



# **PARENT HANDBOOK**

## Table of Contents

<b>Mission, Philosophy, Standards, Admission and Accreditation</b> .....	1
Staff & Courtesy Calls.....	2
Babysitting Arrangements & Safety.....	3-7
Arrival, Morning & Afternoon care & Lunch and Nap.....	8
Curriculum.....	9-10
Holiday Celebrations .....	11
Parent	
Involvement.....	12-13
Development.....	14
Dress Code.....	15
Discipline.....	16
Accident/Incident	
Reports.....	17
Health.....	18-19
Nutrition.....	20
General Financial	
Information.....	21-24
VPK Attendance and Funding	
Information.....	25
Biting	
Policy.....	26-27
Camera	
Policy.....	28

# HOPE EFFECT DAY SCHOOL

## MISSION STATEMENT

We exist to connect in relationships with and effect change in the lives of the children of our community, and ultimately introduce them and their families to a loving relationship with Jesus Christ.



## PHILOSOPHY STATEMENT

We believe quality and affordability are not mutually exclusive, so we will strive to provide the very best in childcare and early childhood education/development, at reasonable prices people can afford.

## STANDARDS

Hope Effect Day School is licensed by Hillsborough County Child Care Licensing and visited by a representative to verify compliance prior to our license being renewed. We are also inspected by the Fire Marshall's Office before our license can be renewed each year. We meet or exceed all requirements set forth by all these organizations.

## ADMISSIONS POLICY

Hope Effect Day School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## ACCREDITATION

Hope Effect Day School strives to meet the standards of Gold Seal accreditation; however, we are not accredited at this time.

## OUR STAFF

We have a team of dedicated professionals who have the welfare and best interest of your child as their top priority.

Everyone on our staff is required to have the State of Florida 40-hour Child Care certification and 5-hour literacy training offered through DCF, with an additional minimum of 10-20 hours of child care related training per year. The state requires fingerprinting and an extensive background check, which is done upon employment. All of our staff are required to have current CPR and First Aid training within the first year of employment. Beginning October 2019, all staff, including new hires, must have current CPR and First Aid training in order to work.

We strive to staff each classroom with a lead teacher with a Child Development Associate Credential or higher, or someone who is seeking this certification. As per accreditation requirement.

**Educational Advancement:** Hope Effect Day School encourages all employees to further their education, whether it is through college courses, seminars or workshops. All are encouraged to join professional teacher organizations - local and national.



## COURTESY CALLS

**Phone Calls:** The Day School's main number is (813) 252-8613. This is the best number to reach us. At times we are away from our desks and do not hear the phones ring, so please leave a message and we will promptly return your call.

**Absences from School:** We really miss your child when he/she is not here. Therefore, we are asking parents to call the Day School by or before 8:30 a.m. if your child will not be in attendance.

The Day School telephone number is 813-252-8613.

## BABYSITTING ARRANGEMENTS

Babysitting arrangements with Day School employees must be made off the premises and on the staff person's own time, evenings and weekends. Employees are not permitted to sit for children in their own classes or for whom they care for more than 3 hours daily, as this causes a conflict of interest.

**The Day School accepts no responsibility for children who are being babysat by staff outside of their paid work duties. Day School teachers CANNOT remove your child from school for you. Please find alternative nanny/babysitting arrangements.**

## SAFETY

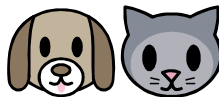
### SMOKING, ALCOHOL, and FIREARM POLICIES



**NO Smoking:** Hope Effect Day School is a smoke-free environment. Please do not smoke anywhere on the premises. Smoking onsite is prohibited by the Hillsborough County Department of Children and Families and causes our school to be in non-compliance.

**NO Alcohol:** For the safety of your own child, please do not drink any alcoholic beverages before picking up your child.

**NO FIREARMS** or weapons as defined in Florida Statutes Section 790.001 are not permitted in the building or on the premises, even though you have a concealed weapons permit. Only individuals who are employed by a law enforcement agency and who are required to carry their firearm while on duty will be permitted to enter the building with said firearm.



**Visiting Pets:** At HEDS we recognize that your child may enjoy having a family pet visit his or her classroom. We are happy to assist your child in sharing their family pet.

Please talk with your child's teacher one week prior to the pet's visit. Early notification will allow your child's teacher the time to prepare for children that may have allergies or fears of certain animals. All pets must be properly immunized, be free of disease, and create no health hazard. ***A written notice will be sent home to all classroom parents prior to any pet's visit.***

**Please do not bring your pet in with you when dropping off or picking up, unless you have prior approval.**

## SAFETY

The health and safety of our children and parents, staff and visitors is of utmost importance. We have procedures in place to ensure that your child is safe at all times. Remember that **"Safety begins with you."**



**Keyless Entry:** Hope Effect Day School uses a Keyless Entry System to gain entrance into the Day School. All families are assigned a code number that is given to them during Preschool Orientation along with information on how to use the keypad. We encourage you to use the keyless entry when entering the building and reserve ringing the guest doorbell for those who do not have a special code. Please try to avoid letting anyone you do not know follow you into the building. Should someone follow you into the

building, please alert a staff member as they could be here for a tour or to speak to the administrator.

### **Parking Lot: Please slow down and observe the traffic pattern –**

- The Day School parking lot is very busy, as it is located near many other businesses.
- Check and double-check before pulling in or backing out of a parking spot
- **WATCH** for children!
- **TURN your vehicle off! Do not leave siblings in the car to wait.**
- Parents need to **HOLD their child's hand** at all times while they are in the parking lot. Cell phones should be turned off.
- Conversations with other parents should not be held in the parking lot. Please use the courtyard for this purpose.
- Children should remain by their parent's side while in the school. Remind your child to **WALK** in the hallway.
- Parking under the portico to bring your child in and pick them up, should be reserved for rainy weather. You should pull up all the way and immediately pick up your child, so other parents may do the same.

