Enrollment Packet

Thank you for selecting Milestones Learning Center. We are excited to have you enrolled in our program. On the following page is a list of all the documentation in this packet which are required for enrollment. Please review all forms attached and sign those you fully understand.

When you have the packet completed, submit the three items below to our Admissions Coordinator: admin@milestones-estero.com. We will then review your packet and answer any questions you may have to complete your enrollment.

**Note: In this packet, "parent" is used interchangeably with "guardian"*

Please submit the following:

1) <u>This completed enrollment packet</u>

Pages 1 - 10 only; keep the rest for your reference

2) <u>Child's health records</u>

<u>To receive an enrollment date you must include the following forms*:</u>
a) DH Form 680 Florida Certification of Immunization
b) DH Form 3040 Student Health Examination Form

*We **do not** enroll students without these forms nor do we accept exemption forms.
These forms must be up to date and not expired at any time to attend.

3) <u>Photo ID</u>

This is required to be on file for all persons designated to pick up your child. We will collect ID at each person's initial visit to the center. We need a copy of the ID for the person who completed the enrollment packet and is present at time of registration.

I have distributed the required documents in this packet, reviewed the information and reinforced the importance of reading, understanding and abiding by all center policies and procedures.

Milestones Learning Center Representative _____ *Date* _____

Enrollment Checklist

Family Name _____

This packet includes all the following:

- Enrollment Application
- Parent Handbook Agreement
- Service Contract and Billing policies
- Emergency Contacts & Authorized Pick Up
- Designated Driver and Safety Restraint Agreement
- Permissions for:
  - Outdoor Walks
  - Photo Release
  - ASQ and ASQ-SE Assessments
  - Food Activities
- Authorization for Medications
- Procare Tuition Express Form
- DCF's Child Care Facility Brochure, CF/PI 175-70, "*Influenza Virus, Guide to Parents"*
  (you will be asked to sign acknowledgment every August/September)
- DCF's Child Care Facility Brochure, CF/PI 175-12, "*Distracted Adult*"
  (you will be asked to sign acknowledgment every April and September)
- DCF's Child Care Facility Brochure, CF/PI 175-24, "*Know Your Child Care Facility*"
- Parent Handbook
  Located in the handbook are required notices such as:
  - DCF Rilya Wilson Act (pg.7)
  - Center's Food and Nutrition Policy, which includes food safety and allergens (pg.13-14)
  - Center's Ill Policy (pg. 21-22)
  - Center's Discipline Policy and Expulsion Policy (pg.24-26)
  - Center's Relocation Plan (pg.29)
  - Center's Policy on Birthday parties (pg.33)

My signature below indicates that <u>I have received, read and agree to all the above items</u> and that the information in this enrollment packet is complete and accurate. *I hereby grant permission for the staff of this facility to have access to my child's records.*

Parent Name _____ Parent Signature _____ Date _____

Application for Childcare

Thank you for choosing Milestones Learning center as your childcare provider. The information requested below is required as part of our agreement with the Florida State Department of Children and Families. We ask that you take a moment to complete this form in its entirety.

Please list only the children you wish to enroll at this time:

Child's Full Name _____ DOB _____ Current Age____ Sex ____

Child's Full Name _____ DOB _____ Current Age____ Sex ____

Child's Full Name _____ DOB _____ Current Age____ Sex ____

Projected Hours of Care: _____ to _____

Family Contact Information:

Mother:

Full Name:_____

Home/cell phone: (_____) _____-_____ Work phone: (_____) _____-_____

Email address: _____@ _____

Employer: _____ Address: _____

Father:

Full Name:_____

Home/cell phone: (_____) _____-_____ Work phone: (_____) _____-_____

Email address: _____@ _____

Employer: _____ Address: _____

Who does the child live with the majority of the time? Mother____ Father____ Both____

According to the State of Florida, all parents listed on a child's birth certificate have the right to remove a child from a child care center unless the center has been provided a restraining or custody order stating otherwise. All custody concerns and arrangements need to be resolved prior to enrolling.

Is there a custody or restraining order in place that the center will be provided a copy?

No ____ Yes ____ If yes, please have that prepared to provide to us with this application.

At what address does the child live:

_____

Street City Zip Code

If either parent has a different address, please enter their address below:

_____

Street City Zip Code

Are there any other children living at home but not attending this program?

Child's name _____ Age _____

Child's name _____ Age _____

Has your child been in care before? Yes ____ No ____ If yes, where did they attend and for how long?

_____

Health:

Please list any known medications, allergies, special needs, or conditions your child may have or take regularly:

_____

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Child's Physician:

Name: _____ Address: _____ Phone number: _____

Child's Dentist:

Name: _____ Address: _____ Phone number: _____

Hospital Preference:

Name: _____ Address: _____ Phone number: _____

Emergency Care Plan Instructions (if applicable)

_____

Helpful information about child (if applicable)

_____

Handbook Agreement

I have received a copy of the Milestones Learning Center Parent Handbook. I understand that is it my responsibility to read all of the handbook information in its entirety and to abide by all the policies set by the center in the handbook in order for my child to be enrolled in the program. It is also my understanding that although a policy may appear somewhat restrictive and not meet my personal need; the overall outcome and purpose it to provide for the safety and welfare of all the families, children and center employees.

The center will continue to distribute periodic handbook revisions and/or addendums, which should be kept with the handbook I have been given for easy referral. I also acknowledge it is my responsibility to seek clarification regarding center policies and procedures by requesting a meeting with the program director.

I understand that all the policies and procedures pertain to me regardless of my tuition payment arrangement or relationship to the center as a parent or employee.

Parent Name _____ Parent Signature _____ Date _____

Service Contract

By completing this packet, you agree to the terms of our service contract which will be initiated on the Monday of the week in which you indicate you wish your child to start attending our program.

