Eastern Florida State College
Child Development Center
Parent Handbook &
Parent Information
Calendar
2018-2019
School Supply List
Please Label Everything

All Children

☐ Lunch box with ice pack
☐ Snacks – AM and PM (3-5 different healthy options)
☐ 2 complete changes of clothes in a Ziploc bag with child’s name
☐ Blanket and crib sheet or king size pillow case for naptime
☐ XL Big Ziploc storage bag for nap items
☐ One pack of baby wipes

*****No Backpacks*****

VPK ONLY
☐ Three 3-prong folders
☐ 1 box of tissues
☐ See teacher for other supplies

Toddlers & Non-Potty Trained Pre-K ONLY

☐ 3 packs of baby wipes (64ct or larger)
☐ 1 box/case of diapers or pull-ups (easy open sides)

*** Diapering supplies will need to restocked when child is almost out of products
Parent Handbook

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. VPK attendance is required by law. VPK children are required to attend 80% of the school year. School Readiness children are required by law to attend school per your ELC School Readiness contract. All parents must sign in and out on paper form of sign in sheets. All VPK parents are required by law to sign a monthly attendance log, long or short form at the end of each month.

**Arrival**- Please have your child arrive to the Center during the designated arrival times. Per Environmental Health regulations, the parents sign their children in and out; as well as the staff will document your child’s arrival time and departure time. Full signatures are required on sign in sheets. The staff monitor children’s attendance throughout the day with a “name to face” log.

**Computer Check in**- Parents will use the fingerprint scanner or key pad to sign in and out their child(ren) daily. Each person who will be responsible for drop off or pick up will require they own id number and password.

* Late arrivals should enter the classroom quietly to be respectful and not disrupt the children and the teachers.

**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 on duty in each classroom is certified in CPR and First Aid.

**Accidents/Incidents Reports**- All accidents or incidents will be reported to the parents on an Accident/Incident Form, which you will be required to read and sign. They are tri-colored copies, please take the pink copy for your records. All reports will be noted in the daily report app and the form will be in your child’s file folder awaiting your signature. Please return the white and yellow copies to your child’s teacher or the Director to be filed in your child’s enrollment folder.

**Absences**- All parents are required to make contact with the school via, phone call, voicemail, e-mail, Daily report app or My Procare within one hour of contracted drop off time pre DCF Law. If parents do not make contact with the school, a teacher will call you to confirm the absence. Any child on School Readiness is required to make contact within 1 hour of contracted drop off time or DCF is contacted. (DCF Handbook 7.5)

**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
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**INFO**

**School Year Enrollment**
All families must complete a new Enrollment Packet for the new school year by 8/2

**Registration**
Your registration fee will be added to your account and charged when Enrollment Packet completed and return.

**Goodbyes**
All children who are not attending the next school year, their last day is 8/2/18.
information to guide their developmental appropriate activities in their lesson planning. VPK children have assessments done 3 times a year (September, January, and May).

B. Birthdays - All classes recognize classroom birthdays with a special tradition. Please talk to your child's teacher to make arrangements in order to not disrupt schedules.

If you will be including the mid-morning snack as part of your child's birthday celebration; please remember this should be a nutritious snack. Foods brought to the Center should be:

- Whole fruits such as apples, oranges, bananas, etc. are encouraged over sweets.
- Commercially prepared and packaged foods.
- We recommend commercially made muffins, ice cream pops, oatmeal cookies, milk or 100% fruit juice.

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

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

Bottles & Sippy Cups - EFSC does not allow bottles or sippy cups in our Centers. All children drink from a plastic 5oz cup. (NAEYC 5.A.12.d, 5.A.14.a/b/c/d/e)

C. Car Seats - All children who attend EFSC Centers are required to be in a car seat. (DCF Handbook 2.5.5) Florida law states all children are to be in a car seat until:

- Children 3 years old and younger must use a separate car-seat or the vehicle's built-in child seat.
- Children 4 through 5 years must sit in either a separate car seat, a built-in child seat or a seat belt, depending on the child's height and weight.
- Children 5 years old or younger must be secured in a federally approved child restraint system.
- Children 6 through 17 years old must be in a seatbelt.

