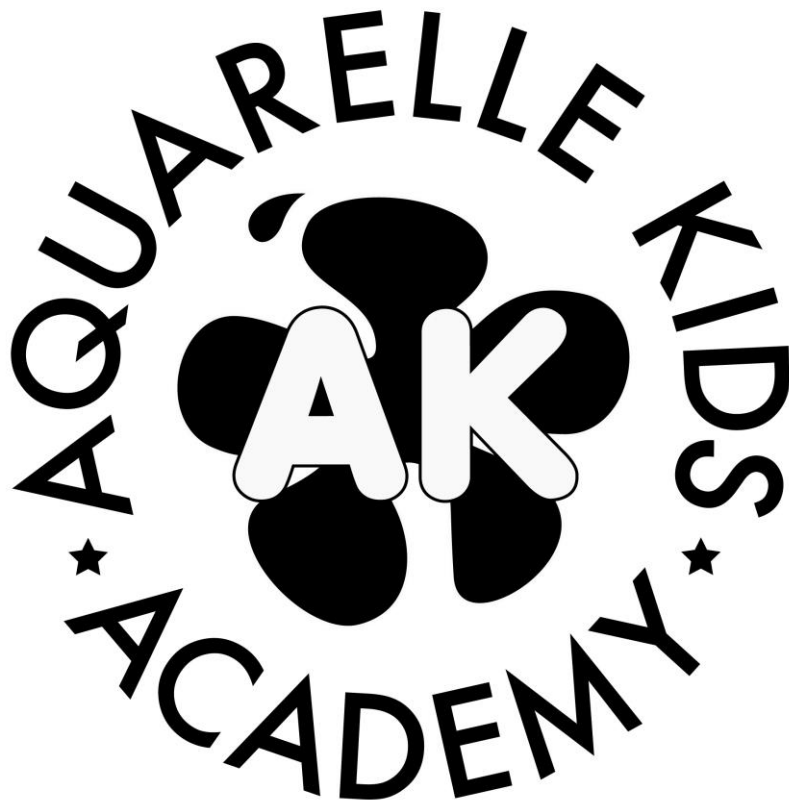


AQUARELLE KIDS ACADEMY

PARENT HANDBOOK



HAPPY KIDS, GREAT MINDS!

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TABLE OF CONTENTS

1. WELCOME TO AQUARELLE KIDS ACADEMY – PROGRAM’S DESCRIPTION
2. PHILOSOPHY AND OBJECTIVES
3. ENROLLMENT POLICY
4. LICENSING INFORMATION
5. TUITION POLICY
6. CONFIDENTIALITY POLICY
7. MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT
8. PARENT CODE OF CONDUCT
9. FAMILY ENGAGEMENT OPEN DOOR POLICY AND VOLUNTEERS
10. DISMISSAL POLICY
11. WITHDRAWAL POLICY
12. COURT ORDERS AFFECTING ENROLLED CHILDREN
13. ATTENDANCE POLICY
14. DROP OFF – PICK UP PROCEDURES
15. HOLIDAYS – VACATION
16. TRANSPORTATION
17. SCHOOL CALENDAR
18. EMERGENCY AND INCLEMENT WEATHER CLOSING INFORMATION
19. CURRICULUM INFORMATION AND LINKED POLICIES
20. DISCIPLINE POLICY
21. DRESS CODE POLICY
22. TOYS FROM HOME
23. HEALTH AND SAFETY POLICY
24. STAFF/PARENTS POLICY
25. GRIEVANCE POLICY
26. LOST AND FOUND
27. PHOTO GALLERY AND SOCIAL MEDIA POLICY
28. SCHOOL READINESS FUNDED STUDENTS
29. YEARLY ASSESSMENT
30. TAX STATEMENTS
31. CENTER’S INFORMATION

1. WELCOME TO AQUARELLE KIDS ACADEMY

Dear Families:

Welcome to Aquarelle Kids Academy! We are pleased that you have chosen our school and we want you to know that you have joined a family that strongly believes in making your early care and education experience a rewarding one.

At Aquarelle Kids Academy we maintain a warm and loving atmosphere and are committed to educational excellence. Our goal is to provide a wonderfully happy, safe and motivating environment filled with all the tools and guidance your child requires to develop a strong foundation for success; educationally, emotionally, physically and socially. In addition, our entire team works diligently to ensure the safest and most healthy environment, so you can feel confident that your child is happy, safe, healthy and educated. What better gift to give your child and yourself!

