

Little Crayons Preschool
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PARENT'S HANDBOOK

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WELCOME TO OUR PROGRAM

We would like to take the opportunity to welcome you and your child to our center. We provide a prepared healthy, nurturing, educational and stimulating environment where children are free to respond to their natural drive to work, play and learn. Children are encouraged to participate in spontaneous and meaningful appropriate activities for their age and developmental levels under the guidance and supervision of our staff. Activities planned include art, language and literacy, poetry, cooking, reading, math and science, dramatic play and outdoor play. In addition, included in the curriculum we use hands on stories and activities that teach your child fundamental concepts of the beautiful diverse world God created. We give our best effort to be a positive role model that instills values that will help your child through the journey of life.

Feel at ease knowing that you have made a great choice for we know the importance of early childhood stimulation and we take great pride in having this opportunity to educate and enrich your child's life.

OUR PHILOSOPHY, MISSION & CURRICULUM

We create a safe, warm and loving place to provide children the most fun approach to learn where they can grow happily and comfortably knowing that they are secure, cared for, and encouraged to strive by our knowledgeable staff. Activities and schedules are planned and designed which balance structure and free choice, to assure that learning happens at your child's own pace and that it is developmentally appropriate. We are able to spend time with children in verbal interaction, and create an environment that stresses organization but also creativity. Each classroom has different materials, books and toys, depending upon the ages and stages of the children. Little Crayons Preschool recognizes each child's capabilities and leads with compassion and understanding.

STAFF

The staff at Little Crayons Preschool understands, responsive to the children and trained in Early Childhood Education and Development. The Director is chosen for professionalism, holds a Florida Director Credential as well as the requirements of a (ECPC) Staff Credential and has 5 or more years of experience in the field of early childhood development and running and effective quality early childhood program. Our teachers are trained professionals and hold a Florida Department of Education Early Childhood Professional certificate (ECPC) or higher. Assistant teachers must fulfill the mandatory "Introductory Child Care Training" as well as the "Early Learning and Literacy" training requirement. All staff members are required to complete 12 hours of in-services training per year. All our members are fingerprinted and background screened by Broward County Child Care Licensing and Enforcement. This screening includes local and FDLE background clearance.

CURRICULUM

The philosophy behind Innovation curriculum is that young children learn best by "doing". Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in; in other words, learning through inquiry. It is also a part of our philosophy that asking questions instead of simply giving answers is the most powerful teaching tool.

Innovation curriculum focuses on the following areas of development:

**Social *Emotional *Cognitive *Physical*

NOTE:

In order for your child to attend our center, the parents must submit a complete enrollment packet signed and dated as requested within the packet in addition to State of Florida Health Records as stated below. All forms included within the packet must be filled out and signed, as all are required documents for your child to be enrolled within the State of Florida with additional forms required by Broward County. Please understand these are for the welfare and safety of your child.

PROGRAMS

Little Crayons Preschool will provide developmentally appropriate programs with open-ended experiences that will allow each child to develop into a creative thinker.

TODDLERS 12 months-24months

An appropriate program for toddlers provides a balance between a toddler's conflicting needs for security and independence. Caregivers respond to toddlers' struggles to become independent by allowing them to make simple choices and to do things for themselves. Treating each child as an individual is critical at this time in their lives and helps each one start developing his or her full creative potential.

PRESCHOOL 2yr-4yrs old

Our pre-school program provides many opportunities for children to develop their own interests and to learn to work cooperatively with others. Preschool children are at the stage of initiative and benefit most when they can explore and pursue activities that they select on their own. The teacher's role is one of facilitating and guiding learning, rather than providing answers or telling children how they must use the materials. Activities such as recognizing the alphabet, beginning to read, working with numbers, exploring arts and crafts, and refining hand-eye coordination and problem solving skills are introduced at this age level. Each preschool classroom has computers and children as young as three have an opportunity to use a computer on a regular basis.

FREE VPK Four's and Five's

In our Prekindergarten (VPK), program we focus on the development of the whole child to prepare them with all of the foundational skills that they will need in order to be successful in kindergarten. Problem solving, reasoning, questioning, and experimenting are just a few of the skills and qualities that children will develop at LCP. Our previous students and parents absolutely love the hands on activities that our program incorporates along with thematic learning experiences which become educational memories they will forever cherish.

