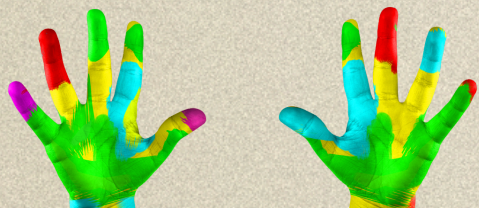


**The Oak Tree Early
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License #C08AL0021

**The Oak Tree
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Christian Academy of Ocala
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920 NE 35th Street
Ocala, FL 34479
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CORPORATE OFFICE

**PASSAGE Family & Community
Enrichment Center, Inc.**
P. O. Box 5698
Gainesville, FL 32627
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PARENT HANDBOOK

**"BUILDING A COMMUNITY THAT
NURTURES THE NEXT GENERATION
OF ACHIEVERS"**



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Welcome!

We believe that open communication between parents and staff is essential to meeting the unique needs of each child. Through developmentally appropriate practices, we strive to help every child reach their fullest potential by nurturing healthy social, emotional, and physical growth, along with strong Christian character. Our activities are thoughtfully designed to inspire a love of learning and encourage a positive self-image for children at every age and stage of development.

We are confident that our preschool provides a loving, joyful Christian environment where your child can learn, grow, build friendships, and have fun.

We value the opportunity to partner with you in the care and education of your child. Strong communication is the foundation of a successful partnership. This handbook has been created to provide clarity regarding the policies and procedures of our facility. While we have made every effort to address common questions, there may be situations not specifically covered. Please note that policies and procedures may change from time to time, and families will be notified in writing of any significant updates.

If you need additional assistance or have questions beyond what is included in this handbook, please do not hesitate to contact me.

Again, thank you for choosing us to support your child's care, education, and spiritual development. We look forward to building a positive and lasting relationship with you and your child.

Fly High,

Pastor George & Lady Michele Dix

Founders

Our 5 Promises to YOU

- **WE** will respect & regard you as the parent or primary guardian of your child(ren).
- **WE** will warmly welcome and get to know your child(ren) and treat him/her with Christ-like care, respect and individuality.
- **WE** will provide a fun, productive, and interactive educational experience each day for development of your child(ren).
- **WE** will maintain a safe and clean Center (inside & outside) for the health and well-being of your child(ren).
- **WE** will provide a superior service as we strive to earn your continued confidence and exceed your expectations.



MISSION STATEMENT

To nurture and educate children in a loving, Christ-centered environment that builds community, develops character, and prepares the next generation for lifelong learning and achievement.

VISION STATEMENT

To support the next generation of children to grow strong in faith, wisdom, and character—rooted in Christ and prepared to excel in learning and life.

STRATEGY STATEMENT

Our strategy for your child(ren)'s development and success begins with relationship building with the teacher as the foundation for effective learning. Then, we focus on making the daily learning experience a fun and enjoyable one, while maintaining order and structure and using proven, high-performance curriculum and teaching techniques to get measurable results for each child in a small group setting. Literacy development is critical in a child's formative years and is, therefore, also key to our overall strategy.

Finally, our strategy also seeks to honor our **FIVE (5) PROMISES** to each parent and child.

Policies & Procedures

DAILY SIGN-IN AND SIGN-OUT: Our facilities' hours of operation are 6:30 AM - 6:00 PM, Monday - Friday. Our office hours are 8:30 AM -5:00 PM. Although we are open 11 1/2 hours per day, the maximum care is not to exceed 10 hours. If an excess of 10 hours occurs on any given day, the parent/guardian/financially responsible party will be charged additional fees beginning (1) minute beyond your 10-hour maximum. If you have a supplemental childcare voucher (ELC/DCF), you are responsible for complying with the time limitations outlined in your voucher agreement. You will also be charged the excess hours fee rate. The **excess hour's fees** scale is as follows.

