

Safe, Clean with Learning Adventures

 Every Single Day for ages 1 Year to 5 Years

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***A Ministry of Adventure Christian Church***

***3800 State Road 19, Tavares, FL 32778***

**Parent Handbook**

**2021-2022**

**Table of Contents**

Accidents 10

Admission Policy 7

Arrival/Departure Procedures 9

Attendance 7

Birthdays 11

Biting 12

Child Abuse Policy 15

Clothing 12

Communicating 14

Discipline Policy 16

Divorce and Custody Issues 13

Email/Texting/Social Media/Remind App 14

Emergencies and Evacuations 14

Emergency Contact Information 11

Emergency Plan 18

Enrollment Procedure 7

Expulsion Policy 17

Fees and Financial Policies 13

Holidays 8

Hours of Operation 8

Illness 10

Immunizations and Physicals 11

Meals & Snacks 12

Medication 11

Naptime 12

Outside Play 13

Pandemic Policies and Procedures 19

Parent Responsibilities 15

Potty Training 13

Safety 14

School Hours and Holidays 8

Staff 7

Temporary Closures/Weather/Pandemic 7

Withdrawals 7

Dear Parents,

 Thank you for enrolling your child in Adventure Christian Learning Center. We are a ministry of Adventure Christian Church and a stepping stone to Adventure Christian Academy. Our goal is to help your child in their complete development and give them the loving care and guidance that they need as they grow.

You are invited to make appointments at any time to visit us, ask questions and make suggestions. We need the cooperation and understanding of parents and staff to be successful in our endeavors.

Please know that we do have some rules of our own to help us run the Center in an organized manner. We are required by the State of Florida to follow rules and regulations set up by DCF so we have no control over those rules.

If you do not have a church home, let me invite you to become a part of our church. Our worship services are 9:00am (traditional service) and 11:00am (mixture of contemporary and tradition) every Sunday. There are Bible studies on Sunday mornings and throughout the week. We would love for you and your family to join us! Visit our web site at [www.AdventureChristian.com](http://www.AdventureChristian.com) to read more information about the church.

For children who are school age, we do have Adventure Christian Academy from K to grade 12.

This handbook was prepared to provide information and clarification concerning what is offered at ACLC for preschool age children. We pray that every day is a new Adventure in learning for them. At the same time we are serious about our responsibility to provide quality care in a clean and safe learning environment. The following guidelines are to ensure that parents and the staff of ACLC work together to enhance our ministry.

 Please read this manual carefully. If you have any questions, please feel free to call us at (352)508-5501.

In His Love,

Pat Cusick

Executive Director

**MISSION STATEMENT**

Our mission here at Adventure Christian Learning Center is for our staff to help children to LEARN, LIVE and LOVE like Jesus Christ in a safe, clean, imaginative environment where learning is a daily adventure. We care for and teach our children from infant through pre-school ages on an academic, emotional, physical and spiritual level. We partner with families, teaching Jesus Christ as the ultimate role model to help our families raise well-educated, well-adjusted, ethically strong children.

The whole mission is simplified to: ***Leading children to “Learn, Live and Love like Jesus Christ”.***

**PURPOSE OF ADVENTURE CHRISTIAN LEARNING CENTER**

**Spiritually:**

 We are committed to presenting the love of God and the understanding of His Word, the Bible. We teach children that God loves and accepts each of them and wants them to make the right choices.

**Socially:**

 Young children learn through well-planned individual and group activities. Through these times, our children learn to work and play together, respect each other and obey those in authority.

**Intellectually:**

 The curriculum is carefully chosen and planned to assist each child in attaining age appropriate skills and concepts. Activities are planned around curriculum themes and integrate a variety of language arts, math, science, art, music and communication.

**Physically:**

 Activities provide opportunities to develop gross and fine motor skills. Good health principles are taught and practiced.

**Staff**

 ACLC hires teachers who have the love for Jesus Christ and the love for children. Since they are representatives of our Center, we do ask that they exemplify that love throughout their personal lives.

 All staff are required to have or have started within 90 days and finish within a year, the 45-hour state required Early Childhood Training courses. They are also required to obtain their First Aid/CPR and attend at least 10 hours of in-service training each year. We do encourage continuing their education.

