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Mission Statement

Our mission is to provide an academic program of excellence without pressure to all children. It is our goal to give each child an education by exposing them to age appropriate activities. We will strive to build and develop a positive self esteem. Our love and the discipline provided with love will give them this security. It is our intention to keep a safe, clean, and happy environment for the children in our care. We welcome children of all abilities, however we are not wheel chair accessible. Wwe embrace cultural, racial, and religious diversity in our classrooms and involve the children in the growing awareness of group life in the class.

Philosophy

Each child and every parent is special to us. We know you have trusted us with your most precious possession - the innocent trusting child. We will try to never disappoint you. We hope to create an atmosphere unlike any other for the preschool child. It is our feeling that in order to do this we must trust God to give us what we need as teachers of our children. After all, it is God's world and it is our intention to create a Christian atmosphere for the children here: one of love, discipline, control, freedom, and education. Without love the child cannot learn, without discipline the child will not learn respect, without control the children will not learn self-control, without freedom the child could not explore and create in order to discover himself. We feel that if we can accomplish these goals it will create an environment of happiness and educational achievement.

After all, "WE SPECIALIZE IN HAPPY CHILDREN."

DISCIPLINE PROCEDURES

*** Preventative Discipline**

Self-esteem is the most important attribute we can develop in a child. Our love and the discipline provided with love, gives him security. A child requires and wants rules for behavior and positive control. The child's safety and emotional well being result from positive control, consistency, and preventative discipline.

Our teachers and attendants are aware of what the children are doing at all times. Negative, aggressive behavior is recognized, re-routed, and stopped before it becomes too forceful. Our children are given clear rules of behavior and teachers and attendants make sure these rules are followed consistently.

If action is necessary, it is common practice at Palma Ceia Academy to have a "TIME OUT" period (One minute for each year the child is old.) This "time out" period allows the child a few minutes to think about what he/she has done; it indicates to the remainder of the class that the misbehavior will not be tolerated, and it permits the class activity to continue without interruption. If a child needs time away from the group he/she is allowed space to read a book or play quietly alone. Almost always a child will choose to rejoin the group without incidence the rest of the day.

Teachers and supervisors keep the Director apprised of all significant or recurrent misbehavior. If a child demonstrates a behavior that is severe such as inflicting pain or causing damage or being disrespectful to a staff member, he/she will immediately be sent to the Director's office. A Parent/Teacher conference will be scheduled. During the meeting, the Director, teacher, and parent(s) will discuss the child's over-all performance and what led to the behavioral problem. They will work together to find solutions to any problems the child might be experiencing.

If repeated unacceptable behavior persists after trying all reasonable steps, we will then have to terminate the child until he/she is ready for a group situation.

SCHOOL ACTIVITIES

*** Open Door Policy**

Palma Ceia Academy practices an open door policy. Parents are encouraged to visit their child's classrooms. Parents may arrive unannounced. Visitors and parents are periodically escorted through the facility for tours. We want all who come to our school to feel warm and welcome.

*** Hours of Operation**

Palma Ceia Academy is open from 7:00 a.m. to 6:00 p.m. Monday through Friday.

*** Regular School Term for children 12 months to 9 years old**

Registration for the regular school term is in March of every year. At that time, submitting a registration form and non-refundable registration fee reserves all spots. This will guarantee placement in the Fall program. Each year the regular school term begins the Monday before Hillsborough County School begins and ends within the same week public school ends.

The educational program at Palma Ceia Academy is based on learning centers. The learning centers are orderly arranged by the teachers to present the children a variety of developmentally appropriate activities from which to choose and interact. These activities and materials allow the children to explore, problem solve, and be an active learner. Teachers interact with the children individually during center-time and also with a small number of children during group-time for concept development. Bench marks are met and parents will have conferences on an individual basis throughout the year.

*** Summer Session for children 12 months to 9 years old**

During March registration, you may enroll your child for the summer session. Fill out the registration forms and submit the non-refundable fee to guarantee placement in summer program. Summer is a particularly exciting time for our children. Palma Ceia provides a stimulating diverse program plus several field trips.

