



# Aopka Child Academy

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## Parent Handbook

Welcome to Aopka Child Academy, where we provides quality child care to all the families in our community. We have grown since our school first opened in March 2006. In this section we will define our policies as well as our parent responsibilities. We feel open communication among staff, parents and children are crucial in providing quality child care. These policies exist for the safety and wellbeing of our children, families and staff. Please feel free to discuss any concerns or questions with us.

## Philosophy

It is our belief that children learn best through active experiences, with materials, people, events, and hands on activities as they plan their day and make choices with their teacher's guidance.

At Aopka Child Academy we put a great deal of energy into creating the best kind of learning environment that is not only educational but fun for both the teachers and students involved. We believe this environment is the foundation for developing high-achieving students, a place where they will begin to draw their future.

## Curriculum

The curriculum used at Aopka child Academy has been proven to ignite a spark in children helping them to embrace learning to their full potential. The lessons planned each week were designed to provide the basic foundation to help children excel in today's society. We feel the best way for children to learn is through play. Each center in the classrooms will reflect the theme focused on that month, such as Birds in my neighborhood, me and My Family, etc.

## Enrollment

Prior to the first day of enrollment, children must have on file the following:

1. Completed enrollment application
2. Immunization (signed by a pediatrician, up to date with expiration date)
3. Child's Physical
4. Registration fee

Any given child-care slot will be considered open and available until the above criteria have been met. Once the above items have been received, the slot is guaranteed to be held for the child. If the parent(s) cancels the agreement before commences, the registration fees will not be refunded. In the event that a slot cannot in fact be held due to

unanticipated enrollments, the parent(s) will be notified as soon as the closed slot is identified, and the registration fee will be refunded.

### **Attendance**

In order to provide quality child care services to our families, we ask that children attend the program daily, or as per the contracted hours. Children arriving to the Academy after 9:30am will not be admitted unless prior arrangements have been made with the administration or a medical reason. Children that have extended absences due to illness, vacation, or other reasons must inform the program in writing prior to the absence.

While it is never the intention of Apopka Child Academy to terminate a child's enrollment, we after speaking with the Board of Directors, teachers, and working on a case to case basis, may decide it is in the best interest of both parties to terminate the child's enrollment.

### **Termination of Enrollment**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's enrollment. Such a decision would be based on whether it is in the best interest of the child, or other children in the class, and/or the overall operation of the Academy to terminate enrollment. Every effort would be made to correct the problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

#### **Non-payment of tuition (Immediate termination)**

**A pattern of late tuition payments**

**Verbal or physical abuse of other children, staff, or property**

**Verbal or physical abuse of other children, staff, or property by a parent**

**Continued violation of the Academy's policies**

**Disruptive or dangerous behavior**

**The Academy's inability to meet the child's needs**

**A pattern of late pick-up**

In the event of termination of enrollment, whenever possible, one week's written notification will be provided to the parent. There will be no refund of tuition or registration fees if enrollment is terminated for any of the above reasons.

### **Termination by Parent**

Parents are required to give at least two weeks' notice if they plan to remove their child from the Academy. There will be no refund of tuition or registration fees if a parent terminates enrollment.

### **Parental Behavior**

Our staff always tries to resolve issues that may arise in our office to the best satisfaction of all concerned. We strive for great customer service. If an issue should arise we will have no choice but to ask you to leave the facility.

### **General Authorization**

We hereby grant Apopka Child Academy permission for our child to participate in all program activities including the use of indoor and outdoor equipment. Permission is also granted to be photographed or videotaped in connection with Apopka Child Academy daily program activities or field trips, to leave the premises to take part in planned field trip activities (such activities will be separately announced to the parent), and to participate in the water activities when part of a planned field trip activity with Apopka Child Academy.

### **Medical Authorization**

We hereby grant Apopka Child Academy permission to take whatever action, in its judgment, may be necessary in supplying emergency medical service to the above-named child. In accordance with the severity and time lines of the circumstance(s). Apopka Child Academy will try to contact and follow the instruction of the parent/guardian, physician or emergency contact(s) listed on the Enrollment Form. In the event that Apopka Child Academy is unable to reach those listed contacts, we hereby grant permission to Apopka Child Academy to contact and comply with the advice of an available physician, ambulance personnel or emergency room personnel. We hereby agree that we will be solely responsible for, and will promptly pay, any expenses which may be incurred by Apopka Child Academy in making emergency medical care available, including transportation to and the nearest hospital. If we are on a field trip, the nearest emergency service will be used.