**Admission Policy**

 Acceptance to ACLC is given to families and children of any race, color, and national origin who demonstrate a desire to have a Biblically-based education. A child is admitted on the basis of available space. We accept children ages 1 year old through 5 years. One year olds must be able to walk before we can admit them due to the mulch on the playground. Tuition is determined by classroom placement. We will only offer part-time care if there is available space with the condition that when we receive a full-time request, you will be asked to become full-time or remove from the Center. If your child has special needs, we will be glad to meet with you to discuss your IEP to see if we can accommodate you.

**Enrollment Procedure**

 Registration begins with the completion of the application and non-refundable prepayment of the first-time registration fee. The prepayment will hold a spot for your child for 2 weeks to give us a definite start date. At the end of the 2 weeks, if you have not given us a start date, we will have the option of giving that spot to another child.

 To complete registration we must have the following or your child cannot attend:

* Signed Contract
* Signed Discipline Form
* Signed Acknowledgement of Parent Handbook
* Shot Record/Health Exam dated and signed by Pediatrician
* Completed Application
* Voucher from Early Learning Coalition (SR and VPK)

**Attendance**

 Regular attendance is required to provide your child with a solid early learning foundation. Please try to have your child here as much as possible. Consistency is very important in the adapting process and learning. VPK students can only miss 30 days in the school year. If they miss more than 30 days with or without excuses, the State will terminate their VPK voucher and to complete the year, you will be required to pay the regular tuition for a preschool age child.

 If your child is not going to be present, please let us know. This will help us in our scheduling staff for the day and also If you are a School Readiness family, the Coalition requires that we know why your child was absent so you will be asked to fill out a form when your child returns.

**Withdrawals**

 If it becomes necessary to withdraw your child, we ask that you notify the office at least two weeks prior to your withdrawal. If the office is not notified, you will be responsible for payment of two weeks. Records will only be released if tuition is paid up in full.

**School Hours/Holidays**

 ACLC is open from 7:00am to 5:30pm Monday through Friday except for the holidays listed below. The teaching part of the day begins at 9:00am. We ask that you have your child here by that time. It is very important for all children to be here by that time unless prior arrangements have been told to the teacher and/or the director. If you child arrives after the morning snack has been served and put away, please do not expect your child to be fed. We have schedules to follow and and it is a definite distraction for the other children. **It is our policy that you may not drop off your child during lunch and naptime hours which are from 11:00am until 2:30pm.**

 The holidays may change from year to year but you will be notified by written notice when it changes from the following list:

* Labor Day
* Thanksgiving Day and the Friday after
* Christmas Eve and Christmas Day
* New Year’s Day
* Good Friday
* Memorial Day
* July 4th Celebrated
* 2 Teacher Workdays to be announced (these are for maintenance work that cannot be done while children are present)

During times that VPK is not in session for holidays and school breaks, if ACLC is open, we will provide care for the VPK students at the tuition rate for a regular preschool child.

**Temporary Closures**

 ACLC follows the Lake County Schools weather closures. Lake County generally closes at least one day to prepare for the storm that is coming, we will not close that day but we will close on the days that the storm is expected to hit. Please check our Facebook Page for any updates. We will also notify you by email of the days we will close and when we will reopen**. Please remember full tuition is still due**, with no late fee if paid by the end of the week.

 In the case of weather closures or pandemic closures, tuition will be expected for that week. If we cannot open up after that week, you will be asked to pay regular tuition per week to hold your child’s spot for when we do open. If we cannot open after two weeks, you will not be charged for tuition. When we do reopen, you will be expected to pay full tuition. If you choose not to return but want to hold a spot, you will be asked to pay the $80 per week to hold the spot until you are ready to return. If you choose not to pay, you will be considered as a new applicant when you are ready to return and a spot will be based on availability.

**Arrival and Departure Procedure**

 ***All children must be signed / checked in and out daily***. This is mandatory by DCF, Early Learning Coalition and VPK. When you walk in the front door, a computer is located in the hallway as you approach the classrooms. You will sign in and out using code / password assigned to you on your first day. Failure to sign in or out can result a fine being imposed on the Center which will be passed on to the parents who didn’t sign. If the computer should not be working, we will have paper sign in and out forms next to the computer and you must sign your legal signature and time for both signing in and out. VPK parents must also sign a monthly statement of attendance.