Our goal is to create a love for learning and here at LCP we accomplish that through activities that are designed to adequately nurture the emotional and intellectual growth of our students. This program is free for all children who turn **4 years old before Sept 1.**

STEAM

At LCP we place more emphasis on **Science, Technology, Engineering, Art and Math (STEAM)** to ensure that today's students will be prepared for elementary school and the careers of tomorrow. Additionally, practicing important 21st century skills including collaboration, critical thinking, problem solving and digital literacy are part of our daily curriculum.

AFTER-CARE (up to 12 years old)

Check out our unique Afterschool program for children 5 to 12 years old. Daily hands on assistance with homework, afternoon nutritious snacks, center time at an age-appropriate classroom including table games, library, science, manipulative and dramatic play areas. Includes 30 minutes outside play.

POLICIES, ELIGIBILITY AND ENROLLMENT PROCEDURES

HOURS OF OPERATIONS Monday through Friday 6:30 am to 6:30 pm

For non-instructional days cost is \$40 all day. For Winter Break & Spring Break cost is \$130.00 a week.

HOLIDAYS

To accommodate working parents Little Crayons Preschool operates year round, and closes only for the observance of:

- 1) Independence Day (4th of July)
- 2) Labor Day
- 3) Veteran's Day
- 4) Thanksgiving Day
- 5) Day after Thanksgiving
- 6) Christmas Eve
- 7) Christmas Day
- 8) New Year's Eve
- 9) New Year's Day
- 10) MLK Day
- 11) Good Friday
- 12) Memorial Day

NOTE: Each full time enrolled child will receive 2 vacation/sick weeks (10days) per school calendar year. This becomes effective after 2 months of enrollment. If enrolled after December (mid year) student will only have 5 days vacation/sick week. This becomes effective after 2 months of enrollment. Once the free weeks have been used, you will be responsible for 50% of the weekly tuition payment regardless, if your child attends school or not. Days missed for any reason may not be made up or pro-rated and must be paid on tuition due date. There is no credit for school schedule holidays. **NO VPK-CLASSES** *we follow Broward County School calendar*

TUITION

***WEEKLY TUITION-** Tuition is due on Friday for the following week. Whether they will be attending or not. Refer to **Note** below for the pricing. You will receive a reminder on Tuesday via the portal. Payments received after close of business day on Friday (6:30pm) will be assessed a \$35.00 late fee that will be automatically applied to your account. Your child will not be admitted to school until your account is paid in full. Partial payment will be considered late tuition, therefore late fee will apply as well. For emergency closure we will pro-rate those days for parents. Parents must notify school either on Friday for the following week or Sunday that child will only attend 1-2 days for that week. If not full week will be owed.

Note: Attending 3 or more days will be charged full tuition. 2 days will be charged 1/2 days. ELC students rules of tuition applies as well. We do not do daily fees only weekly enrollment. If there is a ELC tuition difference parents are responsible to pay the difference.

***MONTHLY TUITION-** is due on the fifth day of every month. Payments received after the fifth day of the month will assess a \$35.00 late fee.

If your child is absent you will have 24 hours to provide us a doctor's note or a parent's note excusing their absence. Failure to provide such note will result in parents being responsible in paying for that day. If your child participates in a subsidized program parents will be responsible in paying the daily rate that the program pays for parents.

NOTE: There is no credit for school schedule holidays. Tuition is due regardless of absence and tuition will not be pro-rated. Payments are done via Brightwheel portal only. If parent neglects to provide a 2 week notice for withdrawal, parent/guardian will be liable for any outstanding tuition and any legal fees that Little Crayons Preschool may accrue, including attorney fees.

