



PARENT HANDBOOK CHILDREN'S ACADEMY BRANDON

*As Approved By
Baldwin Sterling
(Executive Director)*

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Table of Contents

	<i>Policy No.</i>
Mission	1.0
Mission Statement.....	1.1
Philosophy.....	1.2
Goals.....	1.3
Screenings and Assessments	1.4
Welcome	2.0
Licensing Information	3.0
Enrollment	4.0
Tuition.....	5.0
Payment Schedule	5.1
Late Payments	5.2
Subsidized Care	5.3
Multiple Child Discounts	5.4
Vacation Credits	5.5
Confidentiality	6.0
Mandated Reporting of Suspected Child Abuse and Neglect.....	7.0
Parent Code of Conduct.....	8.0
Swearing/Cursing.....	8.1
Threatening of Staff, Parents or Children.....	8.2
Physical/Verbal Punishment of Your Children or Other Children	8.3
Smoking.....	8.4
Not Abiding by Safety Policy	8.5

Confrontational Interactions with Employees, Other Parents or Associates of Children's Academy Brandon	8.6
Violating the Confidentiality Policy	8.7
Parents' Right to Immediate Access	9.0
Dismissal	10.0
Suspension/Expulsion.....	10.1
Preventions/Interventions.....	10.2
Schedule of Expulsion	10.3
Parental Actions for Child's Expulsion	10.4
Child's Actions.....	10.5
Guidelines for Non-Expellable Actions	10.6
Financial Overview/Dismissal Procedure	10.7
Withdraw	11.0
Code Agreement	12.0
Court Orders Effecting Enrolled Children	13.0
Arrival Procedures	14.0
Notification of Absence	14.1
Rights to Refuse Admission	14.2
Pick-Up Procedures	15.0
Late Pick-Up.....	15.1
Persons Appearing to be Impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-Up Forms.....	15.3
Transportation	16.0
Daily Transport To and From the Program.....	16.1
Program Vehicular Requirements	16.2

Driver Requirements	16.3
Seat Restraint Requirements.....	16.4
Trip Safety	16.5
Emergency Requirements	16.6
Emergency and Inclement Weather Closing Information	17.0
Curriculum/Classroom Information	18.0
Curriculum	18.1
Nap/Rest Time	18.2
Educational/Personal Care Supplies Needed	18.3
Hours of Operation	18.4
Parent/Teacher Conferences/Communication	18.5
Graduation	18.6
Discipline	19.0
Toys From Home.....	20.0
Show and Tell	20.1
Dress Code	21.0
Children	21.1
Parents	21.2
Field Trips	22.0
Parent Participation/Volunteering	23.0
Health and Safety	24.0
Pre-Enrollment Requirements	24.1
Children with Severe Allergies.....	24.2
Communicable Diseases	24.3
Biting	24.4
Potty Training	24.5

Dispensing of Medication	24.6
Emergency Preparedness	24.7
Fire/Emergency Drills	24.8
Alternate Safe Location	24.9
Incident/Accident Reports	24.10
Foods Policy	24.11
Peanut-Free Policy	24.12
Firearms and Weapons Policy	24.13
Bicycle Helmets	24.14
Staff Employment by Clients	25.0
Agency Contact Information	26.0
Appendix	
American Academy of Pediatrics Recommendations for School Exclusion.....	I

CHILDREN'S ACADEMY BRANDON

POLICY: **MISSION**

POLICY NO.: **1.0**

1.1 MISSION STATEMENT

Children's Academy is committed to providing a safe nurturing environment where the children's potential can be fully realized. We achieve this by fulfilling not only the child's basic needs, but also offering them the gifts of respect, acceptance and love.

1.2 PHILOSOPHY

We believe that children, their families and society all benefit from a high-quality experience in the child's early years and that there is a critical link between their childhood experiences and later successes in life. Our teachers encourage the children to develop their individual interests and strengths through the purposeful utilization of diverse materials, experiences and environments. We strive to integrate families and the community into our activities to fully engage all facets of childhood learning.

Children's Academy also believes parents should be recognized as the first and most important teachers in a child's life. Our staff should work with parents whenever a request is made. We will work with the family for the best interest of the child and the family.

1.3 GOALS

Our goals are:

- For the children to feel safe and loved while at school
- For the parents to have full confidence in the care and education of their children
- To instill confidence in the children in order to promote their learning
- For the children to be well-prepared for later schooling
- For the children to positively contribute to their communities as youths and as adults

1.4 SCREENINGS AND ASSESSMENTS

Children's Academy uses professional resources to ensure we are meeting the children's developmental and educational needs. We conduct developmental screenings twice a year on all enrolled children utilizing the Ages and Stages Questionnaire (ASQ). Additionally, we perform curriculum assessments two times per year to measure the child's learning progression. Parent-teacher conferences are held twice a year to discuss the child's development following development screenings. Finally, three and four-year-

old children receive Speech, Language and Hearing assessments annually under the supervision of Sonya Sleem Therapy Services.

CHILDREN'S ACADEMY BRANDON

POLICY: **WELCOME**

POLICY NO.: **2.0**

Children's Academy preschool opened its doors in 1981 founded by Ms. Susana Blake, an inspiring educator and philanthropist. She operated the school for 25 years before selling it in 2006 to our family.

We visited many preschools before purchasing Children's Academy. Many of the schools we visited were recently built and were aesthetically pleasing but lacked a quality we couldn't fully identify until we walked through the doors of Children's Academy for our first tour.

As we toured, we felt the love and warmth of the teachers, saw the smiles on the children's faces and were comforted by the homey feeling of the environment. The children exuded such confidence and independence, we knew they were receiving a truly well-rounded education.

The Children's Academy atmosphere continues to be full of love and respect for each individual child's needs. We consider teaching your child a privilege that is taken very seriously. We challenge our students to reach their highest individual potential, enabling them to confidently try new things and navigate the world while upholding good moral fiber.

We also believe good nutrition is critical to child development. We utilize CA Café to prepare healthy lunches in creative ways helping kids discover the joy of fresh natural foods and ultimately choose them over less-nutritious alternatives.

We invite you to explore our website and visit our school. Join us on this exciting academic and family-oriented adventure, allowing us to open a whole new world for your child.

Warm Regards,

The Sterling Family

CHILDREN'S ACADEMY BRANDON

POLICY: **LICENSING INFORMATION**

POLICY NO.: **3.0**

The child care licensing program is a component of the services provided by Department of Children and Families. The program is accountable for the statewide licensure of Florida's child care facilities, specialized child care facilities for the care of mildly ill children, large family child care homes, and licensure or registration of family day care homes.

