



Parent Handbook

Welcome!

It is with great pleasure that we welcome you to our center. We are honored that you have become a part of Future Leader family. We share a small amount of your child's life and are privileged to be given the opportunity. Our goal is to impact on our students' lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to establishing a partnership with parents to help each child reach goals that are set for them throughout their time at Future Leaders Academy & Preschool. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all our families' expectations and want to take this time to personally welcome your family to Future Leaders Academy & Preschool.

Sincerely,
Mrs. Valerie Jordan
Director

Center Information

Address: 2188 West 13th St
Jacksonville, FL 32209

County: Duval

Phone Number: (904)-802-7188

E-mail: futureleadersap@gmail.com

Web Site: www.futureleadersap.com

Hours of Operation:

Monday- Friday
6:00am- 11:00pm*

**Extended hours until 11pm are available upon request for an additional cost. **

Enrichment Program: Morning: 9:00am- 12:00pm
Afternoon: 2:00pm – 5:00pm

Tutoring: 5:00pm- 7:00pm

Tutoring services are available upon request for an additional cost

Please take note of the following holidays wherein our center will be closed:

Holidays

New Year's Day
Birthday of Martin Luther King
President's Day
Good Friday
Memorial Day
Juneteenth Independence Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

Our Mission

CARE DEEPLY.

To be caring with every genuine interaction.

HAPPINESS.

Create happy memories in a joyful environment for parents and children.

INTEGRITY.

Be honest and respectful in all relationships.

LEAD BY EXAMPLE.

Set the example for children to follow.

DELIVER.

Be consistent in creating the "WOW" for each family.

RELATIONSHIPS & RECOGNITION.

Build meaningful relationships while recognizing accomplishments.

EXCELLENCE.

Never settle for "good enough" by continuously improving oneself and embracing challenges.

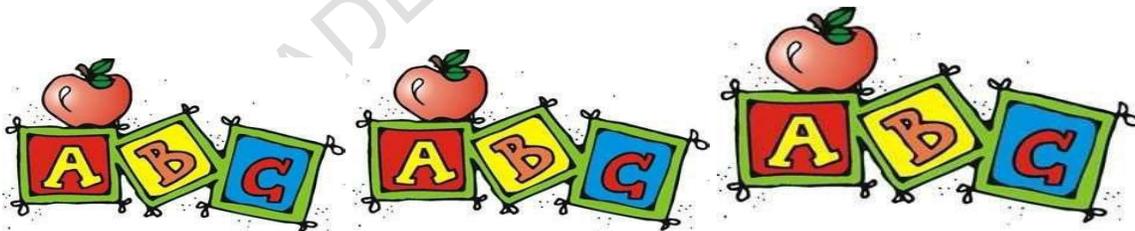
NURTURE.

We will nurture each child in a supportive and positive environment.

Vision:

We envision a vibrant learning community where every child is empowered to lead with confidence, curiosity, and compassion. Our future is rooted in joyful discovery, meaningful relationships, and a commitment to excellence that grows alongside our families. As we expand our reach through innovative curriculum, enriching extracurriculars, and purpose-built facilities we remain grounded in integrity, gratitude, and the belief that the leaders of tomorrow begin with inspired moments today.

We believe children are the future leaders of the world and every child has the potential to bring something unique to the world. It is our goal to develop children to their fullest potential by believing in them as capable individuals. We will assist children in discovering who they are in Christ, so they can express their own creativity and nurture their own ideas. We recognize the importance of quality childcare therefore we only recruit quality staff and skilled educators. We are committed to a partnership with families to promote a child success.

**Welcome to Future Leaders Academy & Preschool LLC**

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed childcare providers.

Our core values are driven by a desire to nurture the growth and happiness of families. Here at

Future Leaders Academy & Preschool, we begin accepting children as early as six weeks old and continue to grow until they are thirteen. All our staff are highly skill educators with complete background screenings through the Department of Children and Families. Each employee has been certified in Health and Safety while participating in yearly childcare continuing education courses. We encourage new learning skills, while providing exceptional care with lots of love and affection. Our children participate in daily devotion, sign language, music, learning activities, indoor and outdoor play time utilizing a state approved curriculum.