AGE GROUP	AGE RANGE	EXCESS FEE PER DAY
Infants	6 wks-11 months	\$25.00
Toddlers	12 months- 23 months	\$23.00
Twos	24 months - 35 months	\$21.00
Threes, Fours & Fives	36 months - 59 months	\$19.00

I agree to sign my child(ren) in and out every day using the Smartcare Kiosk in accordance with the school's attendance procedure. **NO EXCEPTIONS.** I understand that tracking my child's attendance is imperative for the safety and continuation of service. *I understand that no minor child will be permitted*

to sign my child(ren) in or out. I understand that class begins at 9:00 AM and **I am required to have my child(ren) signed in no later than 9:00 AM,** except for a medical appointment; prior notification to the Childcare Center Director is required, I must escort my child to and from the designated area, and a staff member each day. I understand that failure to sign my child in or out each day will result in being charged **\$7.50** for each occurrence where my child has not been signed in our out.

Only authorized persons will be permitted to remove your child(ren) from the facility. They must enter the code assigned in to the Smartcare Kiosk to sign them out for the day.

Each client must enter their unique code at the keypad to enter the building each day. **NO EXCEPTIONS!** Visitor must ring the doorbell to request access.

CHANGE OF ADDRESS/PHONE NUMBERS: It is the parent/guardian's responsibility to make sure the office has the correct information regarding you and your child. Please notify the preschool office immediately of any change of emergency contacts. Smartcare is to be updated with changes to your address, cellphone numbers, place of employment, and email address. Up-to-date information will help us stay in connect with you.

DRESS CODE: Children attending our facility are required to wear attire that is appropriate and safe for preschool children. Children should wear washable play clothes that fit comfortably and that they can easily manipulate with little or no assistance.

STUDENT SHOES - Proper-fitting shoes and socks are required at all times. To ensure safety during playtime, all children must wear sneakers and socks, as they get very uncomfortable when their feet sweat or they get sand in their shoes. *Slip-on, sandals, crocs, platforms, heels, cowboy boots, or shoes with open-toe/backs are not permitted at any time.*

Jackets, Sweaters, and Knitted hats - For extra warmth during the winter months, a long sleeve shirt or turtleneck may be worn. Jackets, sweaters, and sweatshirts must be worn on the playground if inclement weather. We will not permit children to wear another child(ren)'s outerwear. **Jackets, sweaters, knitted hats need to be well marked with your child's name or initials. Other students may have the exact items and mix-ups can occur. We are not responsible if anything get lost.**

Jewelry - Children can wear small studs in their ears, but hoops or dangling earrings, bracelets or rings are not permitted for the safety of your child. No other jewelry will be permitted as they are considered safety hazards both to your child and others. **Please note the facility nor any other entity of PMI shall be held responsible for any jewelry.**

Change of Clothes - A change of clothes must be kept in your child's cubby daily. We recommend two or more changes of clothes for children who are potty training. *The child's clothing is to be labeled clearly. Diapers/pull-ups and change of clothes are to be placed in a large Ziploc type bag and the child's name clearly written on the bag. Remember to replace wet clothing sent home by the next school day. The facility does not laundry soiled clothing. A change of clean clothing helps settle an already unhappy child about having a potting accident. If your child does not have any additional diapers/pull-ups, wipes, or change of clothes we will contact you and any additional emergency contacts on record until the center has connected with someone regarding your child's need. If your child does not have sufficient diapers/pull-ups and/or wipes the child will NOT be accepted for that day.*

If your child is wet or soiled at drop-off you are expected to change them before leaving the facility.

PARENT DRESS & CONDUCT CODE: The facility expects all clients and guests to be an example to their children by demonstrating appropriate use of inner and outerwear. We expect that no client will arrive to drop off or pick up their child(ren) in unacceptable attire. (i.e. pajamas of any type bedroom slippers, sheer or see-through clothing, bottoms exposing undergarments, etc).

When interacting with staff our expectation is that all interaction is conducted in a professional and courteous manner. Respectful tone, body language, and conversation at all times (no profanity, name-calling, or physical contact).

