



Children's Day Academy Parent Handbook

515 Ave I N.W Winter Haven, FL 33881

Phone: (863) 292-8200

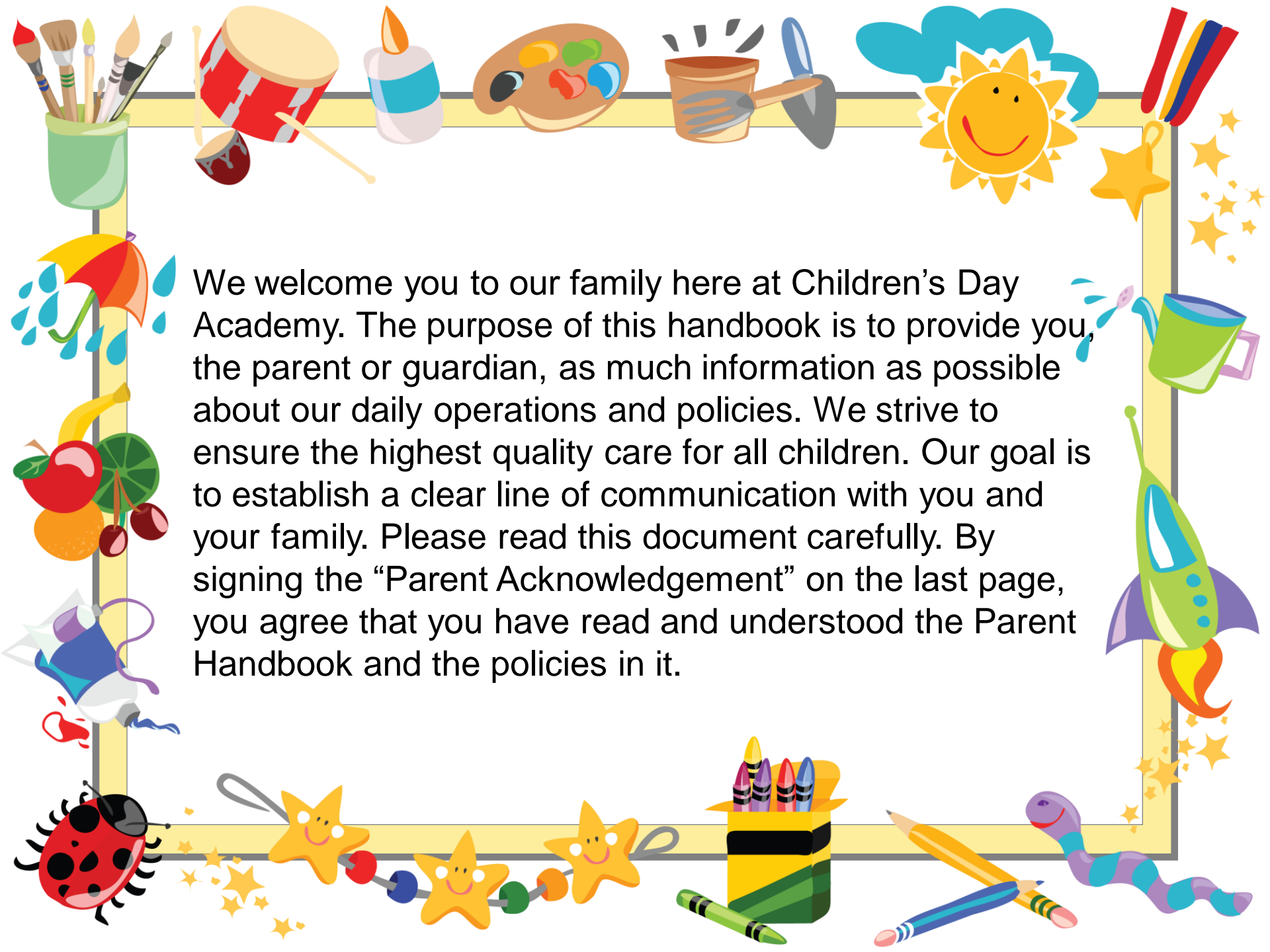
Website: ChildrensDayAcademy.com

Email: Admin@childrensdayacademy.com

2995 Ave G. N.W Winter Haven, FL 33880

Phone: (863) 247-9009

Email: Team_Leaders@childrensdayacademy.com



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's Day Academy is licensed by the State of Florida DCF Childcare Licensing, and our license is prominently displayed on the bulletin board in the front lobby. Upon request from the State of Florida, our licensing record, including inspection reports, complaint investigations, and evaluation forms from health, building, and fire departments that assess our facility, can be made available.