Change of Clothes - Please make sure your child has a change of clothes available at all times. Clothing needs to be labeled and in a Ziploc bag. Even if your child is potty trained, accidents do happen. Toddlers need more than one change of clothing as they are very messy. Dirty clothing is placed in the bin located outside the Toddler door and will be held until Thursday.
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<td>First Day of School 1 week payment Due (8/14-8/20)</td>
<td>VPK Assessments will be given for 2 weeks</td>
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<td>Cookie Dough Fundraiser Starts</td>
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**INFO**

**Payments**
If your child’s first day of school is 8/13 then your account will only be charged for one week of tuition, then your bi-weekly payments start the following week 8/20.

**VPK Assessments**
Assessments are required to be given within the first 30 days of school.

**Meet the Teacher Night**
Join us from 5pm-7pm for Meet the Teacher Night. Door prizes will be given.
**Change of schedules** - if you need to stay late or add a day to your schedule for any reason please have all requests sent in written via the daily report app or email the director.

**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 suspected abuse/neglect.

**Chronic Disruptive Behavior Policy** - Parents are required to read and sign this policy which will be kept in your child’s enrollment files. (NAEYC.1.E.01, 3.B.12.a/b)

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

**Conferences** - Parent/teacher conferences are offered during the Fall and the Spring semesters. We encourage parents to make time to attend these.

**Confidentiality** - All information regarding the child will remain private between the teacher/staff, parent and child. This includes child’s progress, behavior and family circumstances.

**Dirty/soiled clothing** – if your child's clothing has been changed at school the dirty/soiled clothing will be placed in a plastic bag with their name on it and placed outside of their classroom door in the dirty clothing bin. Please check the bin daily for your child’s clothing. Remember to bring back any EFSC loaner clothing and restock your child's extra clothing Ziploc bag.

**Diversity Statement** - EFSC Child Development Centers and Montessori Center do 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 Center.

**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 for services (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.
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<td>VPK Parent Meetings will begin. See your child’s teacher.</td>
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<td>Preschool/ Toddlers Parent Meetings will begin. See your child’s teacher</td>
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**INFO**

**Parent Meetings**
Teachers will review the assessment results with you and discuss any issues we are having at school.

**Parent Board**
Join the Parent Advisory Board and help make our school an even better place.

**Picture Days**
9/5 will be VPK and Tuesday/Thursday children
9/6 will be Preschool, Toddlers and Monday & Wednesday children.
UNATTENDED in our parking area. **No children are to be left in the car for any reason on College property.**

**Dress Code**- Parents must be dressed appropriately when dropping off or picking up their children at school. Shirts, pants and shoes are **required** when entering the Center.

E. **Each Child**- Each child must be treated like an individual with their own lunch box, food and drinks. Diapers can be shared if all children are within the weight recommendation. Clothing can be shared if all children are the same sex, same size or age.

**Emergency Care Plan**- any child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and require additional services must have a current Emergency Care Plan included in the child’s file (DCF Handbook 7.2)

**Emergency Numbers**- Please keep the Center informed and updated as changes are made in/to your work, home, cell, pager, phone numbers, home address and emergency contact persons allowed to pick up your child.

**Emergency Weather Procedures**- The Center has an N.O.A.A. "Weather Alert Radio". We will follow the EFSC procedures for Center 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.

**Environment Changes at Home**- Please let the teachers know of any changes in your routine home environment, as these changes will have an effect on children. This knowledge 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. Information of this type is privileged and will be regarded as **confidential**.