Our teachers and staff at Aquarelle Kids Academy provide personalized care for families seeking a well-rounded approach to child care. Through these early steps into learning we help shape the future and it is our belief that there is no greater legacy than to have influenced the life of a child.

Aquarelle Kids Academy has established a number of policies concerning program and classroom practices. These guidelines have been developed to comply with both state licensing standards and national accreditation criteria, and to reflect input from teachers, students and parents. In addition, we have developed our programs based on the most current and proven research, taking into account the needs, interests and abilities of the children.

Thanks for taking the time to get to know more about us. We would love to meet and welcome you into our family. Please feel free to contact us or our staff with any questions you may have.

2. PHILOSOPHY AND OBJECTIVES

Aquarelle Kids Academy is an institution specialized in the education of children during their early years. Our mission is to work together with parents in the development of happy children by providing a learning atmosphere ideal for early childhood education. We see life beyond the horizon to be recognized as a premier educational institution. Our commitment is to offer access to affordable, high quality child care and early education experiences, to enhance our children's development and to support their families in work and parenting roles.

At Aquarelle Kids Academy each child is viewed as an individual with limitless potential. Our philosophy is reflected in our learning environment by providing a safe, secure and positive setting in which children will be encouraged to develop physically, socially, emotionally, intellectually, and creatively.

Our goals and objectives for the children enrolled in our programs include:

- To build a strong relationship with students, families, community and staff;
- To promote the development of each child into a self-driven learner for life;
- To promote the development of positive social and communication skills;

- To promote the development of independence, self-discipline and positive self-esteem to succeed in life;
- To promote the development of sound health and nutrition, helping children to develop good health habits;
- To promote the appreciation of cultural diversity in community;
- To promote the development of cognitive and creative skills in the areas of literacy, math, science, music, art, and language development; and overall,
- To help children to grow by enjoying learning and loving life.

3. ENROLLMENT POLICY

Aquarelle Kids Academy will admit students of any race, color, national and ethnic origin and grant rights, privileges, programs and activities to all students of Aquarelle Kids Academy. We will not discriminate on the basis of race, color, or national and ethnic origin in the administration of our educational and admission policies and procedures.

Parents should review, complete, sign and return the Enrollment Packet to the center, along with a \$75 registration fee. The Enrollment Packet is available at the center's front desk. If space is not immediately available, your child will be added to our wait list. To hold a slot on the waiting list, parents are required to pay the \$75 enrollment fee. This fee is 100% refundable prior to receiving an available space. Downloadable forms along with detailed information regarding our center philosophy, curriculum and facility can be found at our website www.aquarellekids.com.

4. LICENSING INFORMATION

- **Governmental Licensing Information:** DCF licensing agency requires our staff to meet the state standards for Childcare Employment which is in accordance with the Florida Administrative Code 405-C. DCF will have three inspections of the program each year. Inspectors will arrive unannounced and conduct a thorough inspection of the entire program.
- **Accreditation Information:** We achieved APPLE Accreditation and obtained the distinction of being a Gold Seal Center. Accreditation process assisted us in providing quality enhancements for children, professional development opportunities for staff, and effective management skills for administrators and owners.

5. TUITION POLICY

- **Enrollment Fee:** An **initial Enrollment Fee of \$75** is due at the time enrollment application is submitted. The Enrollment Fee is NOT refundable once a slot has been allocated.
- **Annual Re-Enrollment Fee:** In addition to the initial Enrollment Fee above, an **Annual Re-Enrollment Fee of \$75** will be charged August 31st of each year. If your child's initial start date falls between June 1st and August 31st, you will have to pay the initial Enrollment Fee of \$75 at the time enrollment application is submitted, but your annual Re-Enrollment fee due on August 31st for that year will be waived.
- **Supplies and Materials Fee:** An **initial Supplies and Materials fee of \$60** is due at the time of enrollment. The supplies and materials fee is not refundable.