Enrollment Date _____/_____/_____

All students are required to have on file the equivalent of (1) full week of tuition. ***Families choosing to depart from the center must provide the center with at least two full weeks' notice*** *(a week denoted as Monday through Friday)* ***in writing prior to termination****. Families must be enrolled at least 6 months and provide a a two weeks written notice of withdrawal for the deposit to be applied to the final week of child care. The deposit will be non-refundable in all other circumstances.* ***Please review your parent handbook regarding this and all billing policies.***

Tuition is due Monday of each week. All families must have a tuition express account. We do not accept partial payments. Any account with an outstanding balance can and may be subject to the suspension of childcare services until paid in full. We accept Automatic Bank Draft, Visa and MasterCard. All accounts not using an ACH Tuition Express are billed an additional $5 per transaction service fee. Checks returned due to NSF will be charged $12.50; Credit Cards declined will be charged $25 per occurance. All tuition is to be paid weekly.

(Center representative will fill in the figures below)

Base Weekly Tuition	$_____	Total Weekly Tuition	= $_____	Enrollment Fee	$_____
After Care	+ $_____			School Supplies	$_____
Sibling Discount	– $_____			Deposit	$_____

I have read the above policy and agree to the contract as written. As the person signing this tuition contract, I am responsible for full tuition payments according to the above schedule as well as all fees and billing policies detailed the parent handbook.

Parent Name _____ Parent Signature _____ Date _____

Emergency Contact & Authorized Pick Up List

This list serves two purposes. First, **your child will be released only to the persons listed below**. We understand that many times families have resources to help them manage their busy life and schedules. Therefore, we allow you to list as many persons you wish to pick your child up from our program; use additional pages if necessary.

Please review your parent handbook regarding Student Safety*: Authorized individuals may pick up your child at any time during our operating hours if they have valid photo ID, are 16 years old, have a proper car seat, and are not under the influence of any mind altering or intoxicating substances.*

Second, this contact list is used in the event your child becomes ill at school, experiences a serious health concern or the center has an emergency situation in which your child needs to be immediately pick up from care. Although we never want to have a need to contact you or a member of your family related to an emergency we need to be fully prepared.

All persons being contacted will be required to pick up your child within 1 hour of notification. If failed to do so, the center is obligated to contact the Department of Children and Families.

Emergency Contact Priority

Please designate the order of priority the persons we should contact in the event of an emergency. **In the box on the left**, circle 1st for the first person we should contact, circle 2nd for the second person, and circle 3rd for the third person we should call if we are unable to get in touch with the first two. *Do not circle more than one of each number.* A person listed below without an emergency contact designation will not be contacted and will only be authorized to pick up your child. **You need to include you and your spouse on the priority list if you wish to be contacted in an emergency.**

1st 2nd 3rd Mother – contact information as listed on page 3 in the application

1st 2nd 3rd Father – contact information as listed on page 3 in the application

1st 2nd 3rd Name:_____ Relationship:_____

Home/cell phone: (_____) _____-_____ Work phone: (_____) _____-_____

Address: _____

Pick-up Only

Name:_____ Relationship:_____

Home/cell phone: (_____) _____-_____ Work phone: (_____) _____-_____

Address: _____

Pick-up Only

Name:_____ Relationship:_____

Home/cell phone: (_____) _____-_____ Work phone: (_____) _____-_____

Address: _____

Parents, you are responsible for notifying the center of any changes to this list.
ALL changes must be made IN PERSON, IN WRITING.

Designated Driver Agreement

I, the undersigned parent/legal guardian, agree to designate a driver who is free of any mood-altering chemical, to transport my child away from the childcare center should I be unable to perform this action in a safe manner.

At no time during scheduled childcare service will I or anyone known to me attempt to remove my child(ren) while under the influence of a mood-altering chemical, i.e., alcohol, etc. I understand that any attempt to remove and/or transport my child while under the influence of a mood altering chemical warrants Milestones Learning Center to immediately notify Lee County Sheriff Office and DCF.

I understand the center takes the above actions on behalf of the safety and welfare of my child(ren) and I waive all claims against Milestones Learning Center and DCF childcare services should these actions be necessary.

In addition, I understand the person(s) I delegate to pick up my child(ren) must be at minimum 16 years of age, present a valid photo identification and be prepared to transport the child in an appropriate safety seat as stated by Florida law.

Parent Name _____ Parent Signature _____ Date _____

Permissions - *Parent, please sign on LEFT OR RIGHT for each*

Outdoor Walks

It is important that children go outside every day that weather permits. Other than the use of our playground, one of the most enjoyable parts of our day is when we have the opportunity to go for walks. For infants and toddlers this is one of their regular daily forms of outside experiences. This time is a great experience for the children as they learn about nature, weather and their environment. During this activity, staffing remains within ratio and carry on them a cell phone for direct contact to the center. Our walks take us around the perimeter of the school property and last roughly 15-20 minutes.

In order to participate in this activity we do require that parents given written permission. By declining permission, your child may be left with another class or staff member during the time in which their class is outside.

_____ Yes, I agree OR No, I decline _____

Child Photo Release

The center makes every effort to protect the confidentiality needs of our parents/legal guardians and children. From time to time picture taking takes place i.e., school pictures, classroom activities and special center events and/or for the purpose of showing parents how their child is doing in school. These photographs may be displayed in the childcare center, on the center's website, Facebook page, as well as used for craft and other art purpose.

The parent/legal guardian must sign a child photo release before their child's picture may be taken.

Parents who prefer not to have their child photographed should indicate by signing the portion of this form that states permission is denied. By requesting that your child's photo not be taken they will be removed from a events or activities in which this may occur. If by true accident they are captured in a photo the photo will be deleted.

_____ Yes, I agree OR No, I decline _____

Ages and Stages Questionnaire & SE

In our continued effort to provide you with the latest information regarding early child development and wellness, we are happy to conduct the Ages & Stages Questionnaires (AS&Q). The AS&Qs reviews the child's Large motor, Fine motor, Communication, Problem-solving development, and Personal – Social development, as well as the child's Social-Emotional development. We are happy to be able to offer you all of these tools at no cost to you. You will receive a full written result of teacher observations as they are scheduled according to your child's age. If at any time you would like to have blank a questionnaire for your child's current age, please let us know. This is a wonderful tool to take with you to a doctor appointment or to have a better understanding of the milestones that your child should be reaching for their age.