REGISTRATION FEE

Registration fee is \$110 per child & \$60 registration For siblings. Registration fee is due at the time of enrollment and annually thereafter before the beginning of the school year as defined by Broward County in order to reserve the space for the year. If the child is enrolled at any other time of the year, the registration fee is still due again when the new year starts. All money tendered is NON-REFUNDABLE, including registration fees, tuition payments, re-enrollment fees, school supplies if student is there for more than 2wks. A cot sheet and ziplock bag is provided to parents part of registration. Every Friday the ziplock bag will be sent home to wash cot sheets and blanket. It's important to return on Monday. If not returned parents will be charged \$10 for the sheet and \$3 for the ziplock bag.

NOTE: Parents are responsible to notify the school of any change of (address, telephone contact, etc. pertaining to the child).

RETURNED CHECKS

There is a \$35.00 charge for all returned checks.

LATE PICK UPS

In the event that a child is not picked up by 6:30 pm, there will be a late pick up fee of \$3.00 per minute. If Late pick up is more than 3 times it can be grounds of termination of enrollment.

BEFORE AND AFTER CARE

We provide a snack, help with homework, and have special activities like art, science and supervised activities until 6:30pm.

WINTER, SPRING AND SUMMER CAMP (school-age)

We have camp on the days your child does not have school. We provide a fun and safe environment supervised by mature and experienced counselors.

VACATION/SICK DAYS

Each full time enrolled child will receive 2 vacation/sick weeks (10days) per school year. If enrolled after December (mid year) student will only have 5 days vacation/sick week. This becomes effective after 2 months of enrollment. Once the free weeks have been used, you will be responsible for 50% of the weekly tuition payment regardless, if your child attends school or not. Days missed for any reason may not be made up or pro-rated.

PARENT BULLETIN BOARD

A bulletin board is available with announcements for you to view and read. Please take the time to scan the parent bulletin board regularly to stay informed of Little Crayons Preschool's happenings and/or announcements. Our weekly lessons plans and monthly plans will be posted for viewing.

PARENT/TEACHER CONFERENCES

Parent – Teacher conferences are held in Fall and Spring and at other times if requested by parents or teachers. Conferences are a time when information concerning the child's abilities, needs and progress can be exchanged. The staff is available for additional conferences through out the year at the parent's request

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please make an appointment if you need to confer with a teacher at length.

****We do not discuss matters regarding a child while he or she is present.****

PHOTO / VIDEO USAGE

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent, who does not wish his or her child's picture or video to be used accordingly, must notify the school's directors in writing prior to the beginning of the school year. Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from, or are related to, the use of student or parent photos.

OPEN DOOR POLICY

Parent visits during school hours welcome. There are many opportunities during the year for parents to help. We will periodically advise parents when we need you to help. Your child's age better determines whether or not your child is able to handle your presence. Parents are also able to watch their child on the video cameras at the front desk to see what is happening at that moment or call the school in order to find out how their child is doing.

Little Crayons Preschool opens each weekday at 6:30 am for full day programs. An adult must escort to and from the classroom all children. Children should arrive by 9:00am in order to participate in the morning learning activities. If child arrives late must provide a doctors note to enter. Parents must also call school to inform us in advance. Parents/guardians must sign their children in and out of Little Crayons Preschool daily by writing their full first and last name.

DEPARTURE/PICK UP

Little Crayons Preschool closes at 6:30 pm for full day programs. Children are to be picked up at the agreed time. Parents should sign the child out before picking him/her up from the classroom. It is best to notify Little Crayons Preschool if the parent will be late so that the child does not feel abandoned. In the event that a child is not picked up by 6:30 pm, there will be a late pick up of \$3.00 per minute. Sign in/out is mandatory if not \$5 fee will be applied to account.

If someone other than the people on the "authorized pick up list" are to pick up your child, a written, signed note should be given to the front desk when the child arrives. In case of an emergency, if someone who is not authorized on the list needs to remove your child from school, you should send a fax or email with your name and the name of the person you are authorizing along with the driver's license number. This I.D. is going to be a photo copied for safety reasons. Verbal authorization is permitted by telephone when the parent gives the identification code along with the name of the person who will be picking up the child. Parents need to know and remember the identification code. We ask for this to help ensure the safety of your children.

