



Parent Handbook

2012-2013

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A MINISTRY OF GRACE COVENANT PRESBYTERIAN CHURCH.

LIC #C09OR0662

WELCOME!

Welcome to Small Blessings Child Care! This Parent Handbook is provided for your information and reference. If you have any questions after reading the handbook, please contact the Child Care Center office and we will be happy to assist you. We look forward to serving you and your children during the 2012-2013 school year!

HOURS OF BUSINESS

We are open from 6:30 a.m. to 6:00 p.m. Monday through Friday. A child registered full-time may attend anytime during the day. A child registered part-time must not exceed more than 20 hours per week. Note: We do not have a daily rate. If your child is registered as full-time, the full-time rate must be paid. Our Preschool classes for children ages 3 to 4 run from 8:30 a.m. to 12:30 p.m. Monday through Friday.

ALL CHILDREN MUST BE PICKED UP BY 6:00 p.m. A late fee of \$1.00 per minute will be charged to anyone picked up after 6:00 p.m. If you are late picking up your child, you will be asked to sign a Late Pick-up Notice and pay the late pick-up fee the next morning (see example of Late Pick-up Notice).

[Mini Sample Late Pick-up Notice]

PAYMENTS

All fees are due on Monday for the ensuing week. A late fee of \$5.00 per day will be charged for payments made after Tuesday at 6:00 p.m. Please see the Payment contract for a weekly schedule of payments. You are responsible to pay for all Holidays.

The amount equal to 1 week of child care must be kept on the books at all times, with the understanding that this money will be applied to the last week of child care, provided that the director is given at least two weeks notice of departure. No refund of this money will be given at any point during or after attendance at the child care center.

The prevailing bank fee will be charged for all items returned from your bank (\$29.00 as of printing). NO EXCEPTIONS. Any item returned from your bank must be replaced with cash. If more than 2 items per school year are returned, you will pay on a cash basis for the remainder of the school year.

Registration Fees are paid once a year and vary according to class. Once the registration fee is paid, you are guaranteed that space for 1 year, as long as your payments are kept current. SBCB reserves the right to reassign a space when payments have lapsed for two weeks or more.

Receipts are available upon prior arrangement with the child care office. Please notify the office as soon as you know that you will need receipts for any reason.

DISCOUNTS

A 5% discount is given for paying by the month. This must be approved by the office in advance. The payment must be made at the first of the month and include your fees for at least 4 weeks of child care. For any months with 5 weeks, payment for the 5th week must also be paid at that time.

A discount is given to families with more than 1 child enrolled full-time. Please ask the office.

NOTE: Only 1 discount per family.

APPLICATIONS

A complete application, which includes payment contract and discipline policy, must be kept on file at all times. If your place of employment or home phone numbers change, please let the office know so we can change the file. The application must include emergency numbers of another responsible adult in case we cannot reach you or your spouse in an emergency.

A health form must accompany your application. The State of Florida requires that each child must have a written certificate of medical examination on file within 30 days of enrollment. HRS-H Form 3040, Student Physical Examination, is available in the office. The medical exam certificate shall be completed by a physician licensed in the State of Florida. The child must be in good health with immunizations up to date. You will be notified in writing when your child's form is going to expire. It is your responsibility to see that a new form is put in our file before the expiration date. The medical exam forms are valid for 2 years from the date of issuance and once the immunization requirements are met, the form will become a permanent item on the Health Form. NOTE: Any student that does not have a completed form on file will not be allowed to attend the school.

ABSENCES

Each school year, you will receive two "free-week" coupons for each child enrolled. You will find these in the monthly newsletter. Each child will be allowed to use two coupons per school year. Once two coupons have been used, all absences must be paid at the regular weekly rate. This includes family vacations, Holiday times (especially Christmas), illnesses and any other absences. Coupons apply to the calendar week (Mon to Fri).

Coupons must be presented to the office TWO WEEKS prior to any vacation or break. The only exception to the prior presentation rule would be an extended illness. For example, if your child catches chicken pox, you may use one of the coupons for that calendar week's absences. In any other case, if the coupon is not presented two weeks before the impending absence, it will not be accepted and you will be required to pay your child's regular weekly rate.

