

Naptime

Children are given an allotted time for rest. If your child is not tired, they may lay quietly on their cot during this time. A standard crib sheet and a small blanket are required on the first day of attendance.

Drop Off/Pick Up Procedure

Parents and guardians are required to sign children in and out. Those listed on the child's enrollment form may pick up the child. Additional pick-up people may only be added on in person. If you are on ELC and you don't sign your child in and out, you will be charged full price for those days not signed.

Admission Procedure

All paperwork must be completed and notarized for your child to begin at iDiscover. All children are required to provide current immunization records and physicals for their child by the first day of attendance. You may provide a note from your physician with the upcoming doctor's appointment. **EVERY LINE OF EACH REGISTRATION FORM MUST BE FILLED OUT OR AN "N/A" IN THE SPACE.** A non-refundable registration fee is required so that your spot is guaranteed. All paperwork must be turned in the day before your child starts.

Meals

Breakfast and snacks are provided throughout the day. Parents either pack a nutritious lunch or pay \$20 per week for the *Lunch Program*. We serve quality tasty foods and provide different food groups so that you can be sure your child is enjoying a well-balanced meal. NO food may be brought from home for breakfast or afternoon snacks even if you are bringing lunch. Parents of infants must provide formula.

Parent Influence

At iDiscover, parents are VERY important to us. Your role as parent/guardian of your child is of most importance. We want to do everything we can to welcome you to the program. Please know that we support your family and strive to always stress the importance of your role to your child.

Screening and Assessments

Each child throughout the year will be periodically screened and assessed through the Ages and Stages Questionnaire and Teaching Strategies Gold Screenings. Staff have been trained to do the screenings. We have parent/teacher conferences twice annually (by phone or in person) at which time you may raise questions and concerns.

Refunds

Registration fees, event fees, summer camp fees and program fees are all NON-REFUNDABLE.

Non-Discriminatory Clause

Our center does not discriminate based on race, color, religion, sex, or national origin.

Emergency Procedure

In case of tropical storms, hurricanes, or flooding, we often follow the emergency procedures for the Pinellas County Schools.

Extra-Curricular Programs

The following programs are extra and taught by individual companies. Please inquire in the office for program literature and cost per program.

- Story Time Soccer
- STEM Class
- Dance Stars Class

Philosophy and Goals

We are committed to providing a Christ-centered program for our young children by:

- Providing a healthy, loving, enriched atmosphere where children can learn and thrive while feeling safe, loved, happy and challenged.
- Promoting language and math skills through reading and literacy programs and well-developed lesson plans.
- Welcoming children warmly and lovingly, accepting and celebrating them for who they are. We believe children should be eager to come to school, to learn and have fun. The happiness and well being of each child is of utmost importance to us.
- We respect the role of the parent and influence the parent has on the child. We will nurture this relationship by providing parent involvement activities and by including parents in all aspects of the child's development with iDiscover.

Alternate Food Provisions

If your child has food allergies, parents must provide a physicians note stating the allergy so that we can document this in their file. We will provide a monthly menu on the first day of each month. The Lunch Program must be paid the month prior.

Complaint Procedure

If you have a problem or concern, we always want to hear from you! Please see the teacher or come directly to the office and we will assist you with your concern.

Medication Procedure

We only administer medication for breathing machines, diaper rash and/or EPI pens. Parents must provide medication in the original box with child's name on it. A medication form must be filled out (form is in office).

Attendance Policy

- Children must be at the Center no later than 9:00am or occasionally 9:30am. Arrival after 9:30am must have a note from the doctor. Children may not attend after 11:00am for any reason.
- We charge \$2.00 per minute after noon (VPK 9-12 only) and after 5:30pm.
- VPK only students must be here from 9-12pm.
- If we call you to pick up your sick child, you must do so within 30 minutes. We charge \$1.00 per minute thereafter.
- You MUST sign your child IN and OUT daily (full signatures only). VPK parents must also sign a monthly attendance form.
- All absences must be reported via BrightWheel with a reason and may require our physicians school note to return. Failure to convey a child's illness is against school policy.

OPEN DOOR POLICY

Parents are permitted access to the program and their child's classroom during all hours of operation.



6405 46th Avenue North
Saint Petersburg, Florida 33709

Tel: (727) 541-3230
Fax: (727) 541-3233

Hours

2-12 Months: 7:30am-5:30pm
All Others: 7:00am-5:30pm

**Students must be at school no
later than 9:00 am.**

PARENT HANDBOOK

*Recognizing and praising
Christ in all we do!*



License # C040403

We accept Early Learning Coalition