### **Hours of Operation**

Apopka Child Academy hours of operation are from 5:45 A.M. to 7:00 P.M., Monday through Friday. Parents must escort and log their children in and out of the center. Other authorized persons to whom Apopka Child Academy may release your child **MUST** be 18 year of age and be listed on the enrollment Form. If not listed on the Enrollment Form, they must show a valid ID before a child will be released to them. **LATE FEE:** After closing at 7:00 P.M., a late fee may be charged at the rate of \$1.00 per minute, per child, payable immediately. If your child is not picking up by 7:30 P. M. a call will be made to the Florida Department of Children and Families.

### **Enrollment Policy**

Initial and continued enrollment shall be at the discretion of Apopka Child Academy, based on the best interest of your child, his/her stage of development and the welfare of the other children. Enrollment shall be reviewed in cases of severe disruption of the center, damage to equipment and or continued violent or physical behavior toward other children or staff. In the event of destruction of property by my child, I agree to reimburse Apopka Child Academy for the replacement or repair of said destroyed or damage property, whichever Apopka Child Academy deems appropriate.

### **Days of Operation**

Apopka Child Academy shall operate Monday through Friday except for posted holidays. **No discounts from tuition will be made for holidays on which the facility does not operate or days on which the center is closed due to severe weather conditions.**

### **Arrival and Departure**

When leaving the building or your car, please hold your child's hand securely. Please help keep our parking lot safe by shutting off your car engine before you come inside. **Never** leave a child unattended in your vehicle. **The sign In/Out sheet is located in the office and you must sign your child in and out each day on the Sign In sheets and in the computer.** Please be advised that you may be asked for identification at pick-up time if you are not known by the staff member on duty. You are required to bring a Doctor note if you bring your child after 10 A.M.

### **Immunizations Records and Students Physicals**

We agree to provide Apopka Child Academy evidence of age appropriate immunization or signed affidavit against such immunization as provided by the Department of Children and Families no later than two (2) weeks from the actual date attendance begins. These forms can be obtained from your physician. We further agree to maintain these immunization and physical forms while our child is enrolled at Apopka Child Development Center.

### **When Child Appears sick**

If your child has a high fever (101 F or Higher), is vomiting, diarrhea or shows evidence of a communicable disease in which case you will be required to bring a Doctor's note before returning to the Center. **An Ill Child experiencing diarrhea should be excluded from daycare until at least 24 hours after symptoms have resolved.** Please do not bring him/her to the center. If your child has the above –noted symptoms while at Apopka Child Academy, you will be asked to pick him/her up or arrange to have him/her picked up within **one** hour after the call. This requirement is imposed by the Department of Children and Families, and is for the protection of other children.

### **Administration of Medicine**

The staff of Apopka Child Academy will administer medicine to your child upon written authorization of the parent or guardian on the Department of Children and Families Medicine Authorization Form, valid for a specific time period not to exceed one week per form. Old authorization forms shall not be allowed for new medicines. All medicines must be in their original containers, clearly stating the child's name, dosage, frequency, possible side effects and dispensing physician and pharmacist phone numbers. Over the counter medicine may be given with an authorizing note form the parent, only at the dosage recommended on the label. Medication is given at 10am and 3 pm only.

### **Biting**

We recognize that biting occurs at times when toddlers are in a group care. Our teachers express strong disapproval of biting. We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the

skin is broken, we clean the wound with soap and water, and call the parents immediately. An accident report is written.

### **Absenteeism Policy**

If your child is absent, the tuition remains the same. Also, after three months of enrollment, full time students will be allowed 10 days per year (January 1<sup>st</sup> through December 31<sup>st</sup>), Taken one full week per six month period, that you may use for sick days or vacation days. If you enroll between July 31<sup>st</sup> and October 31<sup>st</sup>, you will be granted 5 days, to be used by the end of the current year. No vacation time will be allowed for the current year enrolment after October 31<sup>st</sup>.