- **Annual Supplies and Material Fee:** In addition to the initial Supplies and Material fee above, an **Annual Supplies and Materials fee of \$60** will be charged August 31st of each year. If your child's initial start date falls between June 1st and August 31st, you will have to pay the initial Supplies and Material fee at the time enrollment application is submitted, but your annual Supplies and Materials fee for that year will be waived.
- **Tuition Payment:** TUTION IS DUE EACH FRIDAY FOR THE FOLLOWING WEEK. Tuition is based on a weekly rate only. No discounts will be made for holidays or other days on which the facility does not operate.
- **Late Payment:** Tuition is considered late if not received by close of business Friday. There is a \$10 late fee for all payments received from Monday and a \$40 late fee for all payments received after Wednesday. If payment is not rendered by the end of the week, your child will not be allowed to return until payment in full is received.
- **Returned Checks:** If your check returns for any reason, a \$25 non sufficient fund (NSF) fee will be charged to your account. If we receive two NSF checks in one three month period, payment must be in cash only.
- **Payment Disputes:** If the center is required to take legal action for non-payment and/or nanny placement fee, the parent will be responsible for any legal/attorney fees incurred by the center.
- **Subsidized Care:** We will accept vouchers from state and federal offices for subsidized child care providing we are eligible to be a provider for these agencies. We will consider each voucher on an individual basis.
- **Family Discounts:** We offer a family discount of 10% for each additional full time child after the full price of the youngest child is paid. Please note that your account balance must be in good standing every week in order to enjoy discounts and/or any other benefits offered to you for the services rendered.
- **Returning Students:** To maintain enrollment status, qualifying students will be given the opportunity to re-enroll each spring with notification and appropriate forms being provided by the administration. Re-enrollment forms will be given out, and a designated period of time will be allowed for returning the necessary forms. At the conclusion of the designated period, the privilege to reserve available spaces cannot be guaranteed.

Please refer to separate Tuition and Program Information Form for more detailed fee information.

6. CONFIDENTIALITY POLICY

All families and employees must adhere to the confidentiality policy of the program. Under no circumstance will families and any employee be allowed to discuss matters pertaining to other families and their children as well as other employees. Open discussions of private matters will result in immediate dismissal from our school. Private matters concerning children include behavior incidents, home situations, health issues, developmental issues, and domestic disputes. Private matters concerning families and employees include grievances, complaints, reprimands, home situations, health issues and other sensitive issues. Private matters concerning families include discussing another child in the classroom, discussions about other families, and

discussions about employees that are hurtful and could potentially damage the reputation of the program. Student records are confidential and will not be read by anyone but the family of the student and school staff. Families have the right to request anything in the file to be removed or corrected. These records will not be sent to another agency or school without family permission. Any negative discussions about the Aquarelle Kids Academy owners, center Director, or co-workers will not be tolerated, as this is harmful to the center.

7. MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT

Under Florida Law (Chapter 415) all child care employees and teachers are among those professions legally obligated to report child abuse and/or neglect to the Department of Children and Families. It is our policy in Aquarelle Kids Academy to follow up on every incident, which is in any way suspected.

8. PARENT CODE OF CONDUCT

Aquarelle Kids Academy requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Aquarelle Kids Academy is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Aquarelle Kids Academy but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on AK property thereafter. We have established the following rules to protect our children and staff. We ask you to refrain from all actions and/or behaviors that may cause disruption to our program, including but not limited to the following:

- **Swearing/cursing:**

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

- **Threatening of employees, children other parents or adults associated with Aquarelle Kids Academy:**

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

- **Physical/verbal punishment of your child or other children:**

While Aquarelle Kids Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their

child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. Parents are not permitted to intervene in conflicts between children while the children are in the Center. The teachers and staff are responsible for such matters at our Center and are therefore the only adults permitted to do so.

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

- **Smoking:**

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

- **Violations of the safety policy:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Aquarelle Kids Academy. Please be particularly mindful of Aquarelle Kids Academy entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the Center. Holding the classroom door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the classroom. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

- **Confrontational interactions with employees, other parents or associates of Aquarelle Kids Academy:**

While it is understood that parents will not always agree with the employees of Aquarelle Kids Academy or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an

appropriate means by which to communicate a point, are strictly prohibited and may be cause for immediate dismissal.

- **Violations of the confidentiality policy:**

Aquarelle Kids Academy takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Aquarelle Kids Academy. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy and risk being dismissed from the Center.

- **Harassment:**

Any parent who engages in activity or conversation that results in distress, fear, discomfort, marginalization, alienation, or ostracization of any adult or child affiliated with our Center will be subject to dismissal from our program. This includes acts of racism and bias.

- **Not following our dress code policy.**

9. FAMILY ENGAGEMENT, OPEN DOOR POLICY, AND VOLUNTEERS

Aquarelle Kids Academy understands parental participation is a key component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their learning, both at home and at school. To support parents as partners, we encourage families to be involved in their child's educational process.

We offer an open-door policy, allowing parents to visit and participate in our programs at all times, encouraging a sense of openness and inclusion. We request that you please sign in and out through the front office.

We encourage parents to participate in or school by planning events that will benefit the overall quality of the program. Some of the group's initiatives include: networking with other families, learning opportunities for families such as workshops and trainings, special events, teacher recognition and development, community service projects, center enhancements, classroom volunteering opportunities and fundraising.

