

Eastern Florida State College  
Child Development Centers and  
Montessori School  
PARENT HANDBOOK  
2014-2015



## **A. Attendance**

- Tuition credit cannot be given for absences. For program and staffing requirements, the children must attend on their scheduled days and times only.
- Please have your child to school before 9:00 to ensure a smooth transition into the classroom an avoid disrupting the daily routine started.
- Children arriving after 9:00 should enter the classroom quietly to be respectful to not disrupt the daily routine started.
- Please call us if your child will not be attending school due to illness or other reasons.

### **Arrival**

Please have your child arrive to school during the designated arrival times. Per DCF and VPK and ELC regulations, the parents sign their children in and out as well as the staff will document your child's arrival time and departure time and monitor children's attendance throughout the day with a "name to face" log.

### **Accidents/Incidents**

All accidents or incidents will be reported to the parents on an Accident/Incident Form, which you will be required to read and sign. In the case of an emergency the staff will call 911 and then the parent. A First Aid kit is available for minor injuries. At least one of the teaching staff in each classroom on duty is certified in CPR and First Aid.

**Assessments** – Developmental assessments are administered by the teacher within the first 3 months of your child's enrollment. All assessments require parent permission and results are confidential. Developmental assessments provide the teaching staff with specific information to guide their developmental appropriate activities in their lesson planning.

## **B. Birthdays**

All classes recognize classroom birthdays with a special tradition. Your child's teacher will give you information on the classroom plans so you may be involved.

If you will be including the mid morning snack as part of your child's birthday please remember this should be a nutritious snack. Foods brought from home must follow the State Health regulations on foods brought from families:

- Whole fruits such as apples, oranges, bananas, ect. are encouraged over sweets.
- Commercially prepared and packaged foods are a state requirement instead of homemade treats.
- We recommend commercially made muffins, ice cream pops, oatmeal cookies, milk or 100% fruit juice. Strawberry shortcake is a favorite.

Please discuss your child's birthday celebration decisions with the teacher.

**To avoid hurt feelings, please put birthday party invitations to home parties in parent mailboxes only.**

## **C. Care, Custody and Control of Child (CCC)**

Only children that are signed in and out daily are under the care Custody and Control of EFSC. For example; a child that is not signed in is at risk of not being covered by EFSC in the event of an emergency or injury.

### **Change of Clothes**

Please make sure your child has a change of clothes available at all times. Labeled and in a zip-loc bag. Even if your child is potty trained, accidents do happen.

### **Child Abuse & Neglect**

Staff members are required by law to report any suspected child abuse or neglect. It is a felony to not report even a suspected abuse.

**Chronic Disruptive Behavior Policy** – Parents are required to read and sign this policy, which will be kept in your child’s enrollment files.

**Conflict Resolution** – We encourage parents to communicate to the administration any concerns or problems that may arise with a staff member or other parent in our program. A meeting will be held to identify the problem so we can work together on resolving the problem.

**Conferences:** Parent/teacher conferences are offered in the fall and in the spring semesters.

## **D. Diversity Statement**

EFSC Child Development Center and Montessori School does not discriminate on the basis of race, color, national origin, age or disability and ensures equal treatment for all children who are served by the school.

**Discipline Policy** - We use positive guidance and discipline techniques adapted by Dr. Becky Bailey [www.beckybailey.com](http://www.beckybailey.com) seeking to build a community of caring individuals. We use her Conscious Discipline program that helps to build a child’s emotional intelligence.

### **Discharge Policy**

EFSC reserves the right to cancel the enrollment of a child for the following reasons:

- \*Non-payment or excessive late payments or fees
  - \*Not observing the rules of the center as outlined in the parent agreement form
  - \*Physical and/or verbal abuse or threat to the staff or children by the parent or child
  - \*Parent not following through on referral
- (As stated in the Chronic Disruptive Behavior Policy)

### **Departure Time**

Please make sure that you have contact with your child’s teacher when you pick up your child. The teacher is required to document who picks up the child and at what time. Children will be released only to those persons on the enrollment form. The staff may request picture identification.

Do not block the parking lot drive way and for the safety of our children DO NOT LEAVE YOUR CAR RUNNING unattended in our parking area.

## **E. Emergency Numbers**

Please keep the school informed and up dated as changes are made in your work, home, cell, pager, address and phone numbers and emergency contact persons.