**Expulsion Policy**- EFSC has the right to expel your child from the program as outlined in the discharge policy and Chronic Disruptive Behavior Policy. Parents are well aware of issues before expulsion is done. (DCF Handbook 2.8)

F. **Forms Required Before Admission:**

1. Enrollment Form 10M-12

2. Physical Form HRS-H Form 3040 – Gold Form that the doctor’s office supplies (within 10 days or proof of doctor’s appointment) (NAEYC 5.A.01.a) (DCF Handbook 7.1)

3. Immunization Form 6080 – Blue Form that the doctor’s office supplies (within the 10 days of enrollment) (NAEYC 5.A.01.a)(DCF Handbook 7.1)

4. Copy of child’s birth certificate

5. Signed Discipline Policy Statement

6. Influenza virus parent guide
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**INFO**

**Fall Festival**
Join us for games, crafts and snacks. All are welcome to attend!

**PJ Party**
On Halloween, please dress your child in their pj’s for a pajama party and “trick or treating” fun. **NO costumes.** Must wear appropriate shoes.
7. Notarized Emergency Medical Treatment Authorization
8. Permission Slip for Center Involvement (walking field trips, photographs)
9. Schedule of Classes (EFSC students only)

Field Trips – Any and all field trips will be done on EFSC property and only EFSC property. Written permission is given by the parents in the enrollment packet. All field trip information will be posted for the parents to see and teachers to maintain. (DCF Handbook 2.7)

Fire Drills/Emergency Preparedness - EFSC teachers, Children and Staff will practice fire drills, lockdowns and emergency drills monthly, quarterly and yearly. (DCF Handbook 3.84 &3.8.5)

G. Goals and Philosophy of Our Program (NAEYC 2.A.01)-The Eastern Florida State College Child Development Centers 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 creativity. 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 parents 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 Center follows the EFSC Holiday schedule, closing for Winter Break, Spring Break, and National Holidays. Refer to Center calendar for holidays that EFSC observes. Tuition is not prorated for holidays.

Holiday Celebrations - Parents are encouraged to share family traditions and cultures for holiday celebrations with their child’s teacher to acquaint the other children with many traditions and meanings when appropriate. Please provide healthy alternatives to candy when possible.
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### INFO

**Closure**
We are closed for Thanksgiving Weekend: Wednesday and Thursday November 22-23. Your account will **NOT** be prorated for these days.

**Family Luncheon**
All are welcome to attend the luncheon with purchase of luncheon ticket. Children’s tickets are $2.00 each, Mom and Dad are free.
All other family members $2.00 each

**Calling the Center**
Ashley’s Office 321-433-7623
Toddler’s 321-433-7622
Preschool 321-433-7789
VPK 321-433-7788
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. (DCF Handbook 3.9.1)

I.

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

- 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 that’s being treated)
- Severe cough
- Questionable rash
- Difficult or rapid breathing
- Stiff neck
- Pink eye
- Yellowish skin or eyes
- Exposed, open skin lesions

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. (DCF Handbook 6.1)

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

A doctor's note is required to return to school.

Immunization Records- All children are required to have a form of Immunization record in their file. There are two forms your doctor can provide you:

- Florida shot recorder will correct expiration date
- Religious exemption form – no shots are required. Please Read Religious exemption sections before selecting this option.

J.

Just a reminder- Please call the Center 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.
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**INFO**

**Closures**
We are closed for Winter Break from 12/17-01/01. We will return to school on 01/02.

**Payments**
Your account will not be charged for the weeks of Winter Break. Payments will being when we return on 01/02

**Reminder**
Please take all belongings home for Winter Break.
**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 Center 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 Center events. Check your child’s cubby/file folder daily!!!!

**L.**

**Late Pick Up**– Contracted pick up times and late fees are as followed:

- 12:30 pick up = $6.50 hr. for each child for every hour late
- 2:30 pick up = $6.50 hr. for each child for every hour late
- 5:30 pick up = $15.00 for every 15 minutes late for each child

Fees will be added to your next bi-weekly charges. Due to the computer check-in, all late fees will be added to your account based off the checkout time recorded by the computer, no exceptions.