- **Volunteer Parent Aid:** We always appreciate the cooperation and help we receive each year from our parents both in the classroom and during special events. We ask that when you are assisting in these areas you follow the teacher's dress code and do not wear inappropriate clothing. Informal parent participation in the center is always welcome. Parents are invited to visit the center at any time. We want to thank you for your cooperation in this matter. Please sign in and out through the office.
- **Child's Classroom Folder:** Your child's classroom folder is a primary form of communication between the teacher and the parent. Included in your child's folder will

be a daily sheet (children 2 and under) providing important information regarding your child's day as well as any communications regarding items we need from you (diapers, formula, change of clothes). Also included in your child's folder may be activities that your child is currently working on (cutting, writing, language activities, etc.). Please review these activities with your child so that you may understand what a wonderful day of learning he/she has experienced.

- **Monthly Newsletter:** There will be a monthly AK News newsletter. Look for that at your child's folder or the front desk. We will also email it to parents who provided an email address. It will include information upon upcoming events and information about activities. It may also include messages or requests for families. Reminders and important information will also be posted on the front desk and emailed to parents who provided an email address.
- **Parent / Teacher Conferences:** Telephone conferences are scheduled at any time a teacher believes it is important, or a parent wishes to have one. If you wish to talk to a teacher, please call the office and leave a message. If a telephone call cannot solve the situation, the teacher will schedule a conference. Please follow the above procedure and do not engage the teachers in discussion before, during, or after class, when attention needs to be with the students.
- **Telephone Calls:** It's not unusual for parents to want to check in via phone for the first two weeks or so of their child's daycare experience. We understand parents want to know everything is okay so they can get through their day. However, NO parents will be allowed to request to speak by telephone with their children except in the case of an emergency, as this would cause disruption of the classroom routine, being unfair to the teacher, the other children and preventing the development of the educational program in course.

10. DISMISSAL POLICY

The center reserves the right to dismiss any child for any reason at any time deemed necessary, such as behavioral issues that may affect the safety of other children, non-payment for services and non compliance with administrative policies. We expect children to conduct themselves appropriately and abide by the discipline policy. Termination would occur only as a last resort.

11. WITHDRAWAL POLICY

A minimum of two weeks written notice is required prior to disenrollment. You are responsible for payments for those two weeks whether your child attends school or not. Accrued vacation time cannot be used for withdrawal notice.

12. COURT ORDERS AFFECTING ENROLLED CHILDREN

If you have a court order which will affect us caring for your child in any way, it is advisable to share these court decisions with us. We would require a copy of the order to be kept in your child's file so that referral can be made at the appropriate time. If a change is made to the order, please remember to update our files. We will discuss the court order with all parties involved so that we are all clear of our obligations.

13. ATTENDANCE POLICY

Each day is a unique teaching/learning experience. Attendance is compulsory unless unavoidable by illness. The full weekly tuition will be due regardless of the number of days attended, including absences for sickness. Please be sure to call by 9:00 a.m. if your child will not be attending. Students may not be dropped off between 10:00 a.m. and 2:30 p.m. Excessive absences may result in your child not being able to adjust to the teacher, other students, or to the classroom routine. It may also result in poor developmental achievements. If there are excessive absences, a parent, teacher/director conference will be called.

It is extremely important that parents instill the value of being punctual to their early childhood age child. It is disturbing to the teacher and class when students arrive late. Excessive tardiness will lead to a parent/teacher/director conference. We urge the parent to cooperate in this vital area by bringing their child to the classroom on time. Please remember it is embarrassing to the child to come in to class consistently tardy.

14. DROP OFF - PICK UP PROCEDURES

All students should be dropped off and picked up by a parent or authorized person over eighteen (18). NO student should be allowed to walk to class alone. Please enter the building through the main lobby. A photo ID will be required of anyone picking up your child which will be matched against our records. Students **MUST** be signed in and out on a daily basis in the main office. **We will NOT release a child to an intoxicated or impaired individual.**

- **Late Pick Up:** A late pick-up fee of \$1 per minute per child will be charged for any child picked up after 6:30 p.m. This fee must be paid by the end of the week, or your child will no longer be enrolled. Please, contact the center immediately as soon as you realize that you will be late. If we do not hear from you by 7:30 p.m. and all the attempts to contact you and your emergency contacts have failed, the center will call the Clermont Police and the Florida Department of Children and Families.
- **Emergency Contact Information:** All student files should contain at least two alternate emergency phone numbers in case parents cannot be reached by phone. If there are any changes in these numbers, please notify the school of the new numbers. It is very important that current numbers are on file at all times.