If a disagreement is not resolved the parent is welcome to schedule an appointment with the Childcare Center Director for resolution. *If the resolution is not satisfactory the client can contact the Corporate Office at (352)336-8686 to speak with the Chief Operating Officer.*

CHRISTIAN CHARACTER: Our facility is privately owned. Your child will be provided a good moral character-building, Bible-based learning experience, which will include prayer, Bible stories, Bible memory work, and asking a blessing before mealtime. Our intent is to incorporate non-denominational, healthy respect, and learning about God and HIS WORD,

TOYS AND PERSONAL ITEMS: We ask that you do not allow your child to bring toys from home, even if they are willing to share with others. It causes conflict in the classroom and could pose issues with others in the classroom. The facility nor any PASSAGE Ministries, Inc shall NOT be responsible for finding or replacing any personal items that is lost, damaged or misplaced.

PETS: Animals are not allowed inside the facility nor on our playgrounds. Due to allergies that staff or children may have and sanitary concerns. **NO EXCEPTIONS!**

NAP TIME: The facility provides rest mats/cots for every child from 12:00 PM -2:30 PM daily (excluding the infant room). Children are not required to sleep but they must rest and lay quietly during their scheduled nap period. Each child is required to have an age-appropriate fitted sheet to cover the mat/cot. We recommend a blanket as well for covering. *Please do not bring pillows or stuffed animals.* Mat coverings are to be taken home at the end of each week to be washed. *If a child does not have a fitted sheet for nap time one will be provided to them for a fee of **\$1.00** per occurrence.*

POTTY TRAINING: When your child is potty training, dress them in clothing that is easy for them to remove. Your child must be able to push down and pull up their own clothes. Several changes of clothes is needed when your child is in this period of development due to mishap that will occur. Potty training is a team effort so it is important that the same routine is followed at home.

NOTE: Children that are 3 years old that are not potty trained will be charged an additional **\$35 (potty training fee) per week until the child has been consistently accident-free for one (1) full month.**

OPEN DOOR POLICY: An open-door policy allows clients to visit their child(ren) in our facilities at any time during our operating hours. We do ask clients who plan to visit to follow the classroom routine, to avoid disturbing the classroom schedules and activities. We also ask clients while visiting to be respectful and mindful of the safety practices that we have in place.

If we wish to meet with your child(ren)'s teacher, please make an appointment to ensure you are given the appropriate attention.

ENROLLMENT

Classes are filled on a first-come, first-served basis. Once the class limit is reached, names are placed on a waiting list. When space becomes available, contact will be made with those on the waiting list first. When enrollment, staffing, and capacity allows, a new call list will be formed.

REGISTRATION

To register your child(ren) at our facility, parents must submit a completed Enrollment Application along with the enrollment fee for each child being enrolled and the first week's tuition. The enrollment fee & tuition is valid for only two weeks. *The enrollment fee & tuition is non-refundable.* The enrollment fee is due annually and will be billed to your account in September.

All required forms and documents including medical records must be completed and submitted prior to the first day of attendance. This will allow the facility time to enter the family's information into our database and prepare the classroom for the new student. All new children start at the beginning of the week.

ENROLLMENT POLICY

New enrolled children will start to attend class beginning with the date indicated on the Enrollment Application. If a child is unable to begin as scheduled, the parents/guardian may request an enrollment extension in writing. The extension may be granted, if so, it will be for no more the two weeks. At the end of the two weeks, the child must begin attending or the parents/guardians may chose to begin regular tuition payment to keep the spot. If the child does not begin attending, and ther parents/guardian do not begin making tuition payments at the end of the two weeks the spot will be released for another.

TUITION POLICY: Tuition is due every Friday for the following week. Billing is processed by the Childcare Management System. Direct Debit is **required** and all clients are to set up automatic payment by credit card, debit card, or auto-debit to the bank account of your choice. There is a transaction fee for each payment. Parents are responsible for keeping their payment information current.