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**Lunch (NAEYC 5.B.03.b)** - 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. No Peanut Butter or Nut Products**

- Please do not send candy or soda in the lunches. Junk food is highly discouraged. Lunches should meet the USDA guidelines for a complete 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, seeds, chunks of meat or cheese, whole grapes, hard, gooey, or sticky candy, popcorn, chunks of peanut butter, raw vegetables. (NAEYC 5.A.14.a/b)
- Food for toddlers must be cut into ½ inch or smaller to prevent choking (DCF Handbook 3.9.2)
- **Snacks** – Parents are required to provide the morning and afternoon snack for their child. 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. Each child must have their OWN lunchbox and ice pack.
- If a child’s lunch or snack does not meet the nutritious or safety requirements, the
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**INFO**

**Label Your Children’s Items**

Everything you bring to school should have your child’s first and last name on it.

**VPK**

All children who turned 4 years old after September 1, 2018 and will turn 4 years old before September 1 2019; can apply for a VPK Certificate on ELCBRevard.org website

**Payments**

One will run on 01/02 then the bi-weeklies will continue on 01/08
Center 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.

- Lunch boxes should be clean. Many lunch boxes can be washed in the dishwasher or washing machine. Please keep the lunch boxes as clean as possible to avoid mold or mildew on them.

M.

**Medication Policy** (NAEYC 5.A.07.b)(DCF Handbook 6.5) A medication form must accompany all prescription medication that is administered by the Center.

**Prescription Medication** must be received in the original container, labeled by the pharmacy; must include students name, medication name, dosage, physician’s name and date. (NAEYC 5.A.07.c 5.A.11.a/b/d ) (DCF Handbook 6.5)

**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 parent’s signature on the Medication Form provided by the classroom teacher. They will log when they apply these treatments.**

**FOR ALL OF OUR CHILDREN’S SAFETY, PLEASE DO NOT PUT MEDICATION IN A SIPPY CUP OR LUNCH BOX.**

**Medical Conditions**- Children’s health records should include instructions for any of the child’s specials health needs such as allergies or chronic illness. **Doctor’s notes are required for all allergies and chronic illness. Any medication that needs to be administered at the Center must follow the medication policy.** (NAEYC 5.A.01.g) (DCF Handbook 6.5)

N.

**News You Can Use**- Newsletters from the Center and classrooms will be posted on our new website.

www.easternflorida.com/edu/go/children

**NAEYC Accreditation**- Visit www.rightchoiceforkids.org to sign up for a free newsletter from our NAEYC Academy for Early Childhood Program Accreditation.

**NO NO’s** –

- Our door has a code lock. Please do not open the door for ANYONE. Please get a staff member to open the door.
- Amber/teething necklaces are not allowed in the Center per DCF.
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**INFO**

**Book Fair**
In the lobby, we will have books for sale for 2 weeks. We encourage all to purchase books for home to read with and to your children.

**VPK Meeting**
All parents of VPK children are required to attend the VPK Grad Meeting. Please pick the time that works best for your family.

**Calling the Center**
Ashley’s Office 321-433-7623  
Toddler’s 321-433-7622  
Preschool 321-433-7789  
VPK 321-433-7788
Bug bands/bracelets are not allowed in the Center per DCF

Open Door Policy - We have an Open Door Policy at EFSC. You are welcomed to visit or observe the classroom at any time. However, please be considerate of the classroom activities, schedule and work time planned. If you plan to have a lengthy visit please contact the Center so we can plan for you to be a part of the activities in the classroom.

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

Some Ways to Be Involved:

* Attend special school events
* Be a 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 Center.
Parents that intend to volunteer at the Center 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, Center 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, especially if they have questions or concerns regarding their child’s progress.
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#### INFO

**Payments**
You are not charged for Spring Break. 1 week payment will run when we return on 3/25 and bi-weeklies will begin on 3/18.

**VPK Picture Day**
03/05 will be for VPK Spring and Graduation pictures.

**Preschool & Toddlers Picture Day**
03/06 will be Picture Day for the rest of the school and VPK Make-ups.
**Potty Training** - We use positive techniques in assisting children to develop self-toileting skills. Parents should endeavor to make sure 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.

