



# Parent Handbook

**Schoolyear 2020-21**

**Lehigh Child Care Center, Inc.  
1491 East Point Drive,  
Lehigh Acres, FL 33936**

**Phone: (239) 369-KIDS (5437)  
Fax: (239) 369-9399**

**License # C20LE6549**

## PHILOSOPHY

*Lccc, Inc.*'s philosophy is to provide quality educational programs for the overall development of the child. This is accomplished by providing a safe environment and an age-appropriate educational program, which meets the individual needs of each child in the following areas: social, emotional, physical & cognitive. *Lccc, Inc.*'s main objectives for each child are:

- \* To provide a safe and loving environment.
- \* To develop fine and gross motor skills.
- \* To develop cognitive thinking skills.
- \* To encourage independence.
- \* To develop social skills.
- \* To foster positive self-esteem.

## CURRICULUM

*Lccc, Inc.*'s goal is to provide a well-balanced educational program. This is best accomplished by introducing each child to a wide variety of educational experiences. These experiences will be obtained through rotating learning centers and theme-oriented segments developed by the individual classroom teachers. Each child will have the opportunity to participate in our learning curricula:

- |                 |                      |
|-----------------|----------------------|
| * Dramatic Play | * Blocks             |
| * Science       | * Art                |
| * Cooking       | * Circle Time        |
| * Math          | * Outdoor Activities |
| * Language      |                      |

The low children-to-adult ratio ensures that each child has its own individual needs met. The oversized classrooms (the size of which can be adjusted with partitions at any time) are beneficial to providing a quality educational program.

## SECURITY

The front door is always kept locked – parents will be buzzed in when they arrive. For additional safety, a TV monitoring system covers all rooms and grounds. Each room is equipped with a phone that enables the teachers to communicate with the office and room to room. We also always have two phones for both of our playgrounds to enable teachers' contact with the office.

## ARRIVAL AND DEPARTURE

Each child must be escorted into the building and signed in by an adult. Children will only be released to parents/legal guardians or an adult authorized by parents to pick up his/her child. The person responsible for the child must have appropriate identification and must come into the building and sign the child out. Remember that the safety of your child is our main concern.

## LICENSING AND ACCREDITATION

*Lccc, Inc.* is licensed by the “Florida Department of Children and Families”. This means *Lccc, Inc.* must meet certain quality standards and staff / employee’s backgrounds are checked and screened for criminal records. Licensing inspectors visit quarterly as does an inspector from the Health Department. *Lccc, Inc.* Is also in the process of pursuing gold seal accreditation.

## ENROLLMENT

Parents / legal guardians must complete all necessary forms provided in the registration packet as required by “The Florida Department of Children and Families”. Requirements for immunizations and medical checkups for the good health of your child must be completed by the physician before enrollment. Keeping your child’s immunizations current is the parents’ responsibility and the updated physical and immunization records (blue and yellow card) from the pediatrician must be submitted at the time of registration or within 30 days thereof or the child/children will be excluded from school until such records are on file per rules from Department of Children or Families.

Parents are responsible for notifying *Lccc, Inc.* in writing when any information concerning their child has changed such as:

- \* Home Address, home phone / business phone / cell phone
- \* Medications, Allergies, Fears
- \* Emergency Information
- \* Change in family routines etc.
- \* Custody changes

All student records are confidential and the property of *Lccc, Inc.*

*Withdrawals: we need two weeks written notice in advance to withdraw your child.*

## CUSTODY CONCERNS

The Director will assess each case in the event of custody concerns.

## PARENT INVOLVEMENT

Parents are invited to visit *Lccc, Inc.* whenever their schedule permits. Parents are encouraged to participate and share special skills or take the opportunity to have lunch with their child or enjoy a field trip together. Teacher/Director appointments may be scheduled at their convenience. Together we can help give your child a healthy foundation for life.

## HOURS OF OPERATION

*Lccc, Inc.* is open Monday through Friday from 6:30am to 6:30pm. *Lccc, Inc.* is open the entire year except on the following days:

**\*New Year’s Eve**

**\*New Year’s Day (January 1<sup>st</sup>)** \*

**\*Christmas Eve 24<sup>th</sup>**

**\*Christmas day 25<sup>th</sup>**

**Labor Day**

**Thanksgiving (Thursday and Friday)**

**Memorial Day**

**Independence Day (July 4<sup>th</sup>)**

There is no reduction in tuition fees due to fixed cost.

