



Early Learning Centers Inc.

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Parent Handbook  
Policies and Procedures

*"Train up a child in the way he should go; and when he is old, he will not depart from it". Proverbs 22:6*

## **MISSION STATEMENT**

***A Children's Kastle Early Learning Center is firmly committed to provide quality care to children.***

We believe each child has God given capabilities and talents. We offer a Christian-based program providing opportunities to explore in our age-appropriate learning centers. We will promote self-confidence, curiosity, creativity, self-control, and self-esteem through encouragement. We will assist in the development of learning the lifelong skills of concentration and effective listening. Our goal is to exceed parent's expectations as we nurture our "well rounded students" and future civic leaders.

We believe the most effective teaching method to teach a child is by example and Christian leadership. We are committed to the continuous education of our staff in the area of child behavior and development. We will work as a team to accomplish our goals and to provide a working atmosphere of harmony. We believe in strong parent's relationships and offer opportunities for parents to participate in their child's classroom, learning environment, and parenting programs.

## **CLASSROOM GOALS**

Each classroom has an established curriculum guide. In our pre-school program, we follow the "Beyond Centers and Circle Time" or "Creative Curriculum" approved by Hillsborough County and teach accelerated phonics, reading, and writing skills by incorporating hands-on learning experiences. While focusing on individual needs, the infant/toddler program is language rich, following developmentally appropriate practices and utilizing Circle Time and a class schedule. Throughout the year, your student's progress is evaluated. Classroom goals are published in our monthly newsletter and upon enrollment; parents receive the classroom goal information within the "Welcome To The Room" letter. Parent participation and awareness is an essential part of our programs and our goal is 100% parent participation.

## **FAMILY EDUCATION AND VOLUNTEER PROGRAMS**

We are excited to provide families the opportunity to fellowship with each other through family events and volunteer opportunities. If you have a talent or skill that you would like to make available, please let us know. Paid employment opportunities may be available from time to time and will be posted on our family information board, newsletter, and classroom communication board or online.

Many educational programs including car seat safety, father and me programs and early literacy classes are offered through various agencies throughout the county. Class information will be posted on our family information board as well as our website ([achildrenskastle.com](http://achildrenskastle.com)) and even on Facebook.

Visit the family resource website for a monthly calendar [www.family.supporthc.org](http://www.family.supporthc.org).

### **PARENT PARTICIPATION AND EDUCATION PROGRAMS**

Parent participation in their child's early education program is the foundation for successful parent/preschool partnerships. Each day parents are responsible for:

- Utilizing their entrance security pass.
- Keeping tuition current.
- Reading the school information/events board.
- Reading the classroom communication board.
- Checking students file for class work and important teacher information.
- Updating students physical and immunization records.
- Following the school attendance policy including opening and closing times, 10-hour rule, and signing in and out when required.
- Attend parent teacher conferences twice per year. Provide snack once per month as per calendar or choose the snack option.
- Have their student in uniform. (Junior and Senior)
- Have their student in yellow Children's Kastle tee shirt for all of campus events and spirit days.
- Participate in fundraisers.
- Refer to the website and center newsletter for curriculum information, center event information.
- Provide appropriate clothing for all seasons and an extra set of clothes for accidents.
- Provide 1/3 of student's daily food requirements (Infants only)
- Follow safety rules on campus including the parking lot, allowing safe arrival and departure of students. Also, while on campus, participate in our "smoke free program" which includes our parking lot.
- Assist students by being on time for their 8am or 9am classroom start times.
- Follow Florida's Best Practice Policy by not allowing children to be at the center for more than 10 hours each day.

## OPPORTUNITIES TO EARN TUITION CREDIT

**Refer a staff member program:** Families who refer a staff member that is hired and successfully completes a probationary period will earn a Team Referral Tuition Coupon. Coupons will be issued after the completion of the probationary period and will earn \$100.00 in tuition credit. Coupons will have expiration dates as determined by the Director.

