please keep in mind there may be times when it is not possible for us to run to the phone. If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and we will call you as soon as we are able.

Drop-Off & Pick-Up Policy

Our Child Care Center opens its doors at 7:00 AM. Parent/Guardian must sign (full name – NO initials) their child in daily on the attendance sheet provided. Our VPK classes consists of completing 540 yrs. Please have your child here prior to their class start times. This ensures your child to fully participate in the activities planned for the day and does not interrupt the class while in session. Our Child Care Center closes its doors at 5:00 PM. Parent/Guardian must sign their child out daily on the attendance sheet provided. Children are only released to parents with legal custody, to legal guardians or to persons with written permission and proper identification. We will not release a child to any intoxicated or impaired individual even if that individual is the parent or legal guardian. Although, we are open from 7:00 AM until 5:00 PM, it does not mean you should drop your child off at 7:00 AM and pick them up at 5:00 PM. Kindergarten Prep's hours of operation are to serve many parents needs differently. We understand how precious your time with your child is and encourage you to spend as much time as possible so as not to miss out on your child's ever changing growth and development. Therefore, we have conveniently made drop-off between 8:00 AM - 8:30 AM and pickup between 3:00 PM – 3:30 PM. In the unlikely event an unfamiliar person who is not on the authorized pick-up form tries to pick up a child we will do the following: 1. Inform the unauthorized person of this policy 2. Inform the parent with legal custody that an unauthorized person has appeared at school. 3. Attempt to remove the child to a safe place on school grounds and call the police if the unauthorized person is aggressive, seems threatening or refuses to leave. If, for any reason, a parent will be late, please phone Kindergarten Prep, Inc. so that both the child and school personnel are aware of the situation. A late fee of \$1 for every minute past 5:00 will be charged for late pick-ups. This fee will help defray the cost of overtime for the staff member who stays with your child.

Breakfast

Breakfast is not served to children by Kindergarten Prep, Inc. If your child has not eaten they may eat the food that you have brought for them prior to 7:30 AM. If your child arrives after 7:30 AM or later your child should have already eaten a healthy breakfast. Some healthy options are fruit, cheese, bagels, cereal, pop tarts, granola bars, and yogurt. It is the responsibility of the legal guardian to ensure their child's nutritional needs are met.

Snacks

Snacks are not served by Kindergarten Prep, Inc. It is expected that your child brings enough food in their lunch box to feed them during lunch and snack. All students have a snack in the afternoon typically around 2:00 PM - 3:00 PM. Our daycare students also have a snack in the

mid-morning around 8:00 AM - 9:00 AM. (Times may vary based on day and classroom.) It is the responsibility of the legal guardian to ensure their child's nutritional needs are met.

Lunch

Lunch is not served by Kindergarten Prep. It is expected that your child brings a lunch box with food for themselves. Lunch is typically served around 12:00 PM. (May vary based on day and classroom) It is the responsibility of the legal guardian to ensure their child's nutritional needs are met.

Tuition

Tuition fees are set by current market conditions and expenses. The tuition fees are used for teacher's salaries, supplies, equipment and maintenance of the facility. In order to have a child/staff ratio, which insures adequate supervision and excellent learning experiences for your child, we must maintain a full enrollment.

Payment & Late Fees

At Kindergarten Prep you are paying for a specific slot, NOT per hour or per day, so no discounts are given if your child does not come to care. All weekly payments must be received on each Monday morning before 9:00 AM. When Monday falls on a statutory holiday, fees are due on the next school day. All monthly payments must be received on the first of each Month. When the first of the month falls on a weekend or a statutory holiday, fees are due on the next school day. If fees are not paid we will not watch your child. We will consider your spot to be open and you will run the risk of your childcare spot being filled by another family. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends. We realize the financial burden that child care places on parents, and hope parents understand that as a business childcare places financial burdens on the provider. These include, but are not limited to supplies, utilities, insurance, programming, toys, playground equipment, safety items (fire extinguishers, fences, alarms), routine inspections (fire, water, septic, county, state, and health dept.) and taxes (property, business, city and county), routine maintenance (garbage pick-up, pest control, pool cleaning, lawn care, etc.), and teachers, and substitutes. Therefore, if fees are not received when due, a \$10.00/per day charge will be applied to the amount owed. When enrolling a child you are enrolling for one entire calendar year and as such it is expected that you pay 52 weeks worth of tuition, this shall only be waived by a center director once they are provided with a written notice at least two weeks prior to payment termination. This charge will be in effect until all monies plus late charges are paid in full. Kindergarten Prep will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian is responsible for all court costs. Tuition may be paid in cash, checks, or by other payment systems that Kindergarten Prep utilizes, such as Procare or Quickbooks.