## **VACATION / ABSENCE / ILLNESS**

**Every child enrolled for 6 continuous months is entitled to two (2) weeks of vacation a year. There will be no fee for this time, while the child is absent.**

**The same rule is applied to all VPK students, which are enrolled for 3 additional hours or more. (PT & FT VPK)**

**On non-VPK days you are still responsible for full weekly tuition payment which varies from regular payment. Please contact the front desk for more information if needed.**

- \* For staff planning reasons, the days agreed upon are the only days the child may be. Absent. Any changes necessary require prior authorization of the Director.
- \* Please notify us if your child will be absent. If your child is absent due to illness, please wait. Until symptoms have disappeared before your child returns to school.
- \* There will be no reduction in tuition fees for absences.
- \* In extreme cases, the school must be notified that your child cannot attend. Half (1/2) rate Of the normal tuition fee will hold your child's place until his/her return.

## **DISCIPLINE**

Discipline is based upon positive reasons for respecting one another and safety. We believe discipline to be positive lessons in self-control and problem solving, which result in desirable behavior. The goals of these lessons are for the children to become responsible for their own behavior. Lessons in discipline are taught by clearly telling the children what is expected of them, reinforcing good behavior, providing a realistic environment, setting good examples, and giving children acceptable choices. If unacceptable behavior continues, the teacher will help redirect the unacceptable behavior by providing choices. The child will always remain in sight of the teacher. Our goal is to provide a safe and cheerful environment for children.

Should a child (any age) refuse to follow instructions from staff or teachers, a report will be filed for each occurrence and submitted to the parents for signature. In the event the child continues to disobey instructions from staff or teachers repeatedly, *Lccc, Inc.* reserves the right to cancel this contract immediately and without further notice. *Lccc, Inc.* will not be liable for any accidents or injuries resulting from such behavior and no claims can be filed against *Lccc, Inc.* at any time or for any reason. *Lccc, Inc.* hereby expressly makes parents aware of this fact.

## **ITEMS FROM HOME**

Please do not allow your child to bring sweets, toys, jewelry, or money. We cannot be responsible for lost items. Please explain this to your child.

## **BIRTHDAYS**

We would like to make birthdays a special event for your child. If you have any suggestions or requests for your child's birthday celebration, please inform teachers ahead of time. If your schedule allows, please visit *Lccc, Inc.* and celebrate the birthday together with your child and

the whole class. Please check with the office for suggestions on food to be served, we can be very helpful.

## **MEALS AND BEVERAGES**

Early birds get breakfast which Lccc provide. Children may eat between 6:30am and 8:00am. *Lccc, Inc.* does not provide lunch. We ask that parents provide a nutritious lunch for their child in labeled containers. Meals are kept in the refrigerator unless already in proper insulated coolers. *Lccc, Inc.* will provide your child with two small snacks per day with a drink. Bottled cool water is always available to your child and is encouraged after outdoor play and other activities. If your child has a food allergy, which is verified medically, please provide appropriate alternative snacks. Babies will be fed on a planned schedule developed by the parent. A teacher will HOLD all babies fed by bottle. Bottles are not used in cribs.

## **COTS**

*Lccc, Inc.* provides cots for afternoon naps for the children as well as for the babies. Parents supply blankets, sheets and pillows for each child. Please “label” each item. Linens will be sent home every Friday, or on the last day of attendance by your child, to be washed and brought back. The size of sheets and blankets are important, like a crib size fitted sheet and appropriate size blanket with a small pillow.

## **CLOTHING**

Children should wear appropriate clothing for our daily activities. We cannot be responsible if clothes get damaged or dirty. We do have shirts for extra messy activities like painting. Closed-toed shoes are mandatory, flip-flops or boots are not allowed. Please provide some labeled clothing for changing in a plastic bag. Keep in mind that weather may change, and the children do go outside twice a day. In hot weather please make sure that you put sunscreen on your child before entering.

## **EMERGENCY PROCEDURES**

### **HURRICANE / NATURAL DISASTER POLICY**

If Lee County is under a Hurricane Warning or Watch, LCCC will follow the Lee County school system which means the center may be closed. Parents / guardians must make arrangements to pick up their child immediately if the child is already at the center. Tuition will not be reduced for the time when *Lccc, Inc.* is closed due to acts of god or natural disasters.