**Handy-man services:** Often, the grounds, school and building are in need of minor repair or remodeling. We have a limit as to the amount of funds may be “bartered” for tuition each year. If you have carpentry skills, or plumbers, electricians, or contractor’s license, please notify the director if you are interested in “tuition bartering”.

## REGISTRATION POLICY

Your child will be formally registered and scheduled for days of your choice ONLY after A Children’s Kastle has received the following:

- **Enrollment Form:** Please list all allergies, special beliefs, or any special circumstances that may help us relate to your child. Please make sure that we are supplied with proper information in case of emergency.
- **Registration fee:** \$90.00 non-refundable annual fee. *This includes one access card.*
- **Re-enrollment** registrations or the new school year. May deduct the security pass card rental and card deposit totaling \$20.00. A \$10.00 refund is given upon return on security entry pass and termination of enrollment.
- **Financial agreement and policy:** Tuition is due on Friday for the forthcoming week. On Monday, a late fee is automatically added to delinquent accounts(\$10.00). A financial agreement must be signed and dated (*see withdrawal information*). Any account left delinquent may result in termination of account.
- **Tuition Payments** For your convenience, we currently accept VISA and MASTERCARD, there will be a 2.4% processing fee per transaction. ACH debit/automated payments will be processed with a \$1.00 charge per transaction. We will continue to accept cash and check payments with no charge. A friendly reminder that tuition payments are due each Friday for the upcoming week.
- **Deposit:** A deposit equal to one week’s tuition is kept on account and is used towards the last of enrollment. (Not required for “VPK ONLY” families.)
- **Re-Registration:** Parents currently enrolled are considered “Pioneer Parents” and are offered the opportunity to re-enroll for the upcoming school year before March

1<sup>st</sup> each year. After March 1<sup>st</sup>, new families are invited to fill open spots in each classroom. New, higher tuition rates may be in effect after March 1<sup>st</sup> each year. **To be completely re-registered for the upcoming school year, each child must have on file: 1) Completed registration packet 2) Registration fee paid 3) Deposit on account paid all before March 1<sup>st</sup>. 4) Current shot/physical forms turned on file.**

- **Health Forms:** Florida State Child Care regulations require each student have a health form filled out and signed by a physician. Two forms are required. The immunization report and the physical form are the current forms required by licensing and the national accreditation agency, and must be available to the governing agencies upon request. Delinquent forms may lead to the suspension of enrollment.
- **Authorization form:** Only people listed on this form and those who have signed the agreement are authorized to remove your child from our supervision. Three additional people, other than those who have signed the agreement form, are required with contact numbers. Picture ID is required at the time of pick-up. For your child's protection, **no exceptions are given to this policy.**
- **Parent Handbook Receipt:** Each student's file is required to have a signed parent handbook receipt.
- **School Uniforms:** School uniforms must be purchased for students in our Junior and Senior classrooms.

*Once all of the above requirements are met, including items on the agreement checklist, your child is officially enrolled as a student at A Children's Kastle Early Learning Center. All accepted enrollments are based upon a discretionary interview with the family and when appropriate, the student.*

### **Attendance Policy and Agreement Changes**

Your child's attendance is anticipated on the days which coincide with the agreement form. Staffing requirements are met based on anticipated enrollment. Please contact the administration office in the event a change of days is necessary on a permanent basis. We can only be as flexible as our enrollment allows. If a pattern of extra days occurs, a new financial agreement is necessary and/or the account is charged accordingly. A new agreement is required for the summer months or a change in attendance days is required. A new agreement form must be on file for scheduling to take place. Our school operates 12 months per year. Therefore, it is not assumed your child will be leaving for summer. A two week written notice is required for student withdrawal as well as terminates billing. (VPK parents refer to enrollment policy for instruction and attendance as required by Hillsborough County)

## **Tardiness Policy**

Students are successful when they feel safe, welcome, and secure. To accomplish this, each child's family is greeted at the classroom door upon arrival. When all students are present, classroom routine begins. Parent participation is required to assist us in accomplishing our goal to start classes at their scheduled time. Students that are coming in for our Senior class should be in class no later than 8:00am or 8:30 for Senior A and B. All other students need to arrive by 9:00am. To provide continuity within the classroom, continued tardiness may be cause for termination of enrollment.

## **Late Policy**

### **Including VPK Only Students:**

Late fee: \$15.00 for every 15-minute interval.

Our center closes at 6:00pm. Teachers and staff are scheduled only until 6:00pm.

1. If on occasion you are going to be late, please call the school.
2. Parents having their child enrolled in our Preschool program or half-day program and arrive late, will be charged a late fee. This includes the "VPK only" students whose class ends at 11:00am or 12:00pm for enrichment hour.
3. Parents who pick up their child after closing will be assessed a late fee. After the first 15 minute interval and if no contact is made with an authorized pick-up person, local authorities are notified.

## **National Best Practice Policy: The Ten Hour Rule**

In accordance with the licensing agencies requirement to meet the nutritional requirement for children, and following the national best practice policy, the number of hours that a child can be under supervision is ten hours per day. Any excess will cause a late charge of \$15 per fifteen minutes. Our center agrees that for the benefit of young children we comply with the ten hour per day maximum attendance.

## **Sick Policy**

In case of illness, no credit shall be given. In case of an extended illness (after one week), please contact the school. Tuition is charged for the first week of illness. Upon consecutive days thereafter, credit is given after a physician's note is provided. All VPK students are required to provide a center provided "pink slip" for each day of absence and adhere to the VPK attendance policy for continued enrollment.

You will be asked to pick up your child for the following reasons:

- 1) If your child's temperature reaches 101 degrees or higher.
- 2) Your child has three diarrhea movements in a two-hour span.
- 3) If your child vomits and is showing other symptoms of illness.
- 4) Inappropriate behavior has been demonstrated which may cause harm to themselves, other children, or staff. (Refer to discipline policy).
- 5) Has a yellow or green running nose or persistent cough.

No student with a contagious disease is permitted to attend. The center will notify you for pick-up if staff is suspicious of contagious disease, the director may request doctor's statement noting the child is **free from contagious disease and may return to school.** However, even with a doctor's note, the center will reserve the right to keep a healthy and sanitary environment to the best of its ability. Your child may be removed from their environment for temporary care and placed in an alternative location such as the sickbay in the administrative office.

### **Return to School Policy**

Your child may return to school after a 24-hour wait period from the time the child was picked up from the center. Parents will receive an illness report upon pick-up stating the designated time the student may return. (Illness reports may not be issued if the student is not expected to return within 24 hours.) **Children may return to school with a written doctor's note that clearly states that the child is no longer contagious.**

### **Medication**

Medication is administered to a student only upon written request of a pediatrician/physician. This includes prescription medication as well as non-prescription medications. (I.e. Tylenol, Robitussin, Dimetapp, etc.) The medication must be in its original container with the child's full name and directions for use clearly marked.

- 1) All medication is to be placed in the refrigerator by a staff member, unless clearly marked Do Not Refrigerate. A secured container will then be used.
- 2) Request to administer medication is reviewed and posted by a staff member.
- 3) When medication is administered, the designated staff member will record the date, time, and amount administered and initial.
- 4) PRESCRIPTION MEDICATION may be dispensed ten consecutive days, whereupon a new form shall be necessary.
- 5) NON-PRESCRIPTION MEDICATION maybe dispensed ten days as needed whereupon a new form shall be necessary.
- 6) It is the responsibility of the parent to request medication to be taken home.
- 7) Forms to administer medication may be obtained in the office.

- 8) The center may use a first aid cream or solution for first aid care. Insect bites are treated with Witch Hazel and/or calamine lotion.
- 9) Female staff member may apply sunscreen, diaper care products, and lip balm.
- 10) Expired medication will be returned to the parent.