The purpose of the program is to ensure a healthy and safe environment for the children in child care settings and to improve the quality of their care through regulation and consultation. The department ensures that licensing requirements are met through on-going inspections of child care facilities and homes, thus preventing the continued operation of substandard child care programs.

Florida's child care law [§402.301-319, Florida Statutes], provides for any county whose licensing standards meet or exceed the state minimum standards [Chapters 65C-20, 65C-22 and 65C-25, Florida Administrative Code], to designate by ordinance, a local licensing agency in their county. Counties not choosing to administer their own child care licensing programs, are licensed by the Department of Children and Families (DCF).

Currently, DCF child care licensing staff are responsible for the inspection and licensure of child care facilities and homes in 62 out of 67 counties in the State of Florida as well as registration of family day care homes in those counties which do not require licensure. Five counties have elected to regulate licensing of child care facilities and homes as provided in §402.306, Florida Statutes. Those counties are Broward, Hillsborough, Palm Beach, Pinellas, and Sarasota.

Children's Academy is in good standing with the Florida Department of Children's and Families.

CHILDREN'S ACADEMY BRANDON

POLICY: **ENROLLMENT**

POLICY NO.: **4.0**

Enrollment at Children's Academy Brandon is open to children from 6 weeks to 12 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Children's Academy Brandon by completing the Enrollment Application and paying the \$50 Application Fee, total max for the whole family is \$100. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed electronic enrollment application, registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

The center provides for an orientation for new families, which includes an introduction to family support resources and a review of the school's policies and procedures. Prior to a child's attendance, a tour or conference with the parent or legal guardian is required to acquaint each new family with the environment, staff and schedule for the child care. It is recommended, each child spend one hour at the school to get to know their new environment, teacher and classmates before their first day.

Children's Academy Brandon reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Children's Academy Brandon is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Children's Academy Brandon as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Children's Academy Brandon immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

CHILDREN'S ACADEMY BRANDON

POLICY: ***TUITION***

POLICY NO.: ***5.0***

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Children's Academy Brandon. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

5.1 PAYMENT SCHEDULE

Tuition is due and payable weekly on Monday of the current week regardless of whether the student attends that day. Parents wishing to pay on a bi-weekly or monthly basis should submit payments in advance of services rendered. Tuition payments may be made via auto-debit/credit and in-office debit/credit card transactions. Tuition does include fees for field trips and extra-curricular activities.

Summer camp charges are computed according to part-time and full-time attendance. Children's Academy reserves the right to revise any fees and/or policies after proper notification to the parents.

Parents/guardians are encouraged to use Tuition Express (i.e. auto credit/debit) as their primary method of payment. However, payments may be made via auto credit/debit, in-office credit/debit, cash, check or money order. ALL families are required to have a credit/debit authorization on file for Tuition Express. If the full balance is not paid by Thursday of the current week, the payment on file will be charged on Friday.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Children's Academy Brandon. However, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

5.2 LATE PAYMENTS

A late fee in the amount of 5% of the unpaid balance will be applied weekly to any outstanding balances as of 6:30 PM on Wednesdays - NO EXCEPTIONS.

We are proud of our high-quality care and programs. To continue to uphold our standards, we must require full and timely payment of tuition and fees. In the event that an account is unpaid by Friday of the same week, the student will not be allowed to return on Monday of the following week and will remain suspended until the account is

paid in full. Should this occur, be advised a reenrollment will be considered only once per semester and will require the reenrollment fee to be paid.

We are proud of our high-quality care and programs. To continue to uphold our standards, we must require full and timely payment of tuition and fees.

5.3 SUBSIDIZED CARE

Children's Academy Brandon does accept child care subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Children's Academy Brandon. Parents of subsidized children are also required to read the Tuition and Fee agreement in our electronic enrollment form, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

5.4 MULTIPLE CHILD DISCOUNTS

Children's Academy Brandon offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. The discount is applicable only to regular tuition and cannot be combined with agency co-pays. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

5.5 VACATION CREDITS

The discount is applicable only to regular tuition and cannot be combined with agency co-pays. Weekly rates are based on a cost for the school year; therefore, there will be no deductions for absences or scheduled holidays. The school offers one-week (five consecutive days) of vacation credit during the first semester (August- December) and an additional week the second semester period beginning January 1st and ending on the last day of the school year.

In order to receive and become eligible for both vacation credits, your child(ren) must be enrolled at Children's Academy by September 30th AND for a minimum of 60 days. Regular tuition is waived for the week period if the Vacation Request is provided in writing and submitted at least five days in advanced.

During the Summer Program, all families are eligible for a weekly Summer Pass if their child(ren) does not attend during the week. In order to receive the Summer Weekly Pass, requests must be provided in writing and submitted at least two business days in advance of the requested week.

CHILDREN'S ACADEMY BRANDON

POLICY: **CONFIDENTIALITY**

POLICY NO.: **6.0**

Within Children's Academy Brandon, confidential and sensitive information will only be shared with employees of Children's Academy Brandon who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Children's Academy Brandon strives to protect everyone's right of privacy.

Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, HIV/AIDS status or other health related information of anyone associated with Children's Academy Brandon.

Outside of Children's Academy Brandon, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Children's Academy Brandon persons with whom the information will be shared and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on Children's Academy Brandon's property thereafter. Refer to the policy regarding Parents' Right to Immediate Access (see *9.0 Parents' Right to Immediate Access*) for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy (see *6.0 Confidentiality*) protects every child's privacy. Employees of Children's Academy Brandon are strictly prohibited from discussing anything about another child with you.

CHILDREN'S ACADEMY BRANDON

POLICY: **MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT**

POLICY NO.: **7.0**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Children's Academy Brandon are considered mandated reporters under this law. The employees of Children's Academy Brandon are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report.

Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Children's Academy Brandon take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Children's Academy Brandon cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

CHILDREN'S ACADEMY BRANDON

POLICY: **PARENT CODE OF CONDUCT**

POLICY NO.: **8.0**

Children's Academy Brandon requires the parents of enrolled children, at all times, to behave in a manner consistent with decency, courtesy and respect. One of the goals of Children's Academy Brandon is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Children's Academy Brandon but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parents' Right to Immediate Access (see *9.0 Parents' Right to Immediate Access*) for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

8.1 SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on Children's Academy Brandon's property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

8.2 THREATENING OF STAFF, PARENTS OR CHILDREN

Threats of any kind will not be tolerated. In today's society, Children's Academy Brandon cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

8.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN

While Children's Academy Brandon does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents

are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

8.4 SMOKING

For the health of all Children's Academy Brandon employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Children's Academy Brandon. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

8.5 NOT ABIDING BY SAFETY POLICY

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Children's Academy Brandon. Please be particularly mindful of Children's Academy Brandon entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may be polite, however that person may not be authorized to enter the premises. We track the individuals entering the school premises by a 4-digit code, so please enter only by using your code and allowing others to use their code to enter. Please report any breaches to the Center Director.

8.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF CHILDREN'S ACADEMY BRANDON

While it is understood that parents will not always agree with the employees of Children's Academy Brandon or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

8.7 VIOLATING THE CONFIDENTIALITY POLICY

Children's Academy Brandon takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy (see *6.0 Confidentiality*) not only applies to their child or family, but all children, families and employees associated with Children's Academy Brandon. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

CHILDREN'S ACADEMY BRANDON

POLICY: **PARENT'S RIGHT TO IMMEDIATE ACCESS**

POLICY NO.: **9.0**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care Children's Academy Brandon, as provided by law.

In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order) Children's Academy Brandon must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Children's Academy Brandon, **both** parents shall be afforded equal access to their child as stipulated by law. Children's Academy Brandon cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Children's Academy Brandon suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Children's Academy Brandon staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director and are allowed in the child care facility only at the discretion of the Center Director. An employee of Children's Academy Brandon will accompany visitors at all times, throughout the center.

Children's Academy Brandon will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy (see *9.0 Parents' Right to Immediate Access*), as well as state and federal regulations, Children's Academy Brandon cannot have a child at the agency when the child's parent is prohibited access. Children's Academy Brandon will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

CHILDREN'S ACADEMY BRANDON

POLICY: **DISMISSAL**

POLICY NO.: **10.0**

Children's Academy Brandon reserves the right to dismiss any child at any time, with or without cause.

10.1 SUSPENSION/EXPULSION

Children's Academy believes that children, their families and society benefit from high quality experience in the child's early years and that there is a critical link between their childhood experiences and later successes in life. We are committed to creating a respectful, nurturing and supportive environment where children can thrive. We seek to provide a program that is designed to support children's growth and to challenge them to learn, each as individuals with unique learning styles and ways of responding to the world.

Given the diversity of our children and families we recognize and appreciate the characteristics and behaviors that each child and family bring to Children's Academy. We are a child-centered/ family-oriented school that seeks to accommodate a wide range of individual differences. Children's Academy utilizes Positive Behavior Support which is an approach that proactively addresses challenging behaviors based on a three-tiered model of prevention and intervention aimed at creating safe and effective schools. Emphasis is placed on teaching and reinforcing important social skills such as identifying emotions, self-regulation and problem-solving to address behavioral concerns.

Unfortunately, there are times and reasons that prevention and intervention may not be the solution to addressing a challenging situation and we may have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

10.2 PREVENTIONS/INTERVENTIONS

Examples:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.

- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, behavioral coach, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

10.3 SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time where the parent/guardian may work on the child's behavior or to come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

The following are reasons why we may have to suspend/expel (disenroll) children due to their own actions or actions of their parents that are in direct contradiction to Children's Academy policies.

10.4 PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

10.5 CHILD'S ACTIONS

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.

- Ongoing physical abuse to staff or other children.
- Ongoing verbal abuse to staff or other children.

10.6 GUIDELINES FOR NON-EXPELLABLE ACTIONS

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

10.7 FINANCIAL OVERVIEW/DISMISSAL PROCEDURE

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, relinquish key card immediately and return any outstanding key cards within two business days. Children's Academy Brandon will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Children's Academy Brandon.

CHILDREN'S ACADEMY BRANDON

POLICY: **WITHDRAW**

POLICY NO.: **11.0**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks. In the event parents withdraw a child and have a remaining balance, they will have 30 days to pay this balance with late fees accruing weekly. At the end of the 30 days, any unpaid balance will be turned over to collections with an additional 33.33% fee on the remaining balance applied for collection costs.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Children's Academy Brandon. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Children's Academy Brandon, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until the electronic enrollment form has been updated and initialed and dated with changes. If the schedule change requires supply fees and/ or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

CHILDREN'S ACADEMY BRANDON

POLICY: **CODE AGREEMENT**

POLICY NO.: **12.0**

Code Agreement

I understand that the code that I have been issued remains the property of Children's Academy Brandon. I will not share the code I have been Issued. When using the code to access any area, I will be responsible in that area, not allow children or anyone else unattended access with my code, and be sure doors are the way I found them when I leave.

On my child(ren)'s last day of attendance, I understand my code will no longer work to gain access to the property.

When friends or family are picking up your child, please have them check in through the front office and our office staff will help them pick up your child.

CHILDREN'S ACADEMY BRANDON

POLICY: **COURT ORDERS EFFECTING ENROLLED CHILDREN**

POLICY NO.: **13.0**

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) Children's Academy Brandon must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Children's Academy Brandon administration, both parents shall be afforded equal access to their child as stipulated by law. Children's Academy Brandon cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Children's Academy Brandon suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Children's Academy Brandon is obligated to follow the order for the entire period it is in effect. Employees of Children's Academy Brandon cannot at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Children's Academy Brandon will report any violations of these orders to the court.

CHILDREN'S ACADEMY BRANDON

POLICY: **ARRIVAL PROCEDURES**

POLICY NO.: **14.0**

Upon arrival at Children's Academy Brandon, the parents or the adult dropping the child off must sign the child into care on the Procure system tablets provided in the lobby hallway. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Children's Academy Brandon encourages parents to make sure their child knows when they are leaving by saying good bye or giving them a hug. Please do not sneak out without saying goodbye. If your child is having difficulty with drop-off, a staff member will assist you by helping your child by comforting him/her, helping him/her to say goodbye and finding an activity to explore.