NOTE: We do not teach curriculum during the two weeks of Christmas, however, the child care will remain open for your convenience. If you choose to take time off during the 2 weeks of Christmas, you will be expected to pay the full-time rate to retain your space, unless you have submitted a coupon TWO WEEKS prior to the absence. NO EXCEPTIONS.

Our calendar year runs from September 1 to August 31. Absences are counted during this time. If your child is absent for more than 2 weeks and you choose not to retain your space, it will be given to another child and you will not be guaranteed re-enrollment if your child's class is full.

[Sample free-week coupon]

SIGN-IN & SIGN-OUT

Each day when you drop off and pick up your child, please stop by the office to sign in and out. This helps us to ensure the safety of each child, and also facilitates communication. When you sign your child out, please check to see if there is a note from the daycare beside his or her name. Notification of accident forms to be picked up, requests to contact the teacher, or other notes may be written there for your benefit.

ILLNESS

According to Department of Children and Family (DCF) rules, a child who has signs of fever, diarrhea, vomiting or other contagious symptoms will not be allowed to attend school until the symptoms are no longer present. If a child's temperature is 101 degrees or higher, it is considered a fever. Please do not send your child to school until the fever returns to normal without the aid of medications. We make every effort to keep your child healthy but we need your cooperation when they are ill. Please keep them home until all symptoms subside without the use of medications to protect other students from illness. Also, if you are called to pick your child up due to illness, we ask that you not bring them back for 24 hours and all symptoms are gone. If your child contracts a communicable disease, (such as pink-eye, measles, chicken pox, mumps, salmonella, or intestinal giardia) you must inform the center at once. These are highly contagious and can become an epidemic if not treated properly and quickly. The longer your child is here, the more likely it is that other students will contract the disease. Other areas of concern are head lice, ringworm and pinworms. These are common among children and can be controlled quickly if the school is notified.

Please do not request that your child be kept indoors while recuperating from an illness or to avoid an illness. We are neither staffed for nor have the proper room to house sick children. If your child is too ill to go outdoors, please make other arrangements for your child until s/he is well. We do not send children outside if it is rainy, damp or below 50 degrees.

MEDICATIONS

Medications such as prescriptions and/or pain reliever/ fever reducer (Tylenol, Advil, Motrin) can be dispensed at school only if the proper form is completed and signed by the parent. ALL MEDICATIONS must be in their original container. Prescription medications must have the name of the physician, child, and with directions printed on the label. A written authorization signed by the parent shall accompany any type of medication stating the time and amount of dosage and the name of medications to be given. The record will be initialed by the employee who dispenses the medication. At no time will a child be given medication without a form signed by the parent, nor will children from the same family receive medication from the same container. Over-the-counter cough and cold medications will NOT be dispensed at any time.

ACCIDENTS

An accident form will be completed for any child who receives a cut, bump, bruise, bite or scrape, or takes an unusually hard blow or fall. The employee on duty will complete the form by filling in the time and type of accident, and a report on how it happened and how it was treated. It is the parents responsibility to read the information and sign the form. The form will be filed in the child's file.

ARTICLES OF CLOTHING

If your child is enrolled in the infant through K-3 classes, please send a bag with a change of clothes labeled with their name to be used in case of an accident. The child care center does not have clothing for your child in the event of an accident. During cold weather, make sure your child has a jacket and hat when necessary. ALL CLOTHING MUST BE LABELED. Place bags in your child's classroom on the assigned hook. Also, appropriate shoes must be worn at all times. Sandals, flip flops and slip on shoes are not appropriate as they pose the danger of having something lodged in the foot or causing a fall. Tennis shoes or buckle shoes are excellent choices.

TOYS

NO TOYS OR BLANKETS FROM HOME. Each child is assigned a mat and blanket at the beginning of the school year. The blankets are laundered on a regular basis and the mats are cleaned weekly. Toys may only be brought on the assigned SHOW AND TELL DAY. Your child's teacher will inform you when their day will be. If your child comes to school with a toy or blanket, he/she will not be allowed to keep it with them. On show and tell day, the items will be placed in a basket upon arrival and after show and tell, they will be returned to the basket for you to pick up. SAFETY OF ITEMS NOT PICKED UP ON THE SAME DAY WILL NOT BE THE RESPONSIBILITY OF THE CHILD CARE CENTER.

