

Parkview Pre-K, LLC
Parkview Prep Academy, Inc



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PARENT HANDBOOK

(Revised August 2013)

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Directors/Owners: Brittany McGuire & Candice Anderson
License # 236995

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Welcome Letter

Dear Parents and Guardians,

Welcome to the Parkview Pre-K/Parkview Prep Academy family! Thank you for choosing us to be partners with you in providing your child a well-rounded education experience. You can rest assured that your child(ren) will be in good hands with our certified teachers. All of the personnel at Parkview Pre-K/Parkview Prep Academy have met both the screening and the training requirements put forth by the State of Florida. In addition, all personnel are required to take an oath vowing to demonstrate ethical conduct as outlined in the National Association for the Education of Young Children's (NAEYC) Code of Ethical Conduct.

It is our goal at Parkview Pre-K/Parkview Prep Academy to help your child not only master the fundamentals, but also to develop critical/creative thinking methods, effective problem-solving techniques, and skills needed for life-long learning.

We look forward to working with you and your child(ren)!

Sincerely,

Brittany McGuire & Candice Anderson

Directors/Owners

Hours of Operation

Parkview Pre-K/Parkview Prep Academy is open from 7:00AM until 4:30PM, Monday through Friday. Please see the section, *Holidays and Staff Training* (page 13), in this handbook for dates that the facility will be

closed. In case of severe weather (i.e. hurricanes, etc.) the facility closings will *usually* coincide with the Highlands County public schools. In case of severe weather, messages will be posted on the door and answering machine.

The school will operate from 7:00AM until 2:30PM, and after school care will be from 2:30PM until 4:30PM.

Payments

A nonrefundable annual registration fee of \$100.00, as well as, the age level specific (please see registration packet for details) annual curriculum fee is due upon registration and on May 31st of each year thereafter. These fees are used to offset the cost of curriculum materials, school backpacks, school t-shirts, mats, physical education equipment, and art supplies.

Weekly tuition is stated in the *Contract for Services* and is due each Friday prior to services for the upcoming week.

If Friday falls on a holiday, tuition is due on or before the last business day prior. If tuition is not received on or before Friday, a late notice will be given on Monday or next school day and a late fee of \$25.00 will be charged on each child's account for each day thereafter the tuition is not received. For students in the elementary program (**kindergarten or higher**), **please make checks payable to Parkview Prep Academy, Inc.** For preschool aged children (1yr to 5yr olds *not in the elementary*

school program), please make checks payable to Parkview Pre-K, LLC.

To assure proper application of payments, **please write your child's full name on the check.** For your convenience we accept Credit/Debit cards for tuition fee payments. To offset processing fees, there will be a small processing fee each time a Credit/Debit card is used.

Tuition payments for each student provide for his/her care and guarantee them a place in the classroom. Specified weekly tuition is due even if the student attends less than five days in a given week. Each student may receive **one vacation week per year and one sick week per year** in which payment is **not** required. However, vacation and sick day credits will only be received if students **do not** attend school during those times. **Full payment is required,** for any additional absences.

To receive vacation credit and sick leave, please fill out and return the form provided by the center within one week of the absence.

Please notify our office prior to any day(s) your child will be absent. **If your child is absent for one week without any notification, Parkview Pre-K/Parkview Prep Academy reserves the right to automatically terminate your child's place in the classroom and offer it to another child on the waiting list.** If you wish to withdraw your child for an extended period of time (longer than the one vacation week and one sick week allowed), and wish to reserve his/her place in the school, you must pay the full tuition. This tuition must be paid in advance unless other arrangements have been made with the director. All withdrawals must be

officially conducted through the office. You will be charged tuition until withdrawal procedures are completed. **Parents/Guardians are required to provide written notice 14 days prior to the last date of their child(ren)'s attendance to Parkview Pre-K/Parkview Prep Academy to avoid additional tuition fees.** The two weeks of tuition due during that 14 day period may not be substituted by the vacation or sick leave credits. Please be aware *no school records* will be released until all tuition fees have been paid in full.

Non-payment of weekly tuition will result in automatic termination of your child from our school unless prior arrangements have been made with a director. Re-enrollment at a later date may be permitted if approved by a director.

Returned checks for any reason will incur a \$25.00 return check charge. We do not redeposit checks.

Discounts: If multiple children from the same family are enrolled in Parkview Pre-K/Parkview Prep Academy, the first child pays regular price and each child thereafter receives a \$10.00 per week discount. Any family residing in Parkview Estates also receives a \$10.00 per week discount.

Information Updates

The information that you provide us about your child is very important for providing for their complete care. All personal information is kept

confidential in your child's file. In the event of an emergency, a parent or guardian must be contacted quickly. It is your responsibility to update your child's information forms as needed. *New phone numbers, new addresses, changes in individuals allowed to pick up your child, and vital medical information must be kept current.*

Health

An up-to-date physical examination and immunization record are required for enrollment. These records must be kept current. Florida law requires that current immunization records be on file at the facility. Students whose immunization records do not comply with this requirement will not be permitted to attend until records are brought into compliance.

