

EduCare Learning Center
EduCare Academy
PARENT HANDBOOK

INFANT & TODDLER CENTER

BIRTH TO 2 YEARS OLD

PRE-SCHOOL CENTER

3 YEARS OLD TO 5 YEARS OLD

SCHOOL-AGE CENTER

6 YEARS OLD-12 YEARS OLD

OPEN FROM 6:00 AM TO 6:00 PM
MONDAY - FRIDAY
10220 W Terry St
Bonita Springs, FL 34135
Tel (239) 992-3424 Fax: (239) 992-8574
Lic # C20LE0062

Revised July 2016

EduCare GENERAL INFORMATION

EduCare provides care and instruction to children from birth to the age of 5 years old. We also offer before & after school care, as well as transportation to and from local schools, for school age children until the age of 12. Applications for enrollment are accepted without regard to race, religion, color, sex, or national origin.

EduCare offers the highest quality of care and instruction to your preschool child. Our planned and organized environments are specifically designed to encourage your child's total development. Outdoor space and equipment are designed, used, and supervised in a manner that promoted the appropriate development of every child including the use of weekly lesson planning specific to outdoor activities. We pride ourselves in being a "learning center" and not a baby-sitting service.

EduCare promotes parent involvement. We encourage families to take part in program planning, classroom activities, educational workshops, individual and classroom meetings/conferences. These activities will be scheduled with advanced notice throughout the school year. Please read monthly newsletters for dates and times or visit our website educarechildcenter.com to learn more about our program and services.

EduCare teachers, aides, and volunteer staff are thoroughly screened before joining our staff. Teacher aides and volunteer are utilized to keep child/teacher ratios below the state required ratios at all times and to ensure continuous supervision of children throughout day to day activities. To ensure that an infant & toddler CPR/First Aid certified staff member is present at all times, **ALL** *EduCare* staff are required to be CPR & First Aid certified. All qualified caregivers have completed the educational requirements set forth by the Department of Children and Families. Proper First Aid procedures and universal precautions procedures are overseen by Kendra Stamp and/or Marissa Mona at all times to ensure procedures are followed properly. In addition, we have teachers holding their FCCPC (Florida Child Care Professional Credential) Degree or in the process of obtaining the FCCPC within each classroom. Education is highly valued for our teachers. Our center's Director holds her Director's Credential for the State of Florida, FCCPC Degree, First Aid & CPR Certification, VPK Director's Certification, and has over 18 years experience in Early Childhood field.

The teachers and staff at *EduCare* are energetic, positive, and loving. We strive to provide the best role models for all children enrolled. We encourage parents to be a team member in the education of their child. It is encouraged among our parents to share any special family cultures and/or traditions. We promote a team environment for the well being of our staff and children. It is our goal to ensure continuous quality supervision of children during all activities.

EduCare is licensed with the Department of Children and Families. Our license number is C20LE0062. Inspections are conducted periodically and randomly and are a matter of public record.

EduCare is a safe environment. Weekly & monthly maintenance inspection records of the facility & vehicle(s) are kept in appropriate logs for reference. Smoking and the possession of firearms is prohibited on property or in company vehicles.

EduCare invites parents to visit whenever possible. We advocate an “open door” policy. Feel free to drop in, unannounced, at any time.

ENROLLMENT/ADMISSION:

To comply with the state of Florida regulations, all enrollment papers must be completed and on file in our office before your child attends *EduCare*. Please see your center Director or office personnel to obtain this paperwork.

It is mandatory to have in the school records a **blue form (#680 vaccines) and a Florida physician’s statement (yellow form physical exam #3040)**. Please be sure to bring these items before admission since these records are checked by the county accrediting agency inspectors. We would not like to dismiss a child who does not have the above record.

ATTENDANCE POLICY:

VPK children can only miss 40 days or they will be terminated from the program

Children MUST arrive to EduCare PRIOR to 9am. Children will NOT be admitted to their classroom after 9am UNLESS prior approval has been granted by the Director.

Parents are required to sign their child in AND out of the facility daily using the computer in the front office. This is a state policy as well as *EduCare* policy.

All children must be escorted in and out of the building by an adult. Children will not be released to anyone who is not named on their enrollment form will be asked to answer questions which correlate to the information they have supplied to us on their *EduCare* Parent Information sheet. All persons unfamiliar to us will be required to show photo identification.