### **School Closing**

Social media has allowed A Children's Kastle the ability to inform parents promptly with school closing information. Our clarified, revised school closing policy is as follows as of this day:

A Children's Kastle will make our own closing decisions. Our Facebook page will have up to date information regarding school closing information. A Children's Kastle will close in the event of severe weather, which causes threat to parent(s) and faculty making their way into our school or our school environment has cause for concern. In addition, A Children's Kastle may determine to close early for environmental reasons or safety concerns. In all events of closing, a Facebook update will be published. Tuition credit is only issued when the center has closed for emergency reasons.

### **Emergencies, Evacuation, and Transportation**

Parents are contacted when any head injury occurs and any incident which may require notification prior to pick-up.

*In the event of an evacuation, our evacuation site is:*

Winthrop Charter School

6204 Scholars Hill Lane, Riverview, FL 33578

**\*\*Our school vans are approved by child care licensing to transport teachers and students.**

A government official may assign another sight. Every attempt will be made to notify parents via their contact information. Local media stations such as: Bay News 9, 99.5 FM, and Spirit FM will be notified by center personnel with closing information. An airborne emergency will cause our center to go to lock down. All staff members and students will remain in the building behind locked and secured doors until the official notice is given to re-open.

Transportation will be provided via our vans, Hillsborough County, government transportation, and/or Any Where Tours Travel Company.

Parents will receive advance notification of each scheduled activity requiring transportation outside the center. At any time where your child's class plans on leaving the school grounds, we will ask for your written permission in advance.

### **Vacation Policy**

You are financially responsible for the days you enroll your child. However, after twelve consecutive months of registration, you may redeem a vacation coupon. You may pick up vacation coupons from the administration office. Please keep coupons in a safe place. No replacement coupons will be issued. Coupons are not issued for "VPK Only" students.

### **Free Day Policy**

Free days apply to twelve-month registrations only. Management staff will issue completed coupons upon registration, which may be redeemed after the third month of attendance. One coupon may be used every three months. The following restrictions will apply:

- Coupons may not be combined with any other offer.
- Only one coupon per month per student is accepted.
- No cash credits will be issued upon termination,

**Coupons must be presented to receive tuition credit. Once issued, coupons are not re-issued.**

### **Holiday Policy**

We are closed on the following holidays:

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1) New Year's Day       | 5) Labor Day                        |
| 2) Memorial Day         | 6) Christmas                        |
| 3) Thanksgiving         |                                     |
| 4) July 4 <sup>th</sup> | * 7) <i>Two staff training days</i> |
- (Proper notice will be given for these days.)

\*The center will close at 3:00pm on New Year's Eve, Christmas Eve, Good Friday, and the Friday after Thanksgiving Day. If the holiday falls on a Saturday, the center is closed the Friday before. If the holiday falls on a Sunday, the center is closed on the following Monday.

*As with any private school, tuition is payable for the above holidays and training days.*

### **Christian Center Holiday Policy**

As a Christian center, all holidays are celebrated with Christian values. For Halloween, we celebrate with farm and harvest time. Each classroom will choose a farm animal and make an appropriate costume during class. Parent involvement is appreciated during this special time.

-The Christmas Season is a time to celebrate with a birthday party for Jesus.

-The Easter Season is filled with discussion of "New Birth". More detailed information will be found in our monthly newsletter, ***The Drawbridge***.

Our regular business hours are Monday-Friday 6:30-6:00pm.

### **Safe Arrival and Dismissal Policy, Parent Participation in Student Hand Washing Policy, and Notification of Child's Protection Policy.**

Please bring your child into their designated morning classroom. Parents are requested to participate in practicing healthy activities by assisting their child with hand washing upon entering the classroom.

Parking lot safety is required. Please attend to your child while on the campus parking lot. Maintain a safe speed while driving on campus. Please complete the authorization form, which lists people other than yourself to pick up your child from school. Inform your designees to come prepared with identification ready to provide to the administration office. Also, please inform the office on the days that someone other than yourself will be picking up your child.