15. HOLIDAYS / VACATION

Aquarelle Kids Academy will be closed to recognize the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving and Christmas Day. The center will close at 3:00 p.m. on Good Friday, Christmas Eve and New Year's Eve. If a holiday falls on Saturday, the center will be closed the prior Friday. If a holiday falls on Sunday, the center will be closed the following Monday. There is no reduction in tuition for these holidays or other days on which the facility does not operate, closes early or opens late.

Full time students are entitled to **two week** vacation per calendar year which may be taken after six months of continued enrollment. **Part time students** are entitled to **one week** vacation per calendar year which may be taken after six months of continued enrollment. The vacation week(s) will not be carried over from year to year. Parents must complete a vacation form at least

two weeks in advance of their vacation. **Please remember that vacation time cannot be used toward the two week withdrawal notice.**

16. TRANSPORTATION

We offer before and after school transportation to Sawgrass Bay Elementary School. Drop off and pick up at other schools will be considered, depending on the distance and time schools begin and end. Our before and after school programs are for children up to eight years of age. We will also offer transportation for field trips during our school camps. Children being transported must adhere to strict behavior rules in order to keep them safe. If your child does not follow these rules we will ask you to find alternate transportation arrangements. If there is a day your child does not need transportation, we ask you to call us in advance.

17. SCHOOL CALENDAR

You will find our school calendar posted in the lobby. You will also find a copy of this calendar, detailing the days we will be closed, inside your orientation packet.

18. EMERGENCY AND INCLEMENT WEATHER CLOSING INFORMATION

In the event of severe weather, such as a hurricane, we will follow the course taken by Lake County Public Schools. Please listen to your local radio or television broadcast for school closure. There is no reduction in tuition for days on which the facility does not operate or opens late in the event of severe weather.

19. CURRICULUM INFORMATION

- **Hours/Days of Operation:** Aquarelle Kids Academy will be open Monday through Friday from 6:30 a.m. until 6:30 p.m.
- **Daily Schedule of Activities:** Our classroom schedule will be posted in each classroom. We will make every attempt to follow the schedule depending on the needs and moods of the children.
- **Class Assignments:** Lesson plans for each age group will be posted in each classroom. These lesson plans are changed each week and reflect our curriculum and individual goals of the children. Teachers are permitted to make changes to reflect current events.
- **Curriculum:** Aquarelle Kids Academy has chosen to use Creative Curriculum and HighReach Learning as a basis to provide rich, well planned and organized play opportunities for the children. They match our philosophy that children learn best through hands-on activities that address the needs of the whole child. In our search for an effective, developmentally appropriate curriculum, we looked for one that would keep the children active and engaged, would have measurable goals shared by all, would be research based and the content would be learned through play, investigation, and focused intentional teaching. Monthly themes are used to introduce information and learning takes place as a child explores and manipulates real objects. We also firmly believe that character education is critically needed for our young children and that the early years of a child's life are the best window of opportunity for laying the foundations for character development in children. In addition to the above curriculum, we decided to use the Character Critters program, which features stories for very young children with a

message about six key elements of character development – responsibility, caring, trustworthiness, fairness, citizenship and respect. These basic elements of character are believed to be relevant for all individuals, regardless of race, creed, ethnic group, gender, politics or wealth.

- **Nap/Rest Time:** All children will have a designated time for resting, which is called Nap Time. Children ages 12 months and above will rest on vinyl mats, which are supplied by the program. Mats are to be placed 18 inches apart. This is a State Regulation for Child Care Centers. Parents are encouraged to provide a crib sheet as well as a small blanket or beach towel for their children. Sheets, blankets and towels will be sent home on Friday to be washed and returned Monday.
- **Change of Clothes:** Each student should have a change of clothes in a gallon size zip lock bag placed in their cubby. If a student has an accident at school the teacher will assist them in changing and place the wet clothes in the zip lock bag. Please be sure another set of clothes is put back in your child's cubby. If a student has an accident and does not have clothes to change into, the parent will be notified to bring them clothes.
- **Birthday Celebrations:** Birthdays are a special occasion for young children. We encourage and welcome parents to send in fruit or cookies. **In accordance with Health Department regulations, we are not allowed to serve homemade goodies, so make sure everything you send in is store-bought.** The students will share these treats with their classmates during snack time. Please notify the teacher in advance if you would like to send in special treats. Invitations to parties outside the school may be handed out at school if every child in the class is invited. Otherwise, invitations should be handled by mail to prevent any hurt feelings.