### **TORNADO POLICY**

As with the case of a hurricane, our tornado policy is to first concern ourselves with the safety of the children. Teachers will direct the children away from any windows to inside walls and hallways. We understand that parents may need to seek shelter where they are and must depend on the center’s staff to give their child the best possible protection. Parents will be

made aware of any and all emergency plans. Updates will be given periodically. Tuitions will not be reduced for the time when LCCC, Inc. is closed due to acts of god or natural disasters.

### **FIRE**

*Lccc, Inc.* will conduct a monthly fire drill to familiarize staff and children with the correct procedures. The children's safety is our first concern. Teachers will evacuate the children from the building to a safe pre-determined area counting the children against attendance records to be sure no one is missing. Parents will be notified. Arrangements to pick up your child may be necessary.

### **ACCIDENTS**

In the event your child is injured, the teacher will notify the Director immediately. The extent of the injury will determine the proper course of action taken. Parents will be informed of such accidents in writing and must sign the accident report when picking up the child. If necessary, the center may need to seek emergency medical care for your child.

### **CHILD ABUSE AND NEGLECT**

Under Florida Law childcare workers are required to report to "Florida Department of Children and Families" any incidents of suspected child abuse or neglect. Failure to report could lead to prosecution and *Lccc, Inc.* will follow this rule accordingly.

### **MEDICAL**

The only medication we are permitted to administer is prescription medication with the child's name, date, doctor's name and dosage to be given. "ONLY" the Director / Assistant Director or designated staff member will be responsible for the administration of all medicine. After giving medication such person MUST initial the form to ensure the medicine was given to the child. Any over-the-counter medication must have a doctor's note or fax. PARENTS MUST SIGN A PERMISSION SLIP FOR ANY MEDS GIVEN.

### **HEALTH AND SAFETY POLICY**

*Lccc, Inc.* strives to maintain a healthy environment for your child. Maintaining a child's health, avoiding exposure to unhealthy conditions, and protecting your child from harm are our major concerns. While exposure too many contagious diseases is a normal part of childhood, we will notify you if your child has been exposed and ask you to keep us informed.

Please keep your child home if symptoms such as the following occur.

- \* Fever (over 100 degrees – if your child is at the center, you will be notified)
- \* No fever without the use of fever reducing medications for at least 24 hours, symptoms have improved.
- \* Diarrhea (two times – child must be taken home)
- \* Vomiting (two times – child must be taken home)
- \* Constant green nasal discharge
- \* Severe coughing (child makes high pitched croup – like cough or whooping sound)
- \* Difficult or rapid breathing

- \* Pinkeye
- \* Signs of lice or scabies (child must be taken home)
- \* Any other unusual signs

*Lccc, Inc.* will provide a safe and comfortable area for your sick child. Reasonable (within an hour) pick up time in case of illness is the parents' responsibility. Name and telephone numbers for emergencies must be part of your child's records at the time of enrollment.

### **PHOTOS AND PICTURES**

*Lccc, Inc.* may take or have photos or pictures taken of events or classes or special occasions and the one or other child may show in such photos or pictures. Such photos or pictures shall not be construed as the basis for any claims by parents at any time.

### **DAILY SCHEDULE**

**Infants:** The infant schedule is based on the individual needs of each child. We adhere to each baby's routine throughout the day for diapering, feeding, and sleeping. There are planned activities to encourage large and small motor development, reading and singing for language development and literacy as well as activities for sensory development. Infants spend time outside daily. Music is important to the daily routine and a variety of music is used throughout the day.

**Toddlers:** Toddlers follow a flexible schedule. Morning consists of breakfast, free play and art activities, creative and pretend activities, and outside playtime. They have lunch in the late morning, which is followed by naps on their cots. After naps, toddlers have a snack, free play and teacher directed activities. Reading books and singing round out the toddler's day.

**Pre-School:** Preschoolers begin their day with breakfast and free play. The class gathers for a morning greeting circle to plan their day. Learning centers throughout the room provide for a variety of activities. Outdoor play and small group activities provide a change of pace and learning opportunities. Lunch and rest-time are followed by snacks. Afternoons are spent in free choice or teacher directed activities and outside play. Literacy is focused on throughout the day in reading, writing, art dramