A Beautiful Day



Daycare and Preschool LLC

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 Parent Handbook

 “Every day is a God given beautiful day if you can find it!”

 **Our Philosophy and Goals**

At A Beautiful Day Daycare and Preschool LLC, our mission is to provide a loving and safe learning environment which meets each child’s needs. Our staff is committed in nurturing each child’s needs and learning experience through play. Our philosophy is that every child in our care understands that they are loved, special and safe with us. By doing so, they will open there minds and heart, which will allow our staff to enhances their intellectual, physical, academic, emotional, and social development. As a common goal, for all children in our program, they will establish characteristics which will affect their lifelong love of learning and achieving 100% school readiness for entering kindergarten. We will exercise the National Association for the Education of Young Children (NAEYC) Code of Ethics to make important daily decisions that have moral and ethical implications. NAEYC developed this code of ethical conduct to guide childcare professionals with responsible decision making and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education.

 You can view the Code of Ethic at

 [www.naeyc.org/files/naeyc/postions/Ethic9o20Statement2011.pdf](http://www.naeyc.org/files/naeyc/postions/Ethic9o20Statement2011.pdf)

**ITEMS NEEDED FOR ADDMISSION**

Original Certified Birth Certificate (original form, we will make a copy)

Immunization Records (HRS from 680 and HRS from 3040)

Nonrefundable Registration/Supply Fee of $85.00 due every August

First week of tuition

\*Enrollment Form

\*Special Occasions Food Form

\*Signed Lunch Policy

\*Signed Influenza Brochure

 \*Parent Acknowledgement of Handbook

 \*Signed Financial Agreement

\* Signed Photo Policy if applicable

\* Signed Bite Policy

(\* These forms will be handed to you in your registration packet, additional form maybe included at any time per Department of Children and Families and the Office of Early Learning state compliances. You will be notified from our school’s director.)

**PAYMENT SCHEDULE AND LATE FEES**

1. Weekly Tuition Payments are due on the Friday before the following week, or on Monday morning. Any late payments after Monday morning will have a late fee of $10.00 per day. Part-time and daily rates are available, please review our financial agreement included in the registration packet.

 Tuitions’ fees are as follows:

 1 year olds - $160.00 Per Week

 2 year olds - $145.00 Per Week

 3 year olds - $140.00 Per Week

 4 and 5 year olds - $135.00 Per Week

 VPK wrap around $85.00 Per Week

2. Any returned checks will have an additional $30.00 fee, which is due immediately, and only cash or money order will be acceptable forms of payment going forward.

3. Annual Registration/Supply Fee of $85.00 is NON Refundable

4. A Beautiful Day Daycare and Preschool LLC reserves the right to refuse care due to nonpayment.

5. A Late Pick Up charge of $1.00 per minute will be applied, after the second late pick up.

6. All delinquent accounts or returned checks will be submitted to the Credit Bureau and collection agency.

**ATTENDANCE**

 ***We will be closed on the following days:***

 ***Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, the following week after Christmas for Winter Break, New Year’s Day, Memorial Day, and Good Friday.***

 ***Our attendance policy abides to the provision of the “Rilya Wilson Act” for all children that are considered to be at risk by the School Readiness Program. Attendance of School Readiness children is report daily to the director of the facility. The director will notify the offices of early learning and report the absence of the “at risk” child to them and possibly law enforcement.***

Our hours of operation are Monday – Friday 6:30 am till 6:30 pm

Attendance one day or more per week still requires full tuition, unless using your vacation week. If a child is absent for two weeks without notice, his or her position will be automatically terminated. A two weeks written notice is required if you wish to withdraw your child from the program. Failure to provide a notice will require payments for the 2 weeks a notice should have been given.

 **NON-DISCRIMINATION**

We welcome and respect all children, families, and staff regardless of gender, race, ethnic background, socio-economic status, or religious background. We also feel that all parents and children have the same respect. Any form of discrimination from parents can result in immediate dismissal from our program. If you feel that you are being discriminated against, please feel free to speak with the director, or owner.

**CIRRICULUM**

A Beautiful Day Daycare and Preschool uses the Creative Curriculum to teach our children. This curriculum is based on five fundamental principles. They guide practices and help us understand the reason for operating the preschool program in particular ways. If you have any questions, please feel free to speak with our director.

 **DISCIPLINE AND GUIDANCE**

At A Beautiful Day Daycare and Preschool LLC we recognize and respect each child’s individuality and uniqueness. Our staff will provide the child with the freedom to explore, experience, problem-solve and learn through the art of play.

Our staff will address any unacceptable behavior and assist the child in finding appropriate ways he or she can express their feelings. The skill of re-directing will be used as our primary method of discipline and guidance. A positive “time-to -think” may be used as a cooling off period from which the child can return when the teacher feels that the child is ready to rejoin the group. Children will never be spanked, or subjected to discipline that is humiliating, severe, or frightening. We will never associate discipline with food, rest or toileting. Children may not be denied active play as a consequence of misbehavior.

