

# **Building Blocks Academy Parent Hand Book**

## **Welcome**

Welcome to the Building Blocks Academy. Our goal is to provide a safe, secure environment for your child that fosters physical, social, emotional, and cognitive development. Teachers will play a vital role in your Child's day to day life. While participating in the program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child. We ask that you read this Handbook and feel free to ask questions.

## **Philosophy**

We participate in beyond centers and circle time curriculum, learning through play. Children participate in a variety of hands on materials that will encourage the learning process.

At Building Blocks Academy, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and the activities.

## **Mission Statement**

To provide a safe and healthy environment that is fun, enjoyable, beneficial to families, and provides emotional and social acceptance for all.

## **Tuition**

All payment must be paid before Tuesday morning. After Tuesday morning there will be a \$10.00 late fee added to your payment. If payments are not received before Friday the child will not be allowed to enter the facility until payments are paid in full. Past due accounts are not acceptable and will not be tolerated. There is a \$35.00 charge for all returned checks. After a check is bounced no more checks will be accepted you will need to make your payment in the form of cash or money order. All children leaving the facility must give at least a two week notice and are responsible for the money owed during that time.

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Parent Initial

# Tuition

**One Year old-** Full time (135.00 a week)

**Two Year old-** Full time (130.00 a week)

**Three year old-** Full time (125.00 a week)

**Four year old-** Full time (110.00 a week)

Children enrolled in VPK will be charged only \$85.00 for wrap around care a week. **All VPK children need to be here by 8:30am.**

**Summer Care-** \$110.00 a week

All Payments are due Tuesday Morning. If payment is not received before Tuesday morning you will have a 10.00 late fee added. If payment is not made before Friday the Child/ren will not be permitted into the center. Payment made after Friday will have additional \$10.00 late fee.

All children participating or who have School Readiness funding will have an increase in pay for those needing 10 hours of care. Those parents or guardians needing 10 hours of care will need to pay the difference. The rate difference are listed below.

<u>9 Hour a day rate</u>	<u>10 Hour a day rate</u>
One year \$125.00 weekly	One year \$145.00 weekly
Two year \$120.00 weekly	Two year \$140.00 weekly
Three year \$115.00 weekly	Three year \$135.00 weekly
Four year \$100.00 weekly	Four Year \$120.00 weekly
VPK Wrap \$75.00 weekly	VPK Wrap \$85.00 weekly
Holiday/Summer VPK \$100.00	Holiday/Summer VPK \$120.00

**All part time fees are the same as above**

**\*Your child’s tuition is based on their current age. If your child is held back due to toilet training or other special needs you are responsible for that classroom rate.**

**Rate difference for those participating in the School Readiness funding**

<b><u>10 Hour a day rate SR difference</u></b>
One year \$35 + SR rate weekly
Two year \$45 + SR rate weekly
Three year \$45 + SR rate weekly
Four Year \$ 30 + SR rate weekly
VPK Wrap \$20 + SR rate weekly
Holliday/Summer VPK \$30 + SR rate weekly

**All parents will have a 20.00 registration fee.**

All meals are included into the fees.

All payments need to be made by Tuesday morning of your childcare start date. If your payment is not made before then you will have an additional \$10.00 late payment fee added. After a full week of nonpayment your child will not be admitted into the facility. If you are paying after the first week of being late there will be an additional fee of 10.00 added to the late payment.

By signing you acknowledge the following and will follow the procedures that are listed above.

\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date

**Attendance**

All Children need to be here no later than 9:00am unless your child has a doctor appointment then the cutoff time is no later than 11:00am. If your child has a doctor appointment please give us 24 hour notice unless they were sent home for being ill and need to return to school with one. All children with a doctor appointment need to return with a doctor note. Failure to notify the center of your child/dren's absence for three consecutive days will cause your child to forfeit their spot in the classroom.

All children participating in our VPK program will need to be here no later than 8:30am. No children will be permitted after this time without an excused note. If your child misses more than 3 days within a month you will need to have an excused absence note.

When students are absent for fewer days, their grades and reading skills often improve—even among those students who are struggling in school. Students who attend school

regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

All parents/Guardians will need to call before 9:00am if there child is absent for any reason. Failure to call will result in a \$5.00 service call fee. If you know in advance that you child will be absent you will need to fill out and absent form.