Please keep in mind that as per safety measures we are not allowed to serve popcorn. Hot dogs must be cut lengthwise and grapes in quarters. This changes the dangerous shape of the food, which can block throats of young children. Toddler must not be given other high-risk foods such as hard candy, nuts, seeds and raw carrots.

- **Parent / Teacher Conferences:** Telephone conferences are scheduled at any time a teacher believes it is important, or a parent wishes to have one. If you wish to talk to a teacher, please call the office and leave a message. If a telephone call cannot solve the situation, the teacher will schedule a conference. Please follow the above procedure and do not engage the teachers in discussion before, during, or after class, when attention needs to be with the students.
- **Graduation:** During the year we will have open communication with the local elementary schools to ensure that the transition going from preschool to kindergarten is a smooth and happy experience for your child. Children of this age are unable to understand the traditional graduation programs with caps and gowns and many become very stressed over this ritual. Instead we will celebrate with you in the familiar classroom environment. We will enjoy a slide show highlighting the accomplishments of the children. In the room we will display projects and photographs. The children will sing to you before presenting you with a Memory Book. Refreshments and a time to socialize will follow. You will be invited in the upcoming months to assist with the planning and help personalize the celebration.

- **Television, Video and Other Visual Recordings:** Our staff provides a high quality program for children based on children needs and interests. Therefore, television, video and other visual recordings at the center will be limited to cases of extreme weather conditions, linking to the program and special occasions. Media is not offered in place of free play or learning activities. Aquarelle Kids Academy makes responsible choices about the media offered to children.

20. DISCIPLINE POLICY

The use of corporal punishment is never permitted at Aquarelle Kids Academy. At Aquarelle Kids Academy we are committed to building children’s social and emotional development through the implementation of positive guidance and discipline strategies. Our approach is based on research and developmentally appropriate practices. To ensure our teachers and parents are well trained and receive ongoing support we have collaborated with an early education consulting firm to offer ongoing professional development training to our staff. Please refer to separate discipline policy.

21. DRESS CODE POLICY (Optional)

The dress code for students is as follows:

- Khaki, blue or black pants, or shorts (must be uniform style);
- School logo T-Shirt (purchased through school office);
- Close toe shoes.

22. TOYS FROM HOME

It is very disappointing when a special toy is broken or lost; therefore, please instruct your child to leave their toys at home. Occasionally the teacher will have special Show & Tell days and will send home a note outlining what the students may bring in. Please do not allow your child to bring any type of sword, gun or any other type of sharp object or weapon to school even for Show & Tell.

23. HEALTH AND SAFETY POLICY

- **Health and Immunization Forms Requirements:** In accordance with Florida State Law, parents must present the following current state forms within 30 days of enrollment (excludes school age children) and/or replace the forms on the date they expire:
 - ✓ DH Form 3040 – Student Health Examination
 - ✓ DH Form 680 – Florida Certification of Immunization, Part 1-A, B or C.

Immunization and physical forms must be current and original copies. We will make you a copy for your records if you desire. If forms are not received within the time frames aforementioned, your child will no longer be enrolled until forms are received.

- **Illness Policy:** Aquarelle Kids Academy reserves the right to temporarily deny any child admittance to the facility for reasons of obvious or perceived illness, or to request early departure should symptoms become apparent during the course of the day, for the well being of all children at the center. Children with temperatures above 101°F, vomiting,

with rashes, eye drainage, excessive cough, nasal drainage or having diarrhea at home should not be brought to school. **If an episode occurs at school, they will not be allowed to remain at school.** We gently request your full cooperation by picking up a sick child within one hour when you are called to do so. **Students must be symptom free for 24 hours before returning to school or present a note from your doctor's office stating they may return to school.**

- **Communicable Disease:** Aquarelle Kids Academy will notify parents if your child has been exposed to a communicable disease that has been introduced into the center. In the event that your child has a communicable disease, a release form from a medical source may be required before your child re-enters the center.

- **Dispensing of Medication:**

Prescription Medication:

Parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

Nonprescription Medication, Vitamins and Herbs:

Parents or legal guardians will provide the medication in the original container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the health care provider who recommended the medication for the child.

Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the child care staff in writing (by a signed note or a prescription label) by the health care provider. **This requirement applies both to prescription and over-the-counter medications.**

Aquarelle Kids Academy will distribute prescription medication at lunchtime. We will not administer medications that can be given at home before and after school (i.e. once, twice or three times a day). The first dose of medication needs to be taken at home. If it is an antibiotic, twenty four (24) hours need to pass before attending school.