**Authorization to Remove Child from School:** No child will be released to a person not authorized by the parent(s). We must have **WRITTEN** authorization for any changes to the pick-up list. **Phone calls will not be accepted.** It is recommended that parents or guardians always carry some form of picture ID as any employee (especially new employees) will ask for identification from anyone that they do not know or recognize.

A permanent change in the authorized pick-ups can be made by filling out an Addition/Deletion to Pick-Up List form located on the front desk. This information will then be entered into our computer for future use.

A one-time pick-up can be arranged by writing a note to the teacher stating that your child will be picked up by someone else and include their first and last name on the note so we are able to ID that individual from their license.

In the case of separated or divorced parents, the only way we may legally deny access to a child is if we have a copy of the legal custody papers on file.

## **SAFETY**

**Accidental Injury:** In case of accidental injury, we will make an immediate attempt to contact a parent. If it is an emergency, we will call 911. If necessary, the child will be taken to the closest or most appropriate hospital by ambulance. Until contact is made with the parent or the child's physician, the Director or another school representative will be in charge and make all decisions about the care of the child. You will be responsible for any resulting expenses. We will maintain a parent's signed form agreeing to this provision (**Authorization for Emergency Medical Treatment**) that is found in the registration packet. It is to **your responsibility** to keep the school up-to-date on changes to home and cell phone numbers, emergency numbers, and other pertinent information.

**School Liability Insurance:** Student insurance carried by Hope Effect Day School is a secondary policy only. If an accident would occur at school requiring a physician's care or hospital care, the student's family insurance would be the primary provider and the school insurance would pick up what was not covered by the primary carrier.

**Emergency Closings:** The Day School will be **CLOSED** on days when Hillsborough County Public Schools deem it necessary to close for inclement weather conditions such as a hurricane, flooding, etc. Tuition will not be changed for closures of 2 days or less.

If the Church Executive Director of Operations deems it necessary to close the church office for inclement weather, the Day School will also close for the day.

For non-weather related emergencies when it is necessary to close the Day School, we will make every effort to contact parents by phone.



**Emergency Procedures:** In case of an emergency in which we must evacuate the building, you will be contacted by phone and asked to pick-up your child permitting safe conditions exist to do so.

**If we need to evacuate the church property the children will be transported on foot to another location neighboring ours, such as Keller Williams in the Ashley Park building or Airheads. Parents will be notified as to the location for pick up.** Local news stations will also be notified to make announcements as to the location of the children for parent pick-up.

The person picking up **MUST** be on the computer-generated pick-up list and will be asked to sign that they have picked up their child.

In the event there is ever a lost or missing child, or suspected maltreatment of a child, the proper authorities and other persons who need to know will be contacted. Licensing and other authorities will be notified in the event of an illness, injury, or death if it is threatening to the health, safety or welfare of the children, staff or volunteers in our facility.



## Hope Effect Day School Emergency Preparedness Plan

Reason for alert:	Fire in the building	Severe Weather (Tornado)	Suspicious person or Danger near the building	Chemical Threat (Outside)
Signal for action:	Fire alarm will sound	CODE GRAY	CODE YELLOW Call 911	CODE ORANGE Call 911
Action to be taken:	<b>EVACUATE Building</b>	Move to hallway or other assigned room	Lockdown Shelter in Place	Lockdown Shelter in Place
<p><b>Details:</b> Always carry your clipboard &amp; emergency pick-up information with you.</p> <p><b>RELEASING CHILDREN:</b> Children should <b>NOT</b> be released until the “all clear” has been given and the present danger has been resolved. A legible written signature is required on the attendance sheet next to the child’s name, and the individual picking up the child, <b>MUST</b> be on the written pick-up list.</p> <p><b>**Licensing and other authorities will be notified in the event of suspected maltreatment of a child, an illness, injury, or death if it is threatening to the health, safety or welfare of the children, staff or volunteers in our facility.</b></p>	<p>Turn off the lights and close the doors to the classroom.</p> <p>Exit following the evacuation routes posted in each classroom.</p> <p><b>MEETING PLACE:</b> The sidewalk by the Ashley Park building (Keller Williams) on the other side of our parking lot.</p> <p><b><u>LOST/MISSING CHILD LOCKDOWN IN PLACE</u></b> In the event a child is not accounted for all classes will lockdown in place wherever they are and not move until we have determined if the child is anywhere in the facility or on the playground. If it is determined the child is lost or missing the proper agencies and parents will be contacted.</p>	<p>Move all children to the inside hallway away from any windows. <b>Close your classroom doors.</b></p> <p>Set people in “watch” positions at different ends of the building with walkie-talkies. Shift to “<b>duck and cover</b>” Stay in assigned location until “<b>ALL CLEAR</b>” has been given.</p>	<p><b>Stay inside</b> your room until you are given the “<b>ALL CLEAR</b>”</p> <p><b>Retreat to closets and/or bathrooms.</b></p> <p>No one is to leave their classroom for any reason.</p> <p>All students and staff in an outdoor area must move immediately to the <b>closest</b> secure classroom area <b>UNLESS</b> an intruder is <b>IN</b> the building.</p> <p>Admin staff will lock <b>ALL</b> doors and notify church office <b>(960-3030)</b></p> <p style="text-align: center;"><b>Danger in the neighborhood</b></p> <p><b>Stay inside</b> your room until you are given the “<b>all clear</b>”. All doors will be locked and children should be kept inside.</p> <p>If danger gets closer to building you will be told to “<b>RETREAT</b>” to closets and/or bathrooms.</p>	<p>Move all children to the inside hallway away from any windows.</p> <p>Turn off A/C unit and close your classroom door.</p> <p style="text-align: center;">Shift to “<b>duck and cover</b>”</p> <p>Admin staff will lock <b>ALL</b> doors and notify church office <b>(960-3030)</b></p> <p>All doors need to be sealed. Stay in a sealed area until the “<b>all clear</b>” has been given.</p> <p style="text-align: center;">..... <b>Lockdown Evacuation</b></p> <p>Chemical threat <b>INSIDE</b> the Day School</p> <p>Follow Fire Drill Exits.</p> <p>1<sup>st</sup> – Keller Williams (Ashley Park Building) 2<sup>nd</sup> – Airheads 3<sup>rd</sup> – Bounce House</p>

**These are general guidelines to be followed. Our main goal is to keep our children safe! Should it be necessary to move the children off-campus, we would transport them by foot to another business inside the Ashley Park Building (Keller Williams) or Airheads.**

## **FULL-TIME PRESCHOOL AND CHILDCARE (6:30 a.m. – 6:00 p.m.)**

**PART-TIME PRESCHOOL AND ELEMENTARY ASC/SUMMER  
(8:30 am - 11:30 am) (2:30 pm - 6:00 pm school year\*/6:30 am-6:00 pm summer)**

\*Hope Effect does not provide transportation. If you need after school care during the school year, you must arrange transportation.