In order to be effective, we only wish to complete these on those children whose parents wish to receive these reports.

_____ Yes, I agree OR No, I decline _____

Permission for Activities involving Foods

In accordance with the August 1, 2013 Florida State statues for childcare, we are required to obtain in writing from parents/ legal guardians permission for students to partake in any food related activity **other than meals**. This is a blanket permission slip that will be held on file throughout the time your child is enrolled in our program. This permission slip will be referenced each time there is a food related activity taking place in your child's class. This may be through touch, taste, or observation. **Not necessarily for consumption and never for the intent of meal replacement**.

I give permission for my child to partake in food related activities.

_____ Yes, I agree OR No, I decline _____

Authorization for Prescription and Non-Prescription Medication

No medication shall be given by child care personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label.

Medicine dispensed at our program are limited to:

Epi Pens, Insulin, Nebulizers, Rescue Inhalers and Diaper Creams

Medication which has expired or is no longer being administered shall be returned to the parent or legal guardian.

Child's Name: _____ Age: _____

1. Medication Name:_____

   Amount to be Given: _____ Time to be Given: _____

2. Medication Name:_____

   Amount to be Given: _____ Time to be Given: _____

This authorization form must be maintained and is only valid for the duration of prescription.

I hereby give permission to dispense the medication(s) listed above in accordance with the written directions on the prescription label or printed manufacturer's label.

Parent Name _____ Parent Signature _____ Date _____

Record of medications given:

Medication Name _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Medication Name _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Date & Time _____ Amount _____ Employee _____

Automated Payment Processing
Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AUTHORIZATION

I (we) hereby authorize Milestones Learning Center (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____

Bank or Credit Union Address _____ City _____ State _____ Zip _____

☐ Checking ☐ Savings

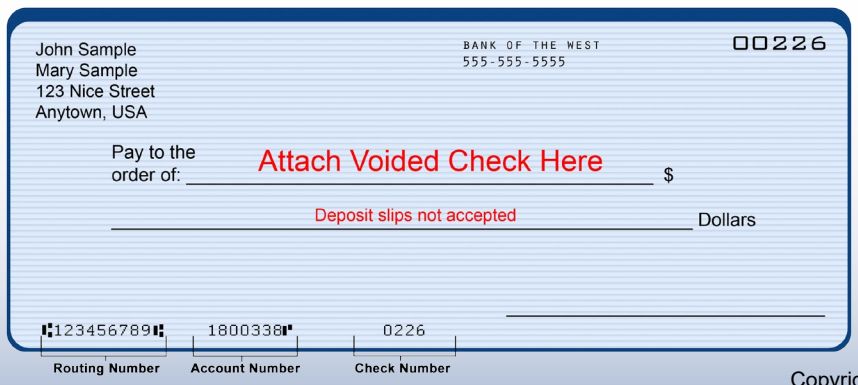
Routing Transit Number (see sample below) _____ Account Number (see sample below) _____

Signature _____ Date _____

☐ Check if you wish to make online payments

For Official Use Only

Date Received
Employee Signature



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What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

How can I tell if my child has a cold,or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

THE FLU

A Guide for Parents

What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

Call or take your child to a doctor right away if your child:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse

How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions.

To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

For additional helpful information about the dangers of the flu and how to protect your child, visit: www.cdc.gov/flu/ or www.immunizeflorida.org/

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...

For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT

Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/ home and instead leave them in the adult's vehicle upon arrival at the adult's destination.

Facts About Heatstroke:

- It only takes a car **10 minutes** to heat up 20 degrees and become deadly.
- Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.
- The body temperature of a child increases **3 to 5 times faster** than an adult's body.

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher faciliated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, confortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

For additional information, please visit
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or contact your local licensing office.

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KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

Milestones Learning Center

"Building a Firm Foundation for Tomorrow"

Parent Handbook

Revised August 2022

v. 22 Aug

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It is with great pleasure that we welcome you and your child to **Milestones Learning Center**. It is a privilege to have the opportunity to care for and educate the children of our community. Our staff are dedicated to providing the best possible care and learning environment.

To be successful in preschool a child will need support and encouragement from both their teachers and parents. Communication is the key to their success. We have created this handbook to assist you with information regarding our center policies and procedures.

Please feel free to contact us at any time with questions you may have throughout the school year.

info@milestones-estero.com or 239-301-2962

Welcome to Milestones Learning Center

Lic#C20LE0136

Our Beliefs

We believe that all children are unique in their physical, social, emotional and intellectual development.

We believe all children deserve a safe and loving environment in order to grow.

Most of all, we believe that learning should be **FUN**!

Our Mission Statement

To provide a safe learning environment in which well-trained staff work together to guide children in our care to reach their fullest potential through fun and exciting ways while utilizing best practices.

School Hours and Attendance

School hours : 7:00am – 5:30pm Mon-Fri

No children should arrive prior to 7:00am

Cut-off for arrival 9:00am

Picked-up should be no later than 5:30pm (late fees will be applied after 5:30pm)

Students with medical appointments need to arrive by 11:00am

All children arriving after 9:00am will be required to provide documentation of a Doctor appointment for which they were the patient in order to attend that day.

Please do not use email as a form of notice of *late* arrival but rather call the center and speak with a staff member.

If your child is picked up for an appointment, they must return prior to 3:00pm or remain out for the remainder of the school day.

NOT COMING TO SCHOOL? LET US KNOW

As a requirement of Florida Department of Children and Families with the *Rilya Wilson Act*

To ensure that children are safe and to prevent a child from being forgotten in a hot Florida vehicle, all families enrolled in our program are required to inform the center in writing when their child will not be in attendance, except for those sent home ill from school as they are not expected to return for one full day. Notices can be done in advance with a vacation request form, a simple handwritten note to the teacher the day prior or an email to the center administrative team. ALL WRITTEN NOTICES MUST BE RECEIVED NO LATER THAN 1 HOUR PAST THE CHILD'S REQUIRED DROP OFF TIME (9am).

