

# *Hyer Academy*

## **Parent Handbook 2024/2025**

407-  
[info@hyerstreetpreschool.com](mailto:info@hyerstreetpreschool.com)

Effective 6/2024

# Mission Statement

Our mission at **Hyer Academy** is to provide children with a loving, nurturing, environment allowing for social and emotional growth. Hands-on learning is accomplished through creativity, self-expression, and good old-fashioned fun!

We believe interaction among children, parents, and staff is the key ingredient for providing a comforting and secure “Home away from Home”.

We will continually strive to ensure that your child's preschool memories are those of warmth, laughter, and happiness.

# Our Programs..

## **Learning should only be this much fun!**

Our great respect for the individual child derives from the findings of Jean Piaget, who discovered the developmental thought process of infants, toddlers and preschoolers. From Piaget's work, early childhood educators know that children learn best through play.

"The more that you read, the more things you will know. The more that you learn, the more places you'll go."

- **Dr. Seuss, *I Can Read with My Eyes Shut!***

Reading and literacy are an integral part of our program.

## **Preschool**

Preschool children enjoy spending time with other youngsters their own age and becoming involved with group activities. Structured educational programs introduce them to basic concepts in language arts, math, science, social studies, and art. We have specifically designed learning centers for individual and group projects that encourage children to make discoveries about themselves, fellow beings and the world we all live in and share. Our staff plans activities for groups as well as for individual children in order to foster their development in all areas.

## **Pre-kindergarten**

Pre-kindergarten children exhibit growing physical and intellectual independence made possible by acquired physical skills and complex language. Daily structured educational programs stress language, arts, math, science, social studies, and computer skills. There is an end of the year graduation ceremony as well. Creativity is encouraged and learning experiences presented as a healthy mixture of fun and challenge at our learning center. (includes VPK Program)

## **Voluntary Pre-kindergarten**

Our state funded VPK program is a 540-hour block of concentrated instruction with smaller class size and lower ratios. Inquire at the office about eligibility requirements and times offered.

## **New Student/Parent Orientation**

- Registration is ongoing year-round provided classroom space is available.
- School tours are given by appointment.
- Handbook is reviewed with the parent upon registration.
- Parents will be given pass codes pertaining to door entrance on the child's initial start date.
- Open house/ Back to School Night will be held in October.
- New student orientations are held in August each school year for our Pre-Kindergarten classes.

# General Information

Our staff members are experienced early childhood educators and caregivers dedicated to the academic, emotional, and physical well-being of every child. We maintain an open-door policy and invite you to visit as often as you wish for informal visits. This will give us the opportunity to become acquainted and will allow you to partake in your child's education, sharing in his/her achievements.

***The preschool does not discriminate against anyone based on sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status.***

***We include children with special needs when possible and make accommodations as required by the Americans with Disabilities Act.***

**Hours of Operation** Monday thru Friday 7:00 AM to 6:00 PM

## Holidays

We observe the following holidays:

|                 |                                      |
|-----------------|--------------------------------------|
| New Year's Eve  | August 9th, 2024 (Teacher Workday)   |
| New Year's Day  | Labor Day                            |
| President's Day | Thanksgiving Day (Thursday & Friday) |
| Memorial Day    | Christmas Eve                        |
| July 4th        | Christmas Day                        |

If the holiday falls on Saturday - Facility will be closed Friday. If the holiday falls on Sunday - Facility will be closed Monday.

## Parental Involvement

Time is the most important investment you can make in your child. We encourage parents to be active participants in school activities. However, as a volunteer or guest of the classroom, a parent may not discipline, help with diapering or toileting, or be alone with children other than his/her own.

LEA conducts formal and informal assessments throughout the school year while performing age-related activities. Written progress reports will be sent home in the fall and spring for your consideration. Parent conferences are always available throughout the year.

## Drop Off / Pick-Up Policy

All children must be signed in and out by a responsible adult of 18 years old or older. Proper I.D. is required for Pick-up. Our facility will not release a child to any adult who is believed to be intoxicated or impaired.

## Meals

Breakfast may be brought and eaten at school until 8:30 AM

A nutritional variety of snacks including, but not limited to, fruits, cheese & crackers, puddings, and raisins is provided by the school and served at mid-morning and mid-afternoon. You have the option to bring your child his/her own snacks.

Children must bring their lunch from home. If you forget your child's lunch, we will provide one and charge your account \$5.00. Please always keep the lunch box and water bottles labeled.