At arrival, parents are required to follow the Medication Policy (see 24.6 *Dispensing of Medication*) if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent should use the school classroom app to share special instructions for the day. These special instructions include but are not limited to -- early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the

communicable disease information will be shared. Children's Academy Brandon will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late are required to notify the center by 10:00 am so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

14.2 RIGHT TO REFUSE ADMISSION

Children's Academy Brandon reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff deems the child too ill to attend.
2. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Children's Academy Brandon if the child were to be present at the center.
3. Parents failure to maintain accurate, up to date records.
4. Parents' failure to complete and return required documentation in a timely fashion.
5. Parents' failure to pay within the terms of the Fee Agreement.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

CHILDREN'S ACADEMY BRANDON

POLICY: **PICK-UP PROCEDURES**

POLICY NO.: **15.0**

Parents or other authorized adults are required to sign their child out of care via our Procure tablets. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

We encourage parents to clean out their child's cubbies at the end of the week, taking home any necessary papers, art projects or clothing that may need to be washed.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP

It is important parents pick up children by 6:00 p.m. to allow our staff to rejoin their families at the end of the day. A late fee of \$2.00 per minute will be assessed after 6:05 p.m. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Part-time families: It is important to pick up your children by 12:00 to allow our staff to take their scheduled lunch break for the day. A late fee of \$2.00 will be assessed for every minute after 12:10.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS AND/OR ALCOHOL

The staff of Children's Academy Brandon will contact local police and/or the other custodial parent should a parent appear to the staff of Children's Academy Brandon to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child if the parent is or appears to be impaired. Children's Academy Brandon staff will delay the

impaired parent as long as possible while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of Children's Academy Brandon to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Children's Academy Brandon will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment parents will be presented with an Emergency/Alternate Pick-Up form. Parents are encouraged to include on this form any and all persons, who in the course of events may at one time be asked to pick-up their child from Children's Academy Brandon. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-Up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day, including but not limited to, incident/accident reports and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate Pick-Up form will be required to provide a valid driver's license or government issued ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-Up form must be made in writing, dated and signed. Only custodial parents have the right to make changes or additions to this form.

Children's Academy Brandon reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact form for any reason, including but not limited to, violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate form of the policies/procedures contained herein.

CHILDREN'S ACADEMY BRANDON

POLICY: **TRANSPORTATION**

POLICY NO.: **16.0**

16.1 DAILY TRANSPORT TO AND FROM THE PROGRAM

Please review the monthly calendar for a schedule of field trips. Field trips are an important part of our program and supplement our classroom learning. Parents are welcome to join us at no cost and may be asked to help supervise some of the children. Parents wishing to bring additional children on field trips must provide their own transportation and pay applicable entrance fees.

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include use of age appropriate, and size-appropriate seat restraints (car seats and/or seat belts). Restraints for children with special needs will be appropriate for the child.

Car seats that belong to individual children may be stored between arrival and departure in the main entry. Staff will encourage families to secure their children in seat restraints to assure that children arrive and leave the program safely.

The number of adults and children transported in the vehicle will be limited to the manufacturer's stated capacity for the vehicle.

16.2 PROGRAM VEHICULAR REQUIREMENTS

1. The vehicle(s) will be licensed according to state law.
2. The vehicle(s) will be insured for the type of transport being provided.
3. The vehicle will be equipped with a first aid kit and emergency contact information.
4. The driver will maintain a phone to communicate to the facility.
5. A backup vehicle will be available at the center and can be dispatched in case of an emergency.
6. Weekly, the bus/van driver will inspect all vehicles and passenger restraint systems used by the facility to be sure they are kept clean and safe (interior and exterior).

16.3 DRIVER REQUIREMENTS

1. Requirements for drivers will apply to staff and any others who transport children on behalf of the facility.

2. Requirements for staff qualifications related to child abuse and criminal records will apply to drivers.
3. Drivers will hold a current state driver's license that authorizes them to operate the vehicle.
4. Drivers will be certified in Infant/Child CPR & First-Aid as required of other staff.
5. Drivers will be instructed in child passenger safety precautions, including:
 - use of safety restraints.
 - permissible drop-off and pick-up sites.
 - how to check the vehicle before and after each trip for children who might be hiding in, under and behind the vehicle.
 - handling of emergency situations.
 - responsibility for supervision of children in usual and unusual circumstances that involve the vehicle or the passengers.
6. Drivers will not be responsible for correcting the behavior of children while operating the vehicle. Other staff will accompany the children who require monitoring and will assume responsibility for supervision. Alternately, drivers will pull over to the side of the road to give children attention if necessary.
7. Drivers will obey the signs posted in the vehicle, will not use earphones while driving, and will not have used alcohol for at least 12 hours prior to transporting children or operating the program's vehicles. Drivers will not take any medications that will impair their ability to drive. The program will require drug testing when necessary.
8. Drivers will know the quickest route to the nearest hospital from any point on their route.

16.4 SEAT RESTRAINT REQUIREMENTS

1. Restraints will be installed and used according to the instructions provided by the manufacturer of the vehicle and the manufacturer of the seat restraint.
2. Field trips will be limited to excursions where parents can drive their own children or the children are transported in a vehicle under control of the facility that is equipped with age-appropriate seat restraints for the children who will be traveling in them. The program will not assume responsibility for arrangements made by parents to have other parents transport their children.

16.5 TRIP SAFETY

1. The availability of rest rooms and sources of water will be determined in advance. Children may only use a public rest room if they are accompanied by a staff member.
2. All trip participants will wear identifying information that gives the program's name.

3. A first-aid kit and emergency contact information will be taken on all trips.
4. Children will be counted every 15 minutes while on a field trip.
5. Motor vehicle trips:
 - No child who is too small to use a shoulder-lap belt restraint and airbag system (as specified by the manufacturer of the vehicle) will ride in the front seat.
 - If the vehicle is a school bus, before every trip in the bus, staff will instruct children and all adults using the bus about the 10 foot danger zone around the vehicle where the driver cannot see.
 - Caregivers will interact with children who are awake while traveling by telling stories, singing songs, playing games, or talking about what the children see.
 - Staff will explain rules of the road and provide a positive example by obeying these rules; children will be asked to point out and identify traffic warning signs.
 - No child will be transported for more than an hour, one way, on a daily basis.
 - The teachers and aids will be responsible for logging in children before the vehicle leaves the facility and again when the children exit the vehicle upon returning to the facility. Staff will also assure all children are accounted for before the vehicle leaves the facility, when the children disembark at the destination, when the children reenter the vehicle at the trip location, and again when the children disembark from the vehicle upon return to the facility. Staff will conduct a 'sweep' of the vehicle each time the vehicle is parked to be sure that no child is left in the vehicle.
 - Smoking is prohibited in vehicles used to transport children.
 - Children will be transported properly in a seat belt, car seat, or booster seat according to current Florida regulations. Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program. Staff will be sure that car seats, booster seats and seat belts are used properly and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
 - The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
 - Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.