PROGRAMS/PHILOSOPHY

EduCare dedicates itself to the philosophy that quality early childhood education embraces and utilizes teaching techniques that appeal to all learning styles in pursuit of helping each child reach their full potential both academically and socially.

EduCare is designed to provide appropriate instruction, teachers and materials for each age group. Each teacher is required to prepare weekly lesson plans for their class using Creative Curriculum or an approved alternate that complies with “best practice” standards.

At *EduCare* our philosophy revolves around center-based activities. We strive to provide a well rounded program including art, music, games, stories, play-acting, outdoor activities, and more. Children are encouraged to make their own decisions regarding their interests for each day. The teacher’s role includes that of facilitator and guide. The Children’s roles include the development of skills such as decision making, negotiating, socializing and problem solving.

It is strongly adhered to that our 1 to 5 year olds arrive at school no later than 9:00 a.m. to participate in all classroom activities.

As we view each child as an individual made up of social behavioral, academic and spiritual qualities and needs, we strive to maintain an open line of communication with parents. Daily reports are placed in your mailbox to take home informing you if your child ate, slept, their general mood and anything the teacher may think you should be aware of. Any parent who may have concerns is always encouraged to speak with the Director.

Policies, plans, and procedures will be reviewed and revised annually using results of any evaluations as a tool to modify the program if necessary.

DAILY NUTRITION

EduCare will provide a nutritious breakfast and afternoon snack. *EduCare* will also provide a well balanced, nutritious meal at lunch. Meals are prepared to meet the dietary needs of preschool children. A weekly menu is posted on the Parent’s Information wall. Lunch will always include a protein, starch, fruit and dairy in accordance with the USDA food program. Milk will always be served to the children twice daily. Breakfast must be completed by 9:00 a.m.

Parents of infants and 1 year olds are required to have their child’s name clearly marked on all bottles and sippy cups. Infants will be fed on demand or as scheduled through parent/guardian communication. Bottles and Sippy cups will be properly cleaned and sanitized daily. All unmarked and unclaimed bottles and sippy cups will be placed in the Lost & Found box. Our 2 through 5 year olds use regular cups provided by the center and not a sippy cup. If your child is not in the infant or 1 year old rooms, please do not send them to school with sippy cups.

If you wish to bring in treats or lunch for your child’s birthday or special occasion, please let your child’s teacher know in advance. This way we can plan accordingly for the occasion. All items must be prepared by a commercial store.

SANITATION & HYGIENE

EduCare follows the appropriate guidelines for sanitation of equipment, toys, bedding, food prep areas and overall classroom and center areas. Daily classroom cleaning logs are posted in each classroom to ensure guidelines are followed and maintained. Any & all major cleaning projects are done on a scheduled or as needed basis in order to maintain a healthy environment. Bottles, Sippy cups and mouthed/non-mouthed toys will be properly cleaned and sanitized daily according to regulation.

Proper hygiene techniques are important in maintaining good health. Children will be taught the appropriate guidelines and steps to proper hand washing techniques and times throughout their day. They will also learn good hygiene habits as part of their curriculum.

INCIDENTS/ACCIDENTS

EduCare makes every effort to ensure your child's safety. Unfortunately, accidents do occur. In order to keep you informed, each accident/incident will be accompanied by a recorded account to be signed by the parent/guardian. Parents/Guardians are required by the Department of Children and Families to sign and date these reports and *EduCare* is required to keep each report in an injury log. In the event of a serious accident, we will make every effort to contact you for instructions. If you cannot be reached, we will contact the person(s) you have indicated on the enrollment form. The Director will stay with your child until your arrival.

DISCIPLINE POLICY

As all children are unique and individual, our program includes a 30 day probationary period for all new enrollees. If the design of our program does not meet the behavioral needs of a child, the Director will conference with the parent to discuss concerns. Working together, a plan will be devised or the withdrawal of the child from our program will be requested.