We do not heat or refrigerate lunches. Please send all hot food items in a thermos and put an ice pack in the lunchbox for items which need to stay cold.. Prepare a meal which is nutritious and to the liking of your child. State of Florida DCF holds the center responsible for overseeing those lunches served meet set quality standards. Please advise us if your child is restricted or allergic to any foods or drinks.

## Television Practices

We believe the role of television in the preschool environment is for educational purposes only. Therefore, educational television programs or videos may occasionally be used in the classroom in conjunction with the curriculum and/or holiday themes.

### School Wide Safety Rules

1. After your child has been signed out, he/she is your responsibility.
2. Please hold hands with your child in the parking lot and do not send them back inside the Preschool by themselves if something was forgotten.
3. Please adhere to the "Cell Phone Free Zone" when dropping off/picking up your child.
4. For the safety of your child, only tennis shoes/sneakers are allowed to be worn to school. This means no sandals, flip flops, crocs or boots. Water shoes are to be worn on water days and then changed to tennis shoes/sneakers after water play.
5. Reporting Child Abuse - It is every employee's responsibility to report all suspected child abuse to the proper authorities.

## Health & Safety

Every child registered at Hyer Academy is required to have a copy of his/her State of Florida DCF Student Health Examination Form and Immunization Record, due the first day of enrollment, on file. It is the parents' responsibility to keep it updated.

Please keep your child home if:

- Running a fever - 100° F or above
- Discharge from the nose, eyes or ears.
- Has diarrhea/vomiting.
- Symptoms of communicable disease
- Generally not feeling like him/herself

Parents are required to inform the school of all illnesses or injuries the child may have sustained prior to arriving at the center. If your child has a communicable disease, please notify us at once. A doctor's note clearing the child from being contagious is required in order to accept him/her back to school.

While at school if the child becomes ill with one of the following:

- fever 100° F or above
- rash
- 2 diarrheas within the day
- vomiting
- suspected pink eye
- lice or nits
- discharge from the nose, eyes, or ears - or' any other sign or symptom of illness he/she will be isolated, and the parents contacted to make arrangements to pick up the child immediately (within 1 hour).

***Children MUST be symptom free for 36 hrs. before returning to school. A Doctor's Note WILL NOT override this policy.***

Medications may be administered at the school for the length of time indicated by the physician. Bottles must be labeled with the child's name and dosage and are to be kept in a locked cabinet in the office. **Medications are not to be sent in the child's lunch box or backpack.** The medication permission form must be fully completed and signed in the office prior to the medication being dispensed. There will be NO exceptions.

Our medication policy is as follows:

- Medications will be given one time during the day
- Prescription medicines must be in original containers with child's name & dosage on the label
- Non-prescription medicines must be accompanied by a doctor's note along with the correct dosage

## Safety Procedures

1. If an accident/incident occurs at the school, an Incident/Accident form is filled out by the staff member who witnessed the accident/incident providing details. The form is then signed by the staff member, a director, and the parent and kept on file at the school. A copy may be given to the parent upon request.
2. We follow the Orange County School District foreclosures due to inclement weather or other emergencies. Our emergency management plans are on file and in each classroom

## Birthday Party Guidelines for Parents

You are welcome to have a fun celebration at Hyer Academy in honor of your child's birthday. We will work with you to make the day special for everyone.

- Please check with your child's teacher at least one week in advance if you want to have a birthday celebration at school
- Parties will be held at lunch time. Your child's teacher can give you the exact time and the party will last for approximately one-half hour.
- You are welcome to bring one of the following:
  - A birthday cake for the entire class, but please limit the size
  - One cupcake per child
  - Another snack such as fruit or cut up vegetables

Invitations to a child's party outside of the school will only be passed out if **every** child in the class receives one.

The Hyer Academy encourages nutritious snacks and limits the children's intake of sweets. Please consider this when planning your child's in-school party.

Other items to remember:

- Please find out from your child's teacher if there are any food allergies in the class
- Please limit your guests to immediate family only.
- School parties **DO NOT** require invitations and they will not be given out.
- Please **DO NOT** bring in soda, piñatas, goody bags, toys, or balloons, as they will not be given out. Balloons are a choking hazard.
- Please **DO NOT** send in dressed up characters to school as they frighten many of the children.
- Please clean up any party supplies before you leave the school.