All children must be picked up within 10 hours no later. All one year olds must be picked up before 5:30pm after that you will have a \$15.00 late fee charge. The one year old class closes at 5:30pm.

Parents will be given one free week of vacations no charge (Child will not be able to attend center with their vacation). Any other vacations or leave of absent were the child will be out of school will still be charged the full rate as a holding fee for their Childs spot. The week of Christmas Building Blocks Academy will be closed. Parents are responsible for payment this week. This is a paid vacation week for all staff. Building Blocks Academy is a quality center with qualified staff. It is our goal to ensure that staff do not experience burnout and remain effective teachers throughout the year.

Teachers (Parents only) will receive one week during the school year free of charge (Child will not be able to attend that week). During the summer you are given 4 weeks at half rate (Child will not attend). All other weeks will be full rate even if the child is not attending. This will start August 15, 2016.

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### **Breakfast Cutoff time**

Toast will be offered for those you come early in the morning until breakfast at 9:00am.

Breakfast begins at 9:00am all children sit family style.

Breakfast, Lunch and two snacks are included in the tuition.

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### **Late Pick Up**

Our facility is open from 6:30am until 5:45pm. No children are accepted before this time and any child left after 5:45pm will be charged \$10.00 for the first 10 minutes and \$10.00 for every 5 minutes after.

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### **Termination**

Termination can occur when rules of the facility are not followed and it has been determined by the Director.

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## **Safety**

An ADULT will need to accompany all children to and from their classroom. During drop off all children must be brought to class and left with a teacher. Failure to accompany your child to class will result in a 1 day suspension for the day. Safety is our number one priority.

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## **Holidays**

The Center is open Monday through Friday with the exception of the following holidays:

### **Building Blocks Academy 2018-2019 Holiday's**

07/04/2018	Independence Day
09/03/2018	Labor day
10/08/2018	Columbus Day
11/12/2018	Veterans Day
11/22/2018	Thanksgiving day
11/23/2018	Day after Thanksgiving Day
12/24/2018-12/30/2018	Christmas Break
01/01/2019	New Year's Holiday
02/18/2019	Presidents Day
04/19/2019	Good Friday
05/27/2019	Memorial Day

\*Parents are responsible for payment of this week.

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### **VPK Holidays (Pre-kindergarten)**

During the VPK school year we follow the Polk County School Board Calendar.

### **Severe Weather Days**

Building Blocks Academy follows the public school board severe weather report. If public schools are closed during severe weather we will be closed as well.

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### **Drop -off and pick up**

In order to assure the safety of your child, we ask that you sign your child in and out each day. The classroom registers are located at the desk in the lobby as you enter the Center. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone.

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### **Bathroom Policy In preschool**

We require that preschool three's and pre-k four's must be toilet trained. The teacher's responsibilities regarding bathroom time is as follows:

- Escort child to bathroom
- Instruct child verbally to assist in self clean-up
- Help child to clean any mishaps so bathroom is ready for the next user
- Ensure child washes hands
- Assist in fastening clothes, if needed

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### **Clothing**

Every child needs to have a change of clothes in his or her backpack. Children participate in many art projects. They should be dressed in comfortable washable play clothes. Smocks are used but that does not guarantee that the children's clothing will not become soiled or stained. Backpacks need to go home and return each day. Children should also wear appropriate clothing for the current weather. Please label all loose items with permanent marker or printed nametags. Children participate in outside activities and should wear closed toe shoes. This prevents any injuries to their feet and allows them to play without losing their shoes.

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### **Authorized pick up**

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required.

Please notify the office if there are any changes in pick-up plans or arrangements or changes on the authorization form, please contact the office.

In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol, the police will be called.

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Parent initial

### **Communication**

Communication is essential as we work together to meet the needs of your child. Please call, if you have any questions. We need and welcome your input.

Should you observe any area or piece of equipment that needs maintenance or repair, please alert the Director. If you have any questions concerning Center policy or practice, please ask the teachers or the Director.

Notes will be sent home in the event that a field trip, party, supplies are needed for your child, injury reports, and ect. To explain anything that may need to be mentioned.

Monthly newsletter will be sent out to inform you the parent what types of activities or other recreational fun will be going on during the month.