**Privacy** - Parents are **not** allowed to photograph anything in the Center that contains a first and last name of any parent, child or teacher at the Center. This includes but is not limited to: sign in sheets, children’s files, and teacher’s info. This is a **confidentiality issue**! Any family found photographing documents will be withdrawn from the program and charges will be filed.

**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.** **Religious Exemption** - if you choose to do the religious exemption instead of shots there are DCF rule that require your child to be sent home EVERY time for the following:

- a communicable disease symptoms
- Contagious Illness (including but not limited to conjunctivitis, chicken pox, flu, impetigo)
- Flu like symptoms

- Children must stay home from school until the illness reported/outbreak is over and every child is cleared to return. (DCF Hanbook 6.12, 7.1)

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

**Registration Fee** - Registration fees are not refundable or transferable and must be paid before start date.

**S.**

**Safety & Security** - The Center conducts monthly fire drills so the children and staff are prepared in an emergency.

For security purposes the front door has a passcode for entry. Parents enrolled in the school 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 EFSC 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_
**INFO**

*Summer Enrollment*
Summer enrollment begins 4/8. If you plan to attend, please complete the Summer Enrollment Form. If you are not attending, please complete a Change Form to stop payments.
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. *See Permission Slip and Parent Agreement included in Enrollment Packet.

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. Both of these curriculums promote language and literacy for young children. For more information on the curriculums visit their websites at: www.creativecurriculum.com

V.

Vacation Policy- We do not give a free week for vacation. We follow the EFSC College holiday schedule that closes for two weeks for Winter Break and one week for Spring Break. We do not charge for the three weeks that we are closed.

Voices - We ask all who enter the center to use a clam inside voice when talking with the children, staff and other parents. Failure to keep the volume low to respect the learning environments will be asked to wait outside or leave the campus.

W. Drinking Water- Classrooms have water fountain for children to free drink water while at school. The playground has a water fountain for the easy access while outside. Children can bring plastic water bottles to school if labeled with first and last name. (DCF Handbook 3.9.8)

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 when choosing your child's school clothes.

Fragrance free- please limit the perfume/cologne and/or the lotions with strong scents.

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.

Wellness Checks- children in care must be observed on a daily basis for signs of communicable disease. EFSC will follow the illness policy if any signs or symptoms appear. (DCF Handbook 6.1)
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**INFO**

**VPK Graduation**
Graduation starts at 9:30, all are welcome to attend.

**Summer Starts 5/13**
Everyone enrolled for Summer, payments will continue on the bi-weekly. The charge on 5/13 will come across as 2 weekly payments: 1 for the school year and 1 for Summer

**Not Attending Summer**
You must complete a Change Form to stop all charges on your account.
**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 things 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 Center is a teaching facility. Students from EFSC’s Early Childhood Education degree program may use our Center for practical hands on learning and teaching experiences. Many other College students use the Center for classroom observations and assignments. All students are supervised at all times by our regular staff.

**Financial Agreement**

**Contract:** The parent is responsible for childcare fees for the contracted period, which is all, or any part, of August 1, 2018 to July 31, 2019. Full weekly tuition must be paid even when the child is absent (e.g. due to illness or family vacation) as the tuition reserves his or her space in the Center.

- There is no charge for the weeks the College is closed: two weeks during Winter Break and one week of Spring Break. (Refer to EFSC College schedule.)
- Holiday closures are not pro-rated. Full tuition is due during weeks that have a holiday. (See holiday schedule in lobby) Parents cannot change days due to holiday closures.
- **EFSC requires advance payment of childcare services.** Childcare fees must be paid on a bi-weekly basis for the current week and one week in advance of the services rendered. Please reference the pay schedule and available automatic payment options.
- A contracted childcare schedule can be changed only **once** a semester (Fall, Spring, and Summer) at no cost. Each additional contract change will be assessed a $25.00 fee.
- A two week **written** notice is required when withdrawing from the program earlier than the contracted time. Failure to comply with this policy will result in the two week tuition fee being charged to your account.
- Only one discount per household applies: second child discount (10%), Center Readiness funding or EFSC campus grant student scholarship.
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**INFO**