### **ARRIVAL AND DEPARTURE TO AND FROM CENTER**

For safety reasons, keeping track of how many children are in each classroom at all times is extremely important. The teacher is responsible for writing down when each child arrives and departs each day. **It is your responsibility to make your child's presence known to the teacher.** When the children are on the playground, please walk your child all the way outside and verbally touch base with your child's teacher before leaving. The same is true in the afternoon -- **touch base** before removing your child.

Circle time occurs between 8:30-9:00 a.m. in our classrooms and sets the tone for the day. New topics, centers and letters are introduced early. Jobs are given out and special activities are discussed. Being in class for this time will make the rest of the day much easier for your child as he/she will feel confident in knowing what is going to happen that day.

**Early Morning and Late Afternoon Care:** Children are combined together with similar ages for very early morning and late afternoon care. As numbers increase or decrease accordingly, the age groups will be separated. A note is posted in the late afternoon letting you know if our child is on the playground or in another classroom. They may stay in one group all day, if numbers stay low.

**Elementary ASC/Summer Care:** We are licensed for children up to age 12. In order to serve all our families to the best of our ability we offer all-day elementary care when public schools are closed. Parents are responsible for transporting/arranging transportation for these students from school to the center, and for sending a lunch just like in our preschool program. We do not currently offer after school care, due to not having transportation, but if you have a need please talk to the administrative staff.

### **Lunch Time and Rest Time**

**Lunches:** We provide one-half hour for lunch for each class. Our younger children eat around 11:00 or 11:30 a.m. and our three's and four's eat at 12:00 and 12:30 p.m. Children eat in their own classroom and **parents are responsible for supplying a nutritious lunch.** Please see the Nutrition section of our book for the County licensing guidelines.

**Rest-time / Nap-time:** A 2" thick mat will be provided to your child for napping and/or resting time. This mat is sanitized daily. A crib sheet, small blanket and/or stuffed toy will be provided by the parent but should be taken home every Friday for laundering purposes. You may also send a travel size pillow, if you like.



## CURRICULUM GOALS

Our curriculum includes the following developmentally appropriate goals. It consists of play, stories, songs, movement, activities, art, and learning projects. **Children are celebrated for their victories and encouraged in their strengths.**

### **During their preschool years:**

Children will grow socially and emotionally by learning to.....

- ❖ Listen and follow simple directions
- ❖ Think for themselves
- ❖ Live within limits they can understand
- ❖ Make choices
- ❖ Express feelings in socially acceptable ways.
- ❖ Identify with an adult other than a parent
- ❖ Feel secure away from home
- ❖ Make new friends
- ❖ Work both individually and in a group
- ❖ Take turns and share

Children will grow physically and mentally by.....

- ❖ Developing large and small muscle coordination
- ❖ Developing visual and auditory discrimination
- ❖ Developing language skills
- ❖ Recognizing colors and shapes
- ❖ Recognizing some uppercase and some lowercase letters
- ❖ Recognizing and writing numbers 1 to 10
- ❖ Working creatively with their hands
- ❖ Learning to cut with scissors
- ❖ Recognizing and writing their first name
- ❖ Learning some letter/sound associations
- ❖ Recognize and produce rhyming words

Children will grow spiritually by...

- ❖ Experiencing various types of prayer
- ❖ Hearing age-appropriate Bible stories

- ❖ Learning about forgiveness – honesty – compassion – and obedience
- ❖ Exploring God’s wonderful creation
- ❖ Celebrating major Christian holidays
- ❖ Singing songs about God and Jesus
- ❖ Hearing faith language such as *God, prayer, Jesus, love, and worship* used in the classroom.

## **CURRICULUM PHILOSOPHY**

Hope Effect Day School’s philosophy is that children learn through purposeful play – through interactions with each other, adults, and materials. **We believe that a child’s play is an integral part of their learning and social development.** The more senses that are involved with an activity, the better! Developmentally appropriate activities in the areas of language, fine and gross motor, social/emotional and cognitive development will be incorporated into your child’s learning experience. Christian values will be taught through Bible stories and songs, memory verses, daily prayer and social interactions.

We all know that one and two-year olds are in constant motion and are developing many new skills! Our one’s and two’s will be provided a rich learning environment that helps them expand their vocabularies, find appropriate ways to express their creativity, and safely discover the world around them.

Building on a three-year-old’s, “I can do it!” attitude, this program will use experimentation and exploration in building higher-level thinking, language, math, social, and motor skills.

The Pre-K 4-year old program will help build a foundation for lifelong learning through play. By investigating new interests and experiences, children will gain independence and self-confidence in their growing abilities while achieving readiness skills necessary for kindergarten.

**Artistic Experience:** An important part of our curriculum is art. A variety of materials are available daily in the classrooms. Playing with playdough, sculpting with clay, cutting, pasting, drawing and painting are not only fun for the children, but are also important opportunities for learning. It is a chance for children to express original ideas, develop fine motor skills, improve coordination, learn to recognize colors, shapes and textures and develop creativity and pride in their accomplishments. Rather than concentrating on a finished product to go home, we want to focus on what the children are learning from the experience.

**Chapel:** Chapel is generally on Friday of each week. The children enjoy songs, prayer and Bible stories in the worship center with one of the church ministers.