Our staff will recognize and celebrate positive behavior throughout the day as a way to guide the children to fun and exciting learning experiences. We believe that through positive reinforcement we can maintain a healthy environment for learning and growing.

**DRESS CODE**

 No Jewelry, Stud earing is acceptable.

 Tennis Shoes for safe play! (No heels, open toe/backs, etc.)

 Must have socks.

 Shorts, pants, or skirt with shorts/pants under them must be worn.

 Please provide sweaters and Jackets during cold weather.

 Shirts with no holes, rips, scary pictures.

 No spaghetti straps, but tank tops are allowed.

 No belts or overalls. We will encourage the children to be independent in taking themselves to the bathroom.

 No draw string clothing around the neck. (Ex. Hoodies)

 All children need to keep a change of clothes in their backpack at all times.

 **PICK UP AND DROP OFF PROCEDURES**

Children must be signed in and out of care by parent/guardian. For your child’s safety curb side drop off is not allowed. In the rare event that a parent/guardian failed to sign in or out of care, the owner/director may sign in your place to record the child’s attendance. However the parent/guardian must sign their name next to the owner/director immediately upon their return.

 VPK children must be drop off at 8AM and pick up no later than 11AM all other children must be drop off by 9AM and picked up by 6:30PM during our academic school year. However, a morning routine can make for a smooth separation from the parent/guardian, and will help the child begin their day in a relaxed manner. Your teacher may begin their day at 8:30 am with a book or morning exercise dance. So please make every attempt to have your child here before then.

Only those people indicated on your child’s registration may pick up your child. If you plan on someone else picking up your child, you must inform the school office or your child’s teacher in writing. Please have all persons picking up your child be prepared to show picture ID.

 **HEALTH AND SAFETY POLICY**

We are committed to provide a safe and healthy environment. Therefore, when a child displays the following, parents are asked to make alternative care arrangements:

 **FEVER** of 101 degrees or higher (without a fever reducer). Child may return when fever free for 24 hours.

 **Respiratory** - Wheezing, difficulty breathing or strong constant cough

 **Diarrhea** – Will be sent home if 2 or more cases of diarrhea in a single day and may return if diarrhea free for 24 hours. Must have a doctor’s note if related to medicine

 **Vomiting** – Must not return to school for at least 24 hours from last occurrence.

 **Rash** – undiagnosed rash other than a mild diaper or heat rash. Rash relating to medicine should be brought to the teacher’s attention.

 **Sore Throat** – Sore throat that needs culturing because other signs are present. A heavy nasal discharge or green in nature

 **Chicken Pox** – All lesions are dry and crusted, and cleared by a doctor

 **Impetigo** – (Blisters covered with honey – colored crust) At least 48 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.

 **Conjunctivitis** – (Pink Eye) Students with eye drainage are allowed to return 24 hours after the start of medication and a doctor’s note

**Lice or Scabies** – Child must be examined and cleared by a physician before the child can be readmitted. Must be checked after 24 hours and be nit free.

 **Pin Worm/Ring Worm** – At least 24 hours with no signs of worms after treatment. Ring Worm must be covered while being treated. Proof of medicine or doctor’s note is not required

 **Hepatitis** – Physician’s statement required for child to be able to return to school

 **Strep Throat** – No sooner than 48 hours after the start of treatment

 **Nasal Discharge** – If cloudy, thick or yellow/green or excessive sneezing, or if a child has continuous drainage that is clear, but affects classroom hygiene, the child will be sent home

If a child shows symptoms of illness during the day, the child will be isolated and the parents will be called to pick the child up. The child must be picked up within 30 minutes. If the parent/guardians are unable to be reached, we reserve the right to contact your emergency contact person(s)

**MEDICATIONS**

First Aid will be provided without any form of medication. An attempt will be made to contact the child’s parent/guardian or the alternative person (emergency contact) prior to any medical treatment by a medical professional.

Parents/Guardians are encouraged to administer medication at home.

Children who are taking medication orally may return to childcare 24 hours after the start of the medication and when the child has not displayed any adverse reaction to the medication.

In the event that a teacher must administer medication, a “Medical Form” must be completed indicating the type of medicine to be given, the exact dosage, and times your child requires the medication. This form will be with your registration packet**. Please write your child’s name on a zip lock bag, and place the medicine along with a medicine spoon inside. You will need to hand the medicine to your child’s teacher. Do not leave medicine of any kind in your child’s backpack.** The teacher will only administer medication at the written request of the parent/guardian and according to the doctor’s orders as noted on the original pharmacist dispensed container.