Hours of operation:

Monday- Sunday 6:00am-11:00pm

Parents with non-traditional work schedules must provide a written schedule at least 48 hours in advance. If a parent's schedule changes an updated schedule must be provided as soon as possible. Failure to provide updated schedule may result in loss of care if staffing is not available. The maximum hours of care are 10 hours per day, 5 days a week based upon your School Readiness approval or enrollment. Future Leaders Academy & Preschool reserves the right to allow parents to exceed the maximum hours of care at their discretion with/without additional charge. If the maximum hour of care is exceeded a drop-in fee will be imposed per child. This fee must be paid in full prior to the child returning.

Tuition/Fees:

Full Time Private Pay Weekly Rates

Infant: 375

1 Year old: \$280

2-Year-old: \$225

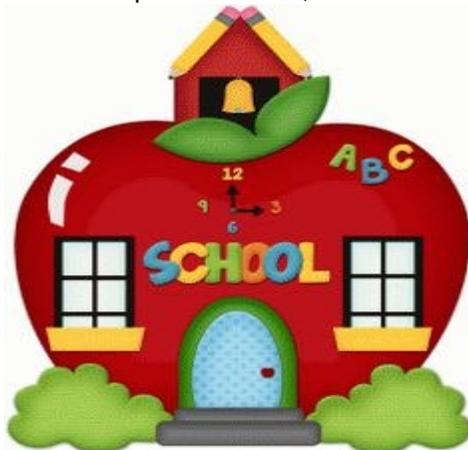
3-Year-old: \$200

4-Year-old: \$175

VPK Before & After Care: \$150

School age: \$150

Special Needs: \$375



Additional Fees

\$100 Registration fee

\$40 Late payment fee

\$20 Supply fee (will be applied if diapers, wipes, change of clothing are not provided by the parent per occurrence)

Parents are financially responsible for any tuition or fees not covered by subsidy agencies.

All payments are due the Friday before services are rendered. All payments not received by close of business on Friday will be imposed a late fee. Payments are based on enrollment, not attendance.

School Readiness recipients are responsible for the renewal of their vouchers and any additional fees that are not reimbursed. (Please see the registration and fees list)

All payments are made on a 52-week pay scale until the child one-year anniversary of enrollment is reached. Once a child has completed their first year of enrollment, the payment scale will change from 52 to 50 weeks, provided that all fees have been paid in full for that year. After the second year of enrollment has been completed, the pay scale changes from 50 weeks to 48 weeks.

NO REFUNDS, NO EXCEPTIONS

Attendance:

Parents are responsible for getting their child to the center on time equipped with all daily supplies. Registration is by enrollment therefore weekly fees are required regardless of your child's attendance. This includes absences due to illness, doctor's appointments, parent holidays and all paid closures.

Late Pick-up Fee:

Please be courteous and arrive on time for departures.

A late fee in the amount of \$15.00 and \$.00 per each additional minute per child will be applied to all late pick-ups unless prior arrangements have been made and approved. All Parents have a - minute grace period before late fees are applied.

VPK Attendance Policy:

VPK Tardiness:

Arrival for the VPK program is between 8:45 and 9:00 a.m. The instructional day starts at 9:00 a.m. and all children are expected to be in class and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and will be cause for termination from the VPK program.

VPK Late Pick Up:

The VPK program ends at 12:00 pm daily. A late fee of \$15 will be assessed if your child is not picked up by 12:00. An additional fee of \$1.00 will be assessed for every additional minute the child is still in attendance. Parents are responsible for any additional fees not reimbursed by ELC.

VPK Absence:

Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parents for one of the following reasons:

ee or injury of the child or the child's family member which requires hospitalization or bed rest; Physician or dentist appointment; Infectious disease or parasitic infestation; Funeral service, memorial service, or bereavement upon the death of the child's family member; Compliance with a court order (e.g. visitation, subpoena); Special education or related services for the child's disability; Observance of a religious holiday or service; Family vacation, not to exceed 5 excused absences per program year.

Please note: Absences of 5 consecutive instructional days will be considered a withdrawal from the VPK program at Future Leaders Academy & Preschool.