**Program Extras:** The Day School brings in resource people and programs to enhance the curriculum. Major events will be scheduled throughout the year including, Open House, Noah’s Ark Parade, Christmas Program, and other Classroom Events.

## Holiday Celebrations



Our preschool children are learning the very basics of Christianity and we recognize that our Day School families are made up of different religious beliefs. Therefore, in conjunction with Morningstar Church, our preschool has adopted the following policies regarding holiday celebrations.

The school respects the right of parents to celebrate the holidays with their families as they wish, however within the preschool program our major emphasis will be on the Christian teaching of the holiday.

We celebrate the following holidays with your children.



**HALLOWEEN:** The preschool emphasizes a harvest theme at this time of the year. We conclude the month of October with a Noah's Ark Parade or Storybook Parade.



**THANKSGIVING:** Parents are invited to attend a Thanksgiving Feast as the children celebrate and remember that 1<sup>st</sup> Thanksgiving feast in America giving thanks to God.

**CHRISTMAS:** Our children celebrate Christmas as the birthday of Christ. Children in our 3 and 4-year old classrooms perform in a Christmas program where the birth of Christ is celebrated.



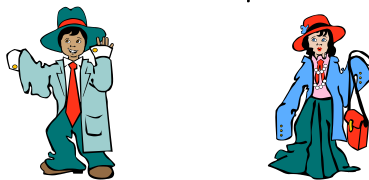
**EASTER:** We celebrate the resurrection of Christ and because HE LIVES . . . we can have life in HIM. Every classroom does an Easter egg hunt.



There are other times throughout the preschool year that parents are invited to classroom parties. Your child's teacher will keep you informed as the preschool year unfolds and will also let you know if they need supplies and contributions to help with the party. A sign-up sheet is generally posted outside the classroom door.

**Please keep in mind that teachers are not allowed to receive gift cards, checks or cash for regular school supplies. Parents need to bring in the supplies they have purchased.** The teachers may accept cash to pay for pizza or other food that is to be purchased for a party day.

We love to learn at Hope Effect Day School!



## PARENT INVOLVEMENT

It has been proven over and over that parent involvement in a child's education is one of the most important factors in how that child perceives education and its importance. Please get actively involved in your child's experience here at Hope Effect Day School – all questions and ideas are welcome. There is a "Praise and Suggestion" box in the front office. We look forward to hearing from you!

### Where to be active?

**NEEDED: Homeroom Parents.** Every classroom needs 1 or 2 Homeroom Parents to be a liaison between your child's teacher and the other parents in the classroom. Homeroom Parents are responsible for coordinating classroom parties and are also responsible for securing parent volunteers within your child's classroom for school-wide functions. Being a Homeroom Parent requires a commitment of your time, energy and willingness to get the job done to be effective. In some instances, you will have to make several phone calls to get the task at hand completed. This is a great opportunity to show your child the importance of school and being involved.

**Other Parent Involvement:** Parents are always welcome in the classroom to observe or simply to have lunch with your child. We encourage your assistance during special class projects or story time. Your child's class should have a designated day for Story Moms and Dads to come visit to read to the class. Check with your child's teacher about this opportunity.

We delight in Moms and/or Dads who are community service workers who are able to come to class and share with several classes a part of what they do to help our community. We also like to have Moms and/or Dads who have special talents to come visit in the classrooms.

**Missions Projects:** Helping young children experience the joy of helping others is the goal of our mission projects. With your help, we hope to instill a lifelong desire in each child to help those less fortunate by sharing their time, talent and resources. Please allow your child to participate as much as possible in these missions.

**Program-Wide Positive Behavior Support (PW-PBS) Leadership Team:** Hope Effect Day School has implemented a PW-PBS Leadership Team that consists of our USF PBS Coach, the Day School Director, the Assistant Director, a teacher and a parent. If you are interested in participating, please contact the administrative staff.

## PARENT INVOLVEMENT

**Parent Conferences:** Formal conferences are offered to parents a minimum of twice per school year. Conferences are typically held in the fall and in the spring, generally before or after class, by phone or in person when possible. The Day School is typically closed for one day in February for in person conferences (refer to calendar). Additional parent conferences may be necessary depending on the situation. The Day School Director will be a participant in these conferences, when needed. Parents are encouraged to request a conference at any time, if there is a concern since teachers cannot give you their full attention during Drop-off and Pick-up times.

**Sharing your Questions or Concerns:** Your first step is always your child's teacher. Ask her to give you a call or set up a time for a conference. If further assistance is needed or you have a general concern in regard to the center, please contact the Director. Our doors are always open to assist parents and children.

**Birthdays:** Birthdays are special! We are more than happy to celebrate them with you and your child during the regular morning snack time. If you would like to send in a special snack for your child's class, please let his/her teacher know in advance so she can schedule her day accordingly. All treats **MUST** be **commercially prepared**. The Health Department will not allow us to serve homemade cupcakes and other homemade items. Birthday celebrations can be done with or without your attendance; however, we ask that you refrain from providing outside entertainment and/or balloons at the preschool.

If your child is having a Birthday party outside of school, invitations may be left inside the classroom if you are inviting the **entire** class. Otherwise, you will need to contact the parents of the children you want to invite individually.

**Sharing of Phone Numbers and Addresses:** As a means to communicate with other families in your child's class we will share your telephone number and address at the beginning of the school year. We will only share this information if you granted us permission to do so on the registration form when you enrolled your child. This information is given so that you can communicate effectively on classroom and school-wide events or on a personal level to set up a play date for your child.

**Home Businesses and Charities:** Many of our parents are involved in wonderful charities and/or small businesses. Teachers have been directed not to send home invitations to participate in charitable events or to attend an in-home sales party. We know parents are often bombarded with fundraising requirements for elementary schools, sports teams, boy scouts etc. that can be overwhelming. Thank you for your understanding.