Children should not be brought to the facility if they have a fever, contagious rashes, untreated ringworm, vomiting, or diarrhea. If any of these symptoms develop after a child arrives at the center, a parent or guardian will be called to pick up the child immediately.

*A child must be free from a fever or other symptoms for **24 hours** before returning to the facility unless the parent provides a note from a doctor. If your child has a cold (i.e., coughing, runny nose, etc.), please be considerate of other families and keep your child at home if at all possible.*

Emergency Situations

In case of an accident that results in an injury, we will make an *immediate* attempt to contact a parent or guardian. If we cannot reach you, we will contact the next emergency contact person in your child's record. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent or guardian, a Director of Parkview Pre-K/Parkview Prep Academy will make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense. The school will maintain a form signed by the parent agreeing to this provision. **It is to you and your child's benefit, as well as your responsibility, to keep Parkview Pre-K/Parkview Prep Academy up to date with current telephone numbers, emergency numbers, and other pertinent information.**

Medicine

In order for the facility personnel to administer prescription and non-prescription medications, a completed medication form signed by the parent or guardian must be on file. Medication brought to the facility by the parent or guardian must be in its original container. Prescription medication must have a label stating the name of the physician, the name of the child, the name of the medication, and the dosage instructions. All prescription and non-prescription medication will be dispensed according to the written directions on the prescription label or printed manufacturer's label. Adjusted dosages should be indicated on medication forms. Expired

medication will not be administered and will be returned to the parent or guardian. Parents must hand deliver their child's medication to the teacher or director. Do not send medication by way of the child.

Nutrition

Parkview Pre-K/Parkview Prep Academy will provide your child with two nutritious snacks each day. Each snack will consist of two different food groups. A monthly menu will be distributed outlining the snacks that will be prepared each day. If your child would prefer a different snack, please send the snack in your child's lunch box for that day.

We do not prepare hot lunches, so please send a nutritious lunch with your child each day. The lunch should consist of at least four different food groups to ensure proper nutrition, as outlined in the Food Pyramid. Make sure everything is cut into the proper size for your child to handle. Please pack lunches that encourage your child to be self-sufficient while eating; and please put a name on all lunch boxes and containers. Silverware and beverages must be included in your child's lunchbox every day. We are not licensed to heat or reheat lunches, so please make sure you pack lunches accordingly. If a lunch is not brought in with your child, we will attempt to contact you to bring a lunch. If you cannot be reached prior to lunchtime, we will provide food for your child and you will be billed \$10.00.

If your child arrives early in the morning and needs to **bring** breakfast, we will serve it. Breakfast will not be served after 8:00AM. Please send breakfast in disposable containers if possible.

Please do not send soft drinks or candy for breakfast or lunch. Such items will not be served.

Clothing & Personal Items

When dressing your child, think of the child's comfort and provide clothing that is free of complicated fastenings. Think of messy art projects and playing outside on our playground when choosing clothing. Provide a complete change of clothing in case of accidents, even if your child is potty trained. Please label all clothing and place them into a bag (i.e. backpack, plastic bag, Ziplock bag, etc.). We prefer that your child wear closed toe shoes for his/her safety. Absolutely no types of sandals are permitted. If your child cannot tie his/her own shoes, please send your child shoes such as the following: Velcro, elastic, or Crocs.

Arrivals & Departures

To prevent distractions in your child's classroom, please have your child at the facility no later than 8:15AM. Children are not permitted to enter the school alone. You must sign him or her in at the sign-in table and escort your child into the building. Florida law requires that parents sign-in

when the child arrives, and sign-out when the child leaves. Signatures should be legible and include the full first and last name. **Children are not allowed to write anywhere on the sign-in/sign-out sheet.** Accurate records of attendance and dismissal must be kept. The sign-in sheet is posted in the screened room near the double doors. Upon arrival, please make sure that your child's teacher or the facility director is aware that your child has arrived.

For safety purposes during pick-up times, do not allow your child to exit the building (or screened room) without you. Parents in other vehicles arriving and departing the facility may not see your child. Keep your child by your side until he or she is safely loaded into your car. Children should not, at any time, be allowed to run around the parking lot of the facility.

Please help us maintain adequate traffic flow by keeping the driveway accessible.

If you will be longer than five minutes for drop-off or pick-up, please park on the grass leaving the driveway open for free passage. Never leave the motor running in an unattended vehicle. Never leave children unsupervised in your vehicle.

Our license does not allow us to have children in our care outside of our operating hours. Children may NOT be dropped off before 7:00AM or picked up after 4:30PM (We close at 4:30PM, so please make sure you pick-up your child by that time). A late charge of \$5.00 per minute will be

charged to your account for every minute after 4:35PM that you are late.