An adult (18yrs+) must pick up your child. The center does not allow younger siblings or children to pick up any of the students. Once the parents pick their children up from the teacher, they are responsible for watching them. If a classroom is empty, please show respect by not allowing children to go in to eat, play with the toys, etc. Please keep all your children (siblings, cousins, etc.) close to you as you leave the center for the day.

SCHOOL WIDE SAFETY RULES

1. Do not leave your purses or valuables in the car when dropping off/picking up your child. Preschools are prime targets for "smash and grabs."
2. Do not leave any children – including elementary school age – unattended in the car while dropping off/picking up your child.
3. Do not leave your car running while dropping off/picking up your child.
4. After your child has been signed out, he/she is your responsibility. They are not allowed on the playground since they are no longer under the supervision of a staff member. Please hold hands with your child in the parking lot and do not send them back into the school by themselves if something was forgotten.
5. For the safety of your child, only closed-toed shoes are allowed to be worn to school. This means no sandals, flip flops, or crocs. Water shoes are to be worn on water days and then changed to closed-toed shoes after water play.

SPECIAL EVENTS

From time to time there may be a special event such as a party, special guest or field trip. We will notify you in advance of the event and any changes if applicable. You will be required to sign a permission slip for some events such as an outdoor field trip. Please refer to the School's permission section of our enrollment packet for additional information.

CUSTODY ISSUES

For the safety of all children, the center will only release a child to the parents, legal guardians or person(s) authorized and identified by the parent. This person must be listed on the #1 enrollment form. If a child is not to leave with one parent, the parent having custody of the child must supply the center with a certified copy of the custody papers to be kept in the child's file. If only one parent has custody of the child, that parent must provide the center with a certified copy of the court order showing that one parent does not have visitation rights. In the event of a change in custody, a certified copy of the order must be provided.

If you have custody issues, you must pre-arrange for all visits and you must provide the childcare center with a clear understanding of all legal restraints and custody issues. We want to remain a neutral environment and are not in a position to monitor or comment on any visits by anyone to your child.

CHILD PROTECTIVE INVESTIGATIONS'

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interview

CHILD ABUSE: STAFF RESPONSIBILITIES

Policy:

- Required by law to report suspected or disclosed abuse.
- Responsible to report suspicions and/or disclosures, staffs DO NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- Staff is NOT permitted to contact the parent, unless specifically directed to do so by School.
- Reporting procedures are designed to protect the child. Our concern is the safety and well being of the child.

Procedure:

1. Inform Team Leader and/or Supervisor of your call and the reasons.
2. Call the police or child abuse hotline (1800) 962-2873 to report any child that looks like they have been abused, mentally, physically or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do Not contact the parents of the child you have concerns about.

WHAT TO BRING

WE MUST HAVE A MINIMUM 1 WEEK SUPPLY FOR DIAPERS

TODDLERS

- Diapers
- Wipes
- Ointment
- Extra clothes
- Sippie Cup
- Bibs
- Blanket
- Box of tissues
- Family picture

TWOS

- Diapers
- Pull-up (training only)
- Wipes
- Ointment
- Extra Clothes
- Blanket
- Family Picture
- box of tissues

THREE

- Extra Clothes
- Blanket
- Family Picture
- box of tissues

VPK/ 4 YEARS

- Extra clothes
- Blanket
- Family Picture
- box of tissues

** Please NO lunch bag, storage is limited in the classroom.*

*****LABEL ALL PERSONAL BELONGINGS PROMINENTLY WITH YOUR CHILD'S NAME *****

****STANDARD PRESCHOOL BLANKET****

NO TOYS FROM HOME ALLOW

CLOTHES/ HAIR/ JEWELRY POLICY

No open toe shoes allowed and/or **sneakers with laces**. The children visit the playground on a daily basis (weather permitting) and must be comfortable and safe at all time. Two complete changes of clothes, including underwear and socks should be kept in your child's cubby at all times. Our school will not be responsible for any lost or misplaced items. NAMES SHOULD BE ON ALL ITEMS.

Keep track of your child's use of the change of clothes to ensure that there is always a clean change of clothes available should your child need it and must have their name on it.