If the center finds a need to reach out to a parent and they can not be reached, then the center will be required to contact DCF to request a safety check be issued to determine the child's whereabouts and ensure their safety.

Additionally, a parent will be asked at enrollment, in the month of September and in the month of April to acknowledge by signature their receipt of DCF flyer "Distracted Adult".

Full Time Care and Summer Seat Hold

- We offer full time care, year-round. Parents choose as few or as many days in a week as they wish.
- PreK students (age 3-5) should strive to attend every instructional day and not have greater than 20% absence in a month.
- The center offers 10.5 hours of care, but families should limit their use to no more than 9.5 a day for the health of their child.
- Summer Seat Hold: when planning a summer absence (in June-July only) for 4 consecutive weeks or more, a $30 weekly tuition discount will hold the student's seat until their return. **Written request for discount must be received at least one full week prior to absence.*

Security and Student Safety

In order to ensure all children are accounted for in the event of an emergency, each child must be signed in and out each day by their parent or approved pick up person.

We utilize a ***Procare*** system which allows for a combination of a personal 4 digit code followed by a 6 digit code for parents to sign their child both in and out and to help track your child's attendance. **Please note: we ask for photo identification from everyone not immediately known**.

Our center is continuously locked. We ask that parents make sure that upon exiting the building that the door does close firmly behind them. We also ask that you avoid assisting any person you do not personally know into the building.

The center reserves the right to refuse access to visitors which do not have a child enrolled or whose child is not present at the time of their visit.

All persons picking a child up from our program will need:

- Valid photo ID
- Be at least 16 years old
- Not be under the influence of any mood altering substances
- A car seat

The center reserves the right to refuse the release of a child to anyone not meeting these requirements for the child's safety.

Additional Safety & Security Measures:

In addition to photo ID for pick up, we have the following measures in place to ensure your child and our staff's safety throughout the school day.

Our drop off time is limited from 7am to 9am. After 9am all classroom doors are locked from the outside to provide an additional level of security.

Drop off/Pick up:	Building A (Infant - 3)	Building B (PreK 3-5)
7am – 8am	Door drop off only	Playground drop off only
8am – 8:30am	Door drop off only all ages	
8:30am – 9am	Parent may assist to classroom door all ages	
4pm – 5:30pm	Door pick up only	Playground pick up only

*Between the hours of 9am and 4pm any parent picking up is encouraged to come in to do so. If you wish for us to assist you, wait at the door.

Health and safety procedures apply. Parent and child will be allowed past the lobby area only after their child's temperature has been taken and both the child and parent stop to wash their hands prior to proceeding to the classroom.

All visitors to the center will need to present photo ID, sign in our visitor log stating their visit purpose, and wear a visitor tag while in the building. This will include parents who remain in the center past drop off hours.

For current COVID-19 safety procedures, please visit our website.

As a COVID safety precaution, Milestones may restrict all parents/visitors from entering the building; drop off and pick up would be door/playground gate only.

Important Dates

We are closed or close early on the following dates during the school year:

We offer all families 1 free week of care annually:
5 consecutive days Monday-Friday to be taken at anytime once they have been enrolled in our program for 90 school days. The credit given will be applied to accounts at the current tuition rate being charged weekly. The credit has no cash value and can not be applied to an outstanding debt. The child must be absent (out) all 5 days. The free week can be used at anytime however, if not used by the end of December, the free week is forfeited. In addition, credits do not accumulate; a new week credit is issued each January.

Labor Day
Thanksgiving Day and the Friday that follows
Christmas Eve we close at **3pm** (if a school day)
The week between Christmas and New Year's Day
The Day of Winter Program and Graduation the center will close at **3pm**; **dates TBA**
Good Friday
Easter Monday
Memorial Day
The week of July 4th

It is our policy to bill for all weeks regardless of attendance or absence.
All weeks are billed at full rate even during school closures.
Tuition is not pro-rated for an early closure or holiday observance.

Immunizations & Physicals

Our center requires that all children have all immunizations and current health examinations in order to enroll and be issued a start date for care.

At the time of enrollment each child must have on file a current Florida immunization record (**Form 680**) and a Florida physical record (**Form 3040**) on file. **Parents** are required to ensure their child's forms remain current. No children are allowed to attend school if either form expires.

Per DCF, if a child's form(s) expire, the child will not be allowed admittance in to care until the records are updated by their physician. Doctor's notes or appointment cards will not be accepted. Additionally, **we do not accept immunization exemption forms.**