At *EduCare*, the use of physical punishment is NEVER practiced or permitted. Redirection and Positive Guidance are techniques practiced at *EduCare*. Behavior that is disruptive, dangerous, or damaging to the child, classmates, staff, or the premises shall be handled with positive & constructive methods of discipline. Redirection of the troubled child is used in a first attempt at solving conflicts. The "time out" method of discipline is used as a last resort. This allows the child to assess the type of behavior he/she displayed. Children are permitted to rejoin group activities after a reasonable amount of time. One minute for each year of age is the practice at *EduCare*. If a child continues to be unresponsive to all effects involving inappropriate behavior, a parent conference will be requested. Parents may be asked to take the child home for the remainder of the day. If the child has a continuous behavior problem, the parent will be asked to withdraw the child from our program within one business week.

DESTRUCTION OF PROPERTY

If a child, parent, or family member, with malicious intent, destroys any property of *EduCare*, it will be the responsibility of that family to repair/replace that property. This does not include property broken in the course of normal use.

CONFLICT RESOLUTION PROCEDURES

Parents are actively encouraged to be involved in all aspects of EduCare Academy's day to day operations. For parents to have confidence in the quality of care provided by EduCare Academy, it is important that they are aware of their ability to influence its operation. This includes knowing that they have a right to comment on or appeal against any action or decision that has consequences for themselves or their children.

This Conflict Resolution Policy formally recognizes, promotes and protects each family's rights. There may also be times where there are staff or Management concerns or dissatisfaction with the actions of parents. Consequently, this policy also formally recognizes, promotes and protects the rights of Staff and the Management of EduCare Academy.

The Conflict Resolution Policy is designed to ensure that all persons (that is, the EduCare Academy (parents, guardians, staff, members of the Management and visitors) are provided with a high level of equality and fairness in relation to any conflict that may arise. Parents, management and staff agree to implement and endorse EduCare Academy's Conflict Resolution Policy.

SICK POLICY

If you notice your child is sick before you leave home or on the way to school, we advise that you keep your child home or seek the advice of his/her pediatrician.

We will not accept your child for the day if they appear to be sick or are running a temperature above 100.1 degrees. Please refrain from administering fever reducing medicine to reduce a fever to bring child to school.

WHAT IF MY CHILD GETS SICK?

If your child becomes sick during the day with any of the following conditions or displays any behavior indicating possible illness that may require exclusion from the center, we will notify you immediately by telephone. You will be required to pick your child up immediately (state regulates in less than an hour time frame). If you are not able to be reached we will contact the people on your emergency list until someone is contacted to pick up your child. Sick children will be placed in a separate supervised area if they are too ill to participate in their group. This will take place in the Quiet Area in their classroom or in the front office with an administrator. All illnesses are recorded and filed in our illness log.

- FEVER (101.OR GREATER)
- DIARRHEA (2 EPISODES)
- VOMITING (2 EPISODES)
- PERSISTENT COUGH
- THICK NASAL SECRETIONS
- RED/ITCHY/WATERY EYES
- SECRETIONS FROM THE EYES
- COMPLAINTS OF EAR PAIN
- PERSISTENT TUMMY PAIN
- SKIN RASH
- ALLERGIC REACTION
- LETHARGY

*If a case of head lice is found, it is the policy of *EduCare* that the child be removed from the center in accordance with our sick policy. All nits MUST be removed before the child will be permitted back to the center. A child identified having head lice shall not be permitted to return to *EduCare* until the appropriate treatment has occurred.

Verification of treatment may include product box, box top, empty bottle, or a signed statement from the parent stating that treatment has occurred. During this time, we will perform daily head checks to halt the further infestation of children and staff.

*If we are to find a case of Scabies it is the policy of *EduCare* that the child be removed in accordance with our sick policy. We require a doctor's note to return to the center. Please remember we are protecting all of the children in our care.

EduCare's Board of Directors has designated a person who has the responsibility to oversee all of our health and safety policies. This person is also the primary contact for any health and safety issues at our facility. Kendra Stamp has been named our Health and Safety Advisor.

MEDICATION

EduCare will administer medication on an emergency need basis only. It is against our policies to administer medication without a signed parental consent, information regarding possible side effects and prescription from a licensed medical doctor. The administration log will contain all pertinent information regarding medication and doses. NEVER pack medicine (for personal use or otherwise) in your child's backpack or diaper bag.

TOY & JEWELRY POLICY

EduCare provides ALL the Developmentally appropriate toys and activities your child will need throughout their busy day.