Step Up Scholarship Direct Payments

Step Up scholarship payments are to be approved within two weeks of funds being distributed for the quarter. Failure to approve funds for children who have attended will result in a \$10.00/per day charge will be applied to the amount owed.

Checks

There will be a \$35.00 charge for all checks returned N.S.F. plus any additional charges incurred to us and/or by the bank. Parents who have two or more N.S.F checks will be required to pay by cash or money order.

Administering Medication

Parents must give written consent before you give any child any medication. The parent's written consent must include:

- Child's first and last name
- Name of medication
- Reason for giving medication
- Amount of medication to give
- How to give the medication (route)
- How often to give the medication
- Start and stop dates
- Expected side effects, and
- How to store medication consistent w/directions on the medication label.

The parent consent form is good for the number of days stated on the medication bottle for prescriptions. You may not give medication past the days prescribed on the medication bottle even if there is medication left.

You may give the following non-prescription medications with written parent consent if the medication bottle label states how much medication to give based on the child's age and weight:

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Non-narcotic cough suppressants
- Decongestants
- Ointments or lotions intended to reduce or stop itching or dry skin
- Diaper ointments and non-talc powders intended for use in diaper area
- Sunscreen

All other over the counter medications must have written directions from a health care provider with prescriptive authority before giving the medication.

Health (Sick Child Attendance Limitations)

Children's health is a major issue faced by childcare centers. In order to protect staff and children from illness, it is better for all concerned if a sick child is absent from the center. When children first attend daycare, they may get sick often. Over time children will develop an immune system with a stronger resistance to illness. Remember that there will always be some viruses and childhood diseases that will make the rounds in the center. It is important that children who have been ill stay home until they are no longer at risk, or the child has been given clearance to return by a pediatrician or family doctor. If your child is not ready to fully participate in the class activities after being ill, including out-door play, do not send your child to the center. Please

arrange for a back-up care if you are unable to stay home with your sick child. We know you will appreciate it when others do not bring their children sick and they will feel likewise. We implement required licensing sanitation measures, such as having the children wash their hands and sanitizing the toys on a regular basis, to prevent the spread of illness. Parents will be called to pick up the child if s/he comes to the center with, or develops any of the following symptoms at school.

- Is feverish or has had a fever within the last 24 hours (100.5)
- Coughs continuously during nap-time
- Has vomited or had diarrhea within 24 hours of going to the center
- Has pink eye or symptoms which might be pink eye (conjunctivitis)
- Has develop a runny nose that is cloudy not clear
- Has symptoms of an earache
- Has been on antibiotics for less than 24 hours
- Have symptoms of any contagious diseases or infections (head lice, ringworm, crusted or oozing lesions, chicken pox, etc.)
- Has undiagnosed rash

In order to assure that your child is not exposed to the illnesses of others or to extra stress if ill, teachers will err on the side of caution and may call you to pick up your child at times you believe are unnecessary. Parents should make every possible effort to pickup the child upon notification. If we are unable to reach you, your emergency contacts will be called. Be sure those you list, as emergency contacts understand their responsibility. A doctor's note may be required for your child to return to the center, especially with recurring symptoms.

A child who has been out sick may return to the center when...

- Signs and symptoms of illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or loss of appetite, green nasal mucus, have been cleared for 24 hours.
- Uncontrolled diarrhea or change in bowel movement pattern, child may return 24 hours after diarrhea has ceased or physician has determined illness is not contagious.
- Upset stomach or vomiting; child may return 24 hours after vomiting has ceased or physician has determined that the illness is not contagious.
- Mouth sores with drooling; child may return when a physician determined the condition is non-infectious.
- Rash with fever or behavior changes; rash with weepy blistering; and or rash with change in breathing pattern. Child may return when physician has determined that the symptoms do not indicate a communicable disease.
- Any kind of earache or ear pain; child may return when symptoms or pain have cleared.
- Purulent conjunctivitis (aka sticky eye - with white or yellow discharge); child may return 24 hours after treatment starts.
- Scabies, head lice, or other infestation; child may return 24hours after treatment has started.
- Impetigo; child may return 24 hours after treatment has started.
- Strep throat or other streptococcal infection; child may return 24 hours after initial antibiotic treatment and fever has broken.
- Pertussis (whooping cough); child may return after 5 days antibiotic treatment has started.