Tuition payments may only be applied to the specific date for which prepayment is made and may not be extended or applied to other dates (s). **Tuition is non-refundable.**

LATE FEE: Tuition not received before Monday is considered late and a late fee will be automatically assessed to the account. The late fee is due with tuition. All fees are must be paid in full before service is provided.

TUITION DISCOUNT: A 5% discount is available for those families paying the full annual tuition by August each year. Please indicate monthly or annual payment on the Enrollment Application. The tuition discount only applies to tuition only.

FAMILY INVOLMENT: We encourage you to be actively engaged in your child's growth and development. Please feel free to schedule a time at your convenience to volunteer at our facility. Opportunities include serving lunch or assisting in the classrooms and on the playground.

Additionally, we have several large events throughout the year where volunteers are needed, such as our Christmas program, Fall Festival, and VPK graduation.



ABSENCE/VACATION: Parent/Guardian must inform the facility of their child(ren)'s absences on any day. *There will be no allowances, credits, refunds, or make-up days for absence/vacation.* Further, the parent/guardian may be required to complete a Document of Absence (DOA) form. Any child receiving assistance from DCF or ELC is required to attend school on a regular basis. If your child misses more than 3 consecutive school days, the parent/guardian will be required to complete a DOA for up to 5 additional days. If your child requires more than five (5) days of absence, a doctor's note and a DOA is then required.

For children enrolled at our facility for six (6) months or more, in good standing, we extend a one-time annual vacation discount of 10% off your regular week's tuition. Tuition will be due for each absence of **one** full school week (Mon-Fri) per calendar year with one week advance notice to the Childcare

Center Director. You agree to pay the vacation tuition rate to guarantee your child(ren)'s space when they are not in attendance for the school week. Tuition is due for every week your child(ren) attends (full or partial). There is no credit given. Understand that if you withdraw your child(ren) during a vacation, you will be required to pay a new non-refundable application fee upon return.

ANNUAL MATERIALS FEE: The annual materials fee of \$65 per child. It is billed to each account and is due on the last business day of September each year.

CURRICULUM & DEVELOPMENT: Our curriculum is implemented daily to support the growth and development of your child. Each week, teachers create lesson plans designed to encourage curiosity and a lifelong love for learning.

To monitor progress, we utilize the Ages & Stages Questionnaire (ASQ). These assessments allow us to track and share your child's development over time and adapt our approach as needed to ensure they reach their proper milestones.

INTERVIEWING CHILDREN & INSPECTING RECORDS

I understand that the State Child Care Regulatory Enforcement and Administration Agency and the Local Department of Social Services or Child Protective Services have the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the child(ren)'s in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by the school.

Children & Family files are maintained in a confidential location not accessible to the general public.

EMERGENCY CLOSING & INCLEMENT WEATHER INFORMATION

Understanding that the facility intends to be open and provide educational and child care services every weekday of the year, excluding holidays, but that of inclement weather, natural or national disaster, or major building issues may disrupt service from time to time. The parent or guardian will contact the facility to ensure that it is open during inclement weather or natural disaster. **NOTE:** *Parents/Guardians agree that in the event the facility is closed for an extended period of time, they will continue to be responsible for their tuition payment for upto to three (3) business days.*

MANDATED REPORTER

Mandated reporters, teachers, nurses, police, etc., are legally required to report suspected child abuse or neglect to DCF immediately.



MEAL PROGRAM

Our facility provides breakfast, lunch and afternoon snack each day for all enrolled children. All meals are planned to meet the required nutritional value needed for preschool children.

All enrolled children **must** be in attendance no later than 10:30 A.M., each day to be a part of the daily lunch and snack count.

BREAKFAST, LUNCH & SNACK: Our facility provides nutritious meals and snacks. A weekly menu will be posted inside your child's classroom, posted on the parents' bulletin board, and/or email.

Please do not bring food items to school for students unless requested by your child's teacher/or a doctor's note has been submitted to the facility.

NOTE: if your child(ren) has a special dietary need a doctor's note is required and parents will need to provide their child(ren)'s breakfast, lunch and snack.