Parents per licensing no beads or small hair items are allowed for swallowing hazards. If your child comes with any beads or swallowing hazard, it will have to be removed upon drop off or asked to be picked up. NO JEWELRY ALLOWED DUE TO CHOKING PURPOSES.

NAPTIME

At our school naptime is from 12:30 noon to 2:30pm. Children should have purchased their cot sheet and have a small kid size blanket, both clearly labeled with your child's first and last name. These are to remain in school Monday-Friday at which time they must be taken home every Friday for wash and brought back to school on Monday. Every student must lay down for rest time, no exception. It's ok if student do not wish or cannot fall asleep but they must rest and lay down. It's what we call down time.

FINGERNAILS

Please keep your child's fingernails trimmed and well groomed at all times. Proper maintenance will reduce the incidences of children scratching themselves or others. This is especially true for age two and under. You will also help reduce the spread of germs and assist children with their hand washing skills.

TOYS

Our school kindly asks that you leave your child's toys at home or in the car. Children are naturally possessive of their toys and allowing them to bring them creates situations that can otherwise be avoided.

BIRTHDAY/HOLIDAY CELEBRATIONS

Due to rules of DCF policy we are required to have a checklist of items that are being brought in to school for birthday and holiday parties. We are also required a 2 week window so we have time prepare for the party. Also, all items MUST be store bought, NO homemade food. This is for safety and allergy reasons. Below is a list of items that we are allowing for parties.

***Munchkins/ Donuts *Pizza**

HEALTH FORMS

The blue and yellow forms from the doctor and all emergency information must be on file before your child can enter school. All immunizations should be up to date. It is very important to keep the blue and yellow forms up to date. The office personnel always send advance notification when a child's forms are going to expire. Please read the notes so that you will have ample time to get your child's forms updated and back to the school.

ILLNESS POLICY

- 1) No child shall be permitted in the childcare center with a fever, skin rash, or inflamed eyes unless a written statement from an examining physician indicates that the condition is not contagious. No child afflicted with diarrhea, vomiting or ectoparasites (head lice, etc.) shall be permitted in the childcare center.
- 2) Should a child become ill after arrival at the center, the parent will be required to pick-up the child as soon as possible.
- 3) A parent will call to make arrangements for the child to be taken home if:
 - a) the child develops a fever over 101
 - b) the child has diarrhea (2 episode or more)
 - c) the child has vomited
 - d) the child has a sudden onset of a rash
- 4) Children with upper respiratory infections, rashes, diarrhea, impetigo, fever, GI symptoms and other illnesses that can be spread to others by close contact, will not be accepted into the childcare center.
- 5) Children because of communicable diseases must have written statement from a physician that they are no longer infectious prior to returning to the childcare center.

*****PLEASE NOTIFY THE CHILD CARE CENTER AT ONCE IF YOUR CHILD HAS A COMMUNICABLE DISEASE. IF YOUR CHILD IS WELL ENOUGH TO COME TO SCHOOL, HE IS WELL ENOUGH TO GO OUTDOORS WITH THE REST OF HIS/HER CLASSMATES.****

ILLNESS POLICY CONTINUED: RE: INFECTION CONTROL POLICIES

Although it is commonly accepted that children have light cold-like symptoms from time to time, it is important that sick children do not come to school to limit the spread of illness. If your child comes to school with any of the symptoms below or develops these symptoms while at school, you will be asked to pick up your child within 1 hour. Illness impacts how children learn, develop and participate in their environment. If your child is well enough to come to school he/she is expected to participate in all activities including outdoor play.

A child should not come to school if they have the following conditions:

