

Curriculum and Clothing

iDiscover follows the Beyond Centers and Circle Time Curriculum philosophy. This curriculum is a "hands on" method of learning. Children will learn to garden, make play dough, they will be playing with messy items and painting daily. Please do not dress your child in new or fancy clothing. Please provide a paint smock or old shirt to keep in your child's cubby for daily use. We do not allow backpacks at school.

Hours and Fees

Our center has an open-door policy and is open from 7:00am until 5:30 pm for all students except 2 months old thru 12 months old, the hours are 7:30-5:30 pm. All students must be in school no later than 9:00am unless they have a scheduled appointment (the latest they can arrive is 11:00 am.). Please call in advance if your child will be late or absent along with the reason for the absence. A \$2.00 per minute late charge is charged after the pick-up time has passed. Parents are allowed unlimited access. All tuition fees are due and payable on Mondays of the week in advance by 10:00 am. A \$10.00 late fee will be added if payment is made after this time. Even if the school is closed due to a holiday. The holiday schedule changes yearly. Please ask the front office for a copy of the holiday schedule. *Please do not leave cars/trucks idling in our parking lot except in extreme heat/cold as needed. You're entitled to one half week per year if your child is absent 3,4, or 5 days. Half weeks can be used a month after the start of enrollment and attendance and not sooner.

Voluntary Pre-Kindergarten (VPK)

Our Pre-Kindergarten class is structured to provide your child with a developmentally appropriate curriculum and is taught by two teachers. Each monthly theme includes activities and lessons that will expose your child to the skills they will need for a successful reading, science, and math foundation. Child must be 4 years old by September 1st. We suggest that you apply for ***All Day VPK*** on the ELC Pinellas website. Many parents qualify due to broad income requirements. It's worth applying!

PreK 3

PreK 3 is for older threes and younger fours (4-year-olds that missed the PreK September 1st date). In this group, two teachers provide activities in literacy, language, science, social studies, math, health and safety, art, and music while preparing them for our VPK program. The focus is on number, name and letter recognition, social and bathroom skills along with many character education traits needed for their next step: VPK!

Illness Policy

In an event of an illness or communicable disease, it is the parent's responsibility to contact the school and let us know what the symptoms are. Children must be kept home from school or picked up from the Center (within 30 minutes) if they exhibit any of the following:

- Temperature within the last 24 hours or coughing.
- Diarrhea/vomiting at any time in the past 12-24 hours
- Chickenpox or rash
- Green or bloody discharge from the nose/ears

Your child must be picked up immediately (within 30 min.) when you are called for suspected illness. When sent home with head lice, you may not bring your child back for 24 hours. When the child returns, he/she must be 100% nit and lice free.

****PLEASE READ OUR SEPARATE HEALTH POLICY.***

Withdrawal/Dismissal Procedures

If you wish to withdraw your child during the school year, we must receive a two-week written notice. You are responsible for the tuition for the final two weeks leading up to your child's withdrawal. The center reserves the right to expel any student for non-payment, severe disciplinary situations or inappropriate misconduct from parent or child. If expelled, no refunds are given.

Parents Provide

- Diapers, formula, and wipes
- Extra clothing to be kept in child's cubby (We cannot be held responsible for missing items). Please label everything.
- Two standard crib sheets for your child's cot (donation as they won't be returned).
- Small blanket and stuffed toy to sleep with stays in the cubby. **No backpacks at school.**
- Three empty sippy cups for one-year olds (we will send them home at the end of the day)
- Paint smock to be kept in the child's cubby
- Updated shot records
- Updated physical
- Family poster for your child's classroom
- Our School Physicians note filled out (if requested)

MOST IMPORTANTLY

Fill out every single line on the child's enrollment forms. Use "N/A" for the areas that are not applicable. You may write "See Above" for duplicate addresses.

DISCIPLINE AND EXPULSION POLICIES

DISCIPLINE POLICY:

Our center uses redirection to help children resolve issues. If an older child consistently has difficulty (hitting or biting another), we may sit the child down away from the group to talk to them. We also try to involve the child in another activity to turn their attention away from the issue at hand. We praise good behavior and discuss negative issues with both the child and parent. Parents are expected to help us if the need arises. It's important to work together to correct negative behaviors. If a child continually hurts him/herself or others and we can't help changing the negative behaviors to positive ones, we may refer your child for additional services, however only with parent permission.