MEALTIMES

Breakfast: 7:00 AM -8:30 AM Lunch: 10:45 AM - 12:30 PM

Please ensure that your child(ren) arrive for breakfast on time to ensure they are able to partake during the scheduled time. Please check with your facility to confirm the time. *The time window provided may vary slightly at each facility.*

BREASTFEEDING

Breastfeeding is permitted in the infant room at each of our facilities. A private area is also available for mothers who wish to breastfeed their child.



LATE ARRIVALS & ABSENCES: You will only be allowed to enter the facility late due to doctor or legal appointments. You are required to notify the Childcare Center Director at least 24 hours that your child(ren) will be arriving late. Any arrivals of children after 9:00 AM will not be admitted to the facility without doctors note. **NOTE: No children will be accepted after 10:30 AM even with a doctors note.** Please make other arrangements for your child(ren). If your child(ren) will not be attending for the day, please notify the facility to inform them that your child(ren) will be absent.

BIRTHDAYS & SPECIAL OCCASIONS: Parents are welcome to send store brought refreshments, cookies, cupcakes, and party favors to share with their child(ren)'s classmates. Please let the Childcare Center Director and Teacher know in advance that you will be bringing treats. We try to have our celebration after naptime so as not to interfere with lunch.

HOLIDAYS: The facility is closed for the following holidays listed below. *There is NO REFUND, CREDIT, OR OTHER ALLOWANCES FOR HOLIDAYS.* If a holiday falls on a weekend, it will be observed on either the Friday before or the Monday after. Please check with the facility holiday calendar to confirm.

SITE CLOSURE DAYS: New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteeth, Independence Day, Labor Day, Veteran's Day, Thanksgiving & Day after (Thur & Fri), and Christmas Day. (Days are subject to change)

HEALTH & MEDICATION POLICY: Injuries that occur outside the facility are to be reported to the facility at the time of drop off.



PRESCRIPTION MEDICATION - A medication authorization form must be completed by the parent or legal guardian, listing all medication to be administered with the exact dosage and times of administration for each day. Your child(ren)'s medication must be in the original container with the child(ren)'s name, the name of the doctor, and the dosage information on the label. **Do not leave medications of any kind in your child(ren)'s backpack, diaper bag, etc.**

OVER THE COUNTER MEDICATION - will not be administered without a completed Medication Authorization form that is signed and dated by the parent or guardian. Medication must be age-appropriate. This includes topical solutions and creams. **NOTE: ALL Medication Authorization forms must be signed by the Childcare Center Director**

PHYSICAL AND IMMUNIZATION FORM - Florida law requires the following items for all new enrolling children:

- Completed current immunization from #680
- Completed current physical form #3040

The physical examination form is good for two (2) years in a Florida preschool facility. Failure to comply with this regulation within 30 days of registration could result in suspension from our facility and even be prosecution of the parent or guardian by the State. The Department of Health forms may be obtained at the Alachua County Public Health Unit, or from your doctor, and **must** accompany the facility Enrollment Application.

AIR POLLUTION: Smoking or vaping is not allowed on school property at anytime. This is for the health and safety of staff, children and clients.



HAND FOOT & MOUTH - virus causing sores in the mouth and a rash on the hands and feet. Must be cleared by the doctor before returning with a doctor's note.

CHICKEN POX— Cannot return until all lesions are dry and crusted, and cleared by a doctor.

IMPETIGO— Blisters covered with honey-crusted overlay

CONJUNCTIVITIS— Pink-eye, redness of the eye with burning/itching and thick discharge; at least 24 hours after student starts medication and/or drainage is no longer present.

LICE OR SCABIES— Following medical treatment, the child(ren) must be examined and cleared by a physician before returning to school.

OPEN WOUND — Must be covered before attending class

HEPATITIS—Doctor's note is required to return to school.

STREP THROAT—No sooner than 48 hours after the start of oral medication or 24 hours after injection will your child be permitted to return to school.