BREAKFAST/LUNCH

We serve breakfast, lunch and 2 snacks during the day. A well balanced and varied menu is offered. If your child chooses to eat breakfast, he/she must be in the kitchen no later than 8:15 a.m. Breakfasts may NOT be brought from home. NO BREAKFAST WILL BE SERVED AFTER 8:15 A.M. This enables your child to finish eating and not be late for class. No food is allowed in the classroom except during holiday parties. A full breakfast and lunch will be served.

If your child will be late to school, please phone the office by 10:00 a.m. so we may count them in the lunch count. Otherwise, you will need to feed them lunch before you drop them off. Weekly menus are posted in the office and sent home in the monthly newsletter. We do encourage the children to try everything on their plate. We do not expect clean plates everyday, but feel it is important to introduce new foods to the children.

ALLERGIES

If your child has an allergy to certain food items or milk, we must have a doctor's excuse on file. We will substitute juice for milk and others foods as necessary, such as cereal for eggs. This will only be done with a doctor's excuse. If your child is on a special diet due to a stomach virus and needs a light diet for an extra day, you will need to bring bananas, jello, crackers, etc. The child care center does not supply special diet foods.

FOOD

When your child has a birthday, you may bring cookies, cake, etc., for them to share with their class if you choose. You will need to clear it with your child's teacher in advance. During special times of the year the classes will have a party and you may sign up to bring various items. At no other time should food be brought from home, due to DCF regulations.

NEWSLETTER

Each month, we publish the Halo Herald, a newsletter for the school with timely information about what the children have been doing and what to expect in the coming month. Events such as school programs, field trips, fund raising activities, and holiday hours are covered, as well as birthdays and class news, so it is important that you read the newsletters when they come home with your child.

CURRICULUM

We offer a combination of curriculums which includes ABEKA, Creative Curriculum and High Reach Learning in our preschool classes. All classes have balanced time for academics, play, social and religious development.

PARENT/TEACHER CONFERENCES

You may request a conference at any time with your child's teacher. The teacher will set up a convenient time for you both that will not interrupt her schedule with the children. Please refrain from lengthy conversations in the morning or afternoon as she cannot give her full attention to the children.

DISCIPLINE

We believe in positive reinforcement, praise and reward for good behavior. In the event of unacceptable behavior, we consider each offense and act accordingly. Some methods used are, going to a safe place in the classroom, missing special activities, or missing some allotted play time. No child will be physically punished by any member of the staff at any time. If a child has a serious or continual discipline problem, a conference will be set up with the parents to discuss the issue and work on a solution.

PROGRESS REPORTS

A progress report will be sent home with your child twice a year. The teacher will be evaluating your child's progress both academically and socially on this report. The report will reflect in what areas your child is excelling and in what areas he/she needs additional help. If you have any comments or questions, please contact your child's teacher.

SCHOOL PROGRAMS

The children present two programs during the school year. One is during the Christmas season, the other at the close of our school year. Dates and times will be announced well in advance.

SCHOOL PICTURES

School pictures will be taken each year in the fall. Class photos are taken in the spring. The parent is under no obligation to purchase the photographs. We will give you sufficient notice before the photographs are taken.

FUND-RAISERS

Once or twice a year we hold a fund-raiser to help us raise money for various items we need in the school. This helps us keep the weekly cost of child care down while enabling us to purchase more up to date equipment for the children. Everyone is asked to participate as all the children benefit from the profits.

FIELD TRIPS

If your child's class is going on a field trip, you have the option to decide whether or not your child may attend. If your child is going to attend, you must sign a permission slip and return it to the school before he/she will be allowed to go. The teacher will always ask if any parents would like to go along and help with the children. We ask that you not bring older or younger siblings as we cannot be responsible for them.

HOLIDAYS

Small Blessings will be closed on the following days: Labor Day, Thanksgiving Day and Friday after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Presidents Day, Memorial Day and July 4th.

NON DISCRIMINATION STATEMENT

Small Blessings Child Care and Preschool does not discriminate against race, color, origin, religion or disability.