- The same child staff ratios required at the facility will be maintained during transportation. The driver will not be counted as staff in the ratio for children under six years of age.
- Each child will be assigned to an adult for every part of the trip.
- Children will never be left alone in a vehicle or unsupervised by an adult.
- For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport.

16.6 EMERGENCY REQUIREMENTS

- Only insured, licensed, well-maintained vehicles will be used to transport children.
- Staff shall call administrative and/or Program Director to inform of emergency.
- Staff shall remove all children from the bus if deemed necessary.
- The Director will dispatch a back up vehicle as needed.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

Communications to Parents:

- Parents may receive a copy of the policy at any time upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.
- Parents will sign a Consent for Child Care Program Activities form for all outings where transportation is required.

CHILDREN'S ACADEMY BRANDON

POLICY: **EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION**

POLICY NO.: **17.0**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by our school app, Procure email system and Constant Contact mailing list.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick-up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate safe location (see *24.9 Alternate Safe Location*) if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than two school days. If the closure extends beyond two school days during a week, parents will have their tuition reduced 50% for that week, by crediting the family account in the Procure system.

CHILDREN'S ACADEMY BRANDON

POLICY: ***CURRICULUM/CLASSROOM INFORMATION***

POLICY NO.: **18.0**

At Children's Academy Brandon, we believe children learn best by doing, exploring, playing and being "hands on" learners. From creative art projects to a focus on phonics and math that makes learning to read and working with numbers fun, the preschool curriculum and activities at Children's Academy is built for your enthusiastic learner.

18.1 CURRICULUM

Children's Academy Brandon School will encourage your child to learn at his or her own level and pace. With guidance and understanding, they will gain confidence of self-importance and have the opportunity to explore in a safe and controlled environment. We take this advantage even further by providing a stellar academic foundation to ensure that your child has an academic and global advantage!

Our highly effective curriculum focuses on:

- Language Arts
- Math
- Science
- Social Studies and Culture
- Physical Education
- Fine Art
- Music and Theater
- Library and Technology

Our curriculum is designed to provide an experience that promotes and often exceeds the core competency educational expectations through differentiated learning. Using intensive interactions in our immersive environment, learning is presented to children in their most effective educational modality ensuring each child truly learns and retains the information to provide them with a strong foundation for future academic success.

18.2 NAP/REST TIME

Quiet time is important for a child's health and wellbeing. Such time also allows a child to "reenergize" and develop self-control. To that end, we employ the following "schedule":

- **Infants** (as per their requirements) will rest during the day, but not so much as to cause a disruptive night sleep cycle. All infants sleep in cribs.

- **Toddlers (1-2 years)** will nap and/or rest from approximately 11:30-1:45 p.m. each day. We encourage you to supply your child with a favorite toy or blankie for this time. It has a wonderfully comforting effect.
- **Preschoolers (3-4 years)** will nap/or rest from approximately 12:00-1:45 p.m. each day.
- **VPK (4-5 years)** will nap/or rest from approximately 1:00-2:00 p.m. each day.
- **Kindergarteners** will observe quiet time from approximately 1-1:30 p.m. each day.

The school supplies a mat and mat cover for all children. They are reserved exclusively for your child. We wash the covers weekly and disinfect the mats on a monthly basis. Parents must provide a sheet or blanket for cover which will be sent home each Friday for laundering, to be returned on Monday.

18.3 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

We ask that each child have a school bag large enough to carry school work and a change of clothes. Children may also bring a small blanket to be used at nap time. Please label all items.

Parents of **infants** (six weeks to one year) are required to provide an adequate supply of diapers. For children who are using cloth diapers, parents must provide disposable plastic bags for soiled diapers. Bags must be removed daily and replenished the following day. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, bibs, bottles (water pre-measured, but not mixed), formula, and special feeding implements such as spoons and cups.

Parents of **toddlers** (1-2 years) must provide an adequate supply of diapers for any child not yet toilet trained. Parents should also provide two complete changes of clothing and appropriate outdoor wear. Two clean sippy cups should be provided daily with the child's full name written on the cup. They will be sent home at the end of each day.

Parents of **preschoolers & kindergarteners** (3-5 years) should provide a change of clothing, and appropriate outdoor clothing.

Please label all your child's clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize that when children play, they get dirty. Please provide us with one set of extra clothes in the event a change is required.

In order for children not to be disappointed with a broken or lost toy, we prefer they use the toys we provide. Please leave all toys at home. The school cannot be responsible for lost or broken toys, books, bracelets, etc.

18.4 HOURS OF OPERATION

Children's Academy Brandon is open year-round, Monday through Friday from 6:30 a.m. to 6:00 p.m. We ask that all children arrive no later than 9:00 a.m. to get the most out of our curriculum.

It is important parents pick up children by 6:00 p.m. to allow our staff to rejoin their families at the end of the day. Late fee of \$2.00 per every minute after 6:05 p.m. will be assessed.

Holidays - The School is closed on, or in observance of, the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

18.5 PARENT/TEACHER CONFERENCES/COMMUNICATION

Children's Academy is committed to working in partnership with families. We strongly encourage them to participate in every aspect of their child's program. Parents and family members are welcome to visit the school at any time and are encouraged to contribute to or be involved in their child's classroom activities. Teachers will periodically offer special invitations to classroom activities or events, but parents and family members (including grandparents, aunts or uncles) are invited to be involved in their child's classroom routines as well (i.e. reading a story, assisting with learning center activities or art experiences). We are especially happy to welcome you on field trip adventures! Parents are also encouraged to share family interests, cultural background, hobbies, talents, etc., as this provides a valuable addition to our curriculum.

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's development openly and honestly with your child's teachers. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Children's Academy utilizes multiple avenues to communicate with families. Please take advantage of our website, monthly calendar, weekly/daily reports, bulletin board and other communication methods. These tools are designed to keep you informed and answer any questions you may have. If you still have questions or concerns, please feel free to direct them to your child's teacher or the Director. If needed, you are always welcome to speak to the Director in private. We will work with you to ensure we can appropriately resolve any concerns.

Parent Conferences - Parents are asked to participate in two scheduled conferences with their child's teacher per year. Information concerning this will be communicated in advance of the scheduled conference dates.