**Label Your Children’s Items**
Everything you bring to school should have your child’s *first and last name* on it.

**Fall Enrollment**
Fall Enrollment begins July 10th

**Summer Safety**
Consider enrolling your child in swim lessons through Brevard County or your local YMCA. Pizza Day
• **EFSC Students Only**: If the Center is open but classes are not in session, students are *not allowed* to bring their child. If a student needs childcare during these times, the student is responsible for paying full tuition. Student scholarships pay only when a student is attending class. Space must be available at the Center and **prior approval** of the Site Specialist must be granted for students to bring their children on days when class is not in session.

**Registration Fees**: Will be paid before enrollment or with new Center year contracted schedule bi-weekly payments.

- **Registration Fee**: A $80.00 non-refundable, annual fee that covers August to May. It is prorated in January to $40.00.
- **Summer Activity Fee**: The per-child summer activity fee is a $35.00 non-refundable fee that covers June and July and pays for educational supplies and materials for special summer activities. EFSC employees do not receive a discount on the summer activity fee.
- The registration fee is collected for each child before a new child can start attending the Center.

**Other Fees**: fees listed below must be paid at the P.O.S station at the Center with a credit card or debit card.

- **Extra Day Rate**: additional days are based on availability and approval. The fees associated with this service are $25.00 per day up to 5 hours or $40.00 per day up to 10 hours.
- **Overtime**: Overtime must be approved in advance and is based on space availability. If you schedule overtime either before or after your contracted time, you will be charged an overtime fee of $6.50 per child per hour.
- **Late Pick-up**: A late fee of $15.00 will posted to your account for every 15 minutes you are late to pick up your child, or any part thereof. Chronic late pick-ups will result in dismissal from the program.
- **VPK Only Children-Holidays**: If your child needs childcare on a VPK holiday, and there is space available at the Center to accommodate your child, you will be charged an extra day rate as detailed above. Prior approval to drop your VPK child off on any VPK holidays is required.
- **Credit Card Convenience Fee**: A $2.00 fee will be assessed to your account per transaction.
- **ACH Returned NSF Fee**: A $30.00 NSF fee will be charged to your account for all returned NSF ACH payments.
- **VPK and ELC Center Readiness Adjustments**: Center Readiness will pay on the 20th of the next month. The parents are responsible for any adjustments made on the account due to incomplete payment from ELC. The parents are responsible for the full cost of tuition.
Payment Options: Payment options have been expanded to offer convenient methods for customers and encourage timely payments:

- Automatic bi-weekly direct bank withdrawal
- Automatic bi-weekly credit card payments

Payment Policies:

- Childcare fees must be paid on a bi-weekly basis for the current week, plus one week in advance of services rendered.
- A 10% late fee will be assessed to accounts not paid by the bi-weekly due date (refer to the biweekly payment schedule)
- Parents/guardians will receive a written and verbal warning for overdue/unpaid accounts and will have 24 hours to pay before their childcare services will be suspended until receipt of payment.
- Parents/Guardians are responsible for notifying the Child Development Center of any changes to their banking or credit card information. If a bank or credit card payment is returned for a closed account, the parent will be charged the applicable processing fee.

Delinquent Accounts:

Collection Costs: If childcare tuition and fees are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the parent must pay these costs, as well as attorney’s fees, if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts and future registration activity if applicable, and suspension or terminations of childcare services.

Chronic Disruptive Behavior

We will make every effort to work with the parents of children having difficulties in Center, but 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 wellbeing of another child, may require the following actions:

Initial Consultation

The Site Coordinator and teacher will require within one week a conference with the parents, who are expected to be involved in all decision-making and problem solving. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches with the goal of solving the problem.

Second Consultation

If the initial plan for helping the children fails, within a two-week period the parents will (again) be required to meet with the Site Coordinator and the teacher. Another attempt will be made to identify the problem; outline new approaches to the problem and discuss the consequences if progress is not apparent. It may also be advised to seek outside consulting for the child.