### **Emergency Weather Procedures**

The school has an N.O.A.A. "Weather Alert Radio". We will follow the EFSC procedures for school closures due to inclement weather. Announcements will be made on local TV and radio stations. In the case of mandatory evacuations for the Barrier Islands you will be required to pick your child up within the hour.

#### **Emergency Evacuation Plans**

- In case of an emergency, i.e., security threats, utility failure, fire, or other natural disasters, all classes will evacuate to their designated buildings on campus. Our designated evacuation buildings are posted in the lobby of our child development centers.
- Teachers will bring their emergency contact list and contact parents to notify of our location and plans for picking up their child.

#### **Emergency Lock Downs**

- A lockdown is when the campus community will be safer by locking them in rooms and in buildings instead of evacuation.

- In the event of a threat from the outside the college will alert us to lock down the building. Staff will keep the children safe by bringing all inside the building and staying away from the windows.

### **Environment Changes at HOME**

Please let the teachers know of any changes in your routine home environment, as these changes affect children. Our knowing can guide us in helping the child deal with such situations as illness of a parent or relative, death in the family, divorce, lengthy absence of a parent or a new sibling. All of this type of information is privileged and will be regarded as confidential.

## **F. Forms Required Before Admission**

1. Enrollment Form 10M-12
2. Physical Form HRS-H Form 3040 – Gold Form that doctor office supplies (within 10 days or proof of doctors appointment)
3. Immunization Form 6080 – Blue Form that doctor office supplies (within the 10 days of enrollment)
4. Copy of child's birth certificate
5. Signed Discipline Policy Statement
6. Signed Know Your Child Care Facility Statement
7. Notarized Emergency Medical Treatment Authorization
8. Permission Slip for School Involvement (walking field trips, photographs)
9. Schedule of Classes (EFS students only)

## **G. Goals and Philosophy of Our Program**

The Eastern Florida State College Child Development Centers and Montessori School believes in providing a safe, respectful, enriching environment in which children can develop to their highest potential. The teaching staff utilizes the newest practices in Early Childhood Education, as well as theories and techniques of Jean Piaget and Maria Montessori.

Our program focuses on the uniqueness of each child and the development of the whole child. The physical, social, emotional, and cognitive developmental needs are met in a nurturing environment guided by loving and caring teachers.

The teaching staff structures the learning environment to invite thinking and creating. We believe in structuring the environment – not the child.

**Age Grouping of Children** – Classrooms are grouped either by chronological age groups or in a mixed age group environment. Upon enrollment of a child, the administration along with the parent will decide on the best placement in the program for the child. Once introduced to the classroom, the child remains in this classroom until the need for a transition. Transitions include the administrators, teachers, and families to facilitate children's transition from one teacher to another, from one group to another, from one classroom to another, and from one program to another. (NAEYC 10.B.14)

## **H. Holidays**

The school follows the EFS Holiday schedule, closing for Winter Break, Spring Break, and National Holidays. Refer to school calendar for holidays that EFS observes.

### **Holiday Celebrations**

Parents are encouraged to share family traditions and cultures for holiday celebrations to acquaint the children with many traditions and meanings. Please provide healthy alternatives to candy when possible.

### **Hand Washing (NAEYC Standard 5.A.09)**

Children and adults are required to wash their hands upon arrival for the day to prevent the spread of contagious diseases.

## **I. Illness Policy**

For your child's welfare and that of others, children will not be allowed to attend school if they have the following symptoms:

- A fever (100 degrees or more)
  - Diarrhea (more than one abnormally loose stool within 24-hrs)
  - Vomiting – parent will be called
  - Contagious Illness (including but not limited to conjunctivitis, chicken pox, flu, impetigo)
  - Pinworms, Head lice, Scabies (until proof of treatment)
  - Chronic Green nasal discharge requires a doctor's note of explanation (allergy related or infection being treated)
  - Severe Cough
  - Questionable rash
1. The staff will do a visual health screening of your child upon arrival.
  2. Parents will be called to pick up your child should he/she become ill during the day.

IT IS RECOMMENDED A CHILD BE ON A PRESCRIPTION MEDICATION FOR AN ILLNESS FOR A 24-HOUR PERIOD BEFORE RE-ADMISSION TO SCHOOL.

## **J Just a reminder**

Please call the school if you will be late so we may plan accordingly and reassure your child that you are on your way. You will be assessed a late fee for after hours pick-up. **This includes late pick up for half-day children.**

## **K. Keep Informed**

Please be aware of the postings on the Parent Bulletin Boards in the front lobby and in your child's classrooms. Important events, parent education information, and school policy reminders are posted to keep our parents informed of important information. Monthly newsletters provide curriculum information as well as important information about the classroom and schools events. Check your child's cubby daily!!!!

