



# 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](mailto: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) This completed enrollment packet**

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

**2) Child's health records**

To receive an enrollment date you must include the following forms\*:

- 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) Photo ID**

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
- Procure Tuition Express Form
- DCF's Child Care Facility Brochure, CF/PI 175-70, "Influenza Virus, Guide to Parents"  
(you will also be provided a copy in your Google Classroom to meet DCF's annual requirement)
- DCF's Child Care Facility Brochure, CF/PI 175-12, "Distracted Adult"  
(you will also be provided a copy in your Google Classroom to meet DCF's annual requirement)
- 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.5)
  - Center's Relocation Plan (pg.6)
  - Center's Food and Nutrition Policy, which includes food safety and allergens (pg.11)
  - Center's Ill Policy (pg. 13)
  - Center's Discipline Policy and Expulsion Policy (pg.16)
  - Center's Policy on Birthday parties (pg.17)

**My signature below indicates that I have received, read and agree to all the above items 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:**

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Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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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?

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**Health:**

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

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*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)

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Helpful information about child (if applicable)

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# Handbook Agreement

I have received a copy of the Milestones Learning Center Parent Handbook. I understand that it is 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 is 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 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 occurrence. 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.

<b>Emergency Contact Priority</b>	<p>Please designate <u>the order of priority</u> the persons we should contact in the event of an emergency. <b>In the box on the left</b>, 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. <i>Do not circle more than one of each number.</i> A person listed below without an emergency contact designation will not be contacted and will only be authorized to pick up your child. <b>You need to include you and your spouse on the priority list if you wish to be contacted in an emergency.</b></p>
<p>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup></p>	<p>Mother – contact information as listed on page 3 in the application</p>
<p>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup></p>	<p>Father – contact information as listed on page 3 in the application</p>
<p>1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup></p>	<p>Name: _____ Relationship: _____          Home/cell phone: (____) ____ - _____ Work phone: (____) ____ - _____          Address: _____</p>
<p>Pick-up Only</p>	<p>Name: _____ Relationship: _____          Home/cell phone: (____) ____ - _____ Work phone: (____) ____ - _____          Address: _____</p>
<p>Pick-up Only</p>	<p>Name: _____ Relationship: _____          Home/cell phone: (____) ____ - _____ Work phone: (____) ____ - _____          Address: _____</p>

**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, Seizure, 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

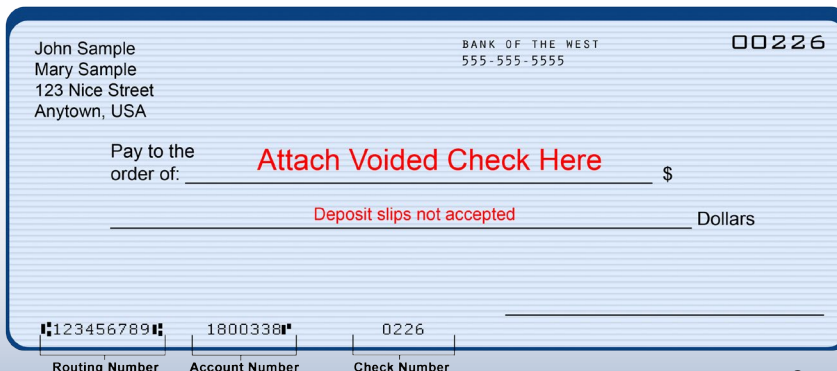
Routing Transit Number (see sample below) \_\_\_\_\_ Account Number (see sample below) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check if you wish to make online payments

### For Official Use Only

Date Received
Employee Signature



A service of



## 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.



For additional information, please visit [www.myflfamilies.com/childcare](http://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/](http://www.cdc.gov/flu/) or [www.immunizeflorida.org/](http://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...



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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 facilitated.
- 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, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.