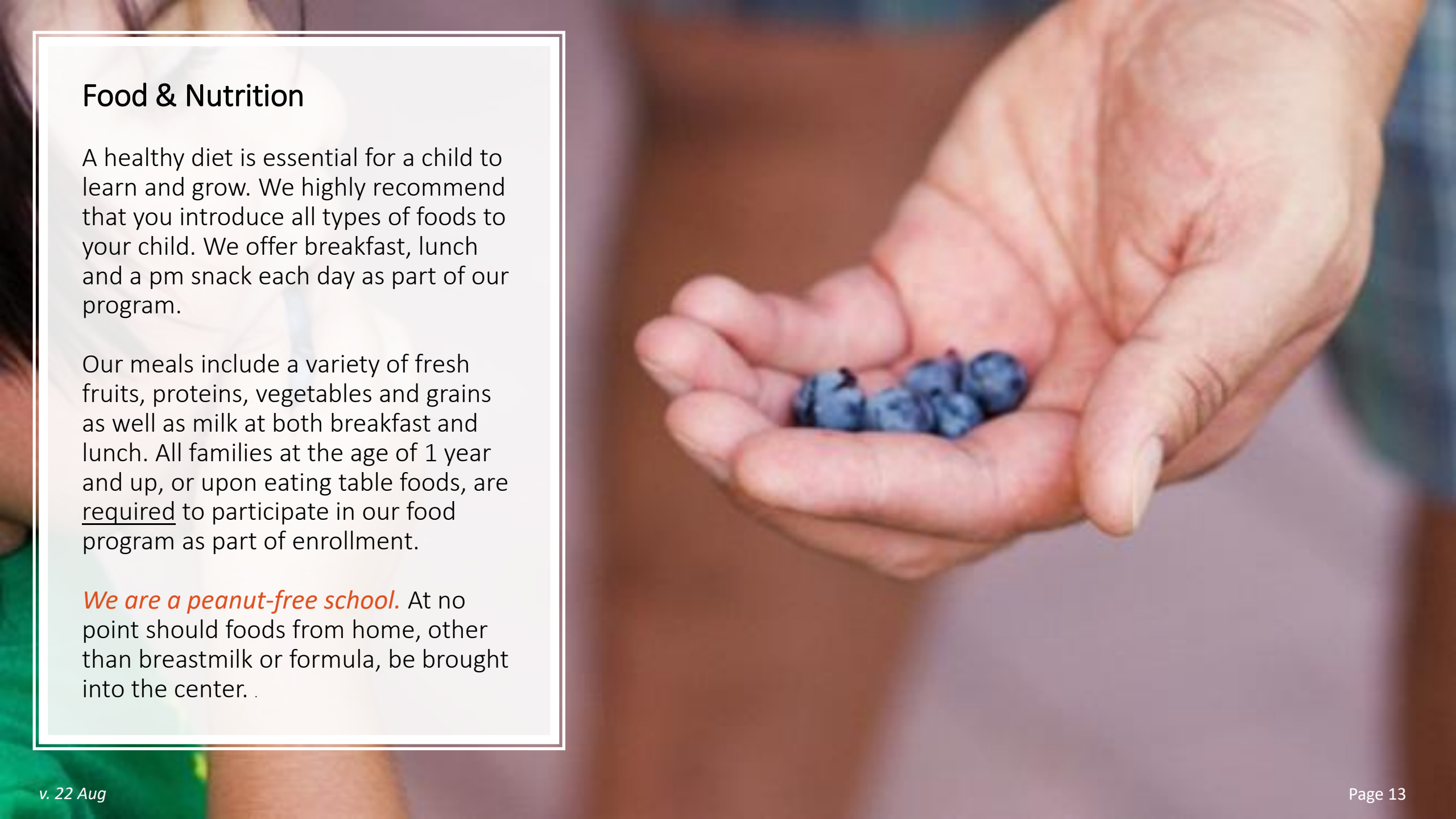
It is the **parent's responsibility** to know when their child's form expire and to schedule appointments accordingly to ensure there are no gaps in care. Tuition will not be prorated or adjusted in the event a child cannot attend due to expired forms.

Food & Nutrition

A healthy diet is essential for a child to learn and grow. We highly recommend that you introduce all types of foods to your child. We offer breakfast, lunch and a pm snack each day as part of our program.

Our meals include a variety of fresh fruits, proteins, vegetables and grains as well as milk at both breakfast and lunch. All families at the age of 1 year and up, or upon eating table foods, are required to participate in our food program as part of enrollment.

We are a peanut-free school. At no point should foods from home, other than breastmilk or formula, be brought into the center.



Food & Nutrition cont.

- We gladly provide **Enfamil Gentlease Formula** to our infants with the understanding that in order to do so we must meet all food serve preparation requirements set by licensing; and in order to do so we must also provide the bottle. If your child is nipple sensitive or requires a specific bottle design, you will need to provide your own formula and bottles.
- Parents providing their own formula are asked to prepare their bottles at home and bring them to school daily. **Bottles and bottle caps that come from home** must have the child's first and last name clearly labeled. If **breastmilk** is being provided the bottles are to be labeled as such.
- We stop serving bottles at 4:30pm, any scheduled feedings after that time will be considered parents' responsibility.
- We cannot send home remaining formula or breastmilk left in bottles. Any remaining formula or breastmilk the child did not consume during a feeding will be **discarded**.
- Infants will be served formula or breast milk up to their 1st birthday. At age 1 we then provide whole milk until the age of 2 followed by 2% milk for preschoolers.
- We will help in the introduction to foods. As parents offer foods at home we can also do so at school. We have a menu of food items that can be made available to infants based on age.
- **By the age of 1 year** all children need to be eating solid foods and able to self-feed. All foods prepared will be served in a manner that is age appropriate. There are some foods designated as unsafe for the age group we serve therefore those items are not found on the menu.
- If a **special diet** is required for a child by a physician, a copy of the physician's order, a copy of the diet, and a sample meal plan for the special diet must be provided to the center.

Please be a role model

- We ask that everyone recognize that smoking is dangerous to the health of the young children we serve. We are a **smoke-free center**. As a parent and role model we ask that you refrain from smoking on our property and that you share our smoke-free policy with those you select to both pick up or drop off your child. This policy includes traditional smoking, e-cigarettes, and vaping.
- Smoking can not take place on the premises of the child care facility, including our parking lot and sidewalk areas.

Distracted Adults

We ask that everyone picking up or dropping off a child **refrain from being on their cell phone**. This is an important time for your child. They need your undivided attention, as do their teachers who may need to communicate to you the events of the day.

Tuition & Fees

Tuition payments are due in full by Monday at 10am.

There is a $5 per day fee for all tuition not paid on Monday by 10am.

If a holiday falls on a Monday, the tuition will be due the Friday prior at 5pm.

Tuition that goes unpaid for more than **3** consecutive days (Wednesday) will result in temporary suspension of care until the account is paid in full.

In order to make paying tuition easier, all families are required to have an account with our *Tuition Express* program. This allows us to bill and collect tuition without worry. *You don't need to write a weekly check!*

- All accounts NOT using an ACH *Tuition Express* will be billed an additional $5 per transaction as a service fee.
- Accounts paying with a checking account, returned as NSF (non-sufficient funds) will be charged $12.50 per occurrence.
- Credit cards declined for any banking reason will be charged a $25 decline fee per occurrence.