*** Enrichment Programs**

In addition to the educational programs, Palma Ceia Academy offers specialized enrichments such as music, science, some computers, and physical education. Dance, tumbling, computers, and karate may be offered at an additional cost.

*** Field Trips**

Many field trips are planned throughout the year for children 4 years and up. You will be informed in advance about an up-coming trip, and you will be required to fill out a permission slip for your child to participate. Certain field trips do have an extra cost. Payment for the trip will be due on a date specified on the permission slip. Parents are welcome to help chaperone, however there are a few simple rules for being a chaperone. Please read the following before volunteering:

1. Follow all directions of the lead caregiver.
 2. Supervise a small group of children that will be assigned to you.
 3. Be aware of your group of children at ALL times.
 4. Talk to your children about what they are seeing and doing. Ask questions to expand the child's awareness and thinking skills.
 5. Volunteers should never:
 - A. Take their own children away from the group to participate in another activity.
 - B. Buy food or souvenirs for themselves or their child unless the same thing is bought for the entire group.
 6. Accompany children into public restrooms. DO NOT allow children to go alone. If there are no male chaperones, boys should be taken into the women's bathroom. When school age children are using the public restrooms, an adult should be in close proximity to assure the children's safety.
 7. Be back at the scheduled meeting place on time. An accurate count and roll must be taken and waiting for those that are late only makes the other children restless and it puts the return time for the trip late
- * Please do not sign up to be a chaperone if there is a chance that you cannot make it. This causes our groups to become larger and sometimes the trip will have to be cancelled at the last minute.

SCHOOL CLOSINGS

*** School Holidays**

In order to provide time for our employees to celebrate special holidays with their families, the school will be closed on the following days:

Labor Day
Thanksgiving and the day after
Christmas (2 to 3 days)
New Years (1 to 2 days)
Martin Luther King Jr. Day
Good Friday
Memorial Day
Independence Day
Teacher Work Day (1 before fall session starts)

The exact dates will be posted in the Bulletin. The entire year will be placed in the Fall issue and reminders printed in the quarterly issues. Signs will also be posted on the doors. Updates will be recorded on our emergency & information line and on our web page.

***Inclement Weather**

For the safety of your children and our staff, if Hillsborough County Schools announce closings due to inclement weather, (i.e. Hurricane or Tropical Storm), Palma Ceia Academy will also close. Please stay tuned to your local weather advisories on school closings for Hillsborough County. We also have an emergency line you can call and listen to a prerecorded message. That number is 813 294-7394. The emergency line will be updated by 8:00 each evening on the days in question.

*** Emergency Procedures**

On occasion we have scheduled fire drills, tornado drills, intruder alerts, lock downs, and evacuations. Each teacher has been trained on our procedures and are ready in case an emergency happens when children are present.

Parents will be notified as quickly as possible if an emergency actually occurs. During an actual fire we take the children down the dead end road and begin to call parents, if it is raining, we have made arrangements to go inside Suncoast academy until parents can come pick up their child. We close during hurricanes, and go on lock down if an intruder alert has been sent. NO parent will be allowed in during a lock down. Updates will be placed on our emergency line. Please keep our main line open for contact with city officials.

REGISTRATION PROCEDURES

*** Enrollment Forms**

Upon first enrollment parents are required to complete a registration form for each child attending Palma Ceia. In the event of home and/or business phone changes and/or pick up authorization changes, the office must be notified immediately.

We cannot emphasize enough the importance of keeping the registration information CURRENT. In the event of an emergency situation, we must be able to contact you IMMEDIATELY. Please for your child's well-being take the time to keep your data current.

*** Business Policies and/or Payment Agreement**

Business policies and/or payment agreement will be read, explained, and signed upon registration. This is our contact for services provided. It also refers back to the handbook regarding several policies.