# Guidance Policy Agreement

## Agreement

State of Florida Governing Policies

At Hyer Academy we agree effective guidance should be an essential element of education· at home as well as school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it becomes necessary to redirect a child in order to discourage behavior which is deemed destructive or unacceptable. We adhere to the regulations outlined in the State of Florida DCF Child Day Care Standards Booklet which states:

- Discipline is not to be severe, humiliating, or frightening.
- Discipline shall not be associated with food or toileting.
- Spanking or any form of physical punishment is prohibited.

However, the parents are expected to provide effective guidance to their child when unbecoming behavior persists. Children should be taught by parents to behave in a proper, socially acceptable manner.

Good behavior is rewarded by immediate commendation or granting of special privileges. Unacceptable behavior is only handled with teacher/child discussion, child/child discussion with teacher monitoring and/or redirecting the child to an alternate activity. Whenever we encounter persistently poor behavior, a parent-teacher conference is scheduled in order to unite insights and provide the best possible resolution. For reoccurring aggressive behavior towards other children or staff members, the following actions **MAY** be necessary:

- Incident will be documented on an incident report form and signed by the parent
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- In extreme cases, the child will be suspended from school for 1 week.(Parent is still responsible for tuition payment) or expulsion.

For the safety and welfare of all children, Hyer Academy reserves the right to suspend and/or expel a child from the facility. Therefore, if all strategies fail to cease the aggressive behavior, termination of enrollment may occur.

## Photography/Video Release

Children are often photographed or videoed by staff or other parents at Hyer Academy during the course of regular class activities, special events, or scheduled field trips. On occasion, photographs or video may be used in company promotional materials, including, but not limited to, our website, ads, brochures, social media, etc.



# Alternative Nutrition Plan Agreement

State of Florida Governing Policies

If lunch and snacks are furnished by the child's parents, there shall be a written agreement signed by the parents and kept on file at the facility. The agreement shall define the responsibility of the parent and the operator for meeting the child's nutritional needs. Lunches shall include the protein, grain, fruit, and dairy groups.

Dear Parent:

In accordance with the Child Care Ordinance, parents and the childcare facility/home are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility.

The **facility** agrees to provide a nutritious: (Operator/Director checks those which apply.)  \_\_\_\_\_ mid-morning snack  
 \_\_\_\_\_ mid-afternoon snack

The **parent** agrees to provide a nutritious: (Parent checks those which apply.)  
 Breakfast  
 Lunch

I have read the preceding and agree to meet the child's nutritional needs as defined above.

Meals provided by parents shall consist of the following:

|                       |                                 |
|-----------------------|---------------------------------|
| Meat/Poultry/Fish     | 2 ounces                        |
| or                    |                                 |
| Cheese                | 2 ounces                        |
| or                    |                                 |
| Eggs                  | 1 Egg                           |
| or                    |                                 |
| Peanut butter         | 4 Tablespoons                   |
| or                    |                                 |
| dried beans or peas   | 1/2 cup                         |
| Fruits (2 or more)    | 1/2 cup                         |
| Or                    |                                 |
| vegetables            | 1/2 cup                         |
| or                    |                                 |
| fruits and vegetables | total amount must equal 3/4 cup |
| Bread                 | 1 slice                         |
| Butter                | 1 teaspoon                      |
| Milk                  | 1 cup - 8 oz.                   |

If the parent does not provide milk for lunch (either from home or through catering company,) milk will be provided by HSP with parental consent.

**Permission for Food-related Activities and  
Special Occasion Food Consumption**

*Parent Copy*

Pursuant to 65C-22.005 (1) ©2., E.A.C., licensed childcare facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking, projects, gardening, school wide celebrations, and birthdays.

I, \_\_\_\_\_ give \_\_\_(or) decline \_\_\_permission  
Signature of Parent(s) or Guardian(s)

for my child \_\_\_\_\_to participate in food related activities

Child's Name

and special occasions where food is consumed. Please provide the following information:

\_\_\_\_\_ My child DOES NOT have a food allergy or dietary restriction. He or she **may** participate in activities.

\_\_\_\_\_ My child DOES NOT have a food allergy or dietary restriction. He or she **may not** participate in activities.

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He or she **may** participate in activities, but may not eat or handle the following items (please list below):

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

\_\_\_\_\_ My child DOES have a food allergy or dietary restriction. He or she **may not** participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

# **Release of Child from Preschool Facility**

## **Agreement**

State of Florida Governing Policies

Hyer Academy is open Monday thru Friday, 7:00 AM - 6:00 PM

No child shall be released to any person(s) other than the authorized parent, guardian, and listed individuals on the registration form. Any person(s) authorized to take a child from the school, other than the child's parent or guardian, must present picture I.D. to the administration before a child is released.