\*Please note: Arrival and departure times are not convenient for teachers to discuss your child. Please let the teacher or office know you want to talk and your child’s teacher can call you during the next nap time. The teacher’s attention MUST be on her children.

**Arrival Procedure**

 Our Center opens at 7:00am. No child can be accepted prior to this time. Please sign your child in and a staff member will escort your child to the classroom or to the playground. Always make certain you are leaving your child in the care of a staff member. Please be sure there is always some verbal communication with a staff member at drop off and pick up. Never leave your child alone or send them to the playground or upstairs unless escorted by a staff member.

 Please make sure every item you bring for your child is labeled with their first and last name. This will help us avoid lost items. Please do not send toys from home unless it is specified by your child’s teacher. Toys from home will be put in the child’s backpack and left there until they leave the Center.

 It is best if you are prepared to say goodbye to your child at the door. Prepare your child in advance that you will be leaving him/her and that you will be returning at a specified time. It is hard for parents to leave a crying child at the door but be assured they are usually busy playing by the time you are in your car. Feel free to call the office and check on your child.

**Departure Procedure**

 Our center closes at 5:30pm. If there is an emergency which prevents you from picking up your child by this time, please call us immediately at (352)508-5501[office] or (423)791-0600 [emergency number]. Picking up your child late is an additional charge of $2 per minute after 5:30pm. If we have not heard from someone after 10 minutes, we will begin calling the people on your pickup list to have someone come pick up your child.

 Your child will be released only to the authorized pick up persons. This policy is strictly enforced. Please let your authorized people know they will have to show identification until the staff is familiar with them. They must bring photo identification and their name must be the same on the list as it is on their ID.

 If there is an Ouch or Incident Report that day, the authorized person picking up is required to sign and date the form on that day.

**Accidents**

Precaution is taken to prevent accidents. The majority of our staff have received CPR and First Aid. In the event of an accident, we follow these procedures:

* First aid administered to minor injuries (cleaned/treated/TLC)
* Call the parent if more than a minor injury
* Ouch Form completed and must be signed by the authorized pick up on that same day
* If it is an emergency, 911 will be called and the parent called IMMEDIATELY.

**Illnesses**

 **Rules Regarding Disease Control**

**When your child is sent home sick, they cannot return to school without doctor’s note stating they are NOT contagious or 24 hours symptom free with no medication (during pandemic it will be 72 hours symptom free). These are rules set up by DCF for all centers under their license.**

* Severe coughing, causing a child to become red or blue in the face or a whooping sound
* Difficult or rapid breathing
* Stiff neck and fever
* Diarrhea (2nd occurrence) or Vomiting
* Fever – more than 101 degrees WITH other signs of illness or 102 degrees with no signs of illness
* Pink Eye
* Exposed, open skin lesions
* Unusually dark urine and/or gray or white stools
* Yellowish skin or eyes
* RSV
* Un-diagnosed / Unexplained Rash
* Hand, Foot & Mouth (although some doctors say it is ok for a child to return), state regulations and ACLC regulations do not allow the child to return until the spots are drying up and no longer oozing.
* Any contagious childhood disease such as Chicken Pox, Fifth Disease, Infectious Hepatitis, Hepatitis B, Impetigo, Measles, Mononucleosis, Mumps, Pinworms, Ringworms, Rubella, Scabies, Scarlet Fever, Shingles
* Lice – shall not be permitted to return until the following day and ONLY if treatment has occurred and been verified and there is no sighting of lice or nits when checked. All children ***will be checked*** before they are permitted to return. Verification must be the product box, empty bottle or signed statement.

We will notify you if your child has a fever or if they have diarrhea one time just to make you aware. However, after the second diarrhea or other symptoms occur, you will be called to come pick the child up. Please pick them up within the hour. Be aware that if we cannot get in touch with you, we will call your emergency contact person.

Please practice handwashing at home. It is imperative that children wash their hands with soap and water every time they use the bathroom and before snacks and meals to help avoid the spread of disease.

Please notify us regarding symptoms and diagnosis. This enables us to notify parents in the event of a contagious illness.

If we send your child home, they cannot return until they are 24 hours SYMPTOM FREE or with a note from the doctor that says “they are not contagious”. The note **must be signed** by the doctor.