*** Health Forms**

Parents must provide the school with the original, complete, up-to-date health forms for each child. The certificates are issued by your child's pediatrician. Physicals are good for two years from the date of the physical and shot records are good only until the expiration date on the form. You will be given ample time when your child's forms are about to expire. If they expire your child WILL NOT be able to attend until they are current.

*** Registration Fees**

A registration fee is due for each child accepted at Palma Ceia at the time of enrollment. Registration fees are NOT REFUNDABLE. Registration fees are due in March of every year if you plan on continuing without interruption.

*** School Supplies**

A list of supplies will be given to you upon registration. Parents are required to supply these as we do not charge a supply fee. Occasionally teachers will request items to be donated for art, science, or cooking projects. Watch for a sign-up sheet.

TUITION

*** Program Rates**

Palma Ceia Academy offers programs for half day, extended half day, full day, and after school care. We also offer a two and three day half day program. Current rates for these programs are in the office and are given to prospective parents upon entering our facility. Parents are guaranteed at least a two week advance notice, in writing prior to any rate increase. Registration fee for Fall only is \$75.00, Summer only is \$25.00, and both Fall and Summer is \$100.00. Our weekly rates can be found on our price sheet or you may also visit our website at PalmaCeiaAcademy.com

*** Payment Arrangements and Agreements**

^At the point of enrollment, parents agree in writing to the following payment arrangements:

^School fees are to be paid in ADVANCE on Monday of each week.

^Monthly arrangements can be made, the monthly fee is calculated by multiplying your weekly fee by the number of Mondays in the month.

^If payments are late there is a per/day late fee that will be included in your payments. See price sheet in office for the late fee.

^All accounts must remain current to ensure a placement for your child.

^Tuition is still required when a child is absent from school due to illness.

^Palma Ceia does provide for a two week vacation to children attending for a

full twelve months. If vacation time is used and the child is withdrawn before attending one full year, you will be required to pay those days back to Palma Ceia Academy.

^If a child is withdrawn from school, a minimum of two week's notice is required. Any notice period less than two weeks will require a penalty fee equaling the two weeks of tuition costs.

*** Extra Hours Care**

Upon enrollment, each child is scheduled for a specific program and time slot. The number of staff and their work hours are scheduled according to the enrollment. To avoid confusion and problems, parents must pick up their children on time each day. Late fees will be charged.

We understand that occasionally unusual circumstances will occur which will require the child remain at school longer than scheduled. In these cases, we ask parents to give us as much notice as reasonably possible to prepare the staff for an additional child, as well as prepare the child for a longer stay at school. It is also important to note that we CANNOT accommodate delays or additional hours when attendance is at capacity. In the event of full capacity, parents must pick their child up at their appointed time.

*** Additional Fees**

* When space is available, parents may leave their children at Palma Ceia Academy, prior to or after their scheduled sessions. The fees are posted on our rate sheet available in the office.

* A \$1.00 per diaper fee will be charged to any parent running out of diapers during the school day. We will first try to call to have some diapers brought in immediately. If no one can be reached or you cannot make it to the school with diapers we will bill you at the end of the day.

* Afterschool children must be phoned in if they are absent from public school or there will be a \$5.00 fee per incident.

* There is a \$5.00 fee each time you forget to sign in or out your child for the day. This is a licensing policy which is strictly enforced.

*** Late Fees**

Parents who arrive after their scheduled time of 12:30 or 3:00 p.m. will pay late fees in CASH to the area your child is in. These late fees pay for new toys for the room and/or laminating items.

Any parents who arrives after 6:00 p.m. sharp will have a late fee payable in CASH to the staff member that has stayed past 6:00 with him/her. The fees for late pick-ups are posted on the rate sheet available in the office.

OPERATING PROCEDURES

*** Parking**

Temporary parking for drop-offs and pick-ups is available in the area in front of the school on Henderson Blvd. as well as in back of the school on San Miguel. We ask that due to traffic congestion and limited parking availability that you pick up and drop off your child as quickly as possible during heavy traffic periods.