It is our policy to bill for all weeks regardless of attendance or absence.
Tuition is billed even if there is an extended absence for illness, such as COVID.
For current COVID-19 procedures, please visit our website.

Tuition & Fees continued

Discounts

We offer a $10 discount to all families who enroll two or more children at the regular rate.

Deposits

All families will have on file the equivalent of 1 full week of tuition for each student they enroll. This is applied to their last week of care as long as they have been enrolled for 6 months and provided a two weeks written notice of withdrawal. Otherwise, the deposit will be forfeited. Our school tuition policy requires a full two weeks of care notice prior to withdrawal in order to have a deposit credited to your account. Without a full two weeks of withdrawl notice, we bill the final two weeks upon notice being given and any deposit on file is forfeited.

Re-Enrollment Fee

All families wishing to remain enrolled for the following school year will complete a re-enrollment form along with an enrollment fee of $100. This fee is used to offset the cost of maintaining all student files throughout the year for the State of Florida. We bill this to all accounts the week of July 4th.

School Supplies Fee

Each student is billed $150 at the time of enrollment and annually in the first week of September for school supplies for the year.

Ill Care Fee

We understand that there will be times your child will become ill at school. We ask that you try to pick them up as soon as possible. The first hour of ill care is free; after that, $1 per minute will be billed until parent pick up.

Tuition & Fees continued

Extended Care Program

The extended care program will be from 5:30-6pm. All those who can pick up prior to 5:30pm are not be billed any late/additional fees. Those who do need care until 6pm can choose to enroll in our extended care program. Students will need to be enrolled in the extended care program which will require a contract commitment from August (or enrollment start date if after August) through May and is billed at an additional fee of $50 per week.

Late Pick Up

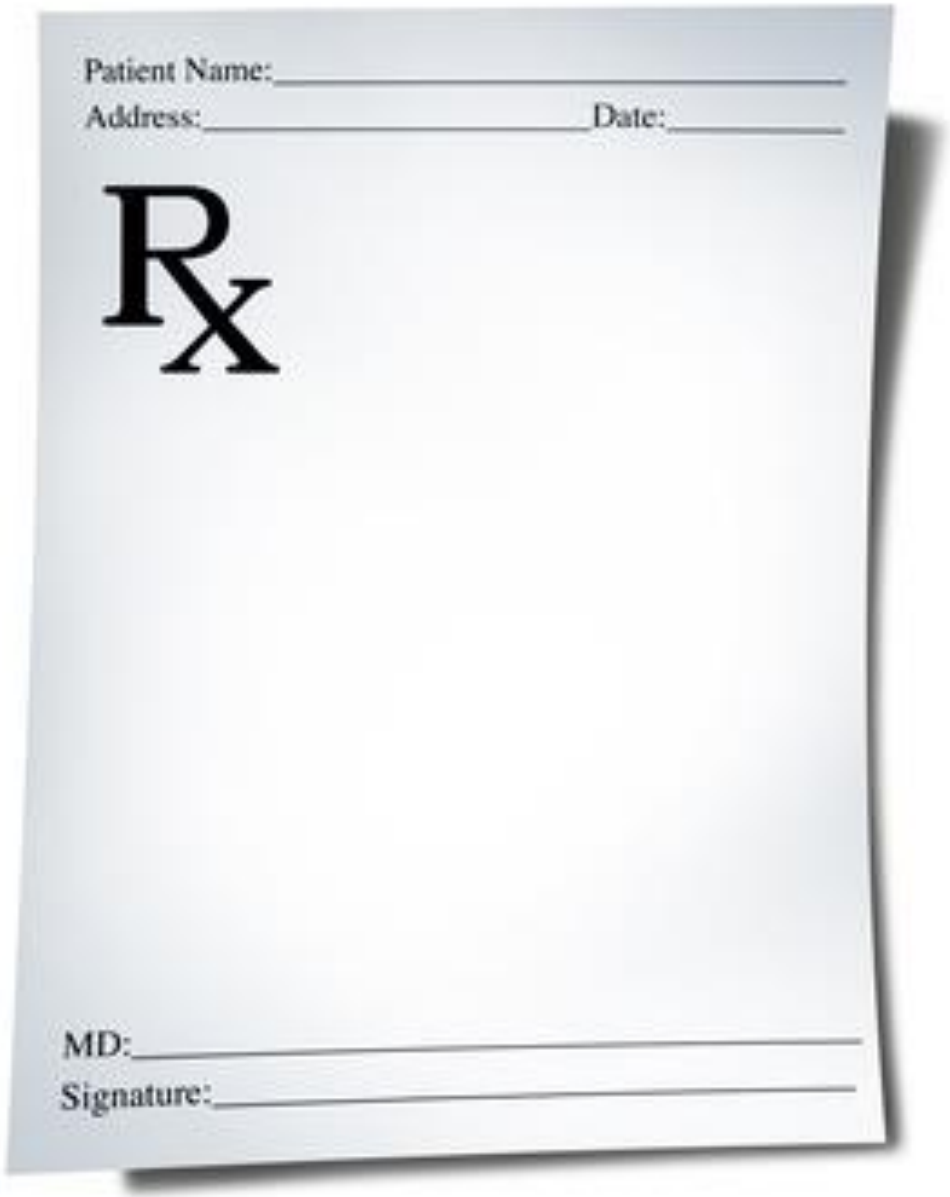
The center closes at 5:30pm. Those who are not enrolled in our extended care program and pick up after 5:30pm will be billed $5 per minute per child to a maximum of $50/child/week. Families who consistently pick up later than 5:30pm will be automatically enrolled in the in extended care program. All students who remain in care beyond 6pm will be billed $10 per minute.

Early Arrival

Early arrival (prior to 7am) should not occur. Students will not be accepted until 7am.

Summer Seat Hold Discount

When planning a summer absence (in June-July only) for 4 consecutive weeks or more, a $30 weekly tuition discount will hold the student's seat until their return. A written request for discount must be received at least one full week prior to absence.