VPK Withdrawals:

Children who withdraw from the VPK program will not be eligible for re-enrollment. Future Leaders Academy & Preschool will allow one documented 5-day absence during the 180-day instructional period. Documentation must be received from the legal custodial guardian.

Building Access & Dismissal Policy

At Future Leaders Academy & Preschool, the safety of our children is our highest priority. We maintain strict procedures to ensure secure access to our facility and safe dismissal practices:

1. Controlled Building Access

- Entry to the building is restricted to families, staff, and authorized visitors.
- All exterior doors remain locked during operating hours.
- Visitors must check in at the front desk and present identification.

2. Authorized Dismissal Only

- Children are released only to individuals listed on the child's authorized pick-up list.
- Identification is required for anyone unfamiliar to staff.
- Changes to authorized pick-up must be submitted in writing by the parent/guardian.

3. Sign-In/Sign-Out Procedures

- Each child must be signed in and out daily by an authorized adult. Children who cannot be signed into the center will be denied care and must be picked up immediately.

- Sign-in/out records include:

- Full name of the adult
- Time and date of drop-off and pick-up
- Signature or digital verification (via Smartcare)

4. Digital Monitoring & Alerts

- Our center uses secure digital systems to monitor attendance and access.
- Families receive real-time alerts when their child is signed in or out.

5. Emergency Protocols

- In case of emergency or unauthorized pick-up attempt, staff will follow established safety protocols and notify the family immediately.

Safety Protocol for Dangerous Behaviors

At Future Leaders Academy, we are committed to maintaining a safe, nurturing environment for all children. In rare instances when a child exhibits dangerous behavior that may pose a risk to themselves or others, our team follows a clear, respectful protocol to ensure safety and support.

Immediate Safety Measures

- Staff will respond promptly to any behavior that presents imminent risk, including physical

aggression, self-harm, or unsafe actions.

- The child will be gently guided to a safe, supervised space to help them regulate and calm.
- Other children will be redirected to alternate areas to maintain classroom safety and routine.

Supportive Intervention

- Educators use first-response strategies such as calm verbal cues, visual support, and sensory tools.
- If needed, a designated staff member may assist the child using non-restrictive physical guidance, only to ensure safety and never as punishment.

Documentation & Communication

- All incidents are documented the same day, including:
 - Description of behavior
 - Staff response
 - Any injuries or safety concerns
- Families are notified promptly and invited to collaborate on a support plan if behaviors persist.

Collaborative Planning

- If a child has an existing behavior support plan, staff will follow it closely.
- For recurring dangerous behaviors, the center may recommend:
 - A family conference
 - Referral to outside support services
 - Temporary or modified attendance plans to ensure safety.

We believe every child deserves compassion and support—even in challenging moments. Our goal is to protect all children while helping each one grow emotionally and socially.

At Future Leaders Academy, we are deeply committed to inclusion, compassion, and the belief that every child deserves the opportunity to grow in a safe, supportive environment. Suspension or expulsion is considered a last resort, and only after all other supportive strategies have been exhausted.

Prevention First

We prioritize proactive measures to prevent exclusionary discipline:

- Use of developmentally appropriate guidance and classroom management
- Ongoing staff training in positive behavior support and trauma-informed care
- Individualized behavior plans when needed.
- Collaboration with families to understand and support each child's needs.
- Referral to outside specialists or early intervention services when appropriate

Steps Before Suspension or Expulsion

Before any decision to suspend or exclude a child, the following steps will be taken:

1. Documentation of behaviors and educator responses
2. Family Conferences to discuss concerns and develop a joint action plan.
3. Implementation of Support Strategies, including environmental adjustments, sensory tools, and social-emotional coaching
4. Referral to Community Resources (e.g., mental health consultants, early intervention) with family consent
5. Reasonable Accommodations to support continued participation.

If suspension or expulsion becomes necessary, the center will:

- Provide written notice to the family.
- Assist in identifying alternative care or support services.
- Ensure the transition is handled with dignity and care.

We do not suspend or expel children based on:

- Disability status
- Family complaints or advocacy
- Typical developmental behaviors

Inclusion Policy

At Future Leaders Academy & Preschool, we actively promote inclusive practice to best meet the needs of the children, families, and staff at our center. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances, according to the Americans with Disabilities Act.