We have a business card display on the front credenza if you would like to advertise your business to our other parents. **We have limited space so brochures and flyers will not be accepted as a means of advertising.**

## DEVELOPMENT

**Potty Training for 2's:** This is a major step in your child's development. We always approach it in a positive, non-stressful manner. Begin training at home and when you feel your child is ready to start using the bathroom at preschool, please communicate this to your child's teacher. Make sure you provide several changes of clothing and replace them as they are sent home. (Mark your child's name on each item.) **Note:** Clothing should be easy to remove (elastic waist) to make bathroom time easier and your child successful.

**DIAPERING: (1's and 2's)** If your child is still in diapers, please make sure you provide enough diapers on a **DAILY** basis. We do not keep diapers in stock. For sanitary reasons, we ask that you use disposable diapers. Children in full-time care need to bring in enough diapers on Monday mornings to last them for the entire week. If you run short of diapers before the end of the week, our staff will let you know via a note in the child's cubby.

If your family uses cloth diapers, soiled diapers must be taken home daily to be washed at the end of every day. The parent must also provide an airtight container for the school to "hold" the soiled diapers in during the day. The school will clean and sanitize this container daily, after your child has been picked up. **(These steps are mandatory for compliance with licensing)**

***Three-year-old children must be completely potty-trained and out of pull-ups to be in a three-year-old classroom.***

**Personal Property and Toys:** We are not responsible for any personal property brought to school. **Toys should not be brought into class on a daily basis** – only on Show 'N Tell days or if it is a naptime cuddly. If your child brings a toy to school, he/she will be asked to leave it in the cubby until it is time to go home. Toy guns, war toys and other toys of destruction or costumes are not acceptable at any time. **Expensive electronic equipment and toys should be left at home and not brought to school.**



## DRESS CODE

**Children's Attire:** Please send your child in play clothing that is comfortable and washable, which may be fastened and unfastened quickly. Girls should wear shorts under dresses. Some days we get messy – please save your child's special clothes, or items that you do not want to get dirty for occasions outside of school.

The children are on the playground every day and we have several climbing activities; therefore, **WE REQUIRE THAT YOUR CHILD WEAR CLOSED-TOE SHOES** that are secure around your child's foot and does not flip up and down when the child is running or climbing. We prefer that children wear tennis shoes to school. This provides safety for your child as well as others.

### **BOOTS, SANDALS, CROCS, AND FLIP FLOPS SHOULD NOT BE WORN**

**If your child does not wear the appropriate shoes, they will not be allowed to climb on the equipment, but will be asked to sit in the discovery zone and play.**

**Extra Changes of Clothing:** Due to “accidents” of all kinds, please send your child to school with **2 extra sets of clothing which are weather-appropriate in a zip-loc bag, including 3 pair of underwear; a long-sleeve and a short-sleeve shirt; long pants and shorts; and 2 pairs of socks and an extra pair of shoes. Remember to label all articles of clothing with your child's name.** The Day School only has a limited amount of extra clothing, so if your child has an accident, we often do not have appropriate clothing to change him/her. You will be called to bring your child a set of clean clothes if he/she has none. **Remember to replenish clothing when soiled items are sent home.**



## DISCIPLINE

We want all of our children to grow in a positive, non-threatening environment. Our goal is to do whatever it takes to make every child successful here at HEDS.

At Hope Effect Day School, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior, they may be asked to sit next to the teacher or by themselves until he/she has gained control of him/herself. Discipline will not be associated with food, rest, or toileting. Under no circumstances will there be any form of physical punishment. Upon rejoining the group, the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. ***These instances will be used as opportunities to teach children about forgiveness and grace.***

If a child's behavior causes serious harm to him or others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

**STEP ONE:** Parents will be contacted to attend a conference with the teacher and/or director to inform them of the child's misbehavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed. We use the Early Childhood Council (ECC), formerly known as Care Options to assist teachers and parents to help children whose behavior is disruptive and/or harmful. This is a free service provided by Hillsborough County. With the parents written permission, ECC will assign an early childhood specialist to their child and will contact the parents and the preschool to set up times for observation and discussion. They will also provide suggestions for both home and school to enable the child to participate in preschool successfully.

**STEP TWO:** A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teachers, parents and the director. We will use all resources available to resolve the problem. Any major incidents and behavior that results in harm to self or others that occurs during this time period will result in the parent being asked to withdraw the child from the school immediately.

**STEP THREE:** If the teacher and/or director document satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs that we cannot meet and the parents will be asked to make other arrangements.

We reserve the right to end services at any time for any reason.

## ACCIDENT and INCIDENT REPORTS

An **ACCIDENT** report will be filled out for any and all injuries that occur here at school. Please note that *we are not allowed, by state licensing regulations to use anything other than soap and water on a cut, scrape, sting, or splinter.*

An **INCIDENT** report will be filled out when a child has acted inappropriately. These reports will be filled out if the behavior resulted in harm being done to another child. Hitting, biting, and kicking are very normal reactions to frustration and anger for young children.

The main purpose of having parents sign these reports is **communication**. Many things happen here at school during the day and we want to keep you informed in a positive manner. These reports are **NOT** to tell you your child is “bad”, but to let you know which behaviors are occurring at preschool.



## HEALTH

**Medical Records:** Your child's health and well-being are of primary importance to us. Therefore, you must provide us with a Statement of Good Health from a doctor and your child's immunizations record. (These are DCF forms that may only be obtained from your pediatrician). Our preschool policy requires that we have these forms within 2 weeks of the first day of attendance. It is your responsibility to ensure that your child's immunizations and physical examinations are kept up-to-date. In order for our center to stay in compliance with state laws, we may ask that your child not return to the center until these records are updated or a physician's waiver is obtained.

**Allergic Reactions:** Please notify us if your child is allergic to insect bites, foods, or any other substance that could be life-threatening.

**Illness:** Your child will be sent home if he/she appears to have signs of illness during the day or is unable to participate in the activities in the classroom for any reason. In these cases, the child will be cared for in the office area away from the other children and a parent will be contacted.

**It is the parent's responsibility to pick the child up as soon as possible!** If you work more than 30 minutes from the preschool, you will need to make arrangements with a friend or family member who is close by and be sure to add them to your child's pickup list.