NAUSEA, DIARRHEA, OR VOMITING -A doctor's note is required to return to school.

COMMON COLD- Green/Yellow fluid running from the nose means there is a possible infection, the child needs to be seen by a doctor. Doctor's note to return

DIFFICULT BREATHING - A doctor's note is required before returning

RETURN TO SCHOOL - Unless previously noted, your child(ren) may return to school when they are free from symptoms and have been on medication for more than 24 hours with a written statement from their doctor that they are no longer contagious. If your child(ren) is well enough to return to school they must be well enough to participate in all activities including outside playtime.

The facility staff will make a note of the presence of the injury be it bumps, bruises, scratches, etc. Likewise, when your child is injured while in our care, it is our responsibility to report it to the parent/guardians in writing. Parents will also be called upon more serious injuries. Parents understand that they will be notified should their child become ill during the day and that they must pick up their child promptly, or make arrangements for an authorized emergency contact person to pick up upon such notification. If your child(ren) is exposed to or contracts a contagious disease or infection please see list:

COVID POSITIVE – FACILITY MUST BE NOTIFIED

IMMEDIATELY - Test positive child can not return until he/she has completed their quarantine, tested negative, and been released by their doctor. Doctor note is required to return

COVID Exposure – FACILITY MUST BE NOTIFIED

IMMEDIATELY - child must quarantine per CDC guidelines. As long as he/she has not exhibited any symptoms and test negative after they have been quarantined they can return to school.

RSV – FACILITY MUST BE NOTIFIED IMMEDIATELY

child must be quarantined and can not return until they have been released from their doctor. A doctor's note is required to return

FEVER – If your child has a temperature, they must stay home no less than 24 hours, and a doctor's note is required to return to school.

RINGWORM - a common skin infection that is caused by a fungus. Area MUST be covered to attend.

SEVERE OR UNCONTROLLING COUGHING - need doctor's note to return

LATE PICK-UP: Our facilities are open from 6:30 AM to 6:00 PM Monday thru Friday year-round, with the exception of published holidays. If you fail to pick up your child(ren) by the scheduled closing time, you will be billed a late pick-up fee of \$25.00 for the 1st 15 minutes. For every 5 minutes or any portion thereafter, you will be billed \$15.00 per child, until the child(ren) is picked up. The Excess Hours Fee referenced in Policy & Procedures

PART-TIME POLICY

Our facility is a full-time preschool. However, we do offer a limited number of part-time enrollments according to availability. Parents who wish to enroll their child(ren) for less than five (5) days per week may find this option helpful.

TERMS FOR PART-TIME ENROLLMENT

- Full-time enrollments have priority over part-time enrollments in cases where there is no available space(s) for newly arriving full-time clients.
- Part-time clients may optionally be converted to full-time status (with an adjustment in tuition), prior to cancellation of their enrollment, if their space is required by a new full-time client.
- In the event, existing space for a part-time client is no longer available due to space demands by a new full-time client and there is insufficient space to accommodate both clients, the affected part-time client will be given five (5) business days to secure alternative care, or they may convert to full-time status.
- Arrival time is the same for part-time and full-time clients.
- Part-time clients may pre-pay and add days based on availability or convert to permanent full-time status at any time.

- Official (written) documentation by an authorized payee is required in order to alter originally scheduled days of attendance.
- Full-time clients may not convert to part-time enrollment without signing a revised contract and providing a 7 day written notice prior to the requested change.
- Part-time clients enrolling for less than four (4) days a week will incur a \$15.00 per week surcharge.

EARLY LEARNING COALITION

The Early Learning Coalition (ELC) serves as a resource for families and early learning childhood educators. ELC provides enriching early learning opportunities for children ages birth - five ensuring that children will begin school ready to learn.

Through collaboration, ELC uses an integrated service system linking decision-makers, families, early childhood educators, and business leaders together to make certain that all of the young children living in our community receive the care and enriching learning opportunities they need to succeed in school and later in life. Parents may apply for School Readiness by visiting the Early Learning Coalition of Alachua County website or call (352)375-4110 or the Early Learning Coalition of Marion County website or call (352)369-2315.