Through inclusive practice, we aim to reflect on our wider community and promote positive attitudes to both similarities and differences in each other. The curriculum, activities, books, materials and environment are used to reflect the diversity of all children, families, and the wider community. When necessary, we will provide modifications and adaptations to help all children achieve success in our program. We are happy to work with students who may need accommodation and can assist parents with securing additional help and resources when there are mutual concerns about a child's development.

Non- Discrimination

Future Leaders Academy & Preschool does not discriminate against parents, children, vendors and staff based on sex, age, religion, national origin, color, race, marital status, physical or mental abilities, or veteran status.

Denial of Services:

Future Leaders Academy & Preschool Reserves the right to deny services without notice.

Meals:

Breakfast, Morning Snack, Lunch, Afternoon Snack and Dinner are served according to USDA children's nutrition guidelines. Meals are only provided to children who are present during the scheduled mealtime.

Children with allergies must have a physician note on file indicating the specific food allergy along with a substitution for the food component.

No outside food is accepted.

Parents who would like to celebrate birthdays and special occasions at the center must give 48 hours' notice and receive approval.

Illness Policy:

To protect the health of all children in care, I ask that parents keep sick children at home.

If a child becomes sick while here the family will be notified, and prompt pick-up arrangements must be made.

If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

When a child may not attend daycare

Fever 99.9 degrees and higher this includes the night before/morning of daycare ~ No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning.

Rash ~ Unexplained rash ~ Consult doctor/Need a note stating your child is not contagious.

Vomiting or/and Diarrhea ~ All symptoms must be gone and no Vomiting or Diarrhea for 24 hours.

Exposure to Coronavirus

Strep Throat ~ Consult doctor/Need a note. Child must be on antibiotics for 24 hours and be without a fever without medication for it.

Flu/Bronchitis/Pneumonia ~ Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back to daycare. Must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.

Ear Infection ~ Consult doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.

Conjunctivitis (red eyes with yellow discharge)/Pink Eye ~ Consult doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.

Head Lice ~ Usually it takes 24 hours to treat head and house ~ When all nits have been removed and child is cleared from the doctor. Need a note.

Common Cold -Children suffering from a common cold will be assessed on an individual basis. No discolored mucus.

Factors of consideration include the developmental level of your child in congruence with my ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand

to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

(Also, when caring for an ill child, the ability to provide high quality care to all the other children is jeopardized)

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care.

If you have any questions concerning this policy and whether your child should attend, please call before bringing your child.

PLEASE BE COURTEOUS OF ALL CHILDREN AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURED.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the center. In case of illness or injury this information will be used to notify you or the person designated by you of your child's status. If your child is injured while in our care first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of children and families. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your children receive the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including transportation if required.

Medication:

No Over-the-counter medication will be administered. All prescription medication must have a doctor's note with the child's name, date of birth and medication administration instructions. Future Leaders Academy & Preschool reserves the right not to administer any medication.

- Authorization Required
 - o Families must complete and sign a Medication Authorization Form for each medication.
 - o Medication must be in its original container with the child's name, dosage, and prescribing physician clearly labeled. All depleted medication must be replaced immediately by parent.
- Right to Decline
 - o The center reserves the right to decline administering any medication that appears to pose potential harm to the child.
 - o Non-traditional or alternative medications (including herbal remedies, essential oils, or supplements) may be declined if deemed unsafe or inconsistent with licensing regulations.

Environmental Health & Safety Policy

Future Leaders Academy is committed to maintaining a healthy environment for children, families, and staff. In accordance with public health regulations, we take proactive measures to protect against environmental hazards including:

- **Air pollution** (e.g., smog, automobile emissions)
- **Lead exposure**
- **Asbestos contamination**

We monitor air quality alerts and limit outdoor play when necessary. Our facility complies with all local and state guidelines regarding lead and asbestos safety, including inspections and remediation protocols when applicable.

Nap/ Rest Time Policy:

Our sleeping practices are regulated by state licensing, which follow the recommendations for SIDS prevention. Rest time gives children a midday chance to physically rest and emotionally unwind, and it also helps children to stay healthy and alert during the afternoon.