Home/School - Parents need to communicate pertinent information with the school. This should include such things as illnesses, change in sleeping, change in eating, teething, and so forth.

Donations - As your child develops mentally and physically, please consider whether books, toys or outgrown clothes may be appropriate for use in our school.

Parent Concerns - If you have any problem or concern about our operation or your child's progress, please contact the Director immediately. Your concern is our concern.

18.6 GRADUATION

It is a Children's Academy tradition to celebrate the graduation of our VPK and Kindergarten students with a school wide ceremony. Our toddler class through Kindergarten will participate in a school wide ceremony at an off-site location in the last month of the school year.

CHILDREN'S ACADEMY BRANDON

POLICY: ***DISCIPLINE***

POLICY NO.: **19.0**

Our programs and environment are designed to keep children actively and constructively involved. Still there will be times when a child will need to be disciplined. Many times, this will require redirection, a re-statement of the rules, a discussion of the situation or an appropriate time away from other children.

Discipline will never include corporal punishment or any restrictions on food and drinks. Above all, the child will not feel humiliated or lose respect and dignity as an individual.

Through clearly stated rules and a sense of fairness and respect, the child will learn to respect others as well as the environment. Our daily or weekly reports will inform parents on the child's social and emotional growth in the group, as well as individually. If the situation requires it, the parent will be contacted immediately to discuss a specific problem. This communication and cooperation between parents and school will further give the child a sense of consistency and fairness.

CHILDREN'S ACADEMY BRANDON

POLICY: **TOYS FROM HOME**

POLICY NO.: **20.0**

Except for sharing a special "treasure" at circle time, we ask that children not bring toys from home to the center, unless specifically requested by the classroom teacher for use as part of the curriculum. Toys are easily lost or broken and young children, developmentally, have not reached the stage where sharing is comfortable. So that we may teach children to cooperate and interact positively, please leave toys such as guns or knives that tend to promote aggressive behavior at home. Your child's teacher can recommend toys or treasures that would be appropriate for sharing. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Children's Academy Brandon staff for safety and appropriateness and may be prohibited at the sole discretion of Children's Academy Brandon.

20.1 SHOW AND TELL

Show and Tell is a wonderful learning experience for all involved. This is a great opportunity for your child to get up in front of a group and talk with confidence about something he/she is comfortable with.

Show and Tell is scheduled on Fridays during the school year. Please be creative in selecting items related to your child's weekly curriculum to enhance your child's learning process. These objects will be stored in the child's cubby until it is time to use them. Children are not permitted to bring in any toys associated with violence including guns, knives, or swords.

CHILDREN'S ACADEMY BRANDON

POLICY: ***DRESS CODE***

POLICY NO.: ***21.0***

21.1 CHILDREN

Clothing

Children (toddlers-school age) are required to wear our Children's Academy school shirts.

Children are engaged in various activities during the course of the day; some of these activities can be messy and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate and comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes: shirt, pants, underwear, socks and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name (including coats, hats, gloves, scarves and boots). Children's Academy Brandon is not responsible for lost or damaged items of clothing.

Children's Academy Brandon is not responsible for damage to or loss of and articles of clothing.

Jewelry/Accessories

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Children's Academy Brandon will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated violations of this policy are considered to be a violation of SAFETY POLICIES and may result in termination from program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Children's Academy Brandon.

21.2 PARENTS

Clothing

Parents are required to be dressed in appropriate clothing while at Children's Academy Brandon or while involved in any Children's Academy Brandon sponsored events. Inappropriate clothing includes revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 1 year of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry

While volunteering in the classroom or at any Children's Academy Brandon sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

CHILDREN'S ACADEMY BRANDON

POLICY: **FIELD TRIPS**

POLICY NO.: **22.0**

Children's Academy Brandon frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation.

Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Children's Academy Brandon provides all required supervision for all field trips but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Children's Academy Brandon sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. The cost of the trip and a signed permission slip will also be due prior to the date of the trip.

CHILDREN'S ACADEMY BRANDON

POLICY: **PARENT PARTICIPATION/VOLUNTEERING**

POLICY NO.: **23.0**

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom 10 hours a month or more on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person (including parents) with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements) will only be permitted to volunteer with the express written permission of the custodial parent.

Children's Academy Brandon reserves the right to make Volunteer assignments. Children's Academy Brandon does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

CHILDREN'S ACADEMY BRANDON

POLICY: **HEALTH AND SAFETY**

POLICY NO.: **24.0**

24.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete our enrollment forms online prior to enrollment. All children are required to have a complete up to date immunization record on file at Children's Academy Brandon. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Children's Academy Brandon .The Physical Examination Form, indicating the child's fitness to attend Children's Academy Brandon must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

24.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated every six months or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained online from the FORMS section of our website.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Children's Academy Brandon from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Children's Academy Brandon exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy (see *24.6 Dispensing of Medication*) detailed herein.

24.3 COMMUNICABLE DISEASES

Children's Academy Brandon follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics (see *Appendix I: American Academy of Pediatrics Recommendations for School Exclusion*). This document can also be viewed online using the following link:

<https://www.ocde.us/Health/Documents/School%20Exclusion%20Final%203.pdf>

Children must present a doctor's note stating they are no longer contagious and can return to the program. Children's Academy Brandon reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director so that the parents of the children in the school maybe notified that a communicable disease is present.

Once again, only the communicable disease information will be shared. Children's Academy Brandon will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not to share), the reason for your child's absence from school.

24.4 BITING

Children's Academy Brandon recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior and that the staff is working to identify situations which provoke or elicit this behavior, so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures as outlined in the discipline section of this handbook (see *19.0 Discipline*), as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite 3 times in a school year will have their services terminated, since the safety of all the children in the program is of the utmost concern of Children's Academy Brandon.

Parents will be notified by Incident/Accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be

confidential and cannot be disclosed. The staff of Children's Academy Brandon cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

24.5 POTTY TRAINING

We are happy to partner with parents in the toilet training process. We feel there is a window of opportunity that comes at approximately 2 ½ years of age when children can communicate their needs, exhibit self-control and pull their bottoms and up and down independently. We try to maximize this opportunity. Please let us know what techniques you are using at home and we will employ the same at school focusing on positive reinforcement (e.g. praise and gold stars).