- Mumps: child may return 9 days after onset of swelling.
- Measles or Rubella; child may return 6 days after onset of rash.
- Chicken pox; child may return after all sores have dried and crusted (6 – 10 days).

Immunization & Health Forms

According to the Sarasota County Department of Health regulations, each child must have on file at school, a current Florida Certificate of Immunization (DH Form 680) or a Religious Exemption from Immunization (DH Form 681). This form is available from the Health Department or your pediatrician's office. In addition, each child must have on file a written certificate of health examination (DH Form 3040). This form is available from the Health Department or your pediatrician's office. Florida forms 680/681 and 3040 are the only forms that are acceptable for your child's enrollment to Kindergarten Prep, Inc. Old records from out of state, including any other forms. Faxes or copies are NOT ACCEPTABLE. Your child will not be able to start school until the proper forms are in their files.

Injuries, Accidents, & Safety

The staff at the center makes every effort to provide a safe environment. Accidents, however, do occur occasionally. A staff member will administer basic First Aid whenever a child is injured. There is always a person with First Aid Certification present. Emergency procedures are posted beside the telephone, and the staff is updated on these procedures annually. These procedures include information regarding what to do in case of severe weather or center lock down.

Accidents reports, as required by the State of Florida Regulations, will be completed and signed by center staff and parents. As part of our safety procedures at the center, we will have required monthly fire drills. We have paid special attention to safety in the design and arrangements of our environment as a preventive measure for accidents. Nevertheless there are certain risks and hazards that may arise in the course of your child's activities. If your child has a minor accident, the adult in charge will administer the basic First Aid treatment and complete an Accident Report. We will not apply any kind of ointment. You will be asked to sign the Accident Report before it is placed in your child's file. If your child arrives at school with an injury that happened elsewhere, please inform us. In the event a child incurs a more serious injury while at school we will try to contact the parents first, before trying emergency contacts. Please be certain your contact numbers are always updated and placed in your child's file, so we will know where to find you. If your child has a serious accident we will assess the situation, determine whether to call 911 or call you to pick them up.

Termination

Kindergarten Prep Preschool and Childcare Center seeks a partnership between staff and families as a basis for the success of each enrolled child. We recognize that each family has certain expectations for the care of their child, and we make every effort to support these expectations in the context of our developmentally appropriate group care program. We strive to be open and flexible to the needs of families as a means of promoting and achieving our child-centered philosophy of care. However, on occasion, a parent, guardian or enrolled child's actions or requests may warrant the need to find a more suitable setting for the child. The decision to

remove a family from the center is difficult for center staff, administrator and family. In all cases, our goal is to act quickly, thoughtfully, and thoroughly to address and resolve concerns relating to all of our families.

Reasons for termination of services are as follows:

- The parent or guardian fails to abide by Kindergarten Prep Preschool Policies (as written in the Parent handbook) or those requirements imposed and mandated by child care licensing or the public health department.
- The parent or guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program including requests that are outside the philosophy of the program.
- The parent or guardian fails to pay tuition in a timely manner. Tuition is due by the 1st day of each week. This is in accordance to the Parent Handbook. If families, guardians need to make special payment arrangements this must be done with the consent of the Director/Owner.
- The parent or guardian is chronically late in picking up their children. The center closes at 5:00 p.m.
- A parent, guardian or child is physically abusive to center staff, administrator, other children or anyone else at the center.

Guidance/Discipline

We believe in a positive approach when guiding children. Our goals in guidance are to encourage mastery and independence by providing the children with opportunities to do things for themselves. We support the children's feelings and promote their individuality by allowing for choices throughout the curriculum. We strive to be warm, caring, nurturing, and supportive caregivers. Our guidance will be appropriate, respectful, not tied to food or toileting, and within appropriate developmental expectations. Corporal Punishment is not permitted. The center's staff members use the guidance policy on a daily basis with the children. Modeling the behaviors from the guidance policy is essential to the children's learning.