Codes for the doors are not to be given to any person other than the legal guardians or parents. If someone other than a legal guardian or parent picks up a child on a regular basis (2-3 times a week), that person may be given a code.

If a non-authorized person needs to pick up your child from our school, either parent can call the school with the release code password (you provided in the Registration Packet) chosen by the parents (number or letter combinations).

The childcare facility shall immediately notify DCF and the local police department in the event a child is not picked up by an authorized person within one hour after the scheduled closure time of the facility.

I acknowledge being informed of, and agree to comply with, the above outlined State of Florida Child Care Facility governing policies. This agreement shall be kept on file at Hyer Academy.

# Tuition Agreement

Please read our tuition agreement in the "Hyer" Registration Packet. This agreement is designed to fully inform you of our standard operating procedures for registration, tuition payments, late charges, vacation credits, and summer tuition policies.

The school year, including summer months, is from August to August (Following the Orange County school start date)

A non-refundable \$150.00 registration fee (\$200.00 for two or more siblings), is required to confirm registration. A \$10.00 discount in the weekly tuition will be applied if two or more siblings are enrolled and will be discounted from the oldest sibling.

A \$280.00 Material fee is due upon registration for the Preschool (Toddlers and up) program and annually in August thereafter. The material fee will be prorated (\$110.00) for new students entering between March - July .

**Prior** to your child's last two weeks of attendance, the Director must receive a **two-week** notice in writing. The two-week notice will begin on **Monday** and end on **Friday** of the first week, and begin on **Monday** and end on **Friday** of the second week. Lack of notification will result in a charge of one week's tuition. As a result, no refunds will be given.

Tuition payments are due on Friday before the current billing week. If payment is not received Monday at 5:30 PM, your account will accrue a \$20.00 late charge per child. This automatic \$20.00 late fee will apply each week your account has a past due balance.

There will be NO credit for illness, scheduled school holidays, or vacation.

If your child does not attend school for two weeks without payment, your child will be dis-enrolled. Upon return, a \$150.00 re-registration fee will be due + any outstanding balance, assuming the school's licensing capacity has not been exceeded. This policy is strictly enforced due to the fact that your child's place is being reserved and all associated expenses still apply.

In the event of a returned check, a \$30.00 fee will be charged to your account. We will require cash payments to your account for three months after any returned check.

Our hours of operation are 7:00 AM -5:30 PM (Hyer Preschool) & 7:00 AM - 6:00 PM (Hyer Academy). If you are late, a staff member will be required to stay late and care for your child. A late fee of \$2.00 per minute past 5:30 PM (6:00pm for Academy) will be charged. Frequent late pickup will result in administrative action. If the school is not contacted by 6:30 PM, we are required by law to contact local police and Child Licensing and Enforcement.

Hyer Street Preschool / Hyer Academy reserves the right to terminate enrollment for parental disregard of school policies or disruption of the school community.

# Tuition Schedule

## 2024- 2025

A non-refundable registration fee of \$150.00 (\$200.00 for two or more siblings), is required to confirm registration. Tuition is due Friday PRIOR to the current billing week and is considered late after 5:30pm on Monday. See Tuition Agreement for details.

Second child receives a \$10.00 per week discount.

|  |  |
|--|--|
| <b>Infant</b> (3/2023-9/1/2024)          | <b>\$295 per week</b>                              |
| <b>Wobbler</b> (9/2/2022-3/1/2023)       | <b>\$295 per week</b>                              |
| <b>Toddler</b> (9/2/2021-9/1/2022)       | <b>\$275 per week + (\$280. annual supply fee)</b> |
| <b>Jr. Preschool</b> (9/2/2020-9/1/2021) | <b>\$260 per week + (\$280. annual supply fee)</b> |
| <b>Preschool</b> (9/2/2019-9/1/2020)     | <b>\$250 per week + (\$280. annual supply fee)</b> |
| <b>Pre-K</b> (9/2/2018-9/1/2017)         | <b>\$250 per week + (\$280. annual supply fee)</b> |
| <b>VPK Extended day</b> (Sept.-May)      | <b>\$195 per week + (\$280. annual supply fee)</b> |

**Accepted forms of payment: Cash / Check / Venmo / Zelle**

**Checks made out to - Hyer Street Preschool / Hyer Academy**

**Venmo account is - Hyer-Street-Preschool (Blue HSP emblem)**