All prescription and non-prescription medications, including any diaper rash creams and other non-prescription creams, will require parents to complete an authorization to dispense medication form.

I hereby authorize any needed medical care, in the event of an emergency involving my child, and if Aquarelle Kids Academy cannot contact me. I further agree to be fully responsible for all medical expense incurred during the treatment of my child and to hold harmless and release Aquarelle Kids Academy from all liability.

- **Biting:** There are many reasons why a child bites, which evokes strong emotions from all those involved. When the injury breaks the skin, you will be called immediately. Our experienced teaching staff will take steps to help the child with this behavior and protect the other children in the program. We will observe the child to find a reason and solution

to the situation. We will also work with the parents and if needed have the child referred to a behavior specialist for further help.

- **Fire / Tornado Drills:** Aquarelle Kids Academy will conduct monthly fire drills and at least two tornado drills per year to ensure students' quick, safe exit from the building in case of fire or other hazard. The continuous ringing of the fire alarm signals the drill. Teachers will have instructed their students in proper procedures. Students should follow these quickly and quietly. Fire drill / tornado routes as well as alternative routes are posted in every room.
- **Incident/Accident Reports:** You can be assured that protecting the safety of your child is our most important goal. However, if an incident or accident does occur you will receive a phone call from our school office and a written report from the classroom teacher.
- **Security Cameras:** Security cameras are located in each classroom and throughout the school, including hallways, outdoor spaces and the main entrance of the building. These cameras are for internal use only and for the use of competent authorities, in order to protect privacy and safety of our students and their families.
- **Healthy Food Supply and Nutrition Policy:**

Aquarelle Kids Academy promotes safe, healthy eating habits. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- Staff at this preschool model and encourage healthy eating behaviours.
- Food and drink are consumed in a safe, supportive environment for all children. Children will eat routinely at scheduled break times.
- Parents and caregivers are encouraged to supply healthy foods.

Our preschool's food and nutrition curriculum:

- Is consistent with the U.S. Department of Agriculture meal pattern requirements. Meals and snacks must include, at a minimum, food components in amounts specified by age. A breakfast must include at least three food components, a lunch must include all four components with an additional fruit and/or vegetable, and a snack must include at least two different food components. The meal pattern food components are: fluid milk, fruits and vegetables, grains and breads, meat and meat alternates.
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health.
- Understands and promotes the importance of breakfast and regular meals for children.
- Teaches the importance of healthy meals and snacks as part of the curriculum.
- Provides adequate hand washing facilities for everyone.

- Promotes and encourages correct hand washing procedures with children and staff.
- Invites parents and caregivers to be involved in the review of our food and nutrition policy.
- Provides information to families and caregivers through a variety of ways including: newsletters, policy development/review, information on enrolment and pamphlet/poster displays.

Breakfast and snacks are included in the weekly tuition for full-time and part-time children age 1 to 5, and will be served to all children in attendance at 10:00 a.m. and 3:00 p.m. Menus will be posted on a weekly basis outlining the snacks for that week.

▪ **Packing Safe Lunches and Keeping Kids Healthy:**

Parents must bring lunches for their children. No candy, gum or soda should be included in these lunches. Please pack foods that will supply your children with the nutrition they need, such as fresh fruits, vegetables, milk and juice.

In order to give full compliance with all DCF requirements, you must send your children's lunches packed in food containers that may be safely placed in the microwave. You must also include ice packs to keep temperatures down. Please do not send food in cans and/or other containers that are not microwave safe. **If your child has specific allergies please inform their teacher so it can be documented on the classroom allergy sheet.** Parents must not offer children food without express permission from the center.

It's especially important for kids' lunches to be stored properly because young children are more likely to be affected by harmful bacteria.

Perishable foods such as dairy products, sliced fruits and vegetables, meat and eggs should be kept cold (below 40 degrees Fahrenheit); hot items, like soup, should be kept above 140 degrees.

To make sure packed lunches are good enough to eat it's important to follow these tips:

- ✓ **Make sure it's insulated:** Choose insulated lunch bags to help maintain temperature.
- ✓ **Keep it cold:** Use ice packs in the lunch bag to keep temperatures down. It also helps to freeze waters, juices and even yogurts overnight before packing. The frozen liquids can double as an extra ice pack. **Please note that it is a requirement to include ice packs in all lunch bags containing perishable foods.**
- ✓ **When you can, freeze it:** Consider packing the lunch the night before and putting it in the refrigerator so it will be as cold as possible before leaving the house. Some foods (such as yogurt tubes and sandwiches that don't have soggy ingredients) may also be frozen and allowed to thaw by lunchtime.

For hot items, lunches will be safely warm up before served to children if sent in containers that are microwave safe.

Due to a safety hazard, we are not allowed to receive Cup or Noodles Soup, Maruchan or noodles that need to be cooked in their regular container. The soup

has to be cooked for three minutes or longer which will make it very hot for the children. Instead, cook them at home and place them in a microwavable container, the school will safely warm up for children.

- **Food Allergies:** Children with specific food allergies must have a physician's note with recommendations for alternate foods on file. Parents must provide substitutes if menu items cannot be served.
- **Closed Toe Shoes:** Children should wear closed toe shoes which fit snugly around the foot. Sneakers are the best choice. Crocs, sandals, high heeled shoes and flip-flops are fashionable but do not give children the support and protection needed when enjoying playground time.
- **Accessories and Glasses:** Children should not wear bracelets, necklaces and/or big earrings. These are attractive when worn but again could be a hazard on the playground if caught on a piece of equipment. We will not be responsible for lost or damaged glasses.
- **Hand washing:** We want our center to be a safe and healthy facility where children play and learn. We practice frequent hand washing throughout the day as well as cleansing toys and equipment. Each day, upon arrival, encourage your child to wash their hands. If you are going to stay in the classroom for more than 10 minutes please wash your hands.

24. STAFF / PARENTS POLICY

- **Nanny Placement Fee:** Hiring of our teachers by parents is highly discouraged. If a parent does hire a teacher for a position of employment (i.e. nanny) then the parents shall immediately be obligated to pay Aquarelle Kids Academy a \$1,000 placement fee.
- **Baby Sitting Policy:** We do not condone employee's baby-sitting children enrolled in Aquarelle Kids Academy. Employees may not take children off the center premises even if parents request the employee be added to the pickup list. Employees may not solicit babysitting positions while on the job.

If parents arrange with a staff member for after hours, off-premises care of their child, that staff member undertakes such service on his or her own behalf, and not as a staff member of Aquarelle Kids Academy.

25. GRIEVANCE POLICY

We, at Aquarelle Kids Academy, strive to keep a harmonious relationship with parents, students and staff. Should you have any concerns pertaining to our facility or staff, please notify the Director. The Director will discuss the situation with you and make arrangements to set up a conference with the necessary staff to resolve the situation.

26. LOST AND FOUND

Please label all of your child's jackets, shirts, pants, shorts, nap towel, etc. This will help us in returning them if misplaced. Articles not claimed within 30 days will be given to a charitable organization.

27. PHOTO GALLERY AND SOCIAL MEDIA POLICY

Student pictures will be set up through a professional photographer at least once a year. On occasions, we may film or take a picture of your child(ren) in a group setting, individually and/or with their art work during a special event or evaluation. The reproduction of the aforementioned video, photographs, or voice recordings, may be used, at the center's discretion, for the purposes of education and/or promotion of the school, in advertising materials or posted to the aquarellekids.com website and/or on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) for your enjoyment and for the enjoyment of those viewing the website and/or social media materials. Should this be a problem, you must notify the center's management in writing to restrict photograph permissions of your child(ren).

28. SCHOOL READINESS FUNDED STUDENTS

Children attending Aquarelle Kids Academy with vouchers from state coalition offices will be required to meet with the director before enrollment commences. During this interview, payment of tuition will be discussed.

Payment by the coalition is based on the number of days per week your child attends our center. If your child is absent for more days than the monthly limit set by the coalition, the coalition payments stop and you are responsible for full payment of the tuition.

All families or guardians of children must understand that full payment of tuition must be met and paid in a timely manner at the end of each week for the following week. Our tuition rate must be met through a combination of payment from the coalition office and your parent fee. **By signing our contract, you agree that if for any reason the coalition office does not forward payment to us, you will be responsible for the balance.**

29. YEARLY ASSESSMENT

We utilize a system known as Portfolio Assessment on each child. The observation tool will enable us to monitor your child's growth and development. This information is strictly confidential, and will only be shared with you, the Director and the teacher. By signing the Parent Handbook Disclaimer you are giving us permission for your child to be assessed.

30. TAX STATEMENTS

Annual tax statements will be provided upon request, and we require 48 hours to produce the report.

31. CENTER'S INFORMATION

ADDRESS: 16010 Greater Groves Blvd. Clermont, FL 34714

PHONE: (352) 242-6232

FAX: (352) 432-5908

EMAIL: info@aquarellekids.com