WITHDRAWAL FROM THE FACILITY: Parents **MUST** provide a **two-week written notice to withdraw from the facility.**

Understand that when the child is withdrawn from the facility, they will only be eligible for readmission based upon space availability and other required enrollment criteria. If your child is accepted for re-enrollment, you will be required to complete a new Enrollment Agreement and be subject to pay the current tuition rate and other enrollment fees. If you had an outstanding balance at the time of re-enrollment, you will be required to pay those fees as well prior to your child re-enrolling..

BEHAVIORAL REASONS FOR DISMISSAL - The facility reserves the right to terminate services, due to clients' failure to adhere to center policies and procedures. As well as your child's continual negative behavior and/or extensive special needs. That prevents staff from providing adequate care or when a parent fails to make contact with the school regarding a child's absence for a period of 3 consecutive school days. If the child(ren) are still attending when the decision is made to terminate services the parent may have a two-week notice.

Unacceptable behaviors include but are not limited to, the following:

- Aggressive behavior such as biting, hitting students/staff;
- Disruptive behavior such as spitting, throwing toys, food, furniture, etc;
- Excessive noise that disrupts daily routines;
- Running away from staff;
- Inappropriate touching and/or language;
- Destroying of property



Tuition is required during the two-week period for any situation.

EMERGENCY PROCEDURES

- An emergency medical response unit will be called in cases where an employee or child needs immediate medical attention. The telephone number shall be posted on all phones.
- A staffer from the facility will accompany the ill or injured child to the hospital when emergency medical treatment is required and shall stay until a parent or designated adult relief arrives. The Childcare Center Director will contact the parent of any ill or injured child as soon as possible.
- Each facility maintains a current Emergency Plan on file to provide direction regarding fires, tornadoes, etc.

FIRST AID

- Staff shall maintain a valid first aid card
- A current first aid kit will be kept in the preschool.
- Established first aid procedures are to be used in case of a medical emergency.
- In case of an accident or illness, attempts will be made to contact the parent/guardian before any kind of action is taken beyond necessary first aid except as necessary in a life-threatening situation.
- No medication will be given at school, unless under doctor's orders and in the original, clearly marked containers.



EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect the child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.
- An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

- Failure of the child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical abuse to staff or other children.
- Unable to toilet train in our three-year-old program.

A CHILD WILL NOT BE EXPELLED

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

DISCIPLINE POLICY

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief, The facility uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activities.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussions to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a disciplinary measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or darkroom.
- Leave any child alone, unattended, or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Childcare Center Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If at any point, there is an indication/suspicion that a child may have special needs, the facility will inform the child's family and make contact with the appropriate organization for assessment and assistance.

ADDITIONAL POSTINGS

- Posters listing emergency numbers, procedures, and location of the first aid kit will be strategically located beside the phone.
- The location of first aid kits must be prominently marked with Red Cross posters or signs to facilitate the retrieval of the first aid kit in an emergency situation and to remind building occupants of the necessity of maintaining a safe work environment.

FIRE ESCAPE PROCEDURE

- The Teacher will guide the children to the fire escape exits.
- The Teacher will push open the door and lead the children outside, assisted by other staff personnel.
- The class will go directly to their designated areas outside the building.
- The Childcare Center Director or his/her designee will call 911 from a safe location.
- The Childcare Center Director or his/her designee will do a sweep of the building (bathrooms, storage areas, and other isolated areas to ensure no one was left behind before and will then join the classes on the playground.



SECTIONS

- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, *"Know Your Child Care Facility"* (CP/PI 175-24, **or**
- Section 65C-22.005(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility.



NON DISCRIMINATION POLICY

The Oak Tree Christian Academy admits students of any race, color, national and ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Oak Tree Christian Academy does not discriminate on the basis of race, color, national and ethnic origin, or disability in the administration of its educational policies, admissions policies, or other school-administered programs.