Non-prescription medication must be pre-approved in writing by your family doctor. All medication will be kept in the fridge or in a locked drawer. In the event that a teacher must administer medication.

**HEALTH RECORDS REQUIREMENTS**

Per State of Florida regulations, we are required to have a complete and current immunization record and physical form. These forms (HRS Form 680 and HRS Form 3040) are required before your child begins attending our childcare program. All health records must be kept up to date at all times during enrollment at our school. any child with expired medical forms will not be allowed to attend school until they are brought up to date.

**RELGIOUS TEACHINGS**

At A Beautiful Day Daycare and Preschool LLC we believe that every day is a God given beautiful day, if you can find it! Though we are not sponsored by a church, the faith and spiritual back ground of the owner will be a part of our teaching. The owner, Jessica Eccleston, was raised in a Christian household and feel a strong obligation to teach His word as part of your child’s learning. In this program your child will learn how to pray and say grace before eating. We may teach certain Bible stories and songs, but our ultimate goal is to let your child know that they are loved by God! If you wish to have your child excused from this type teaching, please make arrangements with your teacher and we will accommodate as best as possible.

**CONFIDENTALLY**

This facility understand the importance of safe guarding children and families information. Being a licensed facility that accepts school readiness and VPK children, we are required to maintain records for certain periods of time. To insure that your information is safe, all employees signs a confidentially agreement.

**VOLUNTEER**

At A Beautiful Day Daycare and Preschool LLC we encourage involvement from the parents/guardians. We would love for you to volunteer by reading a book, helping with a craft, or chaperone a special day! You must however, submit and volunteer form and submit to a local background check.

**TOYS**

Toys from home are not allowed at the childcare center, unless for show and tell. If a toy from home is brought in, we are not responsible if it is lost, damaged or stolen. Toys create a distraction for our learning environment and distract other children learning experiences.

**BIRTHDAYS**

Let’s Celebrate!!! Bring the store brought cupcakes or cookies!! Please make arrangements with your teacher and we will be sure to share in this special day with your child. We will also have your child’s name on their birth date on our monthly Calendar and Newsletter so everyone can wish him/her a Happy Birthday! If you are having a party at your place and can only invite a few children from the class, we ask that you do not pass out invitations publicly as it might upset the other children. If you do not celebrate birthdays, we will respect that choice. Please let your child’s teacher know in advance.

**LUNCH**

It is your responsibility to pack a healthy lunch for your child. Please have his or her lunch in a lunch box which is **labeled with their first and last name**. We will use lunch time to teach your child about healthy eating, and learn about different food. So be creative with how your cut your child’s food or the colors of their food. We believe that everyday activities have a moment where we can teach your children in a fun and exciting way. All lunches MUST follow the My Plate guidelines.

Emergency lunches will be provided at $5.00 per day if you forget your child’s lunch.

**SNACK**

You are responsible for providing a morning (before 8AM) and afternoon snack for your child. This snack must be a healthy choice. We will not allow cookies, candy, potato chips etc. this snack must be in their lunch box and the teacher will make sure the child saves it for the afternoon.

**WATER**

We will provide drinking water for children. Heat exhaustion is a serious threat in Florida. We will make sure that your child has access to plenty of drinking water during out time play. In times of extreme heat or humidity, outdoor play will be replaced with an indoor activity or game. We encourage parents/guardians to send a water bottle to school with their child every day.

**VACATION**

All parents/guardians are allowed one (1) week vacation AFTER one (1) FULL YEAR of attending our preschool. You will need to provide a written notice two (2) weeks before you leave for vacation. You may enjoy your vacation anytime of the year, however if your child(s) have not been enrolled for a full year, or taking more than one vacation, you will need to pay full tuition.

You must notify your child’s teacher if you are going on vacation, weather you are using your free week or not, two (2) weeks before. Without a notice you may risk the chance of us filling your child’s spot at our facility

**INJURIES**

If a child is injured while at school (either from an accident or incident), parents will be notified as to the seriousness of the injury sustained. If parents cannot be reached, and whenever possible, the emergency contact person(s) indicated on the Child Registration Form will be notified. A continued effort to reach the parents will be made. However, please notify the office and your child’s teacher if you would like to be notified for any of the following minor accidents:

 Small cut with minor bleeding

 Small scratch with minor bleeding

 Bump or bruise on head

**PHOTOS**

With permission a child’s photograph or video image maybe taken while he/she is in the care of childcare personnel. Such images may be posted in classrooms or other appropriate places within the center, used in center presentation or promotional materials which may be distributed to the staff or clients. You may terminate this permission at any time.

**EMERGENCY SCHOOL CLOSING**

In the event of a natural disaster, such as a hurricane, we will follow the schedule of Volusia County Public School. Tuition responsibilities are still in place during emergency school closings. However if a school closing falls on a payment due date, the late fee will be forgiven for one day.