## **L. Liability**

In the event of an emergency EFSC Staff are NOT permitted to accompany a child in the ambulance. Once a child is in the ambulance and under the Care Custody of Control of another party, EFSC is no longer liable. See Care Custody and Control for more information.

### **Lunch**

Lunch boxes should be insulated and contain an ice pack to insure a safe temperature in the lunch box. Refrigerator space is not available for lunch boxes. We do not heat lunches in the microwave.

- Please do not send candy or soda in the lunches. Junk food is highly discouraged. Lunch should meet the USDA guidelines for a lunch. \*See USDA Meal Guidelines document provided in Enrollment packet.

- Please do not send in any foods that are considered a high risk for choking such as: hot dogs, nuts or seeds, chunks of meat or cheese, whole grapes, hard, gooey, or sticky candy, popcorn, chunks of peanut butter, raw vegetables.
- **Snacks** – Parents are required to provide the morning and afternoon snack for their child. The snack should be labeled with your child’s name and put in the “snack basket” in your child’s classroom. Snacks should meet the USDA guidelines for a healthy snack. \*See USDA Meal Guidelines document.
- Lunches and snacks brought for one child will not be shared with other children.
- If a child’s lunch or snack does not meet nutritious or safety requirements, the facility will supplement the meal with a cheese stick or individually wrapped cheese slice, fruit or 4 ounces of 100% fruit juice, cheese crackers, single serve yogurt, or milk. If this happens on a regular basis, we will provide resources to the family such as WIC or other social services to help assist the family’s nutritional needs.
- Toddlers – Sippy cups are allowed in the classroom with water only. We will transition your child from the sippy cup to a small drinking cup as they demonstrate readiness.

## **M. Medication Policy**

HRS form 5013 must accompany all prescription medication that is administered by the school.

**Prescription medication** must be received in the original container, labeled by the pharmacy; must include student's name, medication name, dosage, physician's name and date.

**Over the Counter Medications** will only be given with a doctor’s prescription or consent. This includes any fever reducing, cough, or cold medications.

**Diaper rash, sunscreen and bug repellents require parents signature on the “Topical Lotion Permission” form provided by the classroom teacher. They will log when they apply this treatment.**

**FOR SAFETY, PLEASE DO NOT PUT MEDICATION IN A SIPPY CUP OR LUNCH BOX.**

## **N. News You Can Use**

Newsletters from the school and classrooms will be posted on our new website.

[www.easternflorida.com/edu/go/children](http://www.easternflorida.com/edu/go/children)

### **NAEYC Accreditation**

Visit [www.rightchoiceforkids.org](http://www.rightchoiceforkids.org) to sign up for a free newsletter from our NAEYC Academy for Early Childhood Program Accreditation.

## **O. Open Door Policy**

We have an open door policy at EFS. You are welcome to visit or observe the classroom at anytime. However, please be considerate of the classroom activities, schedule and work time planned. If you plan to have a lengthy visit please contact the school so we can plan for you to be a part of the activities in the classroom.

## **P. Parent Involvement**

There are a variety of ways in which you may be involved in the school. Parent involvement is both encouraged and appreciated. As you become a part of the school it will enrich the children's experiences as well as strengthen you and your child's relationship with each other and the school.

### **SOME WAYS to be INVOLVED:**

- \* Attend special school events
- \* Member of a Parent Advisory Committee

**Parent Volunteering** – Research shows that parents that volunteer at their child’s school:

- **Show that you take an interest in their education**
- **Send a positive message that school is a worthwhile cause**
- **Model the importance of participation in the larger community**
- **Develop stronger relationships with teachers and administrators of the school**
- Parents that intend to volunteer at the preschool on a regular basis (over 10 hours per month) are required to have a level 2 FDLE background screening at the parent’s expense.
- Sign up to volunteer on our Parent Volunteer Calendar!

**Parent Advisory Committee**

The Parent Advisory Committee is made up of one parent and one teacher from each classroom and an administrator. This board meets several times a year to discuss fundraisers, school policies and to organize special school events with the classroom teachers and other parents.

**Parent Teacher Conferences**

Parent teacher conferences are held twice a year. The first conference is offered in the Fall and the second conference is offered in the Spring. Parents may request an informal conference at any time they have questions or concerns regarding their child’s progress.