HOURS OF OPERATION

CDA operates from 6:30 a.m. to 5:30 p.m. Monday through Friday. Parents arriving after 5:30 p.m. will be subject to a late fee of \$1.00 per minute

ADMISSION TIME POLICY

To ensure a smooth and organized childcare environment, we enforce a strict admission cut-off time. Students are allowed to enter the childcare facility between 6:30 AM and 9:00 AM. Please note that after 9:00 AM, no child will be admitted.

Parents have the option to notify us in advance via telephone call or the Bright Wheel app if their child will be arriving later than 9:00 AM. This policy is enforced as directed by the owner.

Tuition

Tuition is deemed late if not received by Monday after 5:30 PM. A late fee of \$20.00 will be applied to any account not settled by the close of Monday. Accounts overdue by more than two weeks will regrettably lead to the termination of childcare services.

NSF CHECK FEE

A fee of \$30.00 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 kindly request that parents provide a written notice to the Director at least two weeks before the intended withdrawal date. Failure to provide this notice will result in a charge equivalent to two weeks being applied to the account

REGISTRATION:

A non-refundable registration fee must be pre-paid prior to any child starting care. All necessary enrollment forms must be submitted to the Director.

VACATION:

Students who have been enrolled for six months or more are entitled to two weeks of vacation per year. During the vacation week, no tuition will be charged. Our academic year runs from January to December. For this policy, vacation is defined as the child being absent for five consecutive working days.

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 contact with a staff 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.

MANAGEMENT OF ILLNESS

We do our best to be supportive while maintaining a healthy environment. We follow the CDC recommendation for childcare providers. Children with communicable illnesses 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 100-degree Fahrenheit or higher, two diarrhea, Pink Eye, Severe cough, difficult or rapid breathing, difficulty swallowing, yellowish skin or eyes, infections, rashes, parasites, and vomiting. If sent home a child must remain home for 24 hours. A child is required to be symptom free prior to returning to care.

ADMINISTRATION OF MEDICATION

Teachers will NOT administer any medication. If a parent desires, they are welcome to visit and administer medicine to their child. If your child requires medication to attend school, it is advisable to keep them home for their comfort.

HOLIDAYS

CDA will be CLOSED on the following federal holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Any additional closure days during the holiday season will be communicated in advance and posted on the bulletin board

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.

Parents have may have a copy of the Children's Day Academy discipline policy and procedures and have discussed it with the management of the childcare center.

If problem behaviors are continuous, the Center's Director may request a parent conference. If after numerous best practices behavioral modification techniques have not been successful and if determined your child's needs cannot be met at our center, we will provide you with 2 weeks' notification.

Other grounds for early dismiss from Children's Day Academy (Please see expulsion policy for full list)

- * Any aggressive behavior towards agency staff, other program parents, and/or children including but not limited to yelling, making derogatory or demeaning statements, or any behavior that constitutes a threat or harassment
- * Failure of a parent or guardian to cooperate with program personnel to the point that it becomes disruptive to efficient program operations.
- * Failure for a parent to follow program policies and guidelines, including failure to sign child-in/out, failure to submit absent for more than 2 absent, and failure to sign incident reports.
- * Failure to pay childcare fees or family fees in a timely manner consistent with due dates.
- * Breach of confidentiality; sharing information regarding staff or another child with an uninvolved party.
- * If a parent's behavior becomes disruptive and intentionally affects others in the program, they will be asked to find alternative care.



Preschool Overview

- CDA utilize Learning Beyond Paper, Learn Every Day, Frog Street Curriculums.
- These curriculums gives teachers a framework to provide children with developmentally appropriate care and instruction. This approach suggests that children learn best through hands-on interactions and a well-organized environment.
- An important component of our curriculum is the daily routine. By maintaining a consistent daily routine, children develop a sense of control and a feeling of confidence.
- We follow an approach that is responsive to infants and toddlers, and we emphasize relationship-based implementation strategies.
- Ages and Stages and Ages and Stages Emotional Questionnaires (ASQ-3 and ASQ-SE) are initial screenings which are completed within 30 days of enrollment; staff work in conjunction with the parents utilizing this tool.