You may contact the facility via email at [tabithaknauer@rocketmail.com](mailto:tabithaknauer@rocketmail.com) or by phone (863) 299-5917 or fax (863) 299-5918.

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Parent Initial

### **Screening**

All children will be screened as necessary, using the early learning coalition questionnaires. All children will participate in all assessment tools Gold's, NEMOURS, and ASQ3. By having these tools and assessments implemented we are able to provide individualized care for those who need it. Developmental portfolios are made for each child at Building Blocks Academy. Parents seeking additional information about their child's needs are given referrals to child find and other agencies. All information will be shared with the Early Learning Coalition. By signing below you are allowing your child to participate and are in agreement with all programs listed above.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
parents Signature

\_\_\_\_\_  
date

## **Transitions**

Transitions to another room starts at the beginning of each new school year. The month of June we transition each class group over for the year. Transitions will also occur throughout the school year based on classroom availability.

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## **Outdoor Play**

All children go outside every day. Please send labeled clothing appropriate for the weather. You will be given advance notice of special activities for the week. Parents are responsible for sending their child in appropriate attire (teachers will not change students for outdoor play). We are a messy play learning center and your child will need to dress for such activities.

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## **Supplies**

The following supplies are to be left at the preschool. All items will be placed in our child's basket. Please label all of your child's belongings. All soiled clothes will be sent home. Parents will be notified when child's supplies need to be replenished.

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## **Toilet Training Children**

Two complete change of clothes include socks and underwear, and appropriate shoes

**WINTER-** pants      **SUMMER-** shorts  
A favorite blanket or stuffed animal for quiet time.

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## **Non-Toilet Trained Children**

Three complete changes of clothes including season appropriate attire. Diapers or pull ups (I require a package of diapers and wipes).  
A favorite blanket or stuffed animal for quiet time.



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### **Children that are Toilet Learning**

Three complete changes including socks and shoes upon availability. Pull-ups (I require a package of pull-ups to be left for your child and a new pack of wipes).

We start **assisting** parents with potty training at the of age two and when then can verbalize that they need to go potty.

All children need a sleeping mat and mat cover (all children must have both before starting).

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### **Personal Belongings**

If your child has a favorite sleep toy or any other security item, they are welcome to bring them to school. Please label all items brought to school.

Appropriate books, cassette tapes and CDs enrich the children's lives and may be brought at any time. Please label all items brought to school.

We ask that children not bring the following items to the Center:

Toys or toy weapons of any type

Money

Gum, candy

Cosmetics

Jewelry

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### **Food Service**

Weekly menus, including meals and snacks, will be posted.

Meals are served family style with children being encouraged, not forced, to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat.

All meals are included into the fees already.

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## Medications

Occasionally, children will need to receive medication while at the Center. If your schedule allows, you may wish to come during the day and give the medication yourself. We are not allowed or permitted to administer any medication.

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## Illness

According to State Licensing Standards, a child must be fever free for 24 hours before returning to the Center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child but also to the other children and teachers.

Listed below are criteria for **EXCLUDING** ill or infected children from the Center.

**FEVER**, defined by the child's age as follows:

Infants younger than 4 months 100F axillary

4-24 month olds 101F axillary

Older than 24 months 102F axillary or oral

**Signs of possible severe illness**, including unusual lethargy, irritability, persistent crying, difficulty breathing.

**Uncontrolled diarrhea**, defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use.

**Vomiting**, two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.

**Mouth sores**, with drooling unless the child's physician has determined the illness not to be a communicable disease.

**Rash**, with fever or behavior change until a physician has determined the illness not be a communicable disease.

**Purulent Conjunctivitis**, defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye.

**Infestation** (e.g., scabies, head lice), until 24 hours after treatment was begun.

**Impetigo**, until 24 hours after treatment was begun.

**Streptococcal Pharyngitis**, until 24 hours after treatment has been initiated and until the

child has been fever-free for 24 hours.

**Pinworm**, until 24 hours after treatment was begun.

**Ringworm**, until 24 hours after treatment was begun

**Chicken pox**, until 6 days after onset of rash or until all lesions have dried and crusted.

**Rubella**, until 7 days after the rash appears.

SOURCE: American Academy of Pediatrics/American Public Health Assoc. Reference Standard (1990) in NAEYC's Healthy Young Children

If your child becomes ill while at the Center, you will be called to pick-up your child as soon as possible.