Medications

Medication dispensing is strictly controlled by DCF (Florida Department of Children and Families). Therefore, we must follow all guidelines set in place.

- We can only dispense diaper cream, insulin, epi-pens, nebulizers and rescue inhalers. We **can not** apply bug spray or sunscreen. We do highly recommend that parents apply this to their child prior to arrival at school.
- All medications given or applied to a child must have a written Rx from a doctor and parent permission. This includes diaper cream and other over the counter ointments.
- Medication must come in original container and can only be dispensed as written and for the child named. The center does not supply any medication.
- All medication other than diaper cream and emergency rescue medicines (such as epi-pens) must be taken home each day.
- **A child placed on any medication must remain at home the first day of dispensing to be supervised by parents for reactions or side effects and ensure that their child's condition is improving.**

Ill/Well Policy

Upon arrival staff will screen children to ensure they are well for school.

Children presenting any signs of illness are asked to refrain from attending until their symptoms have improved. Children need to be well enough to participate in **all daily activities including outdoor play**.

We can not accept a child who has been given a fever reducing medication, has vomited, or experienced diarrhea in the past 24 hours. All children deemed ill at school are required to remain out of care for at **least 1 full day or more** (ie. sent home Tuesday then no school on Wednesday) in order for parents to monitor their child's health.

Children can not return if taking fever medication such as Tylenol, Ibuprofen, Motrin or those containing these ingredients. Any child placed on medication by a physician must remain out of care for one full day to ensure there are no ill effects and that their health is improving.

Communicable Illness

Health checks are conducted daily upon arrival to school.
The following list will require exclusion from care.

Children being medically treated for any ailment need to remain out of care for a minimum of 1 full day when starting medications to ensure no ill side effects.

- Fever of 100 degrees or higher
- Diarrhea
- Vomiting
- A cough that produces mucus or causes a rattle like sound in their chest
- A rash that has not been cleared by a Doctor (will require a note indicating such)
- Head-lice (We are a NIT FREE center)
- Impetigo
- Hand, Foot and Mouth Disease (blister free to return)
- Chicken Pox, Measles, Mumps (will require a clearance letter from Health Department)
- Pink Eye / Conjunctivitis (must be free of discharge and redness to return)
- Mouth Sores
- Molluscum (must be fully covered)
- Pertussis
- Scabies

Class Transitions

Transitions take place based on both skills and age. Each age group has certain requirements that need to be met in order to move up into the next class. Children who are not meeting these goals will not be moved up. If still not successful after 60 days, children may need to seek professional assistance to ensure there are no greater needs.

- Young Infants – must be 8 weeks old
- Older Infants – between 6-8 months old and mobile (crawling or scooting)
- One Year Olds – must be 1 year old, walking on their own, eating and feeding themselves finger foods, no longer using a bottle at school
- Young Twos – must be 2 years old
- Older Twos – 2.5 years old or older and showing regular interest in using the potty
- PreK 3 – must be 3 years old and fully potty trained
- PreK 4 – must be 4 years old and the year prior to entering PreK 5 or Kindergarten
- PreK 5 – intended for students wishing to take an extra year prior to entering Kindergarten or whose 5th birthday is after September 1st

Tuition rate is based on which class the child is assigned to, determined by this criteria and class availability, not only by age.

Center Discipline

We understand and expect that most behavior we see in preschool setting is “child like” and therefore part of learning to be social and kind to others. We will take the approach of re-direction and constructive conversation when working with children to give them the verbal skills needed to handle difficult situations.

Each classroom also offers their own unique visual aid for students and families to monitor performance. This allows children learn how to self monitor their actions. At times teachers may need to contact a parent to help in addressing recurring or disruptive behaviors.

It is our goal that together we can help your child learn positive responses and actions.

At no time will we address a child in a manner that would be: cruel, harsh, or unusual punishment; humiliating, or verbally abusive; withhold food, rest, toilet use or designated outdoor time; nor will there be the use of profane language or isolation in locked rooms or closets.

Behavior Policy and Expectation

We expect all children to be kind and respectful to each other, their teachers and any visiting guests. We do understand that this must be learned. Still, we have to provide an environment where everyone feels safe. In the event that a child displays a behavior that is deemed unsafe or harmful to themselves or others, parents will be contacted, and the child will be dismissed from care for the remainder of day. The following behaviors will be dismissed:

Biting or Scratching – If a child bites and breaks skins on another child or teacher they will be dismissed for the day.

Throwing objects – purposely throwing objects such as toys and chairs at another child or teacher with anger or intent to cause harm.

Attempting to leave the classroom or teacher supervision – this behavior places the child, the class and the teacher in danger. Children must be able to display enough self-control by remaining in a classroom environment and under direct supervision in order to remain in group care. A teacher will not leave an entire class to chase a child. Any child who can not remain in the classroom will be dismissed for the day and possibly the program.

Behavior Policy and Expectation cont.

- **<u>Use of inappropriate language</u>** – children will experiment with language they hear at home and on television. Please understand they **DO NOT** hear these words at school from teachers. We are quick to inform a child when they use an inappropriate word. If a child persists in the use profane language in class we will dismiss them so not to upset other children and families.
- The display of **<u>excessive emotional breakdowns and uncontrollable tantrums</u>** – this is a behavior that is displayed when a child is just not emotionally ready for group care or preschool setting. Children after attending care for 3-4 weeks who still continue to have such breakdowns throughout their day are not ready for group care and do take away from the learning environment of others. Therefore, we will ask for parents to seek either professional assistance or try care again in a few months when their child appears more emotionally ready.
- **<u>Bullying</u>** – children purposefully acting in a manner consistent with a bully by name calling, teasing, encouraging others to not play with a child or share with another child even after re-direction and guidance.
- **Repeat behaviors will result in a parent conference and a behavior modification plan. Failure of parents to participate or attend conferences will result in termination of care services.**

Parent and Visitor Conduct

As a parent you are your child's first teacher and the strongest role model, therefore we ask that you conduct yourself in the nicest of manner when in our school or attending our events.