For additional information, please visit [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) 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



<b>Age of Child</b>	<b>Child: Teacher Ratio</b>
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**





# Parent Handbook

*Revised January 2024*

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# Welcome to Milestones Learning Center

**License #C20LE0136**

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 is 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**

## 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.

## Center Contact Information

19850 Breckenridge Drive, Estero, FL 33928

Phone: 239-301-2962 | Fax: 239-301-2967

www.milestones-estero.com

Facebook.com/Milestones-Learning-Center-Estero-610733189011270  
Instagram.com/Milestones\_LC\_Estero/

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

Admissions Coordinator: admin@milestones-estero.com

General Information: info@milestones-estero.com

## Communications

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 (infant – 2 years), emails, social media, 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 a hurricane closure it can be the only resource for many, so we highly recommend you follow our Facebook page.

## 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.

## 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 forms 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.

## School Hours and Attendance

We offer full-time care, year-round. Parents choose as few or as many days in a week as they wish.

### **We are open 7:00 am to 5:30 pm, Monday through Friday**

No children should arrive prior to 7:00 am and the cut-off for arrival is 9:00 am

Pick-up should be no later than 5:30 pm, as late fees will apply after 5:30 pm, unless the student is enrolled in our Extended Care Program. *(See Fees & Discounts)*

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

All children arriving after 9:00 am will be required to provide documentation of a doctor's 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 3:00 pm or remain out for the remainder of the school day. Should a student leave and return to care, it is the parent's responsibility to feed their child if they miss the center's scheduled breakfast, lunch, and/or snack time.

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.

PreK students (age 3-5) should strive to attend every instructional day and not have greater than 20% absence in a month.

## 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.

Notice for an absence 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 one hour past the child's required drop off time (9:00 am).

If the center finds a need to reach out to a parent and they cannot 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 the DCF flyer, "Distracted Adult".

## School Closure Dates

We are **closed** on the following dates during the school year (17 days total):

- Memorial Day
- Labor Day
- Thanksgiving Day and the Friday that follows
- The full week from Christmas Day through New Year's Day
- Good Friday
- Easter Monday
- Monday of the week Lee County Public School teachers start
- The full week of July 4<sup>th</sup> (Monday through Friday)

We **close at 3:00 pm** for all students on the following dates:

- Christmas Eve; if it falls on a school day
- The Day of Winter Program; date announced on the school calendar
- The Day of Graduation; date announced on the school calendar

## **Hurricane and Severe Weather Policy**

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

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

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.

## **Safety Drills and Emergency Procedures**

Our center conducts an emergency/fire drill every single month at various times of the day including at least two per year 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.

### **Loss of Power or Water**

In the event of a power or water loss, the center will remain open for one 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 cannot 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 vice 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.

## Tuition and Deposit

Tuition rates are published on our website: <https://www.milestones-estero.com/tuition-fees>

Tuition Freeze: For students enrolled prior to February 2024 only, tuition is set and "frozen" at time of enrollment. The rate at which you start care will be your guaranteed rate until you graduate or unenroll from our program. If at any point a family selects to unenroll for a period of time, they will then be subject to the current rate of tuition for their child upon re-enrollment.

## Billing

Weekly tuition payments are due in full by Monday at 10:00 am. There is a \$5.00 per day fee for all tuition not paid on Monday by 10:00 am. If a holiday falls on a Monday, the tuition will be due the Friday prior at 5:00 pm.

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.

To make paying tuition easier, ALL families are required to have an account with our Tuition Express program for ACH payments with a checking or savings account. This allows us to bill and collect tuition without worry. *You don't need to write a weekly check!* Accounts with payments returned as NSF (non-sufficient funds) will be charged \$12.50 per occurrence.

For existing families registered for credit cards payments prior to 2023, each payment will be billed an additional service fee of \$10.00 per student, per transaction. Credit cards declined for any banking reason will be charged a \$25.00 decline fee per occurrence.

**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 or adjusted for any reason; including extended absences for illness, reduced operating hours, or severe weather closures.

In the event our entire center were to close for an extended period, 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.

## Deposits

All families will have on file the equivalent of 1 full week of tuition for each student they enroll. This deposit is applied to the final week of care if the student has been enrolled for a minimum of six months and the parent provides the required written notice of withdrawal. Otherwise, the deposit will be forfeited.

Families choosing to withdraw from the center must provide the center with a minimum of two full weeks' notice (a week denoted as Monday through Friday) in writing prior to termination for the deposit to be applied to the final week of childcare. The deposit will be nonrefundable in all other circumstances.