If contact cannot be made with an authorized person for pick up, notification is made to the child protection unit and/or the local police departments for pick up and extended care for your child.

### **Food Service, Infant Nutritional Requirements, and Morning Snack Parent Participation:**

As part of the Cornerstone Food Program, our student's are provided with healthy balanced meals for breakfast and lunch as well as an afternoon snack. Current menus are available for your review outside each classroom door on the Communication Board. Our morning snack is parent provided on a rotation basis. A healthy snack suggestion list is provided in the parent corner of our foyer. Snack includes one gallon of 100% fruit juice. The Senior class parents have the option of providing morning or afternoon snack, and the VPK only students have the option of utilizing the snack sign up list for morning snack. A missed day results in a \$10.00 fee. A full balanced lunch is served at 11:45 for the Infant and Freshman classes and at noon for the Sophomore through School Age classes. A snack is provided at approximately 3:00 pm. Each classroom has a copy of the menu and a copy is posted on each parent board outside the classroom. **PLEASE NOTE: Please no outside food is allowed for breakfast of otherwise.**

#### **Exceptions:**

- 1) A written doctor's note is provided stating food restrictions due to food allergies.
- 2) A bag lunch is requested by the center for a field trip.
- 3) The Senior Pre-K program is exercising a lunch box practice day.
- 4) Parents provide substitute lunches due to allergies or doctor's orders.
- 5) Classroom shared snack must be "store bought".

***Note – parents must provide 1/3 of their child's daily requirements when providing a lunch for any reason. Refer to lunch box requirement handout available.***

***\*\*\*Infant parents are required to provide enough food daily to meet 1/3 of the infant's daily requirements as well as one extra bottle or supplement.***

The School Age Program has a special opportunity to purchase Snack Cart items for snack, but they are provided a healthy snack when they arrive from school each day. During semester breaks and summer camp, the school age students are expected to provide 2 snacks daily or may purchase from snack cart, although a fully balanced lunch will be provided on these days (excluding field trips). Snack cart revenue has a 100% turn around that goes back into activities, equipment, and special events for the school age classroom.

### **Breakfast Provision**

Through the Cornerstone food program, the center will provide a breakfast for children enrolled in the Infant room through Senior program. During the summer months, the School

Age students are also provided breakfast. A choice of cereal and milk and occasionally other breakfast items is provided promptly from 7:30am-8:00am.

### **Automatic Tuition Payments & Non-Sufficient Funds**

Parents are encouraged to participate in our automatic payment program known as Tuition Express. Each week, tuition can be withdrawn from a checking or savings account upon the successful completion and approval of an application. Please inquire at the bursar's office. *There is a \$1.00 per transaction fee directly from our billing company for this service.*

The fee for an NSF check is \$35.00. A second NSF return may discontinue accepting of further check payments. Payment by cash, money order, or certified check will only be accepted.

### **Termination of Enrollment and Refund Policy**

A two week notice for enrollment termination is required. The deposit held on the account is applied toward the student's last week of attendance. Early withdrawal without a two-week notice will be subject to a two-week tuition charge. Refunds are issued after the student's last week of attendance and are mailed to the address on file.

### **Change in Agreement**

To make a permanent change in the financial agreement, please see the administration office. These changes require you to initial the current agreement. A one week's notice is required to ensure scheduling changes. Be aware that without proper notice, parents are responsible for the current tuition agreement.