- 1) Fever 101 or higher-removal from childcare until fever free for 24 hours
- 2) Roseola- removal from childcare until fever and/or rash free for 24 hours
- 3) Diarrhea-removal from childcare until symptom free for 24 hours
- 4) Vomiting- removal from childcare until symptom free for 24 hours
- 5) Green discharge from nose- removal from childcare until clear
- 6) Discharge from ears- removal from childcare until clear
- 7) "Pink eye" (conjunctivitis)- removal from childcare until eye is no longer pink, crusty or has a discharge. Must be on eye drop antibiotics for at least 24 hours
- 8) Coxsackie (hand, foot & mouth disease)- removal from childcare until symptom free
- 9) Herpangina- removal from childcare until symptom free
- 10) Head lice- removal from childcare until NIT- free
- 11) Strep throat- removal from childcare until symptom free and on antibiotics for at least 48 hours
- 12) Pinworms- removal from childcare until symptom free and a doctor's note indicating treatment
- 13) Ear infection- removal from childcare until symptom free and on antibiotics for at least 48 hours
- 14) Chicken Pox- removal from childcare until all lesions are dry and crusty
- 15) Impetigo- removal from childcare until lesions are dry and a doctor's note indicating treatment
- 16) Ringworm- removal from childcare until all lesions are dry and a doctor's note indicating treatment

MEDICATION (FORM #5)

"No medication, vitamins or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and prescribed for that child." This applies to over the counter pain relievers as well as prescription medicines.

The form #5 form must be completed by parents and staff who administer the medication. The office staff will administer medications at 12:00 pm or 3:00 pm. All medications should be left at the front desk with the authorized medication from signed by the parent/guardian.

Prescriptive medication must be in its original container, labeled with the child's name, name of drug dosage, directions fro administration, date and physician's name.

EMERGENCY MEDICAL PLAN

Upon enrollment, our school will require that the parent/guardian signs an Emergency Medical Plan released form authorizing us to take whatever steps may be necessary to obtain emergency care for your child if warranted. These steps may include but are not limited to the following:

- 1) Attempt to contact parent or guardian
- 2) Attempt to contact any of the persons listed on the emergency medical form.
- 3) Attempt to contact child's physician listed.

In the event we cannot contact a parent or child's physician, we will do the following:

- 1) Call another physician or paramedics
- 2) Call an ambulance
- 3) Have the child taken to an emergency hospital in the company of a staff member.

The child's family and/or their medical insurance will cover any expense. The school will not be responsible for anything that may happen as a result of false medical personal information given to the school.

EMERGENCY PROCEDURES

We have regular fire and disaster drills at school. We urge each family to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book. If there is a threat of a tornado or hurricane, please arrange to have your child picked up immediately.

The children are taught to listen to the teacher's directions. We will assemble and count everyone and give aid and comfort as needed.

BREAKFAST

Breakfast will only be served until 8:30 am. If your child arrives after 8:30am; please make sure that he/she has already eaten breakfast.

SNACKS

We provide a mid-morning and an afternoon snack daily.

Suggested Snack List: FOR PARENTS TO BRING- food program provides food

- Bananas
- Fresh fruits in season cut into small pieces
- Crackers
- Oatmeal cookies
- Goldfish crackers
- Mini muffins
- Ritz-crackers-cheese
- Cereal
- Yogurts (single servings)
- Cheese chunks or sticks
- Pretzels
- Chicken/Turkey rolled up
- Water bottles

WE ARE NO PEANUT SCHOOL. NO OUTSIDE FOOD ALLOWED!!!

LUNCH

If you are not participating in the school lunch program, you are responsible for providing your child with NUTRITIOUS noon lunches in a lunch box, which is labeled on top. If you need some help in planning your child's lunch, here are the suggested guidelines from Children and Family Services.

CONTENTS: (include one item from each group)

- 1) Protein: meat, poultry, fish, cheese (1-2oz.) or egg (1-2oz.)
- 2) Grains: whole grain or enriched bread or crackers, or cornbread, biscuits, rolls or muffins made with enriched meal or flour.
- 3) Vegetables and/or fruits (1/2 -3/4 cup) DAILY, including: dark green or yellow vegetables like string beans, greens, carrots, celery, squash or sweet potatoes and fruits including: cantaloupe, apples, bananas, orange slices, pears, applesauce or canned fruits.
- 4) Dairy products

The following items are NOT recommended:

- Carbonated beverages
- Chocolate
- Fruit roll ups
- Gummy bears, etc.
- Lollipops
- Lunchables, Nuts

NOTE:

Eating lunch away from home is a new adventure. It is a good idea to provide variety while keeping it healthy. Whatever your child does not eat will be returned to you daily so that you may decide what is best to send in the future.