Please refrain from allowing or sending your child in with toys AND/OR jewelry. In doing this, we avoid "Mix-Ups, Damaged Items, and Lost toys and jewelry." **Personal toys should be left at home.**

EduCare or its employees are NOT responsible for lost, stolen, or damaged toys brought from home. If items are brought from home, they will be removed from the child's possession and stored until they leave the center that day.

IF YOUR CHILD IS BITTEN

Child development studies show that approximately 51% of all children attending pre-schools will be bitten. Children between the ages of 1 year old and 3 years old will often use biting as a form of communication. We will try to help minimize biting accidents. If this occurs, we will do our best to comfort your child and care for him/her immediately. We will inform the parents of the biter and work with them and their child to change and improve this behavior.

IF YOUR CHILD BITES ANOTHER CHILD

EduCare understands the age-appropriateness of biting in toddlers. If your child bites, we will work out a plan with you to try to correct the problem. If this behavior does not stop within a reasonable period of time we might ask you to temporarily dis-enroll your child until the biting diminishes. If biting continues, you may be asked to withdraw your child until he/she is older.

DRESSING APPROPRIATELY

Each child should be dressed appropriately and comfortably for playground and art activities. Shoes should also be appropriate for outdoor play. It is strongly requested that children do not wear flip-flops, sandals, jellies or cowboy boots for safety reasons. It is required that each child have one complete change of clothes. Please include socks, underwear, top and bottom and please be sure to label all your child's clothing. All soiled clothes must be taken home to be laundered.

Parents of toddlers are required to bring an adequate amount of diapers and other diapering needs for their child. Reminders will be sent home to inform parents that their child needs diapers/wipes, etc. There will be an additional charge of \$2.00 per diaper supplied by *EduCare*.

PET POLICY

EduCare allows classroom pets in each classroom as long as they do not interfere with any known allergies of children enrolled in the class. Classroom pets will be cared for by assigned staff in each particular classroom. Daily routines of pet care will be assisted by children enrolled in each classroom with supervision of classroom assigned teacher. Pet care responsibilities help promote character building skills and are a positive part of each child's learning experience.

TOILETING

Classrooms at *EduCare* have self-contained toilets and sinks and proper diapering areas. In order to maintain the hygiene and safety of every child, *EduCare* requires all preschool classroom restroom doors to remain open. Each teacher uses discretionary procedures to ensure privacy for each child toileting. Toilet training children need to have 4 (four) changes of easy to pull up and down clothes. This includes underwear, and socks as liquid tends to go with gravity. It is also a good idea to have a spare pair of shoes in the cubby for the same reason. Belts, zippers and buttons are discouraged for potty training children. These things can wait until they get a good grasp on using the potty. Children who are potty trained need one change of clothes in their cubby in case of food spills or other emergencies. All clothing should be labeled on the inside fabric of tops and bottoms and in the toe for socks. Preschool children's clothes need to be in a zip-lock bag sealed and labeled in their cubby. Children will be taught the appropriate guidelines and steps to proper hand washing. If you would like a copy of these steps please don't hesitate to ask!

NAP TIME

A nap period is provided for all toddlers and preschooler children after lunch. The nap period will not exceed two hours. A mat/cot/crib will be supplied for your child by *EduCare* and will be labeled to ensure individual use only. Mats/cots/cribs are sanitized by staff at least once a week. Parents will need to supply a small blanket, pillow and sleeping toy, if needed (stuffed animal, doll etc). Please be advised that all napping items must be labeled with your child's name and be able to fit into their cubby to ensure ease of individual use. All napping items are required to go home at the end of each week for laundering. Infants will be placed on their back to fall asleep at all times.

BIRTHDAY CELEBRATIONS

Each child's Birthday is a special gift, to all of us. We encourage parents to let their child celebrate this time at *EduCare* among classmates and teachers. Parents are welcome to bring "STORE BOUGHT" Treats.

As per the HEALTH DEPARTMENT rules and regulations, any cakes, cookies, or drinks must be "STORE BOUGHT" and labeled with the ingredients for Health Safety and Nutritional purposes. Note: CANDLES And BALLOONS ARE NOT PERMITTED.

FIRE DRILLS

EduCare is equipped with a fire alarm system as well as strategically placed fire extinguishers throughout the center. Emergency fire drills are a part of the curriculum and are designed to acquaint your child with the fastest evacuation procedure in the event of a fire. These drills are conducted on a monthly basis and a log is posted in the lobby.