No child will be subjected to discipline which is severe, humiliating or frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

IMMEDIATE CAUSES FOR EXPULSION (A MORE DETAILED LIST IS POSTED IN THE OFFICE).

Unfortunately, there are reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions, cursing, or using foul language towards our staff members.
- Parent or family representative exhibits verbal abuse to staff in front of enrolled children, including their own child on our premises.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child and then failure to pay late fees in the requested time.
- Knowingly sending a sick child or suspended child to the center.
- Yelling at or harassing our staff, cursing, smoking or drug use on school property.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time; crying, withdrawn, sad, severe anxiety, unable to be calmed down by staff (after a reasonable amount of time).
- Failure of parent to assist child in adjusting if requested by staff to do so.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting (three bites or more) however, will be determined on a case-by-case basis.

Prior to expulsion, the parent or guardian will be called and/or correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. The director will determine (and depending on the risk to other children's welfare or safety) that if the child's behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her.

In most cases, the parent or guardian will be given a minimum of one week's notice to find alternative care. However, if it is determined by the director that the infraction was severe, the child could possibly be asked to not return the following day. Please be aware that most all children *do very well* in preschool, however not all children adapt. Sometimes a large group setting causes a lot of anxiety for some children. Oftentimes you may need to wait until the child is a little bit older and try again. However, please know that we will do everything in our power to comfort and help your child acclimate to our program!

REUNIFICATION PLAN IN CASE OF EVACUATION

Student/parent reunification is the means for safe and orderly reunion of students and families in the event of an emergency evacuation or school closing. In planning for student/parent reunification, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be reunited, the need for reception facilities, and the extent of traffic control and security required.

Holding Area- If we need to evacuate the premises and it is safe to do so, the children most likely will walk with staff to **Dixie Hollins High School which is located at 4940 62nd St N, St. Petersburg, FL 33709 Phone: (727) 547-7876**, or if that area is unavailable they will walk with staff to **Old Time Pottery located on 66th Street and 46th Avenue North.**

Designated classroom teachers will remain with their assigned students in the holding area. Each will have the list of the students assigned to their supervision, including the exact name of their parents/guardians. Anyone who was absent at the start of the school day or who departed prior to the incident will be noted.

The children's records will be brought to the evacuation site.

If able, we will hang the phone numbers and the evacuation location on the office door.

Children will be counted repeatedly and accounted for constantly.

Release Operations - **When** a parent/guardian arrives at the release point, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). When the staff member confirms the parent/guardian's identity and authority to pick up the student, the staff member will release the child to the allowable person. When the student(s) is ready to leave, the staff member will have the parent/guardian sign for the student(s) on Student Release Form and the student(s) are released to the adult caregiver.

If the parent/guardian must be notified that their children have been injured or for some other reason are not available for release to them, the staff member will explain to the parent exactly where (if a hospital) the child is located, or which authorized person has already picked up the child.

No children will be released to anyone other than the authorized pick-up people on the child's forms.

PLAN TO MEET THE NEEDS OF ALL CHILDREN INCLUDING CHILDREN WITH SPECIAL NEEDS AND INFANT/TODDLER DURING AND FOLLOWING AN EMERGENCY EVENT WILL BE:

- We will follow the instructions of all authority persons (Police, Fire, etc.) as to what to do, and/or
- We will bring drinks, children's records, snacks, blankets, toys, and books to the evacuation site.
- The first aid kit will be brought to the evacuation site.
- Cell phones will be brought so staff can begin calling parents/guardians to prepare for reunification as well as to keep in touch with families.
- Babies will be held or transported via strollers and/or wagons.

COMMUNICATION PROCEDURES

Communication is the most important part of preschool. The school posts activities on **BrightWheel**, bulletin boards, Facebook, in newsletters and verbally. Please pay close attention to these communication areas to stay in the loop of what's going on! Every parent and guardian must have our **BrightWheel** app on their phone. We will send an invitation to you so you can download it. Please don't find and download the app without our invitation, it won't work for our school unless invited.

UPDATED January 17, 2024