*** Sign In and Sign Out Sheets**

The sign in and our sheets are located on your child's teacher's clipboard. Parents MUST sign in and out every day. This is a requirement from licensing. By signing in and out every day you are taking the necessary step to insuring that your child is safe.

We cannot emphasize enough the importance of completing this information. These records will be used in case of emergency (i.e. fire, evacuations, etc.).

*** Authorization for Pick Up**

Parents identify in writing which individuals have the authority to take their child from school grounds. Teachers and attendants will not allow any other individual to take the child from Palma Ceia unless parents notify the school in advance. This includes visiting grandparents, neighbors, sitters, etc... This information on the enrollment card is correct and current.

Occasionally due to unusual circumstances parents will have to phone the school and verbally authorize another person to pick up a child. At the time you will make this call we will ask for your social security or drivers license number in order to identify you as the parents. Please make sure that the information on the enrollment card is correct and current.

Parents must inform the person picking up their child to have a photo ID. If there are ANY questions whatsoever, the child will not be released until a parent is contacted and verbal confirmation is made.

ILLNESS AND INJURY

*** Accident Insurance**

Student accident insurance has become unavailable due to the tightening of the insurance market for student accident policies. Your health insurance will be primary in case of any accident. Parents also authorize Palma Ceia Academy to act for them, according to their best judgment, in any emergency situation.

*** Illness During School Hours**

If a child becomes ill while at school, parents are notified at once and must have the child picked up from school immediately. The sick child will be isolated from the other classmates and quietly supervised until authorized pick up has arrived. It is the policy of Palma Ceia Academy that no child may return to school until his/her temperature registers normal, without the help of medication for 24 hours. A doctors note may be required for their return.

We are asking for your continued cooperation in assisting us to control the spread of communicable diseases at the child care center. Please keep in mind that viruses are just as contagious as bacterial infections.

Please do not send your child to school if any of the signs/symptoms listed below are present:

1. Vomiting or diarrhea within the past 24 hours
2. Fever within past 24 hours
3. Sore/red throat
4. Persistent coughing or sneezing
5. Rash
6. Earache, drainage from the ear
7. Excessive mucus from the nose (runny nose), particularly greenish-yellow mucus.

Your child may return to school as soon as signs/symptoms are gone or when your physician provides a written statement indicating your child is ready to return.

Please remember that our policy states your child must be fever free for 24 hours without fever reducing medication before they are allowed to return. Be aware that if your child returns with any sign or symptom listed above they will be sent home or you will be called to pick your child up. You may also be requested to have a doctor's re-admission letter to return.

We practice proper hand washing throughout the day, for staff as well as for the children, to help prevent the spread of illness.

*** Communicable Diseases**

Any child suspected of or having a communicable disease or infestation is immediately isolated from the other children. We report to the health department. Parents will pick their child up immediately and you MUST have a doctor's note to return. In the event of infestation (i.e. head lice) the child may not return until all infestation is alleviated. We have a no nit policy.

*** Medication**

It is Palma Ceia Academy's policy that we will not dispense medication to any child enrolled. The ONLY exception to this policy is if a child is on a maintenance program such as breathing treatments for asthma, pills for ADD or ADHD and severe allergic reactions. A medication log must be filled out and signed by the parent and we request that we have a script from your child's pediatrician to accompany the form. We will also use diaper cream on the little ones in case of diaper rash.

*** Injury**

Although the children are closely monitored, some accidents inevitably occur during the course of normal play. Teachers and attendants have been given thorough instructions regarding the steps to take for various types of injuries. Our teachers are also trained in first aid and CPR.

In case of a minor injury, the parent is notified in writing. The note from the supervising teacher will provide you with the nature of the injury, what care was provided, and where and when it occurred. The note will be left on the sign in sheets and must be signed by the parent. Leave the white copy and keep the yellow for your records.

In case of facial injury, no matter how slight, parents are notified by phone as well as in writing. Serious injuries are taken care of first using whatever emergency procedures necessary. Then we will report to the parent, and a detailed report is written.