When we receive a notice to withdraw, the last 2 weeks of tuition are billed in full; the deposit is applied if available and the balance due, if any, is collected. Without a full two weeks' notice of withdrawal, we bill the final two weeks upon notice being given and any deposit on file is forfeited.

## Fees and Discounts

### Waitlist Fee

Often we have more families looking for care than we have seats available. When this occurs, a family may request to be put on our wait list. Once the waitlist application and \$150.00 fee are received, the family will be placed in line for a seat and notified when a space becomes available. If we are able to enroll the student within 4 months of being placed on the waitlist, the waitlist fee will be applied to the enrollment fee.

### Enrollment Fee

The enrollment fee of \$200.00 is collected when submitting documents required in our enrollment packet. The information requested in this packet is required as part of our agreement with the Florida State Department of Children and Families.

### Re-Enrollment Fee

All families wishing to remain enrolled for the following school year starting in August, will complete a re-enrollment form along with an enrollment fee of \$150.00. 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 4<sup>th</sup>.

### **School Supplies Fee**

School supplies are billed to each student for each school year (August to July). Each student is billed \$300.00 at the time of enrollment and annually in the first week of September. For families who enroll after June 1, the school supply fee paid at enrollment will apply for the school year starting in August.

### **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, \$1.00 per minute is billed until parent pick-up.

### **Extended Care Program**

Our Extended Care Program is for students who are in attendance for the full day and for parents who are unable to pick up prior to 5:30 pm. Extended care is from 5:30 pm to 6:00 pm, has limited availability, and is NOT a drop-off program. Students will need to be enrolled in the Extended Care Program which requires a contract commitment from August (or enrollment start date if after August) through May and is billed at an additional fee of \$50.00 per week.

### **Late Pick Up**

The center closes promptly at 5:30 pm and late fees apply to students who are not picked up by this time, excluding those who are enrolled in our Extended Care Program. Late fees are billed at \$5.00 per minute per child to a maximum of \$50.00 per child per week.

All students who remain in care beyond 6:00 pm, regardless of Extended Care status, will be billed \$10.00 per minute per child with no maximum.

Families who consistently pick up later than 5:30 pm will be automatically enrolled in the Extended Care Program and will be billed \$50.00 per week, every week.

### **Early Arrival**

The center opens promptly at 7:00 am and early arrival should not occur. Students will not be accepted before 7:00 am.

## **Sibling Discount**

We offer a \$10.00 weekly tuition discount to all families who have two or more children enrolled in our program at the regular rate. This discount will be applied to the second child and each additional child.

## **Free Week Credit**

We offer all families one free week of care annually. This week may be any five consecutive days (Monday to Friday) to be taken at any time after the student has been enrolled in our program for a minimum of four months. Parents must request a vacation credit in writing at least two full weeks prior to the requested week off.

The one-week credit will be applied to accounts in good standing at the student's current tuition rate for that week. The credit has no cash value and cannot be applied to an outstanding debt. The child must be absent (out) all five days.

The free week can be used at any time. However, if the credit is not used by the end of December, the free week is forfeited. In addition, free week credits do not accumulate. A new credit for one week is issued each January.

## **Summer Seat Hold Discount**

When planning a summer absence in June-July only for four consecutive weeks or more (a week being Monday through Friday), a \$30.00 weekly tuition discount will hold the student's seat until their return. A written request for this discount must be received at least two full weeks prior to the scheduled absence.

## **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 1<sup>st</sup> (missing the cut off for Kindergarten)

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

## 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 an afternoon snack each day as part of our program at no additional cost.**

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 & nutrition 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.

We gladly provide Enfamil Gentlease Formula to our infants with the understanding that in order to do so, we must meet all food service preparation requirements set by licensing. In order for us to supply the formula, 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 or breastmilk are asked to prepare their bottles at home and bring them to school daily. All bottles and bottle caps that come from home must have the child's full first and last name and the date clearly labeled. If breastmilk is being provided, the bottles and caps are also to be labeled as such. We can only accept breastmilk within CDC storage guidelines (4 days refrigerated). We cannot accept bottles of formula mixed with breastmilk.