All language used should be professional and polite. Please be mindful of the tone in which you use and the topics of which you speak as little eyes and ears are always watching and listening. Your child may be accustomed to your actions, but others may not and be greatly affected. Adults who conduct themselves unprofessionally can be banned from our program.

Confidentiality is something we strive to uphold. We will be glad to speak to you regarding your child and their development but at no time will a staff member share with you any information about another child in our program. Therefore, we ask that you be respectful and refrain from asking us about other children as it makes the staff feel as if they are being rude when they can not answer you.

Safety Drills and Emergency Procedures

Drills

The center conducts an emergency/fire drill every single month at various times of the day including at least two which take place during naptimes.

In addition to fire drills, we conduct at least one full center lock down drill and one severe weather drill every year.

Parents are notified on their child's daily report whether a drill was conducted that day.

Actual event

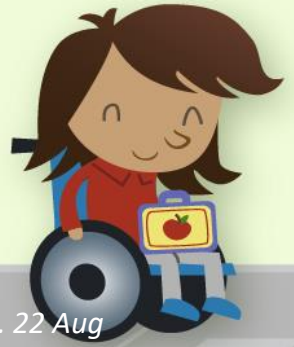
In the event of a power or water loss, the center will remain open for 1 hour in hopes of the problem being resolved. If not, parents will be notified, and children will be required to be picked up from school.

Emergency Relocation Plan

All childcare centers are required to have a plan in place in the event that the center needs to evacuate and can not return due to the condition of the center; an example would be fire or flood. The plan must include a secondary location in which the children will be housed safe from the outside elements until their families can collect them.

Our policy is that Building A (Main Building) would relocate to Building B (Preschool Building) and vise versa. Depending on attendance, we may be able to remain in the alternate building for the remainder of the day. Otherwise, parents will be contacted and students will need to be picked up within the hour.

If the event were to affect both buildings, all children would need to be picked up within the hour.



Hurricane, Severe Weather and Pandemic Policy

To ensure everyone's safety we will close for severe weather and hurricane preparedness.

To make this easy for everyone, we will follow the **Lee County School System** and close when they close.

We will re-open when travel is again deemed to be safe and the center has been inspected to ensure it is fully operational.

To learn about center updates, you can listen to our voicemail, check our Facebook page, review any signs posted at the center and emails sent to our families on the email they provided us at enrollment.

In the event our entire center were to close, our billing policy is:

Closed up to 10 business days - Billing at full rate for first two full weeks (no credits will be applied)

Closed for a period of more than 10 business days - Tuition would be billed for the 3rd week; however, all available credits issued annually to families enrolled will be applied.

Closed for a period of more than 4 weeks - Tuition is not charged starting the 4th week.

It is our policy to bill for all weeks regardless of attendance or absence.
Tuition is not pro-rated or adjusted for an early closure or reduced operating hours due to an emergency or other reason out of our control.

What to Wear?
Student Dress Code

- We welcome children to dress themselves and be free spirits in their expression but we do require that all clothing fit properly, not too big or too small. That the language and images on the clothing be respectful and that all children wear tennis shoes or have a shoe with a closed toe and strap around their ankle.
- **Children are not permitted to wear crocs or flip flops** to school for their own personal safety. We can not allow them to climb on our outdoor equipment if they are wearing these types of shoes.

Special Events

The center hosts a number of events each year to help families feel involved in their children's school. We offer an open house in September, a Trunk or Treat in October, a visit from Santa in December, a Winter program in January, a visit from the Easter Bunny in the Spring and a graduation celebration in either April or May.

We will offer a number of events and enrichment programs throughout the school year to various age groups. Participation in enrichment programs are encouraged but not required. Should a parent opt in for a program, they acknowledge payment or authorization to a third party will allow the service/access to their child and grant permission for transfer of care during the program.

Birthday Parties and Other Celebrations

- In order to offer a party of any type we are required by DCF to have written parent permission 2 weeks in advance of the party.
- To make this easier on everyone and ensure records and documentation are correct for inspection, parties will only be held on the designated day per our school calendar.
- All children who have a birthday in the month can work with the teacher on what items they wish to bring in so that a permission form can be posted and permission received.
- **All birthdays in a month will be jointly celebrated on the LAST Friday of the month.**

Open communication is an essential part of any successful organization. Our goal is to provide clear information in a timely manner.

In order to do so, we ask for your active participation in reading newsletters, daily reports, emails, and bulletin boards.

Please watch for flyers, communication folders, school events and conferences.

All classes utilize Google Classrooms to communicate regularly with families regarding center events, classroom activities and student performance. Please provide an email that you will regularly check.

Also, social media is an effective way to know what is happening at school; and during hurricanes it can be the only resource for many, so we highly recommend you follow our Facebook page.

https://www.facebook.com/Milestones-Learning-Center-Estero-610733189011270

https://www.instagram.com/milestones_lc_estero/

How to reach us: 239-301-2962 or
email us at: info@milestones-estero.com

Contacting Your Child's Teacher

- Please refrain from texting your child's teacher or calling their personal cell phones. For school related issues such as attendance, illness, supplies or concerns parents need to call the center's main number.

- Your teacher is NOT to use their cell phones in the workplace. Therefore, they could not only be written up if on their phone, but they will also miss your call or message.

- You can reach out to your child's teacher though the classroom email or call the center's main number and leave a message for them; we will return all parent calls at naptime or teacher planning time. Classroom emails are not continuously monitored, for immediate concerns please call the center's main number.

- Please be respectful to your child's teacher; their time off is their personal time and they should not need to be worried about work issues when not at work.

Center Information

Our Address:
19850 Breckenridge Drive
Estero, FL 33928

Our website:
www.milestones-estero.com

You can find us on Facebook:
Facebook.com/Milestones-Learning-Center-Estero-610733189011270

Our numbers:
239-301-2962
fax: 239-301-2967

Center Director: Gina Benson
gina@milestones-estero.com

Billing & Accounts Manager
Admissions Coordinator
admin@milestones-estero.com

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