Discharge
When the previous attempts have been followed and no progress has been made towards solving the problem, the child will be discharged from the Center. **The Site Coordinator may immediately discharge a child at any time if he/she exhibits a behavior which is harmful to him/herself or others.** A parent will be called if the child exhibits uncontrollable behavior that cannot be modified by the Child Development Center staff. The parent must come immediately and pick up the child.

**Parent/Guardian Consent to Screen**

Developmental and behavioral screenings are administered throughout the year on all children enrolled at the Eastern Florida State College Child Development Centers. Information gained by screenings allows the teaching staff to individualize your child’s learning experiences. We use the screening tools that are recommended by the Early Learning Coalition of Brevard. Further evaluation may be recommended if the information gained through these screenings indicates any areas of concern.

**Referrals:** You will be notified of the results of the developmental and behavioral screenings if we see a concern for further evaluations. Early Intervention Services are available in Brevard County for children age’s two through five.

**Procedures for services:** Children that qualify for services (EFP’s or IEP’s) are able to receive these developmental therapies on site by a licensed therapist provided by the Brevard County Center Board or private provider of their choice. All records are kept confidential in your child’s file in our locked cabinet.

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**Eastern Florida State College Child Development Centers Discipline Policy**

Welcome to our Center family, this is how we will help guide your child’s behavior.

To discipline means to teach. The teaching staff at EFSC Child Development Center prepares the classroom environment to create a positive climate for learning by modeling positive guidance and discipline.

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. We will offer this training periodically for our families, another way we seek to bridge the gap between home and Center. Here are some example:

- Redirection
- Setting clear, consistent and fair limits of behavior in the classroom and on the playground
- We use positive words and phrases to help reinforce the rules
- Children are reminded of the desired behavior

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[Eastern Florida State College Child Development Centers](http://www.easternfloridastatecollege.edu)
Children are told what they can do- not what they cannot do. For example “brooms are for sweeping, show me how you can sweep the floor or you may put the broom away” instead of “we do not hit our friends with the broom.”

Our staff also anticipates potential problems before they occur and intervenes.

We give the children clear and concise choices allowing them to gain control of their behavior.

"Time Out" is not used at any of our Centers. It is not recommended as a developmental appropriate practice for young children. It does not teach them how to handle problems, or how to make safe choices. It puts the focus on the negative, and it has been shown that what you focus on you get more of, so we make conscious choices to focus on the positive. We offer instructions in a caring encouraging manner.

The teaching staff at EFSC helps children learn to solve problems or conflicts by using conflict resolution techniques, children are encouraged to use their words to express their feelings instead of using their hands. The staff is trained to be patient and skilled active listeners. They observe and help the children to verbalize the situation.

Example:

- “You are upset because you both want to play with the truck.” We accept those feelings and reaffirm the limits
- “I can see you are angry, it is okay to be angry. You may not hurt your friends. Can you use your words? What else can we do about the truck?”

Then we offer to help without telling them what to do; “We could take turns with the truck, play together with the truck, or put away the truck. Which choice do you choose?”

Some techniques for guidance are:

- Redirect the children to appropriate activities (choice are given to the child)
- Review the ways to keep the child safe. We encourage them to make "safe" choices
- Remind the child of the limits (limits are classroom and Center rules)
- Give verbal warnings (while giving the child time to explain and express his/her point of view and feelings)
- If the child fails to make a “safe” choice then they are asked if they need to go to the “Safe Place” to cool down. If needed, we help the children go to the safe place. Where they can hold soft items, look at pictures, or read books until they are calm and able to rejoin the group. **This is a choice the child makes.**

Positive discipline allows the child have increased self-esteem; it allows them to feel valued, and encourages children to cooperate. When a child experience the positive results of making “good or safe “ choices, the child begins to develop their own inner control thus enabling them to make better choices versus conforming to outer control because of threats and punishment.