### **Uniforms and Yellow Spirit Day Shirts and Dress Requirements for Field Trips**

Uniform shirts are required as part of daily dress for our Junior, Senior, and "VPK Only" programs. Tuesday through Friday, students are required to wear the red or navy uniform polo shirts. Wednesdays are spirit days. Students are encouraged to participate in Spirit Days by wearing the yellow Children's Kastle uniform t-shirt on Wednesdays. Uniforms may be purchased through our current vendor and may be available from time to time through A Children's Kastle. On occasion, school wide uniform purchases are available. Uniform order forms are available in the parent corner to purchase uniforms with a check, fax, or telephone. Tan, black, and navy bottoms are preferred but is not a requirement. Our summer program does not require a daily uniform. **However, our yellow t-shirts must be worn for all off campus events/field trips; this includes our School Age Program.**

### **Destruction of School Property**

Parents are responsible for the destruction of school property caused directly by their child. A fair and reasonable replacement cost will be assessed by the center and charged to the parent. Failure to pay will result in termination of enrollment.

### **Discipline Policy**

A Children's Kastle's learning methods agree that discipline is a learning process of making appropriate decisions and achieving moral autonomy. Although we will never use corporal punishment, through developmentally appropriate practices, students are given age appropriate choices. Our staff will attempt to avoid problems before they happen by using various instructional methods including distraction and redirection. In spite of the best circumstances or intentions, there are times at which children can harm themselves or others. Biting, kicking, spitting, destruction, and consistent classroom disruption are all considered extreme behaviors and are dealt with immediately. If after appropriate measures have been taken by A Children's Kastle, including a parent conference and the behavior continues, the parent will be notified to withdraw the child from the center. A Children's Kastle will work cooperatively with intervention agencies including the School Readiness Program and Care Options. Prior to intervention, parents are requested to complete a referral form supplied by the designated agency.

### **School Age Program Addendum**

Our School Age Program has a progressive system of discipline, which is inclusive of the above, with the addition of conduct reports, internal and external suspension. Parents are notified in writing of misbehavior through written conduct reports. Stated on the conduct report is the method of positive reinforcement that was utilized. Disrespect towards a staff member or another student will result in a conduct report. The accumulation of three reports within a reasonable time period will result in the consequence of work duty (internal suspension). A one to three day work duty may be assigned. Parents will be notified for a conference prior to the start of work duty (tuition is payable for these days). Ultimately, if misbehavior continues, termination of enrollment may be necessary. Again, corporal punishment will not be used. Termination of enrollment is deemed necessary when a student is repetitive with inappropriate behavior, causes bodily injury to other students or staff members or the center feels continued enrollment may jeopardize the child's safety. A Children's Kastle

may decide for safety reasons of chronic misconduct, the student must withdraw from the program immediately. Spanking or other methods of corporal punishment are prohibited.

### **Van Conduct Reports and Transportation**

When inappropriate behavior occurs, parents will be provided with a Conduct Report. Three Conduct Reports will mandate work duty or suspension from the center. Van conduct reports may also result in the loss of riding privilege. All students transported must meet the minimum state requirements for transportation.

Transportation is provided via school van to and from designated elementary schools.

Parents are required to complete a field trip permission slip prior to a scheduled event.

### **School Age Snack Cart and Lunch**

During the academic school year, Students are provided with a light, healthy snack upon arrival from elementary school. Purchases from the Snack Cart are available as well. Most snack items are \$.50. Parents may choose to pay ahead and purchase a snack card from the school age staff members or send a payment with their child. Parents may also place a daily limit on the amount or items purchased or regulate which items may be purchased.

***-Snack and lunch changes for Summer months, Christmas Vacation, Easter Break, and School Age Closing Days:***

A healthy, complete lunch is provided to students during the above mentioned days. Students are requested to either bring two snacks daily or have money to purchase snack cart items twice per day. A sack lunch may also be requested on field trip days. In most cases when a sack lunch is required, the students are off campus. It is recommended that students also pack two snacks that day since Snack Cart purchases will not be available.

## **Parent Responsibilities and Center Communication**

### **Parent Corner and Suggestion Box**

#### **Annual Parent Survey**

#### **Daily Communication**

Each student has a file folder that *must* be checked and emptied daily. The white board outside each classroom referred to as the “the classroom communication board”, is updated daily. Each communication board is updated daily, providing information to promote drive home conversation between parent and students, All belongings should be taken home on Friday’s, (or the last day of your child’s weekly attendance), and returned cleaned and laundered on Monday’s. (Alternately, the first day of your child’s attendance.)