Children will not be allowed to attend school if they have symptoms of a green running nose, vomiting, Fever, diarrhea, Red itchy eyes (Pink Eye), and productive cough. Children must return with a doctor's note after symptoms have cleared. This precaution keeps colds, viruses, and other illnesses from spreading throughout the school.

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Parent/Guardian Signature

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Date

### **Physical and Shot Records**

All children must have a physical and shot record on file. This is a requirement. Parents/Guardians are given 30 days from the date the child starts to submit a physical and shot record provided by their child's physician. If the records are not submitted within the 30 day time frame the child will not be permitted into the center. In the occurrence that a physical or shot record expires you will be notified. If shot record and physical are not submitted by the expiration date the child will not be permitted in the center. Your child will be exposed to those children not immunized during the 30 day grace period from when a new child starts. All parents/Guardians are given this 30 day grace period to use while they are obtaining both records.

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Parent Initial

### **Discipline Policy**

Children do display and will occasionally be exposed to aggressive behavior. This may take the form of biting, hitting, pushing, or kicking. The staff uses various techniques to limit and correct such behavior, but parents must understand that when children are in a group setting, the exposure to aggressive behavior is greater than it might be at home. The purpose of discipline is to help children learn acceptable behavior and

develop inner control. When re-directing or guiding a child's behavior, the age, intellectual development, emotional make-up, and past experiences will be considered and consistency will be maintained in setting rules and limits for children. Corporal punishment is not consistent with this objective and is prohibited at school. The following is a list of some alternate forms of discipline that will be used:

Model appropriate behavior.

Tell the child what he/she can do.

Establish eye contact with the child when talking to him/her.

Give the child choices whenever possible.

Encourage the child to problem solve and try to work out conflicts.

Re-direct a child to another activity or appropriate behavior.

Remove the child from the situation to keep themselves and others safe.

Isolate the child from the group for no longer than a minute per year of age. (ex. 1 year old gets a min. a 2 year old gets two min.)

Call a parent to come for the child if the child cannot regulate emotions and behavior.

\*If strategies implemented are unsuccessful. You will be contacted and asked to leave the center.

\*We are not a Behavioral Modification school. We are here to help your child learn and grow in a safe environment.

## **Limits of Behavior**

You may not hurt others.

You may not hurt yourself.

You may not damage school equipment.

If a child is having more difficulty than usual with discipline in the classroom, the behaviors displayed by the child will be discussed with the parents along with specific techniques being used by the staff to help guide the child to more appropriate behavior. Since the children are only in the preschool for a few hours a day, support from parents with their discipline at home and of our discipline at school is expected. All aggressive behaviors that are harmful to other children, teachers, or to the child him/herself will be documented and signed by the parents. Situations that continue to include harmful behaviors will be evaluated by the director in considering the safety and well-being of all children. If on the event that a child is showing problematic behaviors or might be observed to be showing developmental delays we will suggest a referral to proper agencies that will be able to assist you. The Building Blocks Academy committee will be involved in any final decision to remove the child from the school if the behavior continues to be harmful to other children and/ or staff.

**All parents must sign the "PARENT CONTRACT" agreement to our Discipline policy at the time of filling out the application.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Accident Report Forms**

If your child is involved in a mishap that requires any type of attention or first aid the office will provide you with a curtesy call, and you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's sign in and out sheet.

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Parent Initial

### **Should an accident require emergency medical treatment**

The child will be taken to the Winter Haven Hospital Emergency Room. The parents will be contacted immediately to meet the staff member and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above.

\_\_\_\_\_  
Parent Initial

### **Emergency Preparedness**

Staff are prepared to deal with a variety of emergency situations. During all circumstances, teachers will remain calm and stay with the children. In the case of a weather related emergency, such as a tornado warning, children will be evacuated to the designated shelter for their building. In cases of structural damage to the building, all parents will be contacted. Staff will follow procedures outlined in the Building Blocks Academy disaster plan.

\_\_\_\_\_  
Parent Initial

### **Consent to Child's Records**

By signing this handbook you give consent for Building Blocks Academy's childcare personnel access to your child's records.

\_\_\_\_\_  
Parent Initial

**By signing this parent Handbook you are agreeing to follow all of Building Blocks Academy's rules and procedures.**

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Print name

parents Signature

date