24.6 DISPENSING MEDICATION

Children's Academy Brandon will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Children's Academy Brandon will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found online under the FORMS section of our website. You may also request a copy from the office. Medication Forms, doctor's notes and medication are to be turned into a member of the administration team.

Children's Academy Brandon will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name (one note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on the emergency contact form (if a parent cannot be reached) to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Medications delivered by a device (ex: EpiPen, Inhaler, Nebulizer) must be accompanied by written instructions on indications for use that include signs and symptoms that the medication is needed. This information can be supplied by the parents or a healthcare professional. A healthcare professional or parents must demonstrate use of the device and any special care after use to all staff who will be administering the medication. Only staff trained on the use of the device may administer the medication. Staff will be trained annually on the use and care of the device or as needed with staffing or device changes.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.7 EMERGENCY PREPAREDNESS

The school has an emergency response plan in place with specific details defining how to respond in emergencies. This document is available for parents to review and is located in the Director's office. In all emergencies, parents will be contacted after the appropriate authorities have been summoned. Staff members are First Aid and CPR certified and prepared to handle emergencies.

24.8 FIRE/EMERGENCY DRILLS

Children's Academy Brandon conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick-up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is

in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

24.9 ALTERNATE SAFE LOCATION

Should the administration of Children's Academy Brandon or any emergency services personnel determine that any of the child care agency buildings are too dangerous to be occupied, the staff and children will be taken to Limona Village Chapel (408 Limona Road, Brandon FL 33510).

Once the children are assembled, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

24.10 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident report. The Incident/Accident report will be given to the parent/guardian picking up the child.

Parents or persons designated to act "in loco parentis" are required to sign any Incident/Accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident report and return a copy to the Center Director within 24 hours. Failure to sign and return an Incident/Accident report in this time period will result in your child's exclusion from the program until such time as the report is returned signed.

Insurance

Parent's insurance is the primary coverage for your child. Children's Academy carries accident insurance for accidents that occur on center grounds or while on field trips but should be considered supplemental to the family's insurance policy.

24.11 FOODS POLICY

Here at the CA Café, we believe in cooking the old-fashioned way – fresh and from the heart. We eliminated artificial ingredients from our foods and are proud to continue our tradition. Our foods are prepared daily. This commitment to fresh preparation ensures that every child eating at the CA Cafe receives the tastiest, most nutritious meals, giving parents one less thing to worry about.

Kids need good food to grow. We select our ingredients carefully.

THERE WILL BE NONE OF THE FOLLOWING:

- Artificial flavors
- Artificial colors
- Artificial MSG
- Artificial nitrates
- Artificial trans-fats
- Nut or tree nut ingredients

WE DO SERVE:

- Whole grains
- Fresh fruits and veggies
- Greek yogurt
- Heart-healthy oils
- Lean proteins

Children's Academy provides morning snack, lunch and afternoon snack according to state licensing standards for all children 12 months and older. Menus are provided monthly for your convenience. Parents may provide lunch if desired. In such cases, the lunch must meet state licensing and USDA guidelines for nutrition. This includes: 2 servings of vegetable, fruit or 100% juice, 1 serving of grains (bread, rice or pasta), 1 serving of protein (beef, chicken, tofu or beans) and 1 serving of dairy (cheese, yogurt). No sugars (candy, gum) or fats (chips) may be included. Frozen packs must be included in your child's lunch container; lunches will not be refrigerated. A thermos can be used to keep items warm; lunches will not be heated up.

Parents are required to inform the school of any food allergies for their child by listing them on the enrollment form. As much as possible, we have eliminated common allergy

foods in our menu. In the event, your child is allergic to the lunch served, parents should provide lunch using the guidelines above.

Since snacks and lunch are served, children should not bring food, snacks or gum unless arrangements have been made for special events or birthday parties. In such a case, food must be store-bought or prepared in a kitchen inspected by local health officials.

All age groups

All food items must be labeled with your child's name. Children's Academy Brandon does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise) with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information (see *24.2 Children with Severe Allergies*).

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Children's Academy Brandon never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

24.12 PEANUT-FREE POLICY

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Children's Academy Brandon prohibits peanuts and/or foods containing peanut products on Children's Academy Brandon property and/or at Children's Academy Brandon sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents who have met with the Director and have made alternative food arrangements for their child are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated.

When reading the label look at not only the ingredients listed, but for statements such as “may contain traces of peanuts.” For example, Plain Chocolate M & M’s have this statement on the label.

Due to the possibility of cross-contamination (this occurs when one food is prepared with items previously used to prepare foods with peanuts or peanut products), Children’s Academy Brandon does not allow homemade snacks at the center. While Children’s Academy Brandon understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Children’s Academy Brandon.

Since Children’s Academy Brandon is a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Children’s Academy Brandon utensils, bowls, and bakeware may be used to prepare these foods.

PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cherrios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

24.13 FIREARMS AND WEAPONS POLICY

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

24.14 BICYCLE HELMETS

Children's Academy may incorporate activities that include tricycle riding. If these activities are provided, the center will provide the helmets, one for each tricycle. If you would like to provide a helmet for your child, please talk with a person on the administrative team.

CHILDREN'S ACADEMY BRANDON

POLICY: **STAFF EMPLOYMENT BY CLIENTS**

POLICY NO.: **25.0**

While Children's Academy Brandon does not recommend its staff secure employment with its clients (current or former), they may do so at their own discretion solely assuming all risk and liability. Children's Academy Brandon is not liable or responsible for any situations occurring outside of the direct employment relationship between Children's Academy Brandon and staff.

Employment refers to any relationship outside of the Children's Academy services which involves an employee of Children's Academy Brandon interacting with a current or former client of Children's Academy Brandon. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

CHILDREN'S ACADEMY BRANDON

POLICY: **AGENCY CONTACT INFORMATION**

POLICY NO.: **26.0**

Children's Academy Brandon
506 Limona Road
Brandon, FL 33510
813-689-6820
www.childrensacademybrandon.com

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Owner
Baldwin@childrensacademyfishhawk.com

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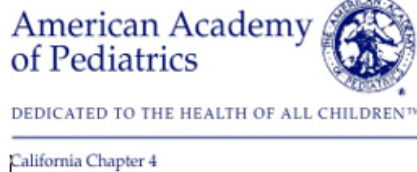
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APPENDIX

APPENDIX: **AMERICAN ACADEMY OF PEDIATRICS**
RECOMMENDATIONS FOR SCHOOL EXCLUSION

APPENDIX NO.: I



American Academy of Pediatrics Recommendations for School Exclusion

12465 Lewis Street #101
 Garden Grove, California 92840
 (714) 971-0695

Note: If multiple symptoms, exclude child for any positives.