**Please keep your child home if he/she had the following symptoms within the past 24 hours (Children may not return in the middle of the day – i.e., if we send a child home, then that child may not return to preschool the next day):**

- Fever
- A constant, untreated cough
- Signs of possible communicable disease: SKIN RASH or INFLAMED EYES
- DIARRHEA and/or VOMITING

We are not equipped to take care of sick children.

**NOTICE: Some children in childcare do not have immunizations. We reserve the right to use our own judgment, even though we have received a doctor's release in order for your child to re-enter school.**

**PLEASE NOTIFY THE CENTER** if your child has a communicable disease or has been exposed to one.

**OUTSIDE TIME:** We are not able to offer care for children who may not play on the playground. All children must go as a group to outdoor playtime. We do have picnic tables and benches for children who wish to participate in quiet activities while on the playground. Please keep your child home if you feel they are too sick to go on the playground.

## HEALTH

**Medication:** We can only dispense medication with your WRITTEN permission per Department of Children and Families (DCF) regulation. Verbal instruction over the phone will not be accepted. In order for us to dispense medicine, you will need to fill out a white Authorization for Medication form that can be found in a Lucite holder on the front credenza. Include your child's name, name of the medication, and exact dosage. Parental instructions must be consistent with the labeling on the medication. Expired medication will be returned to the parent.

Hope Effect Day School cannot administer the **initial dosage** of a medication, with the exception of an EPIPEN with the physician's written permission for life-threatening situations.

We will dispense medications at lunchtime, unless your child has a chronic illness that requires additional medication. If the medication carries over to the following week, you need to fill out a new authorization form. A medication slip may be filled out for one day or the entire current week.

We cannot give a child a sibling's prescribed medicine. The medication needs to be in the original container with your child's name and recommended dosage. The parent will need to provide a medicine spoon for appropriate dosage.

Over-the-counter medication cannot be administered to your child unless the age-specific dosage information is included on the actual medication label. If your child needs a medicine that does not have a specified dosage for children their age, we will need to have written dosage instructions from your child's pediatrician. All procedures stated above also apply to over the counter medications. We must have the doctor's contact information and the symptoms for which the medicine is given.

All medication will be kept in a locked cabinet in the Director's office and dispensed only by designated office staff. Please be aware that we do NOT keep any medication in stock. Tylenol, or similar products, will not be given as a fever reducer to any child.

When you ask us to dispense medication, please remember:

- We must have a signed and dated Authorization for Medication form
- We only give medication at lunchtime
- The medication must be in the original container
- Deliver the medication to the front office in a Ziploc bag along with a measuring spoon for the correct dosage.
- Do not put medication in your child's lunchbox or backpack.
- Do not mix medicine with milk, juice or other food

**Emergencies:** Before your child begins school, we need to have all medical information on file in the office. If your child might need emergency medication, you will need to provide us with that medicine and a blank Authorization for Medication form. **EPIPENS** and other emergency medications, as provided by the parent, will be kept in a locked cabinet in the Director's office.

## NUTRITION

The following will offer some guidelines and policies at our school that will enhance lunchtime.

- The **Alternative Nutrition Agreement**, found in the registration packet, must be signed for all children. If your child has any allergies, please advise us of this in writing. You will need to provide snacks for your child if he/she has any dietary restrictions.
- All lunches should be in a lunch box with beverages in a thermos or other plastic container. Commercially prepared glass containers, cola or other sodas are not permitted.
- The county Health Department does not allow us to heat or refrigerate food. Please send hot foods in a thermos and cold foods with cold packs in your child's lunchbox.
- Please provide your child with all of the necessary utensils, including napkins, spoons and forks. Please do **NOT** send knives with your child.
- We discourage the children from eating too many sweets. A little dessert is permissible, but **NO GUM, CANDY OR SODA**. Please do not send "sweets only" with your child. One dessert-type food is plenty for lunch.
- Please be advised that we will not force children to eat if they are not hungry. Should your child choose not to eat lunch we will return it to the parents in the child's lunch box. If we are having difficulty with a child's eating habits, we will notify the parents, especially if this is abnormal for the child. A lack of appetite may be a sign of illness.
- Emergency room physicians have listed the following foods as the most common **CHOKING HAZARDS** in young children and we will **NOT** serve these foods to the children: **Raw Carrots, Nuts, Hard Candies, Chips, pretzel nuggets, cheese cubes and Popcorn**. If these items are sent in a child's lunch the staff will leave it in the lunch box with a reminder to the parent to send alternate foods to school. **Hot Dogs, Grapes and small Tomatoes will be served, provided they are cut lengthwise or in small pieces.**

**County Requirements for Lunches:** The county ordinance focuses on providing nutritious meals and snacks to meet the nutritional needs of young children. Using the USDA Food Guide Pyramid for Young Children, lunch shall consist of at least four different food groups and snacks shall consist of at least two different food groups. Please help us meet these requirements by carefully selecting one item from the four food groups to send with your child for lunch.

**Water Recommendations:** Water is considered a nutrient because of its importance to good health and nutrition. Hope Effect Day School provides water for snack, on the playground, and in the classroom. Children will be **ENCOURAGED TO DRINK AS MUCH WATER AS THEY WANT** and will be able to serve themselves in the classroom. You may send in a sippy cup or thermos but it must go home daily to be washed.

**Snack:** As per DCF regulation, the snack menu is posted on the desk in the front office area. Children are not permitted to bring their own snack unless they are allergic or sensitive to a food we serve – water will be provided and we will offer foods from 2 of the 4 food groups, for every snack.

# HOPE EFFECT DAY SCHOOL

## General Financial Information

### ANNUAL REGISTRATION

Registration is held in January of each year for the following school year. We will actively register children anytime throughout the school year and summer if we have available openings.

**IN-HOUSE:** Our In-House parents are given the opportunity to register their children and any younger siblings first. Registration forms are sent home through your child's classroom and you are given a 2-week timeframe in which to return the applications.

**FORMER FAMILY and CHURCH MEMBERS** will have the opportunity to register their child before Open Registration. This is a lottery-style registration.