DRINKS

Any drinks brought for breakfast, lunch or snack should be juice, water or milk in plastic or cardboard containers.

RECYCLING

When you clean your house, remember that we can use:

good used toys	books
dramatic play props	phones
dress up costumes	jewelry
purses	good kitchen equipment of all sorts
collage materials	buttons
ribbons	greeting cards
calendars	spools
foam tiles	yarn, etc...

CHILDREN WITH SPECIAL NEEDS

Little Crayons Preschool will not discriminate against children with special needs. We will admit any special needs child on a trial basis, after which we will require a conference with the parent(s). If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find a more appropriate care.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well being of another child may require the following actions:

(A) Initial Consultation-

The Director may require the parent(s) of any child who attends Little Crayons Preschool to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

(B) Second Consultation-

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent.

(C) Suspension-

When the previous actions have been taken and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The childcare director may immediately suspend a child anytime he/she exhibits a behavior, which is harmful to him/her or others. A parent may be called from work at anytime by the center's staff. The parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. The parent may be asked to take the child home immediately. Suspensions from the childcare program may vary from a few hours to an indefinite period.

BITING

Although, common in young children, biting can be a frustrating problem. The following is an outline of the preventative strategies our teachers commonly utilize.

For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums. When children bite out of frustration or during a confrontation, behavior will be redirected to some other activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs. 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 track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.

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 identity of the biter.

Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

DISCIPLINE POLICY

The ultimate discipline is that which comes from within and does not depend on an external reward or punishment to insure doing the right thing or doing whatever needs to be done. An important part of our teaching task involves helping children develop inner discipline. This means we must provide reasonable rules, logical consequences for breaking those rules and be willing to bestow more responsibility to the children, as they are able to assume it. We use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement. We will also use supervise time apart from the group. Consistent, clear rules and daily routines are established and followed by all. In the event we have a child whose behavior is not acceptable, a conference with the parents will be needed to determine the continuation of the child's enrollment in our program. **WE DO NOT SPANK CHILDREN**. Please remember that experiences at home affect the child's behavior at school. Let the center know joyous happenings, the upsetting experiences or important changes, which may affect behavior. These will be held in confidence and will help the teachers to understand the child's behavior. Also advise your child's teacher what a child has been told about an impending birth, serious illness, being adopted or a recent death so any conversation can be held in an intelligent and sensitive manner.

Sec. 7-4.07. Child discipline. (a) Child care facilities must ensure that age appropriate, individual, and constructive disciplinary practices are used for each child in care. Child care personnel shall adhere to the following: (1) Children shall not be subjected to discipline that is severe, humiliating, or frightening. (2) No cruel, harsh, physical, or unusual punishments shall be permitted. (3) No child shall be delegated or permitted to discipline another child. (4) No physical restraints, equipment, devices, or furniture shall be used to confine a child. (5) No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom. (6) No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse. (7) No child shall be punished for failure to eat or sleep, or for toileting accidents. (8) No child shall be punished by withholding food, rest, or use of the toilet. (9) No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching. (10) No child shall be threatened with any punishment that is prohibited by this paragraph.

1'S: Create routines, structure and safe places to explore & Turn a negative into a positive

2'S: Set Limits; All kids need clear, consistent limits to define the boundaries of acceptable and unacceptable behavior. In fact, they crave them to feel secure in their world.

3'S: Practice prevention, Explain your rules & Provide alternatives. When you want your child to stop doing something, offer alternative ways for him to express his feelings

4'S: Create house rules that address the most important issues you want to address. Praise Good Behavior & Create Reward Systems

TERMINATION OF ENROLLMENT

In the event that you deem necessary to terminate your child's enrollment at our school, we require a two-week notice of your intent. There are many reasons why you may choose to take this action. If your reason has to do directly with our program we ask you please discuss it with our director and express your concerns before choosing to terminate enrollment. Our school will always strive to meet your family's needs within reason and without disruption to our program. . If parent neglect to provide a two-week notice for withdrawal, parent/guardian will be liable for any outstanding tuition and any legal fees that Little Crayons Preschool may accrue, including attorney fees.

