



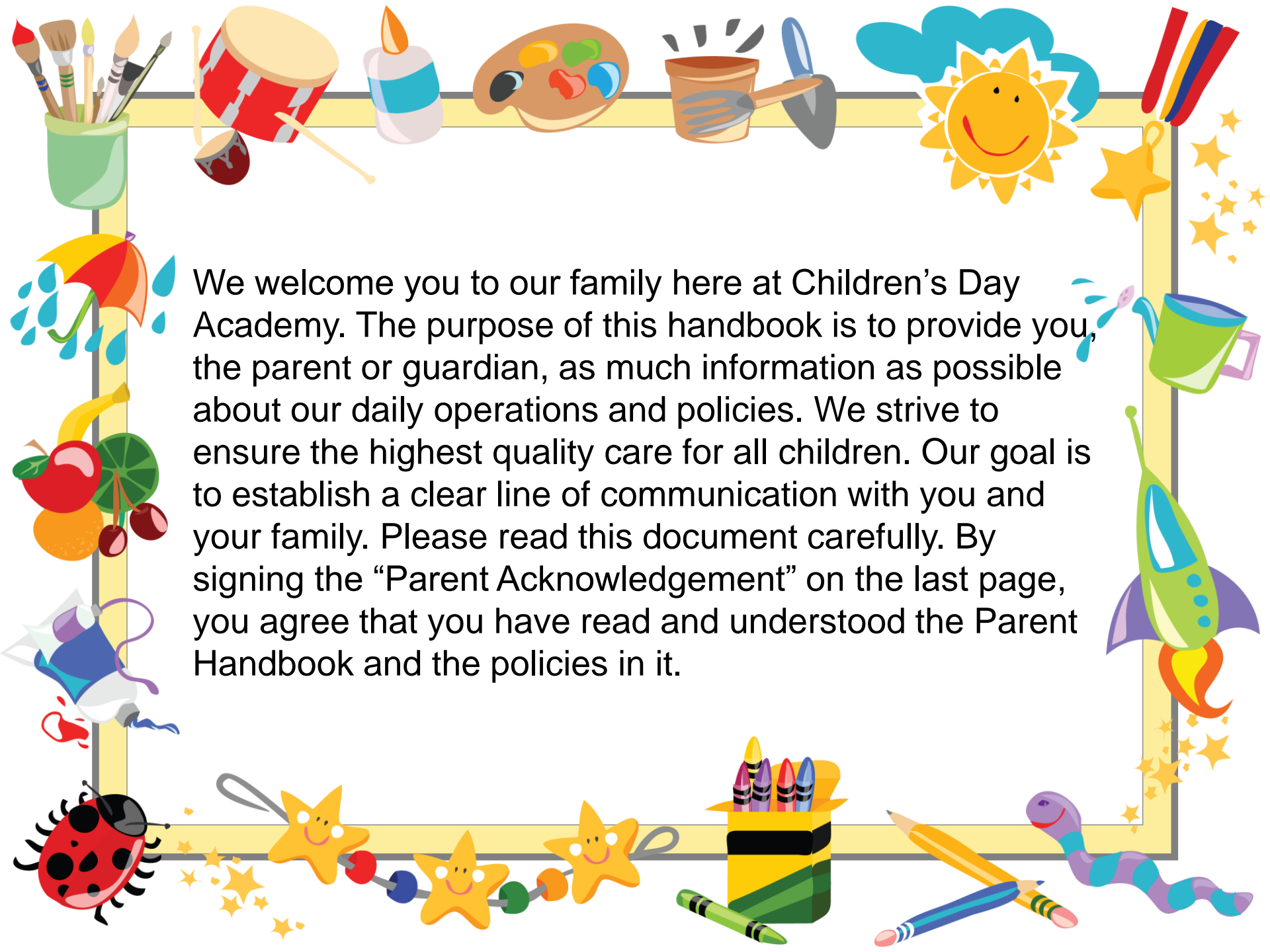
Children's Day Academy Parent Handbook

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We welcome you to our family here at Children's Day Academy. The purpose of this handbook is to provide you, the parent or guardian, as much information as possible about our daily operations and policies. We strive to ensure the highest quality care for all children. Our goal is to establish a clear line of communication with you and your family. Please read this document carefully. By signing the "Parent Acknowledgement" on the last page, you agree that you have read and understood the Parent Handbook and the policies in it.

