



Play • Learn & Grow
Academy

Parent Handbook

HOURS OF OPERATION

Monday thru Friday
7:00 AM to 6:00 PM

HOLIDAYS

We observe the following holidays:

Martin Luther King's Day

President's Day

Good Friday

Memorial Day

VPK Graduation Day (We will be closed , date is TBA a month before in order for Parents to Plan Accordingly)

July 4th

Labor Day

Veterans Day

Thanksgiving Day (Thursday and Friday)

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

If the holiday falls on Saturday - Facility will be closed Friday.

If the holiday falls on Sunday - Facility will be closed Monday.

Parental Involvement

Here at Play, Learn and Grow we encourage parents to become active participants in school activities. When parents participate, children become enthusiastic and motivated feeling that they, as well as their school, are special. We encourage you to extend classroom lessons, such as the letter of the week, at home with your children. Learning is constantly taking place and parents should try to make educational connections to lessons taking place at school.

Time is the most important investment you can make. It is important to maintain open channels of communication with your child's teacher. Teachers are readily available for scheduled parent-teacher conferences in order to discuss specific needs of the child, academic progress or to simply assist with or answer any questions concerning your child.

Meals

Breakfast may be brought and eaten at school; however, it will only be served until 9:00 a.m. A nutritional variety of snacks including, but not limited to, juice, fruits, cheese & crackers, puddings and raisins is provided by the school and served at mid-morning and mid-afternoon. You have the option to bring your child his/her own snacks.

Children may bring their lunch from home or be served lunch from the Food Program be offered that is included with tuition. If you choose to bring your child's lunch from home, please keep the lunch box and thermos bottles labeled at all times. We ask that all hot food items are sent to school in a thermos.

Meals Cont.

There will be no heating up of food in a microwave. Prepare a meal which is nutritious and to the liking of your child. State of Florida H.R.S. holds the center responsible for overseeing that lunches served meet set quality standards. Please advise us if your child is **restricted** or **allergic** to any foods or drinks.

Television Practices

We believe the role of television in the preschool environment is for educational purposes only. Therefore, educational television programs or videos may be used in the classroom for a period of 30 minutes in conjunction with the curriculum and/or holiday themes.

Diapers, Wipes, and Diaper Rash Cream

It is each parent's responsibility to make sure your child has enough diapers, wipes, and diaper rash cream stored at school. Take in to consideration that each child has an average of four to five diaper changes throughout the day and plan accordingly. As a convenience the teachers for the one and two year old's send home reminders of items needed. **Medication consent form must be signed if you send diaper rash cream.**

Please note: only Pull Ups with tabs will be accepted at school for Toddlers who are potty training. Please do not bring Pampers Easy Ups for your child as they do not have tabs and require the teachers to fully undress the child, take off their shoes and redress the child.

Drop Off / Pick-Up Policy

All children must be signed in and out by a responsible adult of 18years old or older who is listed on the registration papers. Proper I.D. is required. Our facility will not release a child to any adult who is believed to be intoxicated or impaired. It is every employee's responsibility to report all suspected child abuse to the proper authorities.

Uniform Policy

At Play, Learn, and Grow Academy all students must adhere to wearing the proper uniform while at school. Uniform shirts can be purchased through the front office. Please place an order when registering your child. Uniform shirts are paid for in cash.

Acceptable Uniform Includes:

- Light Blue collar shirt with PLGA logo.
- Navy Blue Bottoms
 - Pants
 - Shorts
 - Skirt
 - Dress

Birthday Celebration Policy

You are welcome to have a fun celebration at Play, Learn and Grow in honor of your child's birthday. We will work with you to make the day special for everyone.

- Please check with your child's teacher at least one (1) week in advance if you want to have a birthday celebration at school.
- Parties will be a half-hour and either at our morning snack (9:30 a.m.) or afternoon snack (2:30 p.m.).
- We will have birthday celebrations for your child inside. We do not want to draw any unwanted critters to our outdoor area.

You are welcome to bring in the following:

- one cupcake per child
- another snack such as fruit or cut up vegetables along with juice for the entire class.

Birthday treats must be store-bought and packaged. Families must provide necessary cutlery/plastic ware, plates, cups, napkins, drinks, etc.

Birthday Celebration Policy Cont.