FIELD TRIPS

Field trips and special activities are a planned part of the *EduCare* after school program. You will be informed of these activities in advance. All field trips require parents to sign a permission slip. Special activities and in-house guests are planned and posted on the school calendar, on the Parent Information wall, for our preschoolers.

TRANSITIONS

Children are transitioned to the next classroom gradually and at a comfortable pace. Transitions can take place immediately following the child's birthday OR at the soonest availability in the next classroom. Certain developmentally appropriate milestones will need to be mastered before transition begins to ensure appropriateness and success for your child.

CONFIDENTIALITY OF RECORDS POLICY

Children's normal developmental records are kept within groups as staffs need to access them regularly. Any information in a child's record that is of a sensitive nature will be kept in a secure place. Personal details on will be passed to other departments as appropriate. The address and telephone number of parents will not be passed on to anyone outside of EduCare Academy, except when the duty of care to the child overrides the need for confidentiality.

EduCare Academy retains copies of children's records in a secure place. Parents may request additional copies of any form from EduCare Academy. EduCare Academy reserves the right to charge parents for additional copies of records.

Duty of care to the child may override the duty of confidentiality, and in such cases we will pass appropriate information to other organizations.

EDUCARE will be closed on:

Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Presidents' Day
Good Friday
Friday before Memorial Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the Day After



EduCare Academy

2017/2018 Calendar

The Center Will Be CLOSED on the Following Dates:

Tuesday, July 4, 2017

Monday, September 4, 2017

Thursday, November 23, 2017

Friday, November 24, 2017

Monday, December 25, 2017

Tuesday, December 26, 2017

Monday, January 1, 2018

Monday January 15, 2018

Monday, February 19, 2018

Friday, March 30, 2018

Friday, May 25, 2018

Monday, May 28, 2018

•Regular tuition rates do apply•



WEATHER WARNINGS

We will also be closed on any days relating with any natural disaster. We will follow the same operating procedures as the public school system. If conditions are unsafe for children to attend area public schools, *EduCare* will also be closed. Tune into local radio and television stations for reports. If local Elementary schools are closed *EduCare* will follow suit and close for safety reasons.

EduCare Learning Center Tuition Rates as of 2015/2016

FEES & CHARGES

(Tuition is due every **FRIDAY** for the following week and is considered late by **WEDNESDAY**. If tuition is late there will be a fee of **\$20.00** added to the weekly amount. Insufficient funds fee of \$30 will be assessed to any returned payments.

WEEKLY TUITION RATES:

Infant Care.....\$160

Toddler Care.....\$140

Two Year Care.....\$130

Pre-School Care...\$125

VPK WAC Care...\$85

Daily Care.....\$40

School Age Daily Care.....\$25

School Age Care...\$100

School Age Care after care only...\$55.00

prices subject to change; ask for our rate discounts

TUITION/ABSENCE/FINANCIAL POLICIES

***If your child misses school due to illness, vacation, etc. full tuition payment is still required.**

****EduCare* allows each child 1 (one) week vacation annually at no tuition fee. A student must attend *EduCare* for 1 (one) year before vacation week can be used. After the first year of attendance, this vacation week can be used at anytime except for your 2 (two) week notice time. Vacation weeks are based on the anniversary of your child's enrollment. Vacation time does not apply to part-time enrolled children.**

***If vacation is taken before 12 consecutive months of attendance, full tuition payment is still required.**

***Postdated checks ARE NOT accepted under any circumstances.**

★ There are NO REFUNDS ON TUITION if child attends ANY PORTION of the arranged contracted care.

***Pick-up after 6pm is subject to a late fee. The amount will be \$15.00 per child for 1-15 minutes late and \$30.00 per child for 16-30 minutes late. Late fees are to be paid at time of pick-up.**

★ If you choose to withdraw your child from *EduCare*, 2 weeks written notice is required. If proper notice is not received, 2 weeks tuition will be charged and collected upon regardless of attendance.

***Only FULL TIME ENROLLED clients are eligible for any discounts offered by *EduCare*.**

***Children who leave *EduCare* during the summer months due to visits with a non-custodial parent, visits with relatives, parents job schedule, or for any other reason are NOT entitled to vacation week credits.**

****EduCare* strives to maintain the highest quality of care for each child. Our tuition policies help to ensure this continued quality.**