LICENSE

Children Day Academy is licensed by the State of Florida , #ADD. License is posted on the bulletin board in our front hallway. Our licensing record, including licensing inspection reports and any complaint investigations, as well as evaluation forms from the health, building and fire departments that inspect our facility, are available upon request from the State of Florida.

HOURS OF OPERATION

We are open from 6:30 a.m. to 6:00p.m. Monday through Friday. We offer evening and weekend services, with a minimum of 24 hours prior notice (additional fees may apply). Parents arriving later than 6:00p.m. without prior notice may be subject to late fees.

HOLIDAYS

We offer Holiday Camp on federal holidays including New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day (additional cost applies). Please let a staff know in advance if you're interested in Holiday Camp.

REGISTRATION:

A non-refundable registration fee must be pre-paid and the following on file before a child is enrolled: application, medical and immunization form, discipline policy statement and emergency medical treatment form.

FEES

Fees are set before the first day of attendance, but may be changed at other times with proper notice. Fees may be paid weekly, bi-weekly, or monthly for full-time or part-time attendance. Sibling discounts are available upon request. Tuition is due on Monday's. Any account not paid by the close of the day Tuesday will be charged an additional \$10.00 Late fee. Any account past due more than one week results in termination of child care. Late pick-up is \$1:00 per minute.

NSF CHECK FEE

A fee of \$39.00 will be required if any check is returned for non-sufficient funds. After two returned checks, the owner reserves the right to require payments by cash or money order.

WITHDRAWAL NOTICE

We REQUIRE two weeks notice to the Director in writing prior to withdrawal date.

ILLNESS OR ABSENCE

Two weeks of vacation is allowed per year after 6 months of enrollment, for which $\frac{1}{2}$ tuition will be charged. The year runs from January to December. Vacation means your child is not in attendance for five consecutive working days.

DISCIPLINE PROCEDURES

We have a positive discipline policy that uses redirection to encourage children to make better choices, and reinforces through praise and encouragement. We understand children must be involved in activities throughout the entire day to prevent boredom or idle time, which may lead to problems. We make every attempt to prevent problems. When there is a need for correction:

WE WILL:

- * Tell the child what behavior is desired and show him/her if necessary. This will be done in a quiet, gentle way, encouraging the child to use acceptable behavior.
- * Give the child choices. If he/she is disruptive, give him/her a choice between acceptable behavior or be removed from the current activity.
- * Reposition the child near the teacher away from the distraction situation
- * Provide the child the opportunity to have quiet time in a designated area
- * Quiet time is used a last resort when a child's behavior endangers himself or others.
- * Request a meeting with parent or guardian if unacceptable behavior persists. We will suggest a plan that incorporates parent/guardian participation into a behavior modification plan.
- * Suggest professional counseling at meeting with parent/guardian if all other methods have failed.

DISCIPLINE PROCEDURES (Continued)

- * No child shall be subjected to any form of corporal punishment by owner/operator, director, volunteer or staff.
- * NO child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking or spanking.
- * NO child shall ever be placed in a locked room, closet, or box.
- * NO discipline shall ever be delegated to another child.
- * NO discipline shall be related to food, rest, or toileting.
- * NO food shall be withheld, or given as a means of discipline.
- * NO child shall ever be disciplined for lapses in toilet training.
- * NO child shall ever be disciplined for not resting during rest time.

Child's Name: _____

Date Enrolled: _____

I have received a copy of the Children's Day Academy discipline policy and procedures and have discussed it with the management of the child care center.

Parent Signature:

Date:

SUPERVISION

At no time will a child be left unattended, including nap time. If a child becomes ill, they may be separated a small distance from the other children. The health and safety of each child is our primary concern and we will remain alert to safety needs, attempt to anticipate possible hazards and take necessary precautions and preventive measures wherever possible. Children may not be dropped off on the street outside or sent in alone. At pick up time, the parent/guardian is asked to make contact with owner or designee before departing, after which we are no longer responsible for your child.

EMERGENCIES

In the event of an emergency we will evacuate or shelter-in-place as necessary. If we evacuate the premises, we will begin contacting parents/guardians. If we are unable to reach you we will begin calling emergency contacts as specified on enrollment forms. If a minor accident/injury occurs, we will administer basic first aid. You will be advised of any incident and/or treatment provided. If emergency medical treatment is needed we will first call 911, then contact the parent/guardian.