Other items to remember:

- Please find out from your child's teacher if there are any food allergies in the class.
- Please limit your guests to immediate family only.
- School parties **DO NOT** require invitations and they will not be given out.
- Please **DO NOT** send in dressed up characters to school as they frighten many of the children.
- Please clean up any party supplies before you leave the school.

Vacation Requests and Vacation Policies

Tuition is based on a yearly total, divided into 52 weekly payments. In order to hold your child's place in their class, full tuition must be paid weekly.

Just like car payments, mortgage/rent, car insurance even if you are away for vacation you are still responsible for payment.

During time off for illness, holidays, additional vacation time you are still responsible for the weekly tuition to be paid in FULL.

During non-VPK weeks (Winter break and Spring Break) there is a tuition change due to no VPK funding. The amount will change from the discounted price to full tuition for the week regardless of any holidays etc.

Vacation Policy

There will be NO credit applied for vacation, illness or school scheduled holidays.

Health & Safety

Every child registered at Play, Learn, and Grow is required to have a copy of his/her State of Florida HRS Student Health Examination Form and Immunization Record on file*. It is the parents' responsibility to keep it updated.

Please keep your child home if:

- Running a fever - 100°F or above
- Has any discharge from the nose, eyes or ears.
- Has diarrhea/vomiting.
- Has symptoms of possible communicable disease
- Generally not feeling like him/herself

Parents are required to inform the school of all illnesses or injuries the child may have sustained prior to arriving at the center. If your child has a communicable disease, please notify us at once. A doctor's note clearing the child from being contagious is required in order to accept him/her back to school.

*Some children enrolled at Play, Learn, and Grow may have Religious Exemption forms.

*Some children may not have current immunizations.

Health and Safety Cont.

While at school, if the child becomes ill with one of the following:

- fever 100°F or above
 - 2 diarrheas within the day
 - rash
 - vomiting
 - suspected pink eye
 - lice
 - discharge from the nose, eyes, or ears — or any other sign or symptom of illness
- he/she will be isolated and the parents contacted to make arrangements to pick up the child immediately (within 1 hour).

Children MUST be symptom free for 36 hrs. before returning to school.
A Doctor's Note WILL NOT override this policy.

Medications may be administered at the school for the length of time indicated by the physician. Bottles must be labeled with the child's name and dosage and are to be kept in a locked cabinet in the office.

Medications are not to be sent in the child's lunch box or backpack. The medication permission form must be fully completed and signed in the office prior to the medication being dispensed. There will be NO exceptions.

Our medication policy is as follows:

- Medications will be given one time during the day
- Medications such as antibiotics that must be administered twice a day must be given by parents outside of school hours.
- Prescription medicines must be in original containers with child's name and dosage on the label

- Non-prescription AND prescription medicines must be accompanied by signed parent authorization form found in the office. It is the parent's responsibility to call at the time the medicine is to be administered.

Guidance Policy Agreement

At Play, Learn, and Grow we agree effective guidance should be an essential element of education at home as well as school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it becomes necessary to redirect a child in order to discourage behavior which is deemed destructive or unacceptable. We adhere to the regulations outlined in the State of Florida H.R.S. Child Day Care Standards Booklet which states:

- Discipline is not to be severe, humiliating or frightening.
- Discipline shall not be associated with food or toileting.
- Spanking or any form of physical punishment is prohibited.

Parents are expected to provide effective guidance to their child when unbecoming behavior persists. Children should be taught by parents to behave in a proper, socially acceptable manner. Good behavior is rewarded by immediate commendation or granting of special privileges. Unacceptable behavior is only handled by redirecting the child to an alternate activity. Whenever we encounter persistently poor behavior, a parent-teacher conference is scheduled in order to unite insights and provide the best possible resolution. For reoccurring aggressive behavior towards other children or staff members, the following actions **MAY** be necessary:

- Incident will be documented on an incident report form and signed by the parent
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- In extreme cases, the child will be suspended from school for 1 week. (Parent is still responsible for tuition payment; however, a vacation week may be used if available.)

For the safety and welfare of all children, Play, Learn and Grow reserves the right to suspend and/or remove a child from the facility. Therefore, if all strategies fail to cease the aggressive behavior, termination of enrollment may occur.