**Medication**

We are not responsible for giving any type of medication to your child. When possible, ask your child’s pediatrician to prescribe a medicine that can be administered twice a day to make this convenient for all parties involved. If this is not possible, please contact the school office (352)508-5501. We will apply topical medications (such as diaper rash cream, sunscreen, etc.) but we must have it provided in its original packaging with a signed medication form from the parent. If you have a prescribed medication, it must come in the original packaging with the prescription from the doctor.

**Emergency Contact Information**

 This information is kept on file in the office as well as with your child’s teacher. It is very important that we have accurate current phone numbers (including work numbers) and addresses. **If we cannot reach a parent, we will call the pick-up list contacts until someone is notified.** Please notify the office if any of this information changes throughout the year.

**Immunizations and Physicals**

It is required by the State of Florida that all children have their immunizations and physicals current at all times. Before you can enroll, you must have your records from your pediatrician with a future expiration date, a religious exemption, or an appointment card showing that you are scheduled. During the year you will receive notice that the immunizations and physicals are going to expire. You must call your pediatrician and set up an appointment. If they expire, we have to ask you to keep your child at home until you bring them current or you bring us an appointment card. Having expired immunizations can result in us being fined by the State and that fine will be passed on to the parent.

**Birthdays**

 Birthdays are important to children. We are happy to celebrate your child’s birthday. If you wish to bring cupcakes, cookies or anything else, please notify the office 24 hours in advance so we can post this for other parents due to some allergies. Please plan to have the celebration during the afternoon snack if possible. If you are sending birthday party invitations, please make sure every child in that class receives one. Also, please plan only to have a small celebration here at school. Cupcakes or cookies are fine but please do not have anything extra. This makes it hard for other families who can’t afford to be so generous.

**Biting**

 As a preschool we expect biting from time to time and we try to do everything to prevent it. We will work with you and your child to gain control; however, if the biting becomes repetitious, it could result in termination of services. You will be called to pick up your child if the biting occurs more than three times in a day and sign a behavioral notice. If it continues after the third pick up call, we will, if at all possible move the child to another room. If this does not help, we will have to ask you to withdraw from our Center.

**Clothing**

 We encourage you to dress your child in comfortable clothing. Please do not dress your child in their best outfits because they could get messed up while painting, gluing, playing outside etc. For their safety, it is best to have your child wear closed toe shoes with rubber soles.

 Please be sure to send in two complete changes of clothing in case of accidents and one extra pair of shoes and socks. If your child does not have a change of clothing and the need arises, you may be called to bring one. Please be sure everything is labeled with first and last names. All unclaimed items will eventually be donated..

**Naptime**

 Naptime is a necessary part of the day. We want it to be a comfortable time. The children do not have to sleep (although they usually do) but they must stay quietly on their mats so their friends can sleep. We do provide the mats but we need you to provide a small blanket. You may bring a small travel size pillow and one soft cuddly toy they like to sleep with. Please be sure the names are on these items. We will send all bedding home each Friday for laundering.

 To be considerate of the other children, we ask that you do not bring your child in during the lunch and naptime part of the day. This disruption will often wake up the children who are sleeping.

Because of lack of storage, beginning in 2018, we are only using a particular mat. The cost of the mat is included in the registration that you pay when you first enroll and at the beginning of each year. You may bring blankets and small travel pillows but we ask that you not bring mats since we are providing them for you. We will provide the first mat and one replacement mat. If the mat needs to be replaced a third time, you will be responsible for the cost which is $15.

**Meals & Snacks**

 The One’s through VPK will be provided snacks and lunch by the Center. Morning snack is at 8:30am for ones and twos and 9:00am for threes and fours. Lunch is served at 11:00am for ones, 11:30am for twos, noon for threes and 12:30 for fours. Afternoon snack is between 2:30 and 3:00 depending on when they wake from their naps. If you opt to bring your own food, please let your teacher know it is there. They will still be offered our food unless you request that they not be.

 If your child has food allergies, you must check the menu that is provided and provide food to replace the food they cannot have.