Repeated late

pick-ups may result in your child's dismissal from Parkview

Pre-K/Parkview Prep Academy.

Conferences

The directors and staff at Parkview Pre-K/Parkview Prep Academy understand that open communication between parents and teachers is vital in order to properly meet the needs of a child. You are welcome to schedule a conference with your child's teacher and/or the director of the facility to discuss any questions or concerns that you may have. The teacher or director may also call you for a conference should the need arise.

Messages and Identification

Please notify the director or teacher in writing, in person, or by telephone if someone other than yourself will be picking up your child(ren). Persons authorized to pick up your child should be listed on the registration form. Any person picking up a child for the first time will be asked to show a picture ID. In addition, the child must be able to identify the person. If a child appears fearful or uncomfortable with the pick-up person, the child will not be released to that person. The safety of the child is our first

concern. Please instruct anyone dropping off or picking up your child to sign the *sign-in/sign-out* sheet with their full first and last name.

Toys, Movies, & Other Items from Home

As a general rule, **children should never bring toys from home** unless they have been given permission to do so from the teacher as part of a school project or show-and-tell day. If a toy is brought on a day that is not permitted, the parent will be asked to take the toy back to the vehicle or the toy will be kept in the school office until the end of the day. The facility cannot be responsible for lost toys and other personal items brought from home. If your child brings a toy for a project or show-and-tell, please make sure that your child's name is on the toy or a bag/container that holds the toy.

Your child may bring a small stuffed animal to be used at naptime only. The stuffed animal will be kept in your child's cubby until naptime.

Children may bring "G rated" movies to share with the class. The teacher will determine by the weekly schedule when or if the movie will be viewed.

Do NOT send your child to school with jewelry, money, or other small things in their pockets or on their person. Small items are dangerous for other children.

Parties


Birthdays are special and will be recognized in class. If you would like to send **store bought only** cupcakes or cookies for the occasion, please notify the teacher in advance. Fire codes prohibit the use of candles. Treats, purchased from a store, for special holidays are also welcome. Your child's teacher will keep you informed of all holiday parties and special occasions. **The Highlands County Health Department requires that all food brought be purchased from a bakery or store (i.e. Publix, Wal-Mart, etc.).**

Holidays & Staff Training

Parkview Pre-K/Parkview Prep Academy will generally follow the Highlands County school calendar for closures due to holidays. You will be given a school calendar at the beginning of each school year. For the school holidays (in which the school is closed), 50% of the weekly tuition is due for the following breaks: Thanksgiving, Christmas, and Spring Break. However, the full weekly tuition is due for the remaining school holidays: Labor Day, M.L.K. Jr. Day, Teacher Work Day, Memorial Day, and so on.

Discharge Policy

Parkview Pre-K/Parkview Prep Academy reserves the right to cancel the enrollment of a child for the following reasons:

-  Non-payment or excessive (3 or more) late payment of fees.

- ✎ Not observing the rules of the facility as outlined in the parent agreement.
- ✎ Child has special needs that we cannot adequately meet with our current staffing patterns or program.
- ✎ Physical and/or verbal abuse of staff or children by parent or child.
- ✎ Child or parent causes constant disruption during activities at the facility.

Rest Period/Nap

All children in the 1 year old - 4 year old programs will be given a rest period each day. Sleeping is not mandatory, but children must rest quietly on their mats.

Discipline Policies

No child shall be subjected to any form of corporal punishment by the facility staff. Florida State law forbids corporal punishment.

No child shall be handled roughly in any way. No child shall ever be placed in a locked room or closet. Discipline shall be in no way related to food, rest, or toileting.

Age-appropriate rules will serve as behavioral guidelines for each classroom. If a child misbehaves, the teacher will seek to direct the child in appropriate behavior. If inappropriate behavior continues, the child may be

directed to another activity or put in *time-out*. *Time-out* means having the child sit in a designated area, a short distance from the teacher. Time-out separates the child from the group activity for a time period appropriate for his or her age (one minute per year of age).

If time-out does not correct the inappropriate behavior, the child may be taken to the facility director or another classroom to be supervised for a longer period of time. If this does not correct the child's behavior, a parent will be called to pick-up the child. Children who are repeatedly disruptive through emotional, physical, or verbal loss of control such as kicking, screaming, biting, spitting, throwing objects, pulling hair, etc. may be dismissed from the facility for a period of time determined by the director.

A child with behavioral problems will be loved and respected. Every attempt will be made to help the child resolve his or her misconduct. If no change becomes apparent within a reasonable amount of time (to be determined by a director), the child may be dismissed permanently from the facility. This action may become necessary for the well being of the other children and the smooth operation of the facility. The facility reserves the right to immediately dismiss a child who becomes a threat to the safety of the other children or the staff.