SCHOOL HOURS, SCHEDULES, ROUTINES, AND EVENTS

*** Diaper Changing**

Diapers are checked and change frequently throughout the day that is why we require at least 6 diapers in the cubby each day. We do not use a changing table instead we use a nonporous mat that we set on the floor, the children stand on it and get their diapers changed. After each diaper change, student and teacher will wash their hands and the mat is sanitized.

*** Potty Training**

Each child is different when it comes to being potty trained. Once your child is verbal, begins to tell us he/she is wet, keeps their diapers dry for a longer period of time, the teachers will start sending your child to the bathroom. After a few days, the teachers will talk with you so that the school and home are on the same page and both parties are ready to go to underwear. The process usually takes a good two weeks from start to finish. Some children master it more quickly. Do not get discouraged we are there to help. On rare occasions some parent try pull up, we will, but prefer to go to underwear.

*** Hand washing**

Hand washing happens during all times of the day. Teachers as well as students. Proper hand washing is a terrific way to keep the spread of germ down. Children and adults will wet their hands, apply soap, and scrub for at least 10 seconds (about as long as it takes to say the alphabet). Then the soap will be washed off with water, hands are then dried with a paper towel. Using the paper towel we will turn off the faucet and throw the paper towel in a hands free receptacle.

The main times for hand washing (but not limited to) is: upon arrival, after potty time, after a messy activity, before and after lunch or snack, before and after water play, after coughing or sneezing into hands, and at dismissal.

*** Bottles & Sippy Cups**

We do not use bottles. No exception. Our youngest children from 12 months to 18 months may bring in a sippy cup daily with their child's name on it. We will use this during snacks and lunch time only. Within 2-3 weeks we will wean you child off the sippy cup to a regular 5 oz cup. Then there will be no need to bring the sippy cup back. Teachers will work with you closely on this. Parents sometimes bring breakfast for their children that arrive very early. If your child has been weaned from the sippy or is above the stated age, we ask that the drink you bring in be poured into one of our cups upon arrival and you take the sippy cup with you.

*** Daily Activities Schedule**

Palma Ceia Academy is opened from 7:00 a.m. to 6:00 p.m. The school offers a morning half day, an extended half day, full day, and after-school care. Two and three half days a week are available as well. Our daily activities schedule is as follows:

	Activity	Comments
7:00	Facility Opens	Full day children may begin arriving
7:30		Extended 1/2 day children begin arriving
8:00		Half Day children begin arriving
8:30-11:30	Morning Session To include centers, art, science, dramatic play, and much more.	Snacks for children in mid-morning
11:30	Lunch time	For younger children in each area
12:00	Lunch time	For older children in each area
12:30	Pick Up Time	Half Day Children
12:30-2:00	Nap/Rest Time Sleep on cots	4's & 5's
12:30-2:30	Nap/Rest Time Sleep on mats	18 mo. through 3 year olds
3:00	Afternoon Snack	
3:00	Pick Up Time	For extended 1/2 day children
3:00-6:00	Afternoon Activities To include centers, art, science, dramatic play, and much more.	
6:00	Facility Closes	

*** Children's Cubbies**

A cubby is provided for each child in his/her classroom or common hall way. Completed class materials, notices from the teacher, and general school information are routinely placed in the cubbies. Parents are therefore requested to check their child's cubby daily to ensure that they are apprised of all upcoming school activities and their child's school work.

All cubbies should have at least one change of clothes in it. It is best if you place this change in a large ziplock bag with your child's name on it. A change of clothes for our school age children is required as well. Potty training children should have anywhere from four to six outfits in their cubby. Those children that are still in diapers need to have at least 6 diapers per day in the cubby (NO PULL UPS). It is the parents responsibility for checking the cubby every day.

Toys and other objects other than a small nap blanket and pillow need to stay at home. If brought, we are not responsible for if the item turns up lost.

*** Napping**

Children under five years of age and staying beyond 12:30 p.m. will nap at school each day. A small blanket and a standard size crib sheet is required. Please mark the blanket and sheet with their name on it in LARGE letters. Parents must take the blankets home on Friday to be washed and returned on Monday. Children will sleep in their classrooms upon either a cot or mat. All children are still grouped by age and/or classroom.