**Potty-Training**

 To be potty trained means that a child will know when they need to go to the potty without the teacher taking them on a schedule and they must be in regular underwear. We will begin potty training in our 2-year old classrooms. Parents, we urge you to help with their endeavor. It is important that they be completely potty trained before they enter the 3 year old classes. We do realize there may be an occasional accident but they must be potty trained. We also do not have the teacher go into the toilet area with the 3-year olds unless the child asks for help. If we feel it is necessary, the child may have to remain in the 2 year old class until they are potty trained. We will not accept VPK students who are not completely potty trained.

**Outside Play**

 It is required by the State of Florida that children have outside play time. Unless it is below freezing or it is raining, we are required to take them outside at least twice a day. We have limited this to no more than 30 minutes at a time when it is over 90 degrees or below 45 degrees. Please dress your children appropriately for the weather because they do have to go out with their class.

**Divorce and Custody Issues**

 In situations when parents are divorced or there are custody issues, we cannot legally keep a child from either parent regardless of court documents. If either parent comes to pick up a child and it is not their time, all we can do is notify the parent who was supposed to be the pickup. We cannot keep either parent from taking the child.

**Fees and Financial Policies**

 A non-refundable registration of $150 per child is due before enrolling. A re-registration fee of $150 or $100 for VPK wrap around students is due annually before the beginning of school if your child attends in the summer. If your child does not attend in the summer, you must pay your re-registration fee in May and two weeks of tuition to guarantee a spot in August. If you do not pay, you will have to apply for a spot on a first-come basis. We will not hold a spot for you over the summer unless you have paid.

 Tuition payments are due on Monday for that week. The rate is for 10 hours of care per day. If your child is here longer than 10 hours, we will charge an additional $5 per hour. Payments are due even if the child is not in attendance for any reason. You are paying to keep a spot for your child in the Center. There can be a $20 late fee added. If tuition is not paid by Wednesday morning. If you pay monthly, pay the weekly fee x 4.3 for the month. This must be paid by the 4th day of the month or a $25 late fee can be added. We do offer a 10% discount for more than one child with the exception being VPK. There is no discount for children in VPK.

 Fees are payable by check, money order, cash, credit card or on-line by going to myprocare.com (enter email that we have on file). You may drop your payments in the box outside the office door on the Lane Park campus or in the one’s room on the church campus. If paying by cash, always get a receipt.

**Safety**

 Safety is our top priority at all times. All of the entry ways to the preschool are locked. The Lane Park Campus has keypad entry to the front door and the code only given to parents. We ask that you not give the code to your child. This is a safety concern. The backdoor has a keypad but the code is only given to teachers so no one can come in that door during the day unless they are a teacher.

 The church campus has a doorbell that you can ring to gain access. This is located on the left hand side under the awning of the main entrance. You will need to wait on someone to give you access.

**Emergencies and Evacuations**

 ***Fire: Fire drills are done monthly***

 Teachers follow their evacuation plan which is posted inside their classrooms. They take their class roll and emergency classroom information when leaving the building. They count the children while lining up and when they get to the designated meeting site. The infants are taken out in cribs to the designated space.

 The Director goes through each classroom to be sure no one is left behind and shuts all doors. When she connects with the classes, they must account for all their children. A log is kept for inspection by DCF.

 In the event of an actual fire, parents will be notified once we are outside the building. If we have to leave the premises, we will let you know where to pick your child up.

 ***Weather Alerts: A weather drill is done once a year***

 The teachers are alerted and take their children to a designated area away from windows – such as the bathrooms, lower stairwell and kitchen hallway. They take mats to put over their heads. The teachers take items such as books so the children will be at ease while waiting.

 ***Security or Intruder: A lockdown drill is conducted once a year***

 All inside doors are shut and locked. The teachers take the children to a spot away from the doorways and windows in their classroom. The teachers are not allowed to use their phones for anything other than communication with the director.

**Emails, Texts, Remind App and Social Media**

 Most of our communication with parents will be through emails at this time. We will let you know of upcoming events and any news that we feel parents would want to know. So please keep your email current with us. If you do not receive an email at least once a week, please notify the office and we will check to see that you are on the list.

 We ask our staff to not use their cellphones unless necessary. We do have a policy that they can keep them with them, however, we do ask that they are only used in cases of emergency. If a teacher is texting, she is not watching the children and her focus should always be on the children. .