As parents, you are still the most important teacher in your child’s life. Your communication with the school is vital. Besides daily communication, we will communicate to you twice a year with progress reports and parent-teacher conferences. Please remember that it is not our policy to rush a young child into acquiring academic knowledge, but to encourage self-esteem through their own achievements. The progress reports should be used as a guideline to assist parents in areas where extra practice may be needed.

Please advise you child’s teacher or our Center Director of any concerns or situations. Scheduling a meeting with your child’s teacher is advised to discuss in detail your concerns regarding your child or the classroom. Parents are encouraged to volunteer within the classroom and stay in communication with their child’s teacher. Upon enrollment, parents receive a “Welcome to the Room” letter written by their child’s teacher. This welcome letter will give parents an overview of the vision that is specific to their child’s daily environment. A daily routine is posted outside each classroom, as well as the week’s lesson plans, lunch and snack calendars, as well as monthly themes. On occasion, teachers will post specific needs or event reminders outside their classroom doors.

The center’s newsletter, ***The Drawbridge*** is published monthly, and is sent out via e-mail. The newsletter contains the month’s themes, and areas of instructions such as the letter, number, color, shape and Bible verse studied during the month. The newsletter will also provide information for upcoming events, monthly recipes and important family information. The center’s website ([www.achildrenskastle.com](http://www.achildrenskastle.com)) will include a downloadable format of the newsletter as well.

The school’s Assistant Director is available to discuss your financial concerns. Other related questions or concerns may be discussed with the Center Director. Also, alert the office

staff to any changes of the application form such as telephone numbers, work numbers, emergency numbers, address, health status or authorized pick-up status.

The parent corner is located in the front foyer. The corner contains parenting tips, healthy choice applications, snack suggestions, information regarding parenting classes, copies of ***The Drawbridge***, welcome to the room letters, Know Your Child Care Provider pamphlets, and our recycling bins. The parent suggestion forms and drop box are also located in the parent corner.

### **Student Sign In/Out**

Teachers will sign your student(s) in and out of their classroom. Please be sure the teacher is aware when you drop off or pick up a student.

### **School Readiness Students**

On occasion, School readiness therapists evaluate all students who participate in the school readiness voucher program. Copies of the evaluations are forwarded to parents. *Attendance sheets require parents to write their child's in and out times and sign it daily.* Signing the attendance sheet is a requirement of the contract to be signed by the parent and is created by Hillsborough County. *Failure to sign in and out daily may result in the loss of childcare services.*

### **Parent Concerns**

Parents that have a concern about an incident in the classroom or an incident with a child or parent inside the school should refer directly to an administrator in the main office.

**Student Allergies** Students with food allergies will need a note from their doctor so we can approve alternative food items for them or allow food from home to be provided. Students with non-food allergies will also need a doctor's note with that will include instruction/approval for medicine or use of an Epi-Pen.

### **"VPK Only" and Senior Accelerated Programs**

As stated in our Mission Statement, A Children's Kastle offers a Christian based program. Students attend Chapel and participate in praise and worship.

Please take a moment to read the enrollment policy for this program. No student will be admitted without a signed and completely initialed policy statement. Daily, parents are required to sign their child in and out on the provided attendance sheets. Failure to comply may result in the loss of their VPK entitlement and enrollment with the center. Parents have the

choice in choosing their child's VPK provider and should consider the comparable values of the school and family when making their decision.

### **Supply Requests and Special Events**

Material for cutting, coloring, building, etc. would be appreciated. From time to time students may be asked to volunteer for needed supplies for their projects or special events. A graduation ceremony is held after hours to celebrate the promotion into Kindergarten. A potluck style dinner is shared. With items brought in from the families of the graduates.