*** Marking of Clothing**

To avoid confusion and loss, parents should write their child's name in all their clothing brought to school, including sweaters, coats, hats, swimwear, etc...

*** Children's Attire**

Palma Ceia Academy does not have a strict dress code. Clean, casual attire is recommended, which will allow the children to feel comfortable in play and free to participate in school activities.

Shoes which tie or buckle such as tennis shoes, sneaker are required. For your child's protection, NO flip flops or clogs will be permitted during school hours. During summer time sandals with a back may be worn.

Each child must have seasonal change of clothes in their cubby at all times. This should include: a shirt, pants or shorts, underwear, and socks. Potty trainers must have four to six changes of clothes in the cubby.

*** Mealtimes and Blessing**

All children receive a morning snack and a hot, nutritious lunch daily. Full day children will receive an afternoon snack. A blessing is recited before each snack and meal.

All menus are posted in the kitchen area in both buildings. If your child has any type of food allergy please notify the office immediately.

*** Bag Lunches**

Bag lunches may only include those items which do not require refrigeration. Each bag or lunch box must have the child's name clearly marked on it. Lunch boxes must be taken home daily to be cleaned. If bringing your own lunch remember to have something from at least 4 food groups.

*** Special Snacks from Home**

We understand that in this day and time, nutrition is a very important issue to many families. If you desire to send your child to school with something from home (i.e. vegetables, fruit, yogurt, fruit juice, etc..) please feel free to do so. He/she will be given this snack instead of the one provided by the school. Please note: we will not serve cookies, candies, or junk food.

*** Holiday Parties at School**

Special classroom parties are conducted to celebrate the following holidays: Fall Festival, Thanksgiving Feast, Christmas, Valentines, Easter, End of Summer. Teachers will notify parents in advance of each celebration, informing them if any special items, donations, or volunteers that may be needed. Home room parents are welcome to come assist in any preparations throughout the year.

*** Children's Birthdays**

Our children's birthdays are very special. Snack time or after lunch can be set aside to have a small celebration. Generally parents bring in a birthday treat for the class such as: cupcakes, cookies, ice cream, etc. The birthday child will wear a crown during the celebration and the class will sing happy birthday.

Please note: Do not put birthday invitations in the cubbies unless you invite the ENTIRE class. Children's feelings get hurt very easily and they would not understand why they were not invited.

*** Special School Events**

Parents will be notified on the specific dates as they approach.

Fall Term Begins	August
Open House	September
Parent/Teacher Conferences	November & May
Thanksgiving Feast	November
Christmas Tableau (4's & 5's)	December
Science Fair (3's, 4's, & 5's)	January
Parent's Program (3's)	February/March
Easter Parade (2's)	March/April
Graduation	May

STAFF SUPERVISION & CHILD RATIOS

Our staff is aware that our policy for supervision states: "Out of Sight, Out of Sound - Out of Compliance" All children in our care will have direct supervision from a teacher at all times.

Our ratio's are much lower than state recommended guidelines. We like to follow the following ratio's:

12 months - 23 months	1/6
23 months - 35 months	1/7 or 1/8
36 months - 60 months	1/10
60 months and older	1/14

PARENT CONFLICT RESOLUTION PROCEDURE

There may be a time when you have a difference of opinion with a staff member, or a concern about an occurrence in the classroom or with the facility. We want you to know that we are here for you anytime and we welcome any questions or concerns. The following is the procedure for resolving any conflicts:

1. If the problem you are having is not resolved with your child's teacher, you will need to take your concern to the Director.
2. The Director will try to resolve any conflict. She will be glad to look into the situation, talk to the staff, and/or schedule a conference.
3. If the Director cannot resolve the conflict, final arbitration will be with the owner. A meeting will be held and the final outcome will be decided.