Guidance/Discipline Policy

- Respect the children
- Model and teach respect for others
- Model and teach respect for property
- Encourage the children, be genuine
- Avoid criticism, be positive
- Listen to your tone of voice
- Promote independence and self-respect
- Be firm, fair, and consistent
- Talk with children, not to them or at them
- Enjoy children, have fun with them
- Avoid conflicts, redirect children before a problem occurs
- Be willing to admit mistakes, smile and start again

Typically in a group daycare setting you will find that the children will have conflict with one another from time to time and this is normal. The conflicts provide opportunities for the children

to learn about boundaries, appropriate ways to handle situations, and how to function successfully in a larger group of peers.

Emergency Evacuation Procedures

This procedure is only in effect during catastrophic emergencies that deem it necessary to evacuate the property and surrounding areas.

In the event it becomes necessary to vacate the school and surrounding areas children will be transported as safely and efficiently as possible to our other schools such as 3186 Abbington Street, North Port, FL 34286 or 12731 Tamiami Trl S. North Port, FL 34287. Parents will be notified when this procedure is put into effect and directed to pick up children from the emergency location.

Severe Weather

In the event of severe weather, we will follow the closing decisions of the Sarasota County School Board. If Sarasota County Schools are canceled, so are we. In the event that severe weather develops while the children are with us, the teachers will remove the children from areas where there are windows and into the interiors of the building. If the Sarasota County School Board closes schools mid day, we will also be closing and children need to be picked up as soon as possible.

Cleanliness & Hygiene

- We do our best to maintain strict cleanliness and hygiene standards.
- Children's hands are washed before and after meals, coming in from outside and after toileting.
- Please have your child bathed and dressed for play. A clean child is a healthy child.
- Infants sleep in separate cribs/Play-Pens with clean blankets, used only by them. Beginning at toddler age washable nap mats or cots are used. Each child has a separate nap mat. These are washed daily or as often as necessary.
- Toys are sanitized with a bleach solution once a week.

Supplies

All supplies must be labeled with your child's name. You will need to provide the following things to be left at Kindergarten Prep, Inc.

- A complete change of clothing to be left here. This includes shirt, pants, socks, underwear, and shoes. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.
 - Prescription medication must be in its' original package with the child's name listed, as well as dosage. Prescriptions may not be expired. All medication including over the counter must be checked in at the front office and approved by the owner or director. Parent/Guardian must fill out and sign a medicine form.
 - A small blanket and small pillow
 - Cream, powder, etc. that you wish us to use
- (Replenish above three items as needed)

Bug Repellant

The children are outside at least once a day as indicated on our daily schedule. If you want bug repellant applied to your child prior to going outside, then we ask that you sign a permission form for us to apply repellant to your child. Also, parents will have to provide the center with a bottle/can of repellant to be left at the center for regular use. Please label the repellant (in original container) with your child's name.

Sunscreen

The children are outside in the sun at least once a day as indicated on our daily schedule. If you would like sunscreen applied to your child prior to going outside, then we ask that you sign a permission form for us to apply sunscreen. Also, parents will have to provide the center with a bottle of sunscreen to be left at the center for regular use. Please label the sunscreen (in original container) with your child's name. Alternatively, you can apply sunscreen before arriving to Kindergarten Prep, Inc., which is preferred by our staff members.

Vacations

Please notify us as at least 2 weeks in advance when you plan to take vacations.

- We expect the payment for all days and hours your child is normally scheduled to be here.
- Payment is due prior to your vacation.
- Even while you are on vacation we are still holding your child's space.
- If payment is not made your place will be given to another family and you risk losing your childcare slot.

Celebrating Holidays

Because we have a diverse population, we do not celebrate all holidays at the center; we do celebrate all TRADITIONAL HOLIDAYS. We also are happy to celebrate children's birthdays! Please let us know a few days ahead of time if you would like to bring a special treat in celebration of a birthday. Please remember that if parents select to bring a special treat to the center, it must be purchased from a store and in the original packaging. We ask that the treat be healthy. Also, we do not allow parents to pass out birthday invitations to just a few children at the center. It makes it difficult if some children receive an invitation and others do not.