 Facebook is a great way of communicating. However, because of security concerns, we never put a child’s name on our Facebook page. We also do not allow our teachers to post events from their classroom on their personal pages. Please check us out on our Facebook page and you will see pictures of daily happenings and any news items we want to share.

Our teachers do use the Remind App which is available on your mobile phones for both teachers and parents. Please check with your child’s teacher and get signed up. This is a good way to be able to communicate directly with your child’s teacher. However, they are not able to respond unless there is an emergency or during naptime when the children are sleeping. We ask that you do not contact your child’s teacher during the evening hours unless it is an emergency. Please let them have their time with their families.

**Child Abuse Reporting**

 As a childcare worker, we are also Mandated Reporters for the State of Florida. It is the obligation of every staff member to report any “suspicious” issues with the children in our care. If a child has any unexplained marks that could be a result of abuse or if the child tells someone tha they have been abused, it is mandated that we report this to DCF within 24 hours. We realize that there may be nothing to the accusations, but that is up to DCF to determine. We are just obligated to report it, not judge it.

**Parent Responsibilities**

* Prepare your child for arriving. Let them know you will be dropping them off and will be returning at a specified time. Please try to leave the building as soon as your child is in the care of a teacher. The longer you stay, the more dramatic it is for your child and the harder the separation especially in the first couple of weeks.
* Help your child attend regularly. Consistency is very important to children.
* Teach your child self-reliance by encouraging them to do things for themselves.
* Teach them to put on, take off and hang up their clothes, put away their toys, eat regularly and establish regular toilet and sleeping habits.
* Read to, talk with and listen to your child.
* Teach your child their full name, age, parents’ names, address and telephone number as much as possible.
* Appreciate your child’s work. Display it so they will know how proud you are of their work.
* Let your teacher know if there are problems she should know about to help her understand your child.
* Talk with your child’s teacher or director about any concerns.
* Please do not gossip about families at this Center or about the Center. That can be very damaging, especially if you do not have all the correct facts.
* Reinforce to your child that they should:
	+ Sit and listen for short periods of time
	+ Follow instructions from the teacher
	+ Use quiet voices when inside
	+ Respond when their name is called by the teacher
	+ Refrain from doing harm to self or others

**Adventure Christian Learning Center Discipline Policy**

Our goal is to correct a child with love and as much positive reinforcement as we can. Positive discipline teaches children where limits are set, how to maintain control of their bodies and how to problem solve in the event of a conflict. We encourage children to empathize with one another’s feelings and see the results of their actions. Discipline will never be related to food, rest or toileting.

Please read our policies and sign that we have discussed.

1. Verbal redirection and reminder for the first offense. We try to never do this in a degrading manner. The teacher needs to get down on their eye level and talk with them.
2. Repeated offense – Time out for age of child.
3. Visit to Office. The Director will talk with the child and explain why they are in the office and what they should or should not be doing.
4. Note to parent.
5. Call to parent from the Office letting the parent know it is becoming an issue.
6. Meeting with parent, teacher and director. It may be necessary to call in a professional specialist.
7. If the behavior can be harmful to the child or other children, repeated misbehavior can bring dismissal.

In case of biting:

1. The teacher will firmly talk to the child and explain biting is not ok.
2. The director will be notified and the parent will be called if necessary.
3. After we have tried as many options as we can think of, if possible, we will move the child to a different class which can make a difference in some cases. If no spot is available, the child will have to be dismissed from the Center.

In case of bad language:

 Since we are a Christian school and try to uphold standards, we need your help in addressing the issue of unacceptable language. We cannot have the children using words and threatening to shoot or kill someone. You will be contacted if this happens and should it continue could result in termination.

**We do not spank or use any method of corporal punishment at Adventure Christian.**

**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 everything possible to work with the families of the children in order to prevent this policy from being enforced.

**When a Child is Having a Problem in the Classroom**

1. Staff will try to redirect using positive methods and language.
2. Still will consistently apply consequences for breaking rules.
3. Child will be given verbal warnings.
4. Child’s disruptive behavior will be documented.
5. Parent/guardian will be notified of the disruptive behaviors.
6. If no changes, the Director, Teacher and Parent will have a conference.
7. Possibly professional specialists will have to be called in.
8. If at all possible, we will try to switch rooms before expulsion. Many times just a change in class will help if the problem is an age issue, mis-matched personalities, etc.