VPK Wrap Around Policy

VPK wrap around is the fee paid for extended hours after the VPK program. VPK follows the Broward County school board calendar however if your child is enrolled in the VPK Wrap Around Program they will attend school according to the Play, Learn and Grow School calendar (check above for Holidays).

Also, reminder during Holiday Days tuition goes up to regular NON-VPK Tuition. (4-5 Year old regular tuition Rates)

Severe Weather Policy

Play, Learn, and Grow Academy follows Broward County Schools emergency procedures.

If there is a public announcement that all Broward County Schools will be closed due to severe weather (hurricane, tropical storm) Play, Learn and Grow Academy will also be closed. Tuition is not prorated or based in the occurrence of any unexpected or unpreventable emergencies therefore the tuition for the week remains the same. If the school is closed due to severe weather on a Friday the tuition will be due the following business day.

School Guidelines and Policies

Here at Play, Learn and Grow Academy we love our families and appreciate all Parental participation and involvement. We do however have some guidelines as to appropriate parental interaction with students, teachers, and staff. Parents are permitted to drop off and pick up in the classroom, but are not allowed to linger and stay in the classroom for long periods of time as it becomes a distraction for both teachers and students. You may ask the teacher questions or concerns regarding your child but keeping the conversation to a minimum. If you should need to address a lengthy concern you may set up an appointment through the office staff.

Parents are not allowed to scold or yell at another child. If you have any concerns regarding the behavior of another child it needs to be communicated with the front office in order to address the issue at hand.

Parents are responsible to pay attention to notices regarding school events, dates the school is closed etc. Courtesy notices will be posted on the door but you are responsible to keep up with your Parent Handbook or ask the front office if you have any questions or concerns regarding any upcoming events.

IT IS THE PARENTS RESPONSIBILITIES TO KEEP UP WITH HOLIDAYS AND CLOSURES.

School Guidelines and Policies Cont.

Current health records are required by licensing for continued attendance. Please make sure to always turn into the front office any current physical and immunization records the day your child goes to the doctor.

Meals/snacks are served to children present at scheduled meal times. If your child misses the scheduled snack/meal please plan accordingly before dropping your child off.

You are responsible to sign your child in/out of school on a daily basis using your fingerprint or password.

Play, Learn and Grow Academy reserves the right to discontinue enrollment for reasons of delinquency of payment, non-cooperative behavior, or the inability of a child or parent to adjust to the school's policies and/or programs, as determined by the director.

Toy Policy

Please do not send toys with your child to school. Play, Learn, and Grow is not responsible for the loss or damage of toys brought in from home.

Physical Activity Policy

Students will engage in physical activity each and every day at school in the form of running, jumping, exercising, dancing, playing with balls, hula hoops, sliding, skipping, etc. both in the classroom and on the playground. Examples of indoor physical activity include parachute games, musical chairs, games, etc. Students will engage in a total of 90 minutes of physical activity per day.

Disciplinary/Expulsion Policy

Our program is committed to providing a safe, nurturing environment conducive for learning and growth for all our children. We strive to ensure all our children are set up for success regardless of their need or developmental level.

Unfortunately, there are sometimes reason we must expel a child from our program on either a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the children in order to prevent this policy from being enforced.

Every effort will be made to prevent the expulsion or dismissal of children from the program. However, Play, Learn, and Grow reserves the right to cancel the enrollment of a child for the following reasons, not limited to but including:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in the program's Parent Handbook.
- The Child has needs which we cannot adequately meet with our current staffing patterns.
- The child's behavior threatens the health and safety of him/herself, the other children, or program staff.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to vulgarity, intimidation, harassment, or violation of the child care licensing regulations.
- Failure of the child to adjust after reasonable amount of time.
- Bullying or hurting other children (pushing, kicking, punching, cursing, etc)
- Other - at the discretion of the Director

Disciplinary/Expulsion Policy Cont.

Proactive Actions that will be taken to Prevent Expulsion

- Staff will try to redirect the child from negative behavior
- Staff will teach the child appropriate skills to address challenging behaviors
- Staff will reassess the environment, activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will celebrate appropriate behaviors
- Staff will maintain a positive connection with the child
- Staff will consistently apply consequences for rules
- Child and parent will be notified of disruptive behaviors that might lead to expulsion
- Director and parent will have a conference to discuss how to promote positive behavior