Clothes

Please dress your child in clothes s/he can feel free to "get dirty." It is more important for a child to be free to fully engage in what s/he is doing than for him/her to worry about whether s/he will get dirty. Although we do take precautions, there are many opportunities for your child to get dirty at the center. It could be through clay, play-doh, paint, sand and water, mud, or even just eating. We suggest that you dress your child in comfortable play clothes. They can save their best clothing for parties and other social events. Remember that play is a child's work, and your children will be "working" when they come to the center. Young children need to be able to manage for themselves in their self-help skills, just as toileting. Clothing which is difficult to fasten and unfasten frustrates children in their efforts to learn to take care of themselves. Please do not dress your child in body suits, heavy belts, overalls, and clothing, which fastens in the

back or on the shoulder, unless the child is able to manage it on his/her own. Sandals, flip-flops and heeled shoes may present a danger and should be avoided while at the center. Dress appropriately for weather. The weather patterns here can start out cold in the morning and then warm up by noon or just the opposite. An example of appropriate clothing would be a polo shirt, shorts, and sneakers. An extra set of the following clothing items must be labeled and left at the center in case your child needs a change of clothing: a shirt, pants, socks, and underpants. An accident may be related to the bathroom, art table, or anything in between. In the event, that your child needs to be changed into clean clothes and does not have a change of clothing at the center; we have some available on loan to use. We do ask that you wash the loaned clothes and return them to the center. Please label all your child's clothing.

Biting Policy

Kindergarten Prep, Inc. recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 1/2 year old. While we do not currently have these ages, biting behavior can persist past the developmentally appropriate time frame so it is important for us to include our policy on this behavior. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior for some, and that the staff is working to identify situations, which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Staff will closely monitor children identified as biters. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated. Children who bite 3 times in one day will be sent home for the remainder of the day.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this parent handbook as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite 3 times in a school year will have their services terminated, since the safety of all the children in the program is of the utmost concern of Kindergarten Prep, Inc. Children new to the school will be given a grace period of 3 weeks in which to adjust to the new environment before the 3 times rule will go into effect.

Parent will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Kindergarten Prep, Inc. cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Child Abuse & Neglect

The staff at our center is genuinely committed to protecting children and helping them to grow. It is our legal obligation in accordance with Public Health Licensing Authority, and the Children's Code of the State of Florida to report unusual physical marks or inexplicable behavior to the Child Protective Services. It is not our responsibility or intention to offer interpretation or explanation of our observations. It is also a requirement by the State for our staff working directly with the children receives training in recognizing the signs of child abuse. Failure of educators to report is a misdemeanor. Florida law establishes immunity of any person reporting in good faith. State law assures confidentiality of reports and reporting persons. The law provides that an anonymous report may be made and the case will be investigated.

Custody Dispute

In cases of custody disputes, Kindergarten Prep, Inc. is legally bound to respect the wishes of the parent, grandparent or guardian with legal custody. A certified copy of the most recent court order must be kept in the child's file.

Nap Time

Children who are at the center for 5 hours or more a day are required by Child Care Licensing to be offered a nap or rest time. As stated on our daily schedule, the children participate in rest time between 1:00 PM and 3:00 PM. You may send a small blanket and pillow for your child to use. The blankets must be taken home on weekends to be laundered on a weekly basis.

Our teachers create an atmosphere for rest – a quiet, darkened room and sleep mats for each child. Routines such as rest and sleeping are handled in a relaxed manner. Soft, restful music is often played which helps children relax. Teachers often will give gentle back-rubs if the children want them.

We recognize that there are individual differences in the amount of rest/sleep children need and these differences are respected as much as possible. The children who do not fall asleep may rest quietly on their mats. Since all children do not wake up at the same time, they are transitioned into quiet activities as they start to wake up from their naps.

Children SHOULD NOT be picked up between 1:00 PM and 3:00 PM during Nap Time as this disturbs the children who are resting. Please plan to pick them up before 1:00 or after 3:00 PM. We can accommodate parents in emergency situations if they need to pick up their children during the nap-time.

Outdoor Play

A large part of our curriculum is outdoor play. Time outdoors is an extension of the classroom curriculum. Children foster confidence in their physical strength, agility, and endurance. Children are encouraged to wear sneakers to school so they can run, jump and climb more safely. It is not feasible to keep one child inside; therefore if we go outside, all children need to go outside.

Sun block and bug repellent should be applied in the morning prior to coming to school.

