

SPRINGVIEW ACADEMY PARENT'S HANDBOOK

STATEMENT OF SERVICES

Springview Academy is a year-round program that offers all day care for children ages toddler to 5 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. We only offer a Full-Time contract, which is for children present at the center over 6 hours per day.

Family-School Relationship Policy/Parent Code of Conduct

We are committed to providing a safe and supportive environment to nurture a love of learning for both children and staff. We believe children benefit most from a collaborative relationship between the school and our families to best support a child's physical, emotional and cognitive development. We strive to create an environment for open and respectful communication when sharing concerns; this often leads to prompt resolution to everyone's satisfaction. Should the need arise, please inform the school director of any conflict and we will assist promptly.

Our staff embodies our mission to provide an enriching and stimulating environment for the unique potential of each of our children, and so it is essential that they feel supported by our organization and our families. For this reason, we must always insist on respectful behavior from our parents. We have found that a hostile school environment can be the result when parents are unsupportive of the school and its mission. We reserve the right to dis-enroll any family at any time without notice for the following behaviors. This includes behavior towards children, staff or other Sunny Start families. It includes but is not limited to:

- Use foul language at or in front of staff, families or children
- Unprofessional behavior
- Yelling in a loud voice
- Physical harm or intimidating body language
- Threatening or intimidating language or behavior
- Threatening harassment including but not limited to face to face contact and social media
- Speech that harms the school's reputation

HOURS AND DAYS

Springview Academy is open from 6:30 am to 6:30 pm, Monday through Friday. We are closed New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – Springview Academy be closed on Monday and Tuesday). All holidays will be charged at the regular rate.

OTHER CLOSURES

Every year the school is closed on the Friday before the first day of school to update the premises.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. Springview Academy complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Springview Academy. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Springview must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION AND WITHDRAWAL

Parents wishing to enroll their children in the center are encouraged to set up an appointment with our office to come and tour the center and meet the director and the Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center.

PAPERWORK, FORMS and ANNUAL RENEWAL

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Springview Academy. Also, each year in July we will have you renew and refresh all your paperwork and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. Annual registration and supply fees will also be added each year at this same time. If Springview Academy is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible.

DROP-OFF

Parents must accompany their child(ren) into the Springview Academy area every morning and clock their child(ren) in immediately after dropping their child(ren) off. Parents will not be allowed in the classroom past 8:55 am. **Drop-Off will not be permitted between the hours of 12:00 pm and 2:00 pm.** Children will not be permitted in the building prior to opening hours. New families will be given a code to register their fingerprints and to use to clock each child in. The clock in/out system is in the lobby. The children are not allowed to come into Springview Academy alone or to sign themselves in. This is for their protection in case of a fire or another emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto the Springview Academy property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

PARKING POLICY

Springview Academy has a drop-off area in front of the door. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come into drop-off or pick-up your child(ren). Springview Academy is not responsible for items lost or stolen from cars or from the parking lot or facility.

PICK-UP PERMISSION FORM

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation, the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

EMERGENCY MEDICAL CONSENT FORM

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. These forms will be re-done annually. Immunization records need to be presented on or before the first day the child attends the center. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization record in for us to take a current photocopy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

INFORMATION CHANGE

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Springview Academy has determined needs to go home. It is required that all changes of phone

numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. New students must have the immunization record provided within the first 15 days of enrollment. Failure to do so will result in the student not being able to attend the center. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact their doctor's office for the appropriate waiver form. If Springview Academy is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee. Student's whose immunizations are not up to date or expired will not be allowed to come to the center until an updated immunization record is brought in.

MEDICATION

All medication must be prescription medication ordered by a doctor. The medication dosage time must fall during school hours for the school to administer the medication. All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription. All medicine must be scripted and must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the administrator in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). Springview Academy reserves the right not to give medicines if the dosage is questionable or not according to the label. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication. Sunscreen and Insect repellent are considered "medication" and should be applied prior to coming to school.

ALLERGIES

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement" This allows us to alert all our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. You will also need to fill out an "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH

These guidelines are for the welfare of all our children. To provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the

child to see a physician or have a physician's note prior to returning. For further clarification refer to our full "First Aid/Medication Policy" and our "Guidelines: When a Child Can Return."

ACCIDENT REPORTS

Safety is a top priority of Springview Academy. Yet, there are times when a child will have an accident/incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

Springview Academy complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE

At Springview Academy the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. These policies are attached to the manual.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Springview Academy. Several complete changes of clothes should be kept on-center during this process.