**OPEN REGISTRATION:** This is also a lottery-style registration and is open to the general public. It is important to stay through the Registration process until your child is registered. If classes are full, the order in which your lottery number is called will determine your child's position on the Wait List.

**WAIT LIST:** The wait list is created in the order in which names are added. When we have an opening, calls are made, and messages left with a 24-hour timeframe in which to respond. If we do not receive a return phone call, your child's name will be taken off the Wait List and we will call the next child on the list. If you decline the space, we have available but wish to remain on the Wait List, your child's name will be placed at the bottom of the wait list.

Your child's name may be skipped on the Wait List if we need a spot for a child of a newly-hired staff member or to accommodate a special need of a family who has a child currently enrolled in the Day School.

**SUMMER REGISTRATION:** A less formal registration questionnaire is sent out in the spring to inquire if you are interested in summer care for your child. Based on enrollment, it is sometimes necessary to move children into different classrooms for the entire summer. We generally take the "oldest" students and place them in the next age bracket when necessary.

## HOPE EFFECT DAY SCHOOL General Financial Information

We expect your childcare and tuition payments to be made on a timely basis and that your account is kept current. Please follow these guidelines in accomplishing this goal.

### **TIMELY PAYMENTS:**

You will **NOT** be billed for weekly childcare or for monthly tuition, unless your account becomes **PAST DUE**.

**Full-time** (6:30 am-6:00 pm), **Part-time** (8:30 am-11:30 am) and **Elementary ASC or Summer Care** (if applicable and available) childcare is a *pre-paid expense* and should be paid on or before Wednesday noon of each week. A late charge of \$10 will be added to your account if payment has not been received by Wednesday.

### **PAYMENT METHODS:**

**In-House:** We accept **Cash, Checks and Money Orders payable to HEDS**. These may be dropped off in the Tuition box located at the front desk. We do not accept debit and credit cards at this time.

**Online Banking:** Arrange with your bank for online banking and checking options. You initiate and authorize the payment to be made to the Day School and your bank will proceed to send us a check for your childcare payment. If you select this option be sure to arrange with your bank to authorize payment about a week before payment is due so that your payments are received on time. You can arrange this on a recurring basis with your bank with just a one-time set-up or you can choose to do it yourself month-by-month or week-by-week. Please have the bank send these payments to our physical address.

## General Financial Information

**REFUND POLICY:** Payments for services rendered are non-refundable including tuition payments, withdrawal fees, late fees, registration fees, supply fees, activity fees, etc. If there is an overpayment on your account when you withdraw your child, a refund will be issued in the amount of the overpayment.

**REGISTRATION AND SUPPLY FEES:** Registration and supply fees are annual fees and are non-refundable once payment is made. Registration is held in January for the following school year. Supply Fees are for consumable goods we use on a daily basis. Supply fees are billed during the summer and must be paid by June 15<sup>th</sup> of each year. Failure to pay your supply fee by June 15<sup>th</sup> could result in losing your spot to another child on the waiting list.



**PAST DUE ACCOUNTS:** *All accounts are expected to stay current.*

***Full-time*** (6:30 am–6:00 pm), ***Part-time*** (8:30 am-11:30 am) or ***Elementary ASC or Summer Care***, if applicable and available, childcare cannot fall more than 2 weeks behind in payment. If your account reaches that 2-week period, you will not be permitted to bring your child to preschool until payment in-full is received including penalty charges.

*We realize that temporary financial setbacks can happen to anyone and we are willing to work with families in this situation. Please stop by the Finance office if you need a little more grace period.*

**RETURNED CHECKS:** The charge for a returned check is \$25. The second time we receive a returned check, for any reason, all subsequent payments must be made with cash or a money order for a minimum time period of 4 payments, or until your checking account is solvent, whichever is longer.

**MULTIPLE CHILDREN DISCOUNTS:** Parents who have 2 or more children enrolled in our ***full-time*** program may ***deduct \$10.00*** per child, per week from the current weekly fee schedule.

**PAYMENTS FROM DIVORCED PARENTS:** The primary custodial parent who enrolls the child and who is responsible for dropping off and picking up that child on a regular basis is the parent responsible to Hope Effect Day School for timely payments. We understand that in some cases child support checks do not come regularly, but your commitment to Hope Effect Day School needs to be paid on a timely basis. Your account cannot continue to accrue fees until you receive your child support check. This is a court issue between divorced parents and the Day School should not be put in the middle. If your account falls more than 2 weeks behind schedule, you will be asked not to bring your child to school until the account is brought current.

## **General Financial Information**

**VACATION POLICY FOR FULL-TIME CHILDCARE:** Year-round ***Full-time*** childcare (6:30 am-6:00 pm) is entitled to a **1-weeks'** vacation for which you will not have to pay the weekly fee. This is a week that your child is ***NOT*** in attendance. The vacation week must be taken as a whole week increment and not be broken down into individual days. No vacation allowance is available to those children enrolled after March 1<sup>st</sup> until the following school year.

**PART-TIME PRESCHOOL:** Part-time preschool enrollees are not entitled to vacation.

**SCHOOL CLOSINGS:** The Day School will be **CLOSED** for a week around the Christmas holiday (refer to Parent Calendar for exact dates); 3 days in mid-July so our staff can attend a continuing education conference, and 2 days in August prior to school starting. Tuition will be prorated when the day school is closed for three or more consecutive days (ie: continuing education conference days) and it does not affect your vacation week.

School closings for normal holiday periods will still be assessed a full-week's rate, including Thanksgiving week. Of course, no tuition is due the week of Christmas.

**SUMMER CARE-Full-time:** Summer care is open from 6:30 am – 6:00 pm. When you enroll your child in our full-time summer program, you are committing to paying childcare for the entire summer until the school closes for pre-planning. Full payment is expected with the exception of any unused vacation time. A child may not come in June and then be pulled out for the month of July. If you pull your child out once summer has started, you must pay for the remainder of the summer at the stated rate.