Fire ants are a fact of life in Florida. The playground is treated annually and whenever needed. Wasps, bees, hornets nests are treated when identified and are treated when children are not on the playground.

Field Trips

As early childhood educators we recognize that children benefit greatly from the first hand experiences that field trips provide. When organizing field trips; we only have the capabilities of being able to transport the children on field trips with our booster seats (we don't have car seats). This means all children must be properly restrained either in a seat belt or a federally approved child carrier as appropriate to the age of the child. If Kindergarten Prep transports your child for a field trip we will get written permission from the parent/guardian of all children being transported and will need their child's carrier. Occasionally, we might plan an off campus experience for both parents and children where the parents would transport their own children to a prearranged location for a shared group experience. We would inform parents in advance of such events.

Pets

Children can benefit from having a small animal as a classroom pet. Having a pet in the classroom can help children develop some responsibility skills and expand their knowledge about the world around them. When appropriate and depending on allergies children may have, the teachers may select to have a caged animal in their room. Every precaution will be taken for the safety and health needs of the children and any pets. We do not typically have a class pet, however, we are add this into the handbook in case the need for this policy arises.

On occasion, children want to have their pets visit our program. We do have a Visiting Pet Permission form for parents to sign identifying allergy concerns.

The following rules apply at all times:

- Administrative personnel and teachers must be given 48 hours.
- Required immunization records must accompany pet on visit.
- Teachers will decide how long the animal can visit.

Toys at the Center

We ask children not to bring toys from home. The reason for this is that these toys can become tools for "social manipulation" and they may also get lost or broken. We are well equipped with wonderful materials and toys. It is easier to learn to share the school's equipment, since it belongs to all of us. Items brought for "Show & Tell" will be stored in the child's cubby. The center is not responsible for personal items, including clothing if they get damaged or lost.

However, children are welcome to bring a personal item, such as a stuffed toy or a special blanket, which can help them transition into the classroom and help them settle into rest time.

Please have it be small enough to fit inside their cubby. If a child is bringing a toy to nap with it must be plush otherwise they will not be allowed to nap with their toy. These items must be taken home on weekends to be laundered.

Television, Video Games, & Computers

Research has shown that when children watch too much television, their brains do not develop as they do when they engage in interactive play. Interactive experience causes the brain to create new pathways – new neural patterns. Watching television is a passive experience and may lull children into sort of trance, even with so called quality programming. While computers and video games are more interactive they still do not engage the whole body. Children learn through their whole bodies, and need to move their whole bodies as they learn – which helps the left and right brains to integrate. For these reasons, we choose to limit television viewing to a minimum. We do use television and computers for educational platforms to enhance our curriculum.

IDEA Disclaimer

A parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended

Table of Contents

Administering Medication (pg 6)
Biting Policy (pg 12)
Breakfast (pg 4)
Bug Repellant (pg 11)
Celebrating Holidays (pg 11)
Center Closing (pg 3)
Checks (pg 6)
Child Abuse & Neglect (pg 13)
Cleanliness & Hygiene (pg 10)
Clothes (pg 11)
Conferences Communication Feedback (pg 3)
Custody Dispute (pg 13)
Daily Schedule (pg 3)
Drop-off & Pick-up Policy (pg 4)
Emergency Evacuation Procedures (pg 10)
Field Trips (pg 14)
Guidance/Discipline (pg 9)
Health (Sick Child Attendance Limitations) (pg 6)
IDEA Disclaimer (pg 15)
Immunization & Health Forms (pg 8)
Introduction (pg 1)
Injuries, Accidents, & Safety (pg 8)
Learning Environment (pg 2)
Lunch (pg 5)
Mission Statement (pg 1)
Nap Time (pg 13)
Open Door Policy (pg 4)
Outdoor Play (pg 13)
Parent/Volunteer Involvement (pg 2)
Payment & Late Fees (pg 5)
Pets (pg 14)
Philosophy (pg 1)
Program Description (pg 3)
Severe Weather (pg 10)
Snacks (pg 5)
Step Up Scholarship Direct Payments (pg 5)
Sunscreen (pg 11)
Supplies (pg 10)
Television, Video Games & Computers (pg 15)
Termination (pg 8)
Toys at the Center (pg 14)
Tuition (pg 5)
Vacations (pg 11)