



Little Dreamers Preschool Policies

Illness Policy

Your child will not be able to stay at or attend Little Dreamers Preschool while presenting any of the following symptoms of illness, for up to 48 hours of the last symptom and with a doctors note present at drop off after 48 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Excessive irritability or fussiness
- Inability to participate in normal routines
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash, bumps, hives, or unexplained spots

Exposure to illness extends to persons in the child's home.

Little Dreamers Preschool will require a doctors note, or proof of medical care, or negative Covid-19 test, or any other negative illness test stating the child is no longer contagious before any return date can be planned for a sick child. If the provider observes the child to be visibly ill at drop off, with or without a doctors note, the provider will have the final decision to whether the child can stay at Little Dreamers Preschool. Little Dreamers Preschool is not responsible for finding appropriate back up care for sick or healthy children, should Little Dreamers Preschool

close. Sibling groups will be sent home together if one or more siblings are ill while in care. Parents will have one hour from initial notification for pickup of ill children.

Parent Initials

Date

Incident and Accident Report Policy

Where there are children, there will inevitably be accidents and behavioral problems. Even under the best and most attentive care, injuries and misbehaviors can and do occur. All accidents, incidents, and observed health related signs and symptoms which occur at a home, on field trips or during transportation must be documented on the day they occur. Documentation shall include the name of the affected party, date and time of occurrence, description of injury, actions taken, and signature of operator and custodial parent or legal guardian. This documentation must be shared with the custodial parent or legal guardian on the date of occurrence.

Biting Policy

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Accident" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in a safe space away from the injured child for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents, teacher, and director to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, AFTER the initial conference, the child will be suspended for 2 business days, full tuition due.

3. If a child once again, after the initial conference and suspension, inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other child care arrangements, and termination will follow suit.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

Parent Initials

Date

Medical Authorization Policy

I give permission for any staff member at Little Dreamers Preschool LLC to apply any of the following to my child: sunscreen, diaper cream, bug repellent, band-aids, and nasal saline spray. I will provide these items as needed.

Parent Initials

Date

Photo and Video Policy

I give permission to Little Dreamers Preschool to take and use photographs or videos of my child to be used in the following ways:

- Craft projects
- Promotional materials
- Website and social media
- Newsletters and bulletin boards

Photos may be taken by the director, teachers, an assistant, a staff member, or any other delegated photographers but will never be sold for commercial use.

Parent Initials

Date

Outside Food Policy

I understand there is no outside food permitted unless I have filled out the appropriate food program forms for food substitutions and allergies, or unless an activity is planned for my child where I am given a list of outside foods to be eaten or purchased.

Parent Initials

Date

Rilya Wilson Policy

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Parent Initials

Date

Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We keep two kinds of records on children attending our setting:

1. Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.

2. Personal records

- These include enrollment forms, signed consents, and correspondence concerning the child or family, reports, or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.

- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Parent Initials

Date

Discipline Policy

We believe that effective childcare discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. The following developmentally appropriate guidance techniques will be used.

1- Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

2- Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

3- Break: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

4- Last Resort: When a child's behavior is continually upsetting or dangerous to others, the child will be removed from the classroom and asked to be picked up early, additionally, a conference will be called with the parents before the child can return to the program. If the problem cannot be resolved, arrangements will be made for expulsion.

If a child intentionally and severely damages our property through destructive behavior or roughness, the parent will be notified and billed for the damages. Parents are expected to follow up at home with age appropriate and safe discipline measures for their child. Our program and parents are expected to work together in the disciplining of the child.

Parent Initials

Date

Termination Policy

Both parties may terminate the contract if proper 2-week paid notice is given. This notice should include the termination date. Little Dreamers Preschool reserves the right to terminate this contract and any childcare services for any of the following reasons but not limited to:

- 1- Unpaid past due fees or charges
- 2- Child's behavior poses a threat to the safety of children or staff.
- 3- Failure to keep immunization / physical forms updated.
- 4- Disregard for child's contract attendance period by consistent late pick up or early drop off.
- 5- Noncompliance with childcare policies set forth in this handbook.
- 6- Refusal of signing new contract when new contract or handbook needs to be revised.

Broken contracts that go unpaid will be followed up with legal action, in which the parent will be responsible for all fees incurred.

Parent Initials

Date

Financial Policy

Childcare services rendered are provided under the program policies and procedures outlined in the Little Dreamers Parent handbook. By electronically agreeing and physically agreeing to and signing in person to the understanding of these policies, you agree to pay all tuition fees, enrollment fees, and late fees, with no refund at any time, associated with the care of your child. Should you break any of the policies or procedures stated in the Little Dreamers Parent handbook, you will be subject to our expulsion policy with no refund at any time for any situation deemed appropriate by the director.

Parent Signature

Date

Contract for Services

The Little Dreamers Preschool Handbook serves as documentation of all program policies and procedures, in detail, at Little Dreamers Preschool. I fully agree and comply with all the policies and financial agreements set forth by Little Dreamers Parent Handbook. I understand a 2 week notice must be given to terminate care at any time, unless the termination policy is put into effect. I understand the handbook, this policy sheet, or any procedures may be changed, with written notice, at any time by the administration at Little Dreamers Preschool.

Parent Signature

Date