Key

- Parents should consider seeking medical attention.
- **Child will need a health professional's note to return to school.
- Ⓢ Health clerks and teachers should report these promptly to the school nurse, who in turn, will evaluate symptoms and report to Public Health as needed.

SYMPTOM	TEMPORARILY EXCLUDE?
Cold Symptoms	No, unless <ul style="list-style-type: none"> ✓ Fever and behavior change • ✓ Child looks or acts very ill • ✓ Difficulty breathing • ✓ Blood red or purple rash not linked to an injury •
Cough	No, unless <ul style="list-style-type: none"> ✓ Severe cough • ✓ Rapid and/or difficult breathing • ✓ Wheezing if not previously evaluated and treated • ✓ Cyanosis (blue color of skin and mucous membranes) • ✓ Tuberculosis until treated ... ✓ Pertussis until 5 days after antibiotic treatment ...
Diaper Rash	No, unless <ul style="list-style-type: none"> ✓ Oozing sores that leak body fluids outside the diaper •
Diarrhea	Yes, if <ul style="list-style-type: none"> ✓ Child wears diapers • ✓ Watery stools, increased frequency • ✓ Diarrhea not contained in toilet until resolves • ✓ Blood/mucus in stool (unless from medication or hard stools) • ✓ Abnormal color of stool for child • (i.e. all black or very pale) ✓ No urine output in 8 hours • ✓ Jaundice (i.e. yellow skin/eyes) ... ✓ Fever with behavior changes • ✓ Looks or acts very ill • (Shiga-toxin producing <i>E. coli</i> (STEC) also known as enterohemorrhagic <i>E. coli</i> (EHEC), <i>Shigella</i> and <i>Salmonella typhi</i> (typhoid) require clearance by health department prior to return to school) ...
Difficult or Noisy Breathing	Yes, if <ul style="list-style-type: none"> ✓ Hard, fast, difficult breathing that does not improve with any medication the program has been instructed to use for child's difficult breathing • ✓ Barking cough with fever or behavior changes • ✓ Chest retractions • ✓ Breathing problem that makes feeding very difficult • ✓ Looks or acts very ill •
Earache	No, unless <ul style="list-style-type: none"> ✓ Unable to participate • ✓ Fever with behavior changes •
Eye Irritation, Pinkeye	Yes, if <ul style="list-style-type: none"> ✓ Purulent (pink or red conjunctiva (whites of eyes) with white or yellow mucus), or diagnosed with bacterial conjunctivitis, until treated ** If more than 1 or 2 children in group have watery red eyes without chemical irritant exposure, exclusion may be <u>required</u> and health authorities should be notified ...
Fever <ul style="list-style-type: none"> ✓ 100°F axillary – infants • ✓ 101°F orally (not reliable under 4 years of age) • ✓ 102°F rectally • Ear measurements may not be reliable but are <u>similar</u> to rectal temperatures.	No, unless <ul style="list-style-type: none"> ✓ Behavior change • ✓ Child cannot comfortably participate in school activities, as determined by staff • ✓ Staff attention to the illness must not overwhelm delivery of care/education to other children • Temperatures considered elevated above normal, leading to concern of possible disease (children older than 4 months) •

SYMPTOM	TEMPORARILY EXCLUDE?
Headache	No, unless ✓ Child is unable to participate in school activities, as determined by staff •
Itching	Yes, if ✓ Head lice (at end of day until first treatment; no exclusion for nits) • ✓ See under "Rash" for chickenpox, shingles, scabies, impetigo, ringworm. No, unless appears infected ✓ Pinworm • ✓ See under "Rash" for eczema, contact or allergic dermatitis.
Mouth Sores	No, unless ✓ Inability to swallow • ✓ Excessive drooling with breathing difficulty • ✓ Fever with behavior changes •
Rash	Yes, if ✓ Rash with behavior change or fever • ✓ Oozing/open wound • ✓ Bruising not associated with injury • ✓ Joint pain and rash • ✓ Unable to participate in school activities • ✓ Measles until 4 days after start of rash • ✓ Rubella until 6 days after onset of rash • ✓ Chickenpox (Varicella) until all lesions have dried (usually 6 days) ** ✓ Scabies until treated ** ✓ Impetigo until treated for 24 hours ** ✓ Ringworm (at end of day until treatment started) • No, unless appears infected ✓ Allergic or irritant reactions • ✓ Eczema • ✓ Shingles (must be able to keep lesions covered with clothes and/or dressing). •
Sore Throat (pharyngitis)	No, unless ✓ Inability to swallow • ✓ Excessive drooling with breathing difficulty • ✓ Fever with behavior change •
Stomachache	No, unless ✓ Severe pain causing child to double over or scream • ✓ Abdominal pain that continues after two hours • ✓ Abdominal pain after injury • ✓ Bloody/black stools • ✓ No urine output for 8 hours • ✓ Diarrhea • ✓ Vomiting • ✓ Yellow skin/eyes ** ✓ Fever with behavior change • ✓ Looks or acts very ill •
Swollen Glands (Lymph Nodes)	No, unless ✓ Difficulty breathing or swallowing • ✓ Red, tender, warm glands • ✓ Fever with behavior change • ✓ Mumps, until 9 days after swelling of parotid glands •
Vomiting	Yes, if ✓ Vomiting 2 or more times in prior 24 hours • ✓ Fever • ✓ Vomit that appears green/bloody • ✓ No urine output in 8 hours • ✓ Recent history of head injury • ✓ Looks or acts very ill •
Other	As per Health Dept. during outbreak Yes, if ✓ Hepatitis A until 1 week after onset of illness or jaundice •

Report unusual illness situations, clusters and outbreaks of illness to the health department at (714) 834-8180.

No set of recommendations can cover all situations. Consult with a pediatrician, the health department, or individual school district policies when in doubt.

The information contained within this guide is based on the latest recommendations addressing health and safety in group care settings from the following organizations: American Academy of Pediatrics, American Public Health Association, US Department of Health and Human Services, and Centers for Disease Control and Prevention. Additionally, this form was reviewed by Orange County Public Health (Epidemiology).

This document can also be viewed online using the following link:

<https://www.ocde.us/Health/Documents/School%20Exclusion%20Final%203.pdf>