Parent/Teacher Conferences & Daily Communication

During the year In October & in May, teachers will complete an assessment on your child. The assessment for children from 12 months to young fours will be the Ages & Stages Questionnaire. The assessment for the VPK children is the Florida Voluntary Pre-Kindergarten Assessment. Once the assessment is complete and scored by the director the teachers will set up a parent/teacher conference to talk to you about your child's progress.

Ages & Stages assess the children in the following areas: communication, gross motor, fine motor, problem solving, and personal-social.

The VPK Assessment looks at the following areas: print knowledge, phonological awareness, mathematics, and oral language.

You may however schedule a conference sooner than the planned conference at any time, just call the office so that extended time can be accommodated.

Throughout the year we pride ourselves on the many ways of communicating with our parents. We have white boards in each area for parents to see specific s for their child's class. We post notices on the sign in and sign out clipboards, as well as post signs on the doors. Each child has a special area for go home papers and important information that comes from the office will be placed in those areas. We also have a parent notebook so you may write a note to your teacher at anytime. The youngest students receive a day sheet letting parents know about their day, and the parents of the older children may touch base quickly any day with the teacher during pick up time.

**POLICY & PROCEDURE FOR THE TERMINATION
AND/OR SUSPENSION OF A CHILD**

1. If a child inflicts pain on another child or staff member the parent will be notified. At least one full day suspension will occur. We will have a conference with the parents to see if there is any reasonable reason for the incident. If the problem persists and/or we cannot rectify it we will then have to terminate the child until he/she is ready for a group situation.
2. If immunizations are not updated and kept in the order that is required by State Licensing, we will terminate the child.
3. If a teacher identifies a problem, the child will be evaluated by a diagnostician and then a decision will be made for placement of the child. An IEP (Individual Educational Plan) may be in order, but it may be necessary to obtain placement for the child in a more appropriate setting.
4. If payment is not made on a weekly basis and a two week period expires the child will not be allowed to return to Palma Ceia Academy until the account is paid up to date. If non-payments continues to be ongoing, we will have to terminate the child, and do what is necessary to recover payments for services that have been rendered.
5. Children of new clients will be placed on a 30 day trial basis. This allows both parties to get acquainted with each other and to see if any personality conflicts or disciplinary problems arise. During this time, both parties have the opportunity to terminate the agreements and seek alternative arrangements without notice.

ALCOHOL, DRUGS AND FIREARMS POLICY

Reason this policy is important:

Young children's natural curiosity may result in experimentation with harmful substances or use dangerous materials or objects.

Procedure and Practices, including responsible person(s):

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline.
- No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.

When the policy applies:

The policy is effective at all times, both on the program premises and vehicles used by the program. It is also enforced when away from the program if on child care business (i.e. field trips and training).

CONFIDENTIALITY AGREEMENT

Guiding Principles:

- 1.** Confidentiality is important in establishing and maintaining trusting and lasting relationships among parents/legal guardians and professionals.
- 2.** Confidentiality is the cornerstone to ensuring that privileged information is accessible only to those authorized to have access.
- 3.** Confidentiality acknowledges respect for an individual's right to privacy.
- 4.** Confidentiality assumes that those who pledge to safeguard confidential information will do so.
- 5.** When using open/shared space (staff rooms, hallways, cubicles, etc), privileged information that may be inadvertently shared or overheard is respected and kept confidential.

Palma Ceia Academy receives and has access to confidential information about children and families. Except when required by law, this information will be kept in the strictest confidence.

We understand that the discussion of personal information about children and families without authorized consent is unethical.

We will abide by this Confidentiality Agreement to ensure respect for the privacy of the children and families at Palma Ceia Academy.

Return this page to the office upon enrollment.

Developmental Screening

I am aware that Palma Ceia Academy, Inc. will do a developmental screening called an ASQ with my child at least twice a year. The screening will aide teachers and families in determining if further evaluation is needed in the area's of communication, gross motor, fine motor, problem solving, and personal social.

Parent Signature

Date

Parent Handbook

By signing below I confirm that I have received a copy of the Parent Handbook from Palma Ceia Academy.

Parent Signature

Date