### **Payment Procedure**

Tuition and other fees are due each Monday prior to closing for the coming week. If tuition is paid on Wednesday, a \$ 15.00 late fee may be assessed. If not pay by Wednesday, **your child will not** be allowed in the center. Returned checks fee is \$25.00. Your prompt payment allows us to provide your child our excellent level of service. A re-registration fee of \$30.00 will be charged if there is a break in enrollment. After 2 returned checks, we will request cash only from you as payment. Under no circumstances will there be monetary refund by Apopka Child Academy for advance tuition payment.

### **Nap Time**

Most children staying all day nap for two hours. Your child will rest on a mat at school. We ask you to bring a blanket or “cuddly”, and a small pillow from home. Please be sure to mark both items with your child’s name. These must be taken home on Fridays, to be washed and returned on Mondays. Children who cannot sleep but have shown us they can rest quietly 10 or 15 minutes are given “nap toys” to play with by themselves while others sleep.

### **Dress Code**

We have a MANDATORY dress code for all the children above the age of one. This excludes the children in Kindergarten through Sixth grade. Our dress code has to be the following items:

- Baby Blue polo shirt
- Navy Blue bottoms
- Navy Blue, Black or white socks
- Black closed toed shoes

If your child does not follow the dress code they will get an out of uniform notice, after the 4<sup>th</sup> write up they will be dis-enrolled from the school,

### **Treasures and Possessions**

We ask you not to bring in toys from home. **PLEASE- NO TOY GUNS, SWORD OR WEAPONS! NO GUM CANDY OR MONEY.** Sometimes, children need to bring

special toys or new found treasures to school to use as a “bridge” between home and school. On these occasions, we will work with your child to make it a positive sharing experience.

### **Field Trips**

Field Trips can be memorable experiences for our preschoolers and school age students. They can also be stressful for all involved if adequate control cannot be maintain by the adult chaperons. Safety is our top priority. If a student has demonstrated disrupted behavior in school, he/she cannot be part of a group being chaperoned by a teacher or parent. We will required either that the students in supervised one-on- one by a parent or other adult family member, or the student will have to remain at the center.

### **Snack and Lunch**

Please do **not** send food in with your child. Two nutritious snack and lunch are provided each day and included in your tuition. You will find a copy of the menu each week in the office. Please advice us of any special dietary arrangements which need to be made.

### **Prayer**

We do not included religion in any part of our curriculum. However, we feel it is important that children are reminded to be thankful for their daily provisions.

### **Birthday Parties and Celebrations**

Your child is welcome to share his/her birthday or any other celebration with his friends at school. This is a good activity to demonstrate desirable social skills. You are welcome to bring in your own food and paper celebration.

### **Visitation**

You are always welcome to visit the school at any time-whether for a few minutes or a day. We also welcome your phone calls to check on your child’s progress.

### **Parent Activities**

So that we can accomplish our mission, we do need parental involvement. We welcome you to participate in any of the functions listed below.

1. Parent Teacher Organization
2. Volunteer assistance in the classroom or for special activities.
3. Assist with screenings.
4. Assist on photography day.
5. Assist with Field Trips.
6. Attend parent education classes.
7. Help organize guest speakers.
8. Help with a fundraiser.

### **Parent Conferences**

Formal and phone conferences can be arranged at the request of either you or your child’s teacher. Informal conferences are held for a couple of minutes when you drop off or pick

up your child. Please remember that the staff member may be involved with a group of children at this time and it will be difficult for her to discuss your child at length.

### **Parent Dress Attire**

In regards to inappropriate attire being worn while dropping off and picking off child (children). (Ex) pajamas, boxer shorts, anything that would constitute as sleepwear. This is a place where we model good behavior.

### **Assessing your child's development**

Through the use of development checklist, we will be observing your child throughout the year to assess their development physically, emotionally, socially and cognitively. This information will form the basis of our parent-teacher conferences. Upon signing this agreement, you are giving us permission to observe and record your child's development.

### **Important**

When you sign your child's enrollment form, you are signing for regular weekly attendance at our center. You may not make modifications in your daily attendance pattern without permission of the Director. In the event of withdrawal from the center, you agree to give Apopka Child Academy at least two (2) weeks advance written notice prior to withdrawal of your child. The obligation of fees and tuition will continue until the last day of such notice given to Apopka Child Academy. Vacation time cannot be used as payment for the two week notice period. Please understand that our staff planning is based on enrollment patterns.