TOYS

Springview Academy has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys **are not** permitted in the cCenter, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-

toys which should be labeled with the child's name. Springview Academy is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

BOTTLES/SIPPY CUPS AND PACIFIERS

Bottles are only allowed for infants. All bottles must be labeled with first and last name. If the bottles contain breast milk they must be labeled with date and time of preparation. Sippy cups are permitted for toddler use. All sippy cups must also be labeled with first and last name. Pacifiers are only allowed to be used by our infants and toddlers. Pacifiers should be kept in a labeled case and inside the child's cubby when not in use. The use of pacifiers are only allowed during naptime. Any bottle or sippy cup that is found without a name will be discarded.

CLOTHING

Students are required to wear their school uniforms. Khaki pants may be worn in lieu of the shorts. Navy or school sweaters may be worn in cold weather. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 40 degrees or below 100 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it, including sweaters.**

DIAPERS

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions, please check with the office.

SUPPLIES/REGISTRATION

A \$200 registration fee is paid upon registration. Springview Academy will provide all academic supplies needed for the school year. This fee also includes 2 uniforms. Cot sheets, blankets and carrying bag are not included in the supply fee and are available for purchase in the school office. These sheets **MUST** be used. ***Please mark all items clearly with your child's name.***

VPK

VPK is a state funded program. VPK was created to allow all children who are four an opportunity to prepare for school. Due to VPK's strict guidelines attendance and punctuality are of the outmost importance in this program. The program's hours are from 9:00 am – 1:00 pm.

TARDIES: Students who are tardy more than 5 times will receive a written notice. Parents of students who are tardy more than 10 times will have to attend a director/parent conference. If a student is tardy more than 15 times, written notification will be sent to the Early Learning Coalition, that issues the VPK vouchers. Excessive tardiness can result in the student being asked to leave the VPK program and revocation of the voucher.

ABSENCES: Students who are absent for 3 or more consecutive days must bring in a doctor's note. Students who do not bring in a note will receive a written warning. Parents of students who are absent more than 7 times will have to attend a director/parent conference. If a student is absent more than 15 times, written notification will be sent to the Early Learning Coalition, that issues the VPK vouchers. **Excessive tardiness can result in the student being asked to leave the VPK program and revocation of the voucher.**

CURRICULUM

Springview Academy follows the Creative Curriculum. Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans, and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of most of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

PRESCHOOL CURRICULUM

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patters and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Center Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Circle Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Activity Time: Students work on an individual activity to reinforce the daily lesson.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

CLASS DIVISIONS AND CLASS SIZE

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS

Student to teacher ratios are based upon guidelines set by Florida law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Infants	4	1	8
Toddlers 12-30 months	6	1	12
2-Year-Olds	11	1	11
3-Year-Olds	15	1	15
4-Year-Olds	20	1	20
VPK	11	1	20
School Age Children	18	1	18

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's

development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children can learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Springview Academy will create an individualized transition plan to help children are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

SUMMER CAMP

A summer camp program is offered during the summer months for children ages 8 and under. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer fee is generally charged to help cover summer camp T-shirts and equipment.

OUR STAFF

At Springview Academy we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the State of Florida through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled.
- Lead teachers have a minimum of a Child Development Associate recognition certification or a FCCPC recognition certification.
- Co-teachers have attended the 45-hour childcare training certification given by the Department of Children and Families.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS

Springview Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Springview Academy. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Springview Academy while currently employed by

Springview Academy or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly or weekly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Springview Academy and curriculum
- Daily written communication in the form of “Daily Report” forms, “Incident/ouch” forms, and classroom memos will be emailed or given by hand.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.
- Teacher and administrative emails.

VERBAL COMMUNICATION

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent most of the day with your child. This is since many children spend 10 hours a day the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for most of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's “lead” or “primary” teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone.

PARENTAL INVOLVEMENT

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. Children should be raised by parents. At Springview Academy, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. If you would like to spend time within the classroom, we have setup a screening process. Please see the director for more information. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Springview Academy office with their suggestion.