- Infants younger than 12 months are placed on their backs on a firm surface, without the use of infant sleep positioners, unless ordered by a physician. Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs.
- Toddlers and preschoolers are assigned individual resting cots or resting mats. Parents can

bring crib sheets and a small blanket for nap time. These items should be placed in a clear zip lock bag labeled with the child's name. All personal linen will be stored inside each child's individual cubby. Children are not permitted to share personal linen.

- All personal linen will be sent home at the end of each week for laundering or as needed if soiled. These items should be returned to the center in a clear labeled Ziplock bag at the beginning of next week.

Field Trips:

Fields trips are taken several times throughout the year. Future Leaders Academy & Preschool reserves the right to deny a child from participating in field trips.

- A **signed permission slip** is required for each child participating in a field trip. Permission forms include the child's name, trip details, and parent/guardian signature.
- Signed forms are **kept on file** for documentation and compliance.
- Children without signed permission will remain at the center with a designated educator.

Outdoor Clothing & Extra Change Policy

To ensure children are safe, comfortable, and protected during outdoor play, families are required to provide:

A Complete Change of Clothing

Each child must have **at least one full change of clothing** stored at the center, including:

- Shirt
- Pants/shorts
- Socks
- Underwear

This change of clothes is used in case of accidents, spills, or weather-related needs.

Outdoor Play Protection

Children participate in outdoor activities daily, weather permitting. To protect against **heat, cold, sun injury, and insect-borne disease**, families must provide:

- **Seasonally appropriate outerwear** (e.g., jackets, hats, gloves in winter; sun hats in summer)
- **Closed-toe shoes** are suitable for active play.
- **Sunscreen and insect repellent**, if approved for use (with signed authorization form)

- **Rain gear** if applicable (boots, poncho, etc.)

All clothing should be labeled with the child's name and updated seasonally. Educators will notify families if items are missing or need replacement.

We believe outdoor play is essential to healthy development. Proper clothing ensures children can explore safely and comfortably in all conditions.

Parents are responsible for ensuring your child is equipped with their daily supplies. Failure to provide daily supplies will result in an additional fee for use of supplies or denial of care. No jewelry, Beads, Toys, rolling backpacks, valuables, electronics or pets are allowed at any time.

Confidentiality & Recordkeeping Policy

At Future Leaders Academy, we are committed to protecting the privacy and safety of every child and family. Our recordkeeping practices are designed to meet licensing and accreditation standards while honoring the trust families place in us.

Confidentiality Commitment

- All child and family records are treated as **confidential** and stored securely.
- Information is shared only with authorized staff, consultants, or regulatory officials as required for the care and safety of the child.
- Records are **not released to outside parties** without written consent from the parent or legal guardian.

Annual Updates

Families are required to review and update the following information **annually** or as changes occur:

- Child's full name and date of birth
- Parent/guardian names, addresses, and phone numbers
- Emergency contact names and numbers
- Family Handbook

Required Records Maintained

We maintain the following documentation for each child enrolled:

- Emergency contact and medical treatment authorization forms
- Medical administration logs and medication history
- Developmental history and individualized support plans (if applicable)
- Current immunization records and physical exam documentation
- Progress reports and family conference summaries
- Transportation permissions (if applicable)
- Injury and illness logs, including incident reports.

All records are stored in compliance with HIPAA and FERPA guidelines where they were applicable and reviewed regularly to ensure accuracy and completeness.

Open Door Policy:

Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

Future Leaders Academy & Preschool appreciates parents' valuable input on the care of their children and encourages parent participation. Parents can visit as much or as little as their schedules (and children) will allow. We also invite grandparents to visit and read a story to the class. If you are going to have a grandparent visit us, please let your child's teacher know so that we can expect them.

What parents can do at the center ... (Just a Few Suggestions)

- Share your skills, play an instrument, tell a story, share your cultural traditions.
- Make an appointment to discuss your child. We are happy to discuss your child, but pick-up & drop-off times are the busiest times for staff.
- Communicate any major changes in your child's life; changes in family circumstances, moving to a new house, death of grandparent etc.
- Donate and recycle materials for arts and crafts.
- Help with outings if you can—this is a good way share experiences with your child.
- Try to attend whatever celebrations, parent involvement night, and fundraisers etc. that are organized throughout the year.
- Be part of the management committee. Get involved in developing policies and procedures for your child-care service.
- Offer to repair toys or books at home.