RELEASE OF A CHILD

We will only release a child to the parent or guardian. If an emergency arises, the parent must provide written and signed notification giving another person permission to pick up their child. We will ask for photo identification as confirmation. If a note is not presented, we will attempt to reach you. If we are unable to reach you we will not release your child.

NOTICE TO PARENTS: Please note is allowed on property at any time.

Parent Signature:

Date:

MANAGEMENT OF ILLNESS

We do our best to be supportive while maintaining a healthy environment. We allow a child to attend if they are feeling somewhat under the weather, but children with communicable illnesses other than the common cold may not attend until they have fully recovered. If a child is observed to have signs or symptoms of illness we will immediately notify the parent or guardian of the child's condition. Signs or symptoms we look for include, but are not limited to, fever, diarrhea, severe cough, difficult or rapid breathing, difficulty swallowing, yellowish skin or eyes, infections, rashes, parasites, and vomiting.

ADMINISTRATION OF MEDICATION

Prescription medications will not be administered at the facility. If a child requires medications, it may be a good indicator the child needs to stay home.

We will administer the following:

- * Non-prescription fever/pain reducing medication that does not contain aspirin
- * Cough/cold medication that does not contain codeine
- * Non-prescription topical product/lotion

General Guidelines:

- * An up-to-date immunization is required all times. As a child receives additional immunizations, please notify the office so we can keep your file current.
- * Parents are responsible for bring their child to the center each morning and making sure the staff is aware of their presence.
- * No toys or other personal items are to be brought from home.
- * All articles of clothing and children's items must be labeled by the parent
- * Closed toed shoes are recommended for safety.
- * Physical punishment is not used for misbehavior. Redirection or time out is the ONLY method we use for dealing with such behavior. Children are constantly praised and rewarded for positive behavior. Any child who can not abide by our policies will be asked to withdraw from the center.
- * Any suspicion of child abuse or neglect will be reported to the Department of Children and Families.

Planned Activities:

Infant Program Overview: The children between the ages of 6 weeks to 12 months. Children are grouped by chronological age and developmental level.

6:00-8:00	Greet children, Soft Music Time
8:00-8:30	Diapering, Hand Washing, Breakfast
8:30-9:00	Free play on floor with favorite toy, tummy time, Daily stretch,
9:00-10:00	Outdoor Play/Gross Motor Activity/Exploration/Sensory **
10:00-10:30	Hand Washing and Diapering
10:30-11:30	Teacher led Educational play: Fine motor, Gross motor, Music& Movement, Sensory
Discovery, Story	
11:30-12:15	Feeding/Lunch/music & Song time
12:15-12:30	Diapering/Handwashing
12:30PM-2:00PM	Baby Nap time, Quiet Play Time
2:00- 3:15	Hand Washing/Afternoon Snack, Floor, Story time
3:15-4:00	Fine/Gross motor Activity**
4:00-5:30	Hand Washing/Quiet play
5:30-6:00	Prepare for pick-up

**Inclement weather plan: all outdoor activity will be substituted with age appropriate Gross Motor activity

*Diaper changes and bottle feedings are every two hours, and as needed.

*Infants dictate their own schedule. This schedule may change based on the child's needs and desires.

INFANTS Needs:

- Bottles, drinking, container (will be sent home daily)
- Disposable diapers and diaper wipes, Bibs
- Baby food (age appropriate)
- Baby Cereal
- Extra can of ready-to-feed Formula
- Change of clothes
- Pacifiers, if used
- Blankets and crib sheet

Planned Activities:

One-year Program Overview: The one year old program serves 1 years of age. Children are grouped by chronological age and developmental level.