**Schedule of Expulsion**

1. If after the actions above have not worked, the parent will be notified of the expulsion.
2. The parent will be informed of the expected behavioral changes required in order for the child to return to the Center.

**Parental Actions Causing Child’s Expulsion**

1. Failure to pay/habitual lateness in payment.
2. Failure to complete required forms including the child’s immunization records.
3. Verbal abuse to staff or talking badly about the Center to other parents.
4. Parent threatens physical or intimidating actions toward staff members.

**Child’s Actions Causing Child’s Explusion**

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry violent outbursts.
3. Ongoing physical abuse to staff or other children.
4. Unacceptable language that continues

**EMERGENCY PLAN**

**FIRE:**  Emergency drills are held monthly following the evacuation routes. In case of an actual fire emergency at the Center, all teachers are to report to their designated evacuation area with the children. The area of the fire will determine which route to use. Teachers MUST take the pick-up lists, rosters and cell phones. The parents will be advised to pick up their child at the Fire Station #29 located beside the Center.

**SEVERE WEATHER:**  At least one severe weather drill will be held during the year. Severe weather is monitored by radio and the internet. We also have a weather radio to monitor weather. Should a tornado or severe thunderstorm be predicted to approach near the Center, children will be relocated away from the windows and into the kitchen hallway and the bathrooms located on first floor and in the bottom stairwell. Teachers MUST have the pickup lists, roster and cell phones as well as books to read to the children to keep them calm. Once a storm is in progress, children will be kept inside until it is safe to depart the building. The Director will make the decision if the children should be sent home.

**LOCKDOWN:**  A lockdown will occur if a suspicious person is in the area or if we are notified by the Sheriff’s Department. All children will be brought in from the playground and all external and internal doors will be locked and all blinds will be shut. If there is glass in the classroom door, this should be covered so no one will be able to see the children. The children will be moved away from the doors and windows into a safe spot in the classroom. No one will not be allowed to enter or exit the building until the Sheriff has notified us that is safe to go outside. Parents will be notified by teachers if there is a lockdown, but will not be allowed in the building until an “all clear” signal is given.

**OFFSITE EVACUATION:** An evacuation will occur in case of a fire or notification by officials that we need to evacuate. Parents will be notified by the Remind App by their child’s teachers. The children will be taken to The Big House parking lot which is next door to our Center. The address is 1544 Lane Park Drive Cutoff, Tavares, FL 32778. All teachers will take their rosters and cellphones.

**Policies and Procedures Change for Pandemics**

* Parents will not be admitted to the classroom area.
* A staff member will be in the entranceway to meet the students and escort them to their room
* Please DO NOT bring your child if they are sick. Err on the side of caution. If they have any kind of symptoms of any illness, please do not bring them.
* Child’s temperature will be taken.
	+ Any temperature above 100.4 will not be accepted and must stay home for 72 fever free
	+ A dry cough will not be allowed
	+ An unexplained rash will not be allowed in
	+ A generic doctor’s note will not be acceptable. The doctor must specifically say the illness was not Covid virus connected
* Anything your child brings in on Monday will need to stay in the building until Friday afternoon. At that time you will take the blankets or stuffed animals home and wash them and return them on Monday. So if your child has a special need at nap time, be sure it is not something they will need that night because nothing will be going home with them.
* There will only be one age class at a time on the playground and the classes will not combine during the day except first thing in the morning and in the late evening when social distancing is possible.
* Our cleaning and sanitizing (although already meets standards) will increase and handwashing will be STRESSED
* Our teachers will not be required at this time to wear a mask during the day with your child, but the teachers will meet the same screening as your child and will have the same requirements.
* Please let us know in advance if your child will not be in attendance. If you know you are going to keep them home one day, please let us know the day before at the latest. If they wake up feeling sick, please call (352)508-5501 as early as possible and let us know they will not be in. This is VERY important for scheduling.
* Please notify us if any of the following conditions apply to you:
1. Have you or anyone in your family been confirmed with Covid-19?
2. Have you or anyone in your family been in contact with someone who has Covid-19?
3. Have you traveled outside the country in the past 14 days?
4. Have you traveled in and out of a highly affected state in the past 14 days?