We stop serving bottles at 4:30 pm; 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 first birthday. At the age of 1, we then provide whole milk until the age of 2, followed by 2% milk for preschoolers.

We will help with the introduction to a variety of 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. Our menu can be found on our website: <https://www.milestones-estero.com/menu>.

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. The CDC designates some foods as unsafe based on a child's age and therefore we substitute items to our younger children to avoid choking hazards.

## Food Allergies/Sensitivities

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. The parent is responsible for updating the physician's orders annually.

For a food allergy, we require a copy of the FARE form signed by both the physician and parent with the allergy clearly listed and the medication type and procedure in the event of exposure. In addition, a signed parent permission form to administer the allergy medication and the required medication must be provided. The parent is responsible for updating the FARE form annually and replacing medications when expired.

## Medications at School

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, rescue inhalers, and seizure medications.

We cannot apply bug spray or sunscreen. We do highly recommend that parents apply this to their child prior to arrival at school.

All medications to given or applied to a child at school must have a written Rx from a doctor and a signed parent permission form. *This includes diaper cream/over the counter ointments.* Medication must come in the 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.

## Ill/Well Policy

Upon arrival, staff will screen all children to ensure they are well for school. The following list will require exclusion from care:

- Fever of 100° 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

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 cannot 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 one full day or more (ie. If child is sent home Tuesday, then no school on Wednesday) in order for parents to monitor their child's health.

Children cannot return to care if they are taking a fever-reducing medication such as Tylenol, Ibuprofen, Motrin, or medicines containing these ingredients.

A child placed on any medication, either prescribed by a physician or over the counter, for any ailment must remain at home the first day of dispensing to be supervised by parents for reactions or side effects and to ensure that their child's condition is improving.

## 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. **Please note: we ask for photo identification from everyone not immediately known.**

We utilize a Procure system which allows for a combination of a 4-digit personal ID code followed by a PIN number for parents to sign their child both in and out and to help track your child's attendance.

Our center is continuously locked. We ask that parents make sure that upon exiting the building that the door closes firmly behind them. We also ask that parents avoid assisting any person not personally known 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.

### Safety & Security Measures at Drop-off and Pick-up

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 7:00 am to 9:00 am. After 9:00 am all classroom doors are locked to provide an additional level of security.

<b><u>Drop-off/Pick-up:</u></b>	<b>Building A (Infant - 3)</b>	<b>Building B (PreK 3-5)</b>
7:00 am – 8:00 am	Front door drop off only	Playground drop off only
8:00 am – 8:30 am	All ages: Door drop off only	
8:30 am – 9:00 am	All ages: Parent may assist their child to the classroom door*	
9:00 am – 4:00 pm	All ages: Parents picking up are encouraged to come to the classroom door.* Or, you may request for us to bring your child to the front door instead.	
4:00 pm – 5:30 pm	Front door pick up only	Playground pick up only

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

As a security or safety precaution, Milestones may restrict all parents/visitors from entering the building. If this were to occur, drop-off and pick-up would be front door or playground gate only.

## Visitors

All visitors to the center will need to present a 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.

## 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 cannot answer you.

## Smoking/Vaping

Per Florida Law, Statute 386.212: smoking and vaping are prohibited in, on, or within 1000 feet of school property.

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 cannot take place on the premises of the childcare 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.



## 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. The language and images on the clothing should 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 cannot allow them to climb on our outdoor equipment if they are wearing these types of shoes.

## Student 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 skin 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 cannot remain in the classroom will be dismissed for the day and possibly the program.
- Use of inappropriate language – 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 of profane language in class, we will dismiss them so not to upset other children and families.
- The display of excessive emotional breakdowns and uncontrollable tantrums – This is a behavior that is displayed when a child is just not emotionally ready for group care or a preschool setting. Children, after attending care for 3-4 weeks who 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.



- Bullying – 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. The failure of parents to participate or attend conferences will result in termination of care services.

## **Center Discipline**

We understand and expect that most behavior we see in preschool setting is “childlike” 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 to 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.

## **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.

## Special Events

The center hosts a number of events each year to help families feel involved in their children's school. For example, we offer an open house in August, 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, a Graduation celebration in May/June, and several other events announced on our school calendar.

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.