1. Fall Open House
2. Programs and Special activities, such as the Christmas Program
3. Special parent's involvement activities such as THANKSGIVING FEAST
4. Party Day Volunteer
5. Trunk or Treat
6. Come read a story to the class

7. Career Day
8. Send special treats for snack or meals (please notify the teacher a day or two in advance)
9. Help with center Fund Raiser
10. Field trips (When we bring a “field trip” type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

If a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN’S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child’s birthday at Springview Academy, please make early arrangements with your child’s teacher. Hard or chewy candy are not permitted because they pose a choking risk. (See “Bringing Food from Home” on the following page for more specifics concerning food snacks brought for parties or to celebrate a child’s birthday)

VISITING THE CENTER

You are welcome to visit your child at the center at any time, but we do ask that you abide by the 8:55 am drop off rule. Parents may walk the child to class prior to 8:55 am. After that time, we ask that you have a staff member walk them to class as we try to keep distractions to a minimum once class has started. We do ask that you check in with the office or sign-in desk before going to your child’s room for an activity. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the “Pick-Up Permission” form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grand parents and aunts are also welcomed to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a “visit” from an extended family member.

CLASSIFICATIONS

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their workday
- 2) A child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eyesight of an employee always and arriving at an expected time)
- 5) Visitor’s – Must be approved by the office and should be accompanied by an employee at all times, not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours.
- 7) Therapists – any therapist who is providing rehabilitative services to a child at our center. Must provide level 2 screening to the office.

8) An Intruder – Action will be taken by the staff to notify the proper authorities. Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a “visitor”, a “volunteer”, a “therapist” or an “intruder” including parents and employees who are off the clock.

VOLUNTEERS

Any parent wishing to volunteer in the classroom must go through our screening process. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors”, “Therapist” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

MEALS AND SNACKS

Our meal and snack service consist of a breakfast, a hot lunch, and an afternoon snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

BRINGING FOOD FROM HOME

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child’s teacher prior to bringing special treats.)

PORTRAITS AND PICTURES

We offer school pictures three times a year, in the spring, winter and fall. The fall photos usually include two sittings per child. The spring portraits include one sitting, a graduation if applicable and a complete class portrait. You will receive proofs before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a “Photo Release form” with your paperwork giving us permission to take your child’s picture or include them in short video footage.

WEEKLY TUITION FEES

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a weekly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two-week notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Since the weekly set fees remain the same, no bill will be given to remind you of these fees.

PAYMENT POLICIES AND PROCEDURES

Weekly fees are due on the Friday prior to the following week. There will be a \$15.00 late payment convenience fee added if the account is not paid by the close of business on Monday of the billed week. An additional \$15 maintenance and collection fee will be added each week the account is not paid in full. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$25.00 fee added on all returned payments. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. **All payments are made via Electronic Funds Transfer.**

All tuition is **non-refundable**. This will also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. Springview Academy may seek collection of fees due and clients may be required to pay a two-week termination fee, and any collection costs and attorney's fees incurred by Springview Academy to collect this amount. If Springview Academy elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

SCHOOL READINESS/ STATE PAID TUITION CLIENTS

Springview Academy is authorized to receive payments from the Early Learning Coalition/School Readiness and other Federal/State daycare assistance programs. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use School Readiness assistance must make these arrangements on their own and list us as their School Readiness Childcare provider. You may enroll in the program as a client once the office has received a letter of authorization from School Readiness or a phone call from the Early Learning Coalition establishing your eligibility in our program. The annual registration fee is generally the responsibility of the client and not that of the Early Learning Coalition. School Readiness clients may also be required to pay the difference between our private pay rates and the rates that School Readiness has established. Refer to the School Readiness Start Agreement for clarification concerning these issues.

School Readiness clients may also have a daily co-payment that is set by the Early Learning Coalition. This is based upon family income. Springview Academy requires that all School Readiness co-payments be made weekly on the Friday prior the week of service. All PAYMENT POLICIES AND PROCEDURES listed above for self billed clients will also apply to School Readiness clients. It is the responsibility of each School Readiness Client to ensure that they have no balance when the previous weeks fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with School Readiness whether you stay at Springview Academy or move on to another center. School readiness or VPK transfer vouchers will not be issued if there is a balance on the account.

DISCOUNTS

Springview Academy is pleased to offer the following discounts: 10% sibling discount applied to the lower amount of the tuition charge

REFUNDS

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks' notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

LATE PICK-UP FEE

There will be a \$1.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 90 minutes past closing will be considered abandoned and Child Protective Services will be informed.