## **General Financial Information**

**WITHDRAWING YOUR CHILD:** Hope Effect Day School requires a **2-week written** notice if you plan to withdraw your child, whether he/she is a part of our full-time or part-time program. If a 2-week notice is not given, you will be required to pay for the 2 weeks, whether your child is in attendance or not. When a child is withdrawn for the current school year this also drops them from enrollment for the following school year. Re-enrollment will be based on availability of space and a new registration fee will be assessed.

**LATE PICK-UP WARNINGS:** All ***full-time*** children need to be picked up by 6:00 p.m. or the following penalties will be applied for each offense.

- 1<sup>st</sup> occurrence – Written warning and a charge of \$1.00 per minute late**
- 2<sup>nd</sup> occurrence – Written warning and a charge of \$2.00 per minute late**
- 3<sup>rd</sup> occurrence – Written warning and a charge of \$5.00 per minute late**
- 4<sup>th</sup> occurrence – You will be asked to enroll your child in another center whose hours and/or location better fit the needs of your family.**

Warnings and Penalties will be renewed at the beginning of each new school year in August. **Part-time students not picked up by 11:30 a.m. will be subject to the same fee schedule.**

**VPK FUNDING:** VPK Tuition is paid by the State of Florida for eligible 4-year old students. A Registration fee is collected and held until your child attends the first day of VPK. If your child is enrolled in the 11:30 VPK class, the registration fee will be returned to you in August or September, unless you withdraw your child and then the school will keep your registration fee. If you enroll in the 12:30 Extended Hour VPK class, you will be charged the regular registration fee which will not be refunded. Extra hours remain the financial responsibility of the parent. Monthly attendance sheets must be verified and signed by **the parent**, in a timely manner or the state will not pay for your child's tuition for that month.

## VPK ATTENDANCE POLICY

Payment to each provider for the VPK program is paid by the Early Learning Coalition of Hillsborough County and is based on your child's attendance. If a child misses more than 20% of the VPK programming (36 days) then Hope Effect Day School will not be paid for the excess days. We need your help to stay on track with our budget. Here is how we can work together to ensure the best experience for your child and still receive the funding we need from the state.

- Plan family vacations and visits around the school calendar and stay within the 20% for the school year, which equals 36 days for the year.
- Have your child in attendance the first day of preschool or HOPE EFFECT DAY SCHOOL will not be paid until your child actually starts preschool.
- Have your child in attendance the last day of preschool or HOPE EFFECT DAY SCHOOL will only be paid through the last day your child actually attended.
- When and if your child is absent 30 days you will receive a reminder of this policy.
- If there are extenuating circumstances, such as a severe medical condition, that causes your child to be absent often, please let your child's teacher and the office know so we can work on a plan together.
- IF YOU ENROLL YOUR CHILD MID-OCTOBER OR AFTER, please be conscientious in your child's attendance, as the 20% rule will not apply and HOPE EFFECT DAY SCHOOL will NOT be paid for any days your child is absent. In this case, if your child has excessive absences, you may be asked to withdraw your child.
- Monthly attendance sheets must be verified and signed by **the Parent** in a timely manner.

Family vacations, trips to the zoo and visits to grandparents are very important for young children and for your family unit. We need you to plan these events around the VPK calendar and keep in mind the total number of days your child has been absent during the year. A record will be kept in the office if you ever want to check on the number of days your child has been absent.

## TERMINATION FROM VPK PROGRAM

- Hope Effect Day School reserves the right to terminate your child's VPK standing for excessive absences.
- If HOPE EFFECT DAY SCHOOL finds it necessary to terminate based on excessive absenteeism, you will not be able to re-enroll into the VPK program, however you may have the opportunity to keep your child enrolled by paying the regular monthly tuition directly to HOPE EFFECT DAY SCHOOL.

# Hope Effect Day School Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting child and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

## **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children. Intervention, redirection and positive behavior support are the methods used.

*For the child that was bitten:*

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Accident or Incident" report is filled out documenting the incident.

*For the child that bit:*

1. We will intervene immediately.
2. Talk briefly to the child who bit and remove the child from the situation for a brief period of time. We will tell the child in a calm but firm voice, - "No biting, biting hurts." or "I do not like it when you bite people. You hurt him/her. S/he's crying."
3. The parents are notified.
4. The "Incident" report is filled out documenting the incident.

## **When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**When Biting Becomes Excessive:**

1. If a child attempts or inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again attempts or inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again attempts or inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting or attempting to bite, we will go back to step one if the child bites again.

**If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.**

**Hope Effect Day School reserves the right to accelerate this action plan straight to step 2 or 3 if reasonable resources and measures have not been effective (OR) if we feel the behavior is aggressive, and therefore not typical to toddler development.**

\*\*\*This policy is effective April 27, 2017. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.

By signing this form, you:

1. Acknowledge and agree to the Biting Policy set forth by the Hope Effect Day School. (HEDS)
2. Agree to use this as an action plan for how to deal with excessive biting.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Day School Director \_\_\_\_\_ Date \_\_\_\_\_

# **Security Cameras**

## **Our Facility Video Surveillance Policy**

*To ensure the safety and security of all children, staffs, parents, and visitors, as well as the security of our church/daycare facility, **Morningstar Church and Hope Effect Day School** are equipped with 24-hour video surveillance system and security cameras are installed in all classrooms and some common areas around our facility. Video surveillance may be conducted of any portion of our premises at any time, the only exception being private areas of restrooms, showers, and diaper changing tables/dressing rooms, and that video/security cameras will be positioned in appropriate places within and around our church/preschool or daycare center facility and used in order to help promote the safety and security of people and property.*

***Because we respect the privacy of all children, parents, and staff in our facility, our 24-hour video surveillance system/ security cameras are for internal purposes only.***

***ONLY the Senior Pastor of Morningstar Church, Day School Director(s) and/or the owners are allowed to view our security cameras/ video footage either at the Church/Center's office at the site OR live video footage may be viewed remotely from owner's other office at a different location. Church/Center facilities will give inspectors or other state representatives access to all video surveillance equipment as required under law.***