Discipline is a shared responsibility of the Center family and the home family. The ultimate responsibility for discipline however, rests with the parents. We recognize that parents are their child’s first teacher. We encourage open communication and the
sharing of techniques that are used at home that are effective. We look forward to partnering with you and your child, helping them to learn inner control in a positive nurturing environment that focuses on the whole child.

**Closure Information**

Eastern Florida State College Child Development Centers follow the EFSC closure policy. The Center will close anytime the College is closed. To stay connected to EFSC for closure information updates please check the following:

- Eastern Florida State College Homepage: www.easternflorida.edu all closure information will be posted on the website.
- Emergency information website: http://emergency.easternflorida.edu
- EFSC Hotline number 433-7676 or 1-866-451-1107
- The local news will have EFSC closure information on their news broadcasts and on the website.

**Illness Policy**

For your child’s welfare and that of other children, your child will not be allowed in the Center if they have any of the following:

- Fever- 100 degrees or more taken under the child’s armpit
- Diarrhea- more than one abnormally loose stool within 24 hours
- Vomiting- parent will be called
- Contagious Illness- including but not limited to: conjunctivitis, chicken pox, flu, impetigo, and scabies **Must Have a Doctor’s Note to Return to Center**
- Ringworm- may return to the Center 24 hours after ringworm has been treated with anti-fungal medication and must be covered at all times while at the Center
- Pinworm, Head lice and Nits- treatment required and no live lice present (must show proof of treatment)
- Chronic Green Nasal Discharge- requires a doctor’s note of explanation; i.e. allergy or infection related
- Severe Coughing- especially if a child cannot take a deep breath without coughing
- Questionable Rash- with fever and behavior change **Must Have a Doctor’s Note to Return to Center**
- Other- lesion(s) that cannot be covered, child cannot participate in normal activities; child has greater need for care than caregiver can manage without compromising the care of other children in the class **Note if child has been hospitalized the child must have a doctor’s note to return to Center**
• Signs of Possible Severe Illness- Unusual lethargy, irritability, persistent crying/ difficulty breathing, uncontrolled coughing, stiff neck, unusually dark urine and grey/white stool.

** Must Have a Doctor’s Note to Return to Center**

If your child has received medication before coming to Center; please inform your child's teacher. Parents will be called if their child becomes sick during the school day. It is recommended that a child be treated with prescription medication for any illnesses for at least 24 hours before re-admission to the Center. This illness policy is to protect your child, your family, and our staff from serious illness.

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<td>09/17-09/30</td>
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During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name: ____________________________
Child’s Name: _______________________
Date Received: ______________________
Signature: _________________________

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

What should I do if my child gets sick?
Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:
• Has a high fever or fever that lasts a long time
• Has trouble breathing or breathes fast
• Has skin that looks blue
• Is not drinking enough
• Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
• Gets better but then worse again
• Has other conditions (like heart or lung disease, diabetes) that get worse

What can I do to prevent the spread of germs?
The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:
• Wash hands often with soap and water.
• Cover mouth/nose during coughs and sneezes. If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hands.
• Limit contact with people who show signs of illness.
• Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

How can I protect my child from the flu?
A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You can also protect your child by receiving a flu vaccine yourself.

When should my child stay home from child care?
A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don’t fight disease well (people with weakened immune systems). When sick, your child should stay home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: http://www.cdc.gov/flu/ or http://www.immunizeflorida.org/
You will not be charged for Winter Break and Spring Break. On payment number 13, 14 and 21 your account will only be charged for 1 week of childcare.

Eastern Florida State College Child Development Center

Phone Numbers
For inquiries about program, tuitions, administrative information please call:

Ashley's Office 321-433-7623
stclaira@easternflorida.edu

Inquiries about your child in their classroom call:

VPK Classroom 321-433-7788
Preschool Classroom 321-433-7789
Toddler Classroom 321-433-7622

*Please note: The main EFSC phone number 632-1111 will show up on the caller id not the Child Development Center phone number. If you cannot reach us and it is an emergency;

please contact Campus Security. They will contact us personally.

EFSC Status Information Line: 1-866-451-1107
Or: 321-433-7676
Campus Security: 321-433-7086