VACATIONS, ABSENCES AND LEAVING THE CENTER

Vacations and illnesses will be charged at the regular monthly rate. We request that all absences be reported to the Springview Academy office prior to or the day of the absence. We require a two-week written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. The front desk has a form that must be filled out prior to leaving. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

QUIET TIME

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on their cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children in VPK and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY

The State of Florida requires that Springview Academy and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child.

At Springview Academy our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are

not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY

Parents are responsible for their child's transportation to the center and for arranging their own carpools. Springview Academy will provide transportation, provided by a third party, for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare center.

INSURANCE REQUIREMENTS

Springview Academy complies with the minimum insurance coverage as suggested by our independent agent.

For more information concerning policies and liability see management.

ADDITIONS AND CHANGES

Springview Academy reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At Springview Academy we

strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum.

If inappropriate behavior does occur, we begin with a positive approach.

According to licensing rules for childcare centers in the state of Florida:

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Discipline shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- (g) Removal of outdoor/playground time shall not be used as a means of punishment.

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Using toys and materials inappropriately
Aggressive behavior	Using toys and materials inappropriately
Abusive, or inappropriate language	Arguing with team members or other children
Lack of Cooperation	Behavior determined by the director to be unacceptable
	Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "time out" / "think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out" / "think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior/Incident Report**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem.
- 5) **Behavior Intervention Meeting**

- A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
- B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
- C) This may be called by any of the individuals listed above.

6) Sending a child home

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the Springview Academy Team
- C) This is at the discretion of the most senior Leadership Team member present

7) Suspension

- A) Three written behavioral reports constitutes the child's being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child's space in the Springview Academy program.

8) Termination of services

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- 1) Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- 2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 3) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Springview Academy expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience and may bite as a response.

While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

FIRST AID/MEDS POLICY

Springview Academy daily designates someone to be the "First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. One hour will be given to pick-up the child. If the 30-minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be

disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

**Injury w/o Blood,
Head Injury**

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's parents.
3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center. Doctor's note must be submitted.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

Contagious Disease

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.

4. The child may return to the Center as stated by the health alert.

MEDICATION

Receiving and Storing Medication

1. An “Authorization to Give Medication” form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. Long term prescription medication must have an “Authorization to Give Medication” form. We must have a doctor’s note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, if it is current.

Administering Medications

When medication is authorized to be administered, five “rights” must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the “Authorization to Give Medication” form to confirm proper administration and to ensure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor’s note is present verifying the dosage amount.
4. Right Time – Refer to the “Authorization to Give Medication” form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the “Authorization to Give Medication” form, the empty bottle (after being washed out) should be placed in the child’s bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded the correct forms as needed, i.e. “Authorization to Give Medication”, “Incident Report”.
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. $\frac{3}{4}$ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child’s bucket and the original to the child’s file.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

<u>Fever Free:</u>	Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<u>Vomit Free:</u>	Must not have vomited for 24 hours.
<u>Uncontrolled Diarrhea:</u>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
<u>Conjunctivitis (Pink Eye):</u>	24 hours after documented treatment for conjunctivitis has begun.
<u>Mouth Sores:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Rash:</u>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<u>Infestations (e.g. head lice, scabies):</u>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<u>Tuberculosis:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Impetigo:</u>	Cannot return until 48 hours after treatment has begun.
<u>Strep Throat:</u>	24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.

<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

EMERGENCY PLANS

FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify the local tv or radio station. Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the intercom. The center always keeps a weather radio on alert. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

BLIZZARD AND POWER FAILURE PROCEDURE:

If Miami-Dade County Public School are closed for the day due to inclement weather, Springview Academy will also close. Parents should call the center prior to dropping off their children. If Dade County Public Schools dismiss early due to inclement weather, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, Springview Academy will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, Springview Academy will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to a designated evacuation site.

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center bus and in staff members vehicles and take them to an area deemed safe by the authorities. Information will be given to the police to have them notify the parents of our location.

INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the center staff are unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

The children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed at the receptionist's computer.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-AMBULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STROLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.



Notification of Vacation or Other Absence

_____ will be absent from class on the following dates:
Child's Name

From _____ To _____

The following statements can be found in the Parents Handbook:

Vacation Time:

Each child is given one week of vacation time with no tuition charge. If your request for vacation is for more than one week.

Other Time Off:

Time off for reasons other than illness or vacation will result in weekly tuition being due. In the case of a family emergency, please notify the center director and these situations will be considered individually at the director's discretion.

Parent/Guardian Signature _____ Date _____

Directors Signature _____ Date _____