Our school maybe on lock down as well in the event of a natural disaster or police mandate due to the safety concerns of the children. We will notify you by phone if this occurs. Please keep in mind that the children are our first propriety. NO ONE will be allowed to leave or enter the building if the school is on lockdown.

In the event that we must evacuate the school, all children will be transported to the Lake Helen Public Library located at 221 North Euclid Ave. We will notify you as soon as possible if this occurs.

 **SAFETY PLANS**

Your child’s safety is our NUMBER 1 concern. We have implemented the following procedures to insure their safety.

 \* Emergency plans are posted in every room!

\* Documented unannounced Fire or Emergency drills every month, with a goal of improving our process every time!

 \* Fire and Alarm monitoring by local agency!

 \* Checklist is used to check for safety of our outdoor play areas!

 \* Classroom capacity signs are posted in every room!

 \* Fire Safety and Emergency Safety Weeks are taught as part of our program!

 \* Children are signed in and out of care, and only picked up by authorized persons.

 \* Emergency Numbers are posted by each phone!

**SPECIAL OCCASIONS/FIELD TRIPS**

Throughout the school year we try to keep learning as fun and hands on as possible. So to be able to do this we have special events, guest speakers, and walking field trips. We will make every attempt to keep out of pocket cost for these events to a minimum. However is such a cost arises we will notify you as soon as possible. Payments for these events will need to be made two days before the event. Permission slips will be sent home prior to the field trip. If you do not wish to have your child participate in field trips, other accommodations will be made.

**REST TIME**

Children at A Beautiful Day Daycare and Preschool are required to rest each day after lunch. Rest time will be provided according to the needs of each age group. Comfortable sleeping mats will be provided by us. **Each family should provide a crib-sized sheet, blanket, and small pillow (optional) for the child’s comfort.** The bedding must go home every Friday. We highly recommend that you wash your child’s bedding weekly. Please note that as a licensed facility, two pieces of linen (sheet and light blanket) are required for each child.

We understand that not all children will nap every day. They are required to rest quietly on their mats during this time and not to disturb the children that are napping. Quite activities may be giving to them (ex. books, music with head phones, etc.).

**TOILET TRAINING**

When you decided to take on the challenge of toilet training, please let your teacher know. The teacher can be very helpful in this area. We understand the importance of following the same routine at home as they do in the classroom. Please remember to dress your child in easy to remove clothing during this time and of course pack extra clothing in your child’s back pack.

**BITING**

The Policy for habitual biting is as follows:

• The first time a child bites another child, a parent/guardian will be called by the teacher

• The second time a child bites another child, the parent/guardian will be called immediately and the child must be picked up immediately. Furthermore, a conference with the director, teacher, and a parent/guardian maybe required.

• If a child bites for the third time, he/she will be suspended for 2 days and a conference to discuss continued placement in our program

\* Each individual child’s situation will be taken into consideration and the amount of time between occurrences

**OPEN DOOR POLICY**

Our school maintains an open door policy with all parents/guardians of enrolled children. Parents/guardians are not only welcomed, but also encouraged to volunteer and visit their child’s classroom. Parents/guardians and all visitors are required to check in with the office before proceeding to the classroom. Parents/guardians will have immediate access without prior notice to the center. In situations where there is custody or domestic issues the center’s standards of conduct will apply at all times.

**MEDIATION AND BINDING ARBITRATION**

Should an issue remain unresolved with the Director, Staff Member, or Owner, mediation and arbitration will be used in an attempt to resolve these issues and bring reconciliation.

**CHANGES TO THE PARENT HANDBOOK/POLICIES**

We reserve the right to make any changes to any policies within A Beautiful Day Daycare and Preschool LLC’s Parent Handbook. Parents will be notified of any changes via email or written notice.

Welcome to A Beautiful Day Daycare and Preschool! I would like to take this opportunity to tell you a little bit about myself. My name is Jessica and I am the owner and director of the facility. I have worked in child care for over 8 years and opened this facility in May of 2014.Teaching, guiding and observing children is and always will be my purpose in life. I have such an understanding and patience for all children and I truly believe that it is a blessing. I take such pride in my work and expect the same from my staff. I am very hands on at the facility and will be routinely present in each classroom daily.

I was raised in Connecticut and moved to Florida in 2006. I have 1 adult son and enjoy spending valuable time with my family that is local residents now as well. The name *A Beautiful Day* came from my grandmother who would to tell me that every day is a God given beautiful day, if you can find it. I was brought up with Christian beliefs, however will respect anyone’s religious beliefs in regards to your child’s positive upbringing. If you have any questions or concerns you can call me anytime at the facility or email me at abeautifuldaydaycare@yahoo.com, and I will return the message as soon as possible. I look forward to getting to know you and your child/children and look forward for having you in our school family!

Jessica Eccleston