Parental Engagement & Volunteering:

At Future Leaders Academy, we believe that strong partnerships between families and educators are essential to each child's success. We welcome and encourage family involvement in a variety of meaningful ways throughout the year.

Opportunities for Family Engagement

Families are required to participate in minimum of 2 Family Engagement Activities:

- Classroom volunteering (reading, art, cultural sharing)
- Seasonal celebrations and enrichment events

- Family workshops and parent education nights
- Center-wide service projects and community outreach
- Advisory input on curriculum themes and center initiatives

Volunteer opportunities are flexible and designed to accommodate diverse schedules and interests. Families may sign up through our Smartcare portal or by contacting the front office.

Family Conferences

We hold a **minimum of two-family conferences per year**—typically in the **Fall and Spring**—to:

- Review of developmental progress and assessment results
- Share classroom observations and learning goals.
- Collaborating on individualized support strategies
- Celebrating milestones and plan for continued growth

Additional conferences may be scheduled at any time upon request.

We value your voice and presence in our learning community. Together, we create a joyful, enriching experience for every child.

Photo/Video/Audio Communications:

The use of images of children at the center is for the purpose of connecting with families, sharing activities of your child’s day and learning experiences.

The use of children’s photos on social media, the center’s website and in promotional materials will be limited to the center’s camera and audio device. No photos will be tagged on social media and any request to remove photos by the parent will be honored.

Observations and Screening:

Our center is frequently used as a training facility in which children are observed and screened. Future Leaders Academy & Preschool reserves the right to allow children to be observed and screen unless we receive written consent not to do so.

Individual Child Goals & Support Plans

At Future Leaders Academy, we are committed to meeting the unique developmental needs of every child. Our educators use intentional planning, observation, and collaboration with families and outside agencies to ensure each child receives personalized support.

Individualized Planning Includes:

- **Developmental screenings** and assessments are conducted twice annually via Global Renaissance platform.
- **Observation-based documentation** of strengths, interests, and emerging skills
- **Individual learning goals** integrated into classroom instruction.

- **Adaptations to curriculum** and environment based on child's needs.

Collaboration with Families & Outside Agencies

- Families are invited to participate in goal setting during **biannual conferences**.
- If a child receives services from an outside agency (e.g., early intervention, therapy), we incorporate those goals into our classroom planning.
- Educators work in partnership with specialists to ensure consistency and support across settings.
- Written permission is obtained before sharing or implementing outside agency goals.

Documentation & Review

- Individual goals are documented in the child's portfolio.
- Progress is reviewed regularly and shared with families.
- Adjustments are made based on developmental growth, family input, and agency recommendations.

We believe every child deserves a learning environment that reflects their unique journey. Our goal is to nurture growth through thoughtful planning, compassionate support, and strong partnerships.

Transportation and Dismissal

No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

There is Absolutely No food allowed in vehicle during transportation.

Upon arrival the driver will not knock at the door. All children must be ready for pick up at their schedule pick timeframe. Upon arrival the driver will blow the horn or call to notify parents of arrival. The driver will wait a maximum of 3 minutes prior to leaving the designated pick-up location. If the driver leaves the pick-up location, you will be responsible for transporting your child to the facility that day.

The driver cannot leave the vehicle to assist parents in getting children in and out of the vehicle.

It is the parent's responsibility to provide clean, age and weight appropriate car seats. All car seats are required to meet federal standards. You can locate the expiration date on the back of the car seat to ensure they meet federal standards.

Inclement Weather Policy:

The center follows Duval County public school closer schedule, If Duval County public school closes due to inclement weather the center will close as well.

Holidays/Vacation:

Future Leaders Academy & Preschool adheres to the ELC and Duval County Public School holiday schedule. These holidays are paid days off unless other arrangements have been made for care on

those days in advance.

Each year the provider will take two weeks off for vacation. Parents will be notified in advance prior to vacation.