### **Security Access**

Parents are provided one access card with a daily registration. A second card may be rented for \$8.00. A deposit of \$10.00 is collected in the registration and is refunded when the enrollment is terminated and the cards are returned. On occasion, when parents have lost their card or an authorized pick up will need access to the building, please ring the doorbell. Parents should refrain from using the doorbell on a consistent basis. Much of the day, office members may be working within the classrooms, preparing lunch, or assisting teachers and parents, which may cause access delays. A replacement card will be issued and charged to the account when repeated doorbell access entry is required.

### **Screening and Assessment**

Hillsborough County requests screening and assessments of students. By signing this parent handbook receipt, parents acknowledge and approve the screening and assessment of their child.

### **Did You Know?**

- Our “Open Door Policy” invites parents to spend time in our classrooms. Background screening information can be provided for parents for extended stay.
- Teachers promptly notify parents off accidents, injuries, and illnesses.
- Parents must participate in procedure to ensure the safe arrival and departure of children.
- We believe children learn best through example and positive reinforcement.
- Each classroom controls its own temperature and ventilation.
- Shock absorbing materials are maintained in fall zones.
- Planed activities are posted outside each classroom.
- Our environment is arranged so that children have a choice of activities.
- Children are encouraged to explore their own ideas with art and building materials. Students are actively engaged in conversation with their teachers, causing students to feel good about themselves.
- The use of television is seldom and infrequent.
- Staff member give directions using positive words giving choices of what students may do rather than what they cannot do.
- Teachers encourage self-help skills.
- Parents can learn about their child’s day through conversation, the classroom communication board, information in my child’s folder, and online via Facebook and [www.achildrenskastle.com](http://www.achildrenskastle.com) .
- Parents are welcome to participate in the classroom with proper background checks.
- Cultural diversity is presented in each classroom and through our curriculum.
- Each classroom has a multiple options when choosing an evacuation route.
- We have a school garden! In the garden we learn about plant life and responsibility.
- We have a wonderful community that we take community walks in from time to time.

## Checklist

1. \_\_\_\_\_ Tour of the Campus
2. \_\_\_\_\_ Introduction to teaching staff
3. \_\_\_\_\_ Parent visit with the classroom teacher
4. \_\_\_\_\_ Overview of parent handbook and receipt given to administration
5. \_\_\_\_\_ Discussion of family expectations including:
  - Financial responsibilities
  - Parent/Teacher Conferences
  - Student Attendance and tardiness
  - Authorized pick-up personal
  - Special needs of child
  - Parking lot safety
  - Security access
6. \_\_\_\_\_ Discussion of family services:
  - School Readiness
  - Military Approved Provider
  - Sibling discount
  - School Readiness Special Needs Testing
  - Family counseling
  - Parenting programs
  - 211
7. \_\_\_\_\_ Spanish Speaking staff ( if available)
8. \_\_\_\_\_ Open door policy, extended visit, and background check for volunteer opportunities.

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Parent Signature

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Date

## Parent Handbook Receipt

Student(s) Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (parent)

have received, read, agree, and understand the A Children's Kastle Early Learning Center's Parent Manual and the hold harmless agreement. The manual explains the financial policies, parent responsibilities, methods to communicate and voice concern, ways to get involved as well as the policies and Mission Statement of the school. Date: \_\_\_\_\_

The parent manual has been reviewed with student's guardian. \_\_\_\_\_

## **Welcome to the family!**

We know of the many choices your family has when choosing an Early Learning Center and we are thankful your family chose *A Children's Kastle* to partner with you

To make your transition as easy as possible, an orientation checklist has been devised to allow you and your entire family as well as our teaching staff a memorable experience and an awesome first day!

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Revised:

August 7, 2007  
December 18, 2007  
January 9, 2008  
January 17, 2008  
March 14, 2008  
May 19, 2008  
June 30, 2008  
January 10, 2009  
February 27, 2009  
September 1, 2012  
October 2, 2013  
December 24, 2014  
January 3, 2018  
August 3, 2020