**Potty Training**

We use positive techniques in assisting children to develop self-toileting skills. Please see that we have diapers, wipes, training pants, and changes of clothing in case of an accident. Our two year old teachers will work with you on determining your child’s potty training readiness.

**Q. Questions???**

Never hesitate to call us. If we are unable to answer the phone please leave a voice mail as we check the phones messages often.

**R. Rest time**

A rest time is planned for all children that spend a full day at school. Children are not required to sleep but all are required to spend a small amount of time resting

**Registration Fee**

Registration fees are non-refundable or transferable.

**S. Safety & Security**

The school conducts monthly fire drills so the children and staff are prepared in an emergency.

- For security purposes the front door has a pass code for entry. Parents enrolled in the preschool are provided with the code. We are fortunate to have the added safety of a staffed security team at each campus. Please observe speed zones in the parking lot that are enforced by BCC security.

**T. Tuition Policy**

Tuition is due for the time contracted by the parent. You are responsible for paying tuition even when a child is absent. See Financial Agreement

A two week notice must be given to withdraw your child from the program. Parents will be responsible for the two weeks tuition if a two week written notice is not given.

**Toys from Home**

Children should not bring toys from home, this causes many social problems and the toy may become lost or broken.

## **U. Understanding Your Child's Curriculum**

Our curriculum is educationally based with an open framework of educational ideas and practices based on the natural development of young children. We work within the framework of the Creative Curriculum or the Montessori Curriculum. Both of these curriculums promote language and literacy for young children. For more information on the curriculums visit their websites at: [www.creativecurriculum.com](http://www.creativecurriculum.com) or [www.montessori.com](http://www.montessori.com)

**V. Vacation Policy** We do not give a free week for vacation. We follow the EFS College Holiday schedule that closes for two weeks for Winter Break and one week for Spring Break. We do not charge for these three weeks we are closed.

## **W. What to Wear to School**

Please send your child to school in play clothes that are comfortable and allow for freedom of movement. For sanitary reasons, girls must wear shorts under their dresses or skirts.

Although children use smocks for art activities there are many times that they may get messy during the day. Keep this in mind while choosing your child's school clothes.

**What to wear on those busy feet?** Well fitting sneakers (rubber soled shoes) support your child's very active feet and may prevent injuries. **For safety reasons sandals and boots are not acceptable footwear for school.**

## **X. Extra Time on Your Hands?**

Sign up to volunteer on our Parent Volunteer Calendar!

## **Y. You Are Important to Your Child's Education**

Research has noted some items that parents can do to help promote a positive school year:

- Talk in a positive manner about school in front of your children
- Attend school events,
- Be involved
- Communicate frequently with the teacher

## **Z. ZOOM...ZOOM**

DRIVE CAREFULLY! FOLLOW ALL POSTED SAFETY SIGNS ON CAMPUS. CHILDREN'S SAFETY IS OUR FIRST PRIORITY!!!!

The Eastern Florida State College Child Development Centers are a teaching facility. Students from EFSC's Early Childhood Education degree program may use our school for practical hands on learning and teaching experiences. Many other college students use the school for classroom observations and assignments. All students are supervised at all times by our regular staff.



## **Our Staff Includes:**

**ECE Instructor**, Early Childhood Development Program, Montessori Directress  
Victoria Candelora 433-5542  
MS Special Ed/PreK Handicapped, AMS Montessori Degree

**Director, South Regional Coordinator** Child Development Centers  
Christine Saling 433- 5230  
BA Organizational Management, MA PreK/Primary Education

**North Regional Coordinator** Child Development Centers

Celeste Rotan 433-7623 or 433-5111

BA Degree in Organizational Management and AS Degree in Early Childhood Education

### **Child Care Specialists: Director Credentials**

Melbourne Montessori -Michelle Webb 433-5558

Melbourne Montessori – Bertha Wideman 433-5567

Palm Bay – Listra Daniel 433-5231

Cocoa – Ashley StClair 433-7788

Titusville – Kelly Halm 433-5111

### **Teaching Staff:**

Preschool Teachers - AS Early Childhood Education, Montessori Certification

Teacher Assistants – CDA Certificates, AS degree Early Childhood Ed.

Student Teacher Interns – Enrolled in CDA or AS degree courses

EFSC Students – Doing required field work for degree

Service Learning Volunteers – Earning extra credit

Visit our website at: <http://www.easternflorida.edu/go/childcare>

Eastern Florida State College is committed to:

**Being our Community's Center for Quality Teaching and Lifelong Learning.**

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