EXPULSION POLICY

Little Crayons Preschool reserves the right to cancel the enrollment of child for the following reasons (but not limited too), at any given time:

- Non-payment or excessive late payments of fees
- Not observing the rules of Little Crayons Preschool as outlined in the parent handbook (either parent or child)
- Physical and/or verbal abuse of staff or children by parent or child.

NO LINGERING POLICY

Little Crayons Preschool is an open door policy school but we do ask for parents not to linger in classrooms. We know it's a transition for your little ones and therefore it's easier for both parents and child to say good-bye in a timely manner.

Parents are more than welcome to stay in the front office and be able to view their child from the TV. Monitor, also in a timely manner.

Little Crayons Preschool is also asking for parents dropping off after 9 am, to please drop off child to front staff, so classroom do not get interrupted.

BRIGHTWHEEL APPLICATION

Parents must provide sign in/sign out code to guardian picking up child. Please refer to Brightwheel portal to communicate with staffs/administrator.

Parents it's mandatory to sign in and sign out your child every day per licensing. If not it will result in a \$5 fee for each occurrence.

UNUSUAL INCIDENTS POLICY

1) Lost or missing child: In the event of a missing child from the daycare, the daycare staff will remain calm and follow the procedures below.

Procedure:

If a child goes missing:

- The remaining children will stay together.
- Centre staff will stay calm and call 911 and give them a complete description of the child.
- Centre staff will then notify the parent/guardian and inform them of the steps that are being taken to locate their child.

2) Death of child or staff member: If a death occurs at the Child Care Facility the following should be contacted immediately:

1. Call 911, request emergency assistance. b) Contact local Law Enforcement; allow them to notify the family members. c) The facility director
2. The body should not be moved or tampered with.
3. All children should be moved to a part of the building away from the body.
4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
5. No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director. No filming or photography is to be allowed inside the building.

***NOTE: Never move or touch unidentified or suspicious objects.

3) Presence of a threatening individual:

1. Evacuate If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where individual may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. Hide out If evacuation is not possible, find a place to hide.
 - Lock the door
 - Blockade the door with heavy furniture
3. If you cannot speak, leave the line open and allow the dispatcher to listen

Physical Activity Policy

Guidelines for Toddlers

- At least 30 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/ activities) physical activity is provided daily.
- At least 60 minutes of daily unstructured physical activity is provided daily and toddlers will not be sedentary for more than 60 minutes at a time, except when sleeping.
- Toddlers are provided ample opportunities to develop movement skills that are the basis for future motor skillfulness and physical activity.
- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.
- Teachers and assistants understand the importance of physical activity and promote movement skills by providing opportunities for structured and unstructured physical activity and movement experiences.

Guidelines for Preschoolers

- At least 60 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/ activities) physical activity is provided daily.
- At least 60 minutes of daily unstructured physical activity is provided daily.
- Preschoolers are encouraged to develop competence in fundamental motor skills that are the basis for future motor skills and physical activity.
- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.

Parent's Role

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

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



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on __/__/

License Expires on __/__/

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



Office of Child Care Regulation
and Background Screening
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1*800*962*2873.

CF/PI 175*24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65CB22, F.A.C., which include, but are not limited to, the following:

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

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

Health Related Requirements

- Q Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Q Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

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

Food and Nutrition

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

Record Keeping

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

Physical Environment

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

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Q Are children initiated and teacher facilitated.
- Q Include social interchanges with all children.
- Q Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Q Include exercise and coordination development.
- Q Include free play and organized activities.
- Q Include opportunities for all children to read, be creative, explore, and problem solve.

Quality Caregivers

- Q Are friendly and eager to care for children.
- Q Accept family cultural and ethnic differences.
- Q Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Q Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Q Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Q Allow children to play alone or in small groups.
- Q Are attentive to and interact with the children.
- Q Provide stimulating, interesting, and educational activities.
- Q Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Q Communicate with parents.

Quality Environments

- Q Are clean, safe, inviting, comfortable, child-friendly.
- Q Provide easy access to age-appropriate toys.
- Q Display children's activities and creations.
- Q Provide a safe and secure environment that fosters the growing independence of all children.