Withdrawals:

A two-week paid notice is required on all withdrawals.

Guidance & Discipline Policy

At Future Leaders Academy & Preschool, we believe that discipline is not about punishment, it is about teaching. Our approach is rooted in respect, empathy, and developmentally appropriate practices that support each child's growth.

Acceptable Practices Educators use positive guidance strategies that are:

- Age-appropriate and respectful
- Focused on helping children understand expectations.
- Designed to build self-regulation, problem-solving, and empathy.
- Reinforced through modeling, redirection, and consistent routines.

Examples include:

- Clear, calm verbal reminders
- Visual cues and social stories
- Praise and encouragement for positive behavior.
- Logical consequences that relate directly to the behavior
-

Unacceptable Practices The following disciplinary actions are prohibited and violate our core values and licensing standards:

- ✗ Physical punishment of any kind
- ✗ Psychological or emotional abuse (e.g., shaming, threats)
- ✗ Withholding food, drink, rest, or toileting
- ✗ Coercion or intimidation
- ✗ Isolation without supervision or explanation

Classroom Management Educators maintain a nurturing environment by:

- Setting clear expectations and boundaries
- Using proactive strategies to prevent challenging behaviors
- Collaborating with families to support individual needs
- Documenting and communicating behavioral concerns respectfully and confidentially.

Termination Policy:

The first 2 weeks of enrollment will be regarded as a trial period, in which either party may terminate the contract without notice. After the first 2 weeks of enrollment, a 2-week written notice from the parent or provider required to terminate the contract, except for gross misconduct on part of the provider, parent or child. This is grounds for immediate discontinuation of service. In the case of non-payment, legal action may be taken, and the parent is responsible for payment of all legal fees and expenses incurred.

Non- Discrimination

Future Leaders Academy & Preschool does not discriminate against parents, children, vendors and staff based on sex, age, religion, national origin, color, race, marital status, physical or mental abilities, or veteran status.

Denial of Services:

Future Leaders Academy & Preschool Reserves the right to deny services without notice.

Reporting Child Abuse:

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Family Problem Solving & Conflict Resolution Policy:

- Step 1: Initial Discussion - Share concerns with the teacher for immediate resolution.
- Step 2: Administrative Support - If concerns remain, families may meet with the Assistant Director or Director to review the issue and explore solutions
- Step 3: Collaborative Resolution - A meeting may be scheduled with all involved parties to discuss the concern, identify solutions, and document agreed-upon actions.
- Step 4: Documentation -Notes of meetings and resolutions are recorded and kept on file for accountability.
- Step 5: Continuous Partnership - Families are assured that their input is valued, and follow-up communication is provided to ensure satisfaction and ongoing collaboration.

We are always open to suggestions and feel communication is a very important part of quality childcare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Thank you for the opportunity to work with you and care for your child. We look forward to your experience with us, and we know that you will love it here at Future Leaders Academy & Preschool.

Note: By signing the Parent-Provider Contract, Handbook and Enrollment application it is understood that all the policies and procedures of Future leaders Academy & Preschool handbook are understood and agree upon.

Parent Signature

Date

Director/Owner

Date

Florida Department of Health
Child Care Food Program

CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: ____ Date of Enrollment _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: M T W Th F Sa Su

Meals Typically Served While in Care: Br AM Snack Lunch PM Snack Supper Eve Snack

Family Information:

Parent 1 Name: _____ Parent 2 Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____/Cell: _____ Work Phone: _____/Cell: _____

Child Lives With: Parent 1 _____ Parent 2 _____ Both Parents _____ Other _____

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

Emergency Care Plan Instructions (if applicable): _____

Emergency Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason the custodial parent or legal guardian cannot be reached:

Name Address Work# Home#

Helpful Information About Child:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
Section 8.3 of the Family Day Care Home/Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
Section 2.3 of the Family Day Care Home/Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the Family Handbook and all above items. The information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

1st year:

Signature of Parent/Guardian

Date

Subsequent years:

Signature of Parent/Guardian

Updated Date

Signature of Parent/Guardian

Updated Date

Signature of Parent/Guardian

Updated Date

Signature of Parent/Guardian

Updated Date