6:30-8:00 Greet children, Morning Activity

8:00-8:30 Diapering, Hand Washing, Breakfast

8:30-9:00 Teacher led Circle Time/ Play time

9:00-9:45 Teacher led Learning Activity: Fine motor, Gross motor, Music& Movement, Sensory Discovery, Story

9:45-10:00 Handwashing, diaper check

10:00-10:30 Teacher led Art Exploration Activity

10:30-11:30 Outdoor Play/Gross Motor Activity *

11:30-12:00 Lunch/music & Song time

12:00PM-2:00PM Nap time, Quiet Play Time

2:00- 3:15 Hand Washing/Afternoon Snack, Story time

3:15-4:00 Outdoor play/ Gross motor Activity

4:00-5:30 Hand Washing/Group Activity

5:30-6:00 Prepare for pick-up

**Inclement weather plan: all outdoor activity will be substituted with age appropriate Gross Motor activity

*pre-toddlers have short attention spans and do not understand how to play with others.

*Enjoyment comes from activities that involves body movement, sounds, and exploration.

Pre-TODDLERS Needs

- Disposable diapers and wipes
- 3 Changes of clothes including shoes/play clothes for outside
- Cot sheet, blankets (weekly, or as needed)
- Meals and Sippy cup

Planned Activities:

Two's/three's Program Overview: This classroom serves children between the age of two and three years old. We operate under a small groups designed that caters to personalized care, continuity of care, responsive and respect interactions.

6:30-8:00 Greet children, Morning Activity
8:00-8:30 Hand Washing, Breakfast
8:30-8:45 Potty training,
8:30-9:00 Morning Stretch, Morning chat: weather, day of week,
9:00-9:45 Learning Center Activity: Fine motor, Gross motor, Music& Movement, Sensory Discovery,
9:45-10:00 Potty training check, diaper check,
10:00-11:00 Outdoor Play/Gross Motor Activity
*Teacher led Art Exploration Activity
11:00-11:30 Handwashing/Bathroom
11:30 Help set tables, preparation to eat
11:30-12:00 Lunch/music & Song time
12:00PM-2:00PM Nap time, Quiet Play Time
2:00- 3:15 Hand Washing/Afternoon Snack, Story time
3:15-4:00 Learning Center -Weekly Focus learning activity
4:00-4:45 Outdoor play*Free Play
4:00-5:30 Hand Washing/Group Activity
5:30-6:00 Prepare for pick-up

TODDLERS Needs:

- Disposable diapers and wipes
- 2 Changes of clothes including shoes/play clothes for outside
- Cot sheet, blankets (weekly, or as needed)
- Sippy cups and meals

The preschool program serves children between the ages of 4 to 5 years old. Children must be fully toilet trained in the preschool program. Our program implements the Creative curriculum framework The curriculum framework provides an overall approach for teachers to support children's learning through environments and experiences.

6:30-8:00	Greet children, Morning Activity
8:00-8:30	Hand Washing, Breakfast
8:30-8:45	Circle/ Music and movement
8:30-9:00	Morning Stretch, Morning chat: weather, day of week,
9:00-9:45	Learning Center Activity: Fine motor, Gross motor, Music& Movement, Sensory Discovery,
9:45-10:00	Restroom
10:00-11:00	Center time: Science, Art, Language, Imaginative , Manipulatives
11:00-11:30	Guided outdoor Play/Gross Motor, Sensory
11:30-11:45	Transition/Set up table
11:45-12:15	Lunch/music & Song time
12:15-12:30	Restroom
12:30-2:30	Nap time, Quiet Play Time
2:30- 3:15	Awake up/ Clean up/Afternoon Snack, Story time
3:15-4:00	Learning Center -Weekly Focus learning activity
4:00-4:45	Outdoor play*Free Play
4:00-5:30	Hand Washing/Group Activity
5:30-6:00	Prepare for pick-up

Preschoolers Needs:

- Meals, spill proof cup
- 2 Changes of clothes including shoes/play clothes for outside
- Cot sheet, blankets (weekly, or as needed)

Tuition Rates 2018-2019
 Registration is \$50.00 per student
 Renewal is August of each school year
 Holiday Camp and Date Night rates will posted
 Rates include Breakfast, Lunch, Afternoon Snack

Infants (6 wks-12 mths)	Pre-Toddler (1 yr.)	Toddler (2 yr.)	Preschool (3yr)	(VPK 4-5)
Full time \$180.00	Full Time \$160.00	Full Time \$150.00	Full Time \$140.00	Full Day \$80.00
NO Part-time	M,W,F \$120.00	M,W,F \$115.00	M,W,F \$110.00	M,W,F \$60.00
	T, Th \$90.00	T, Th \$85.00	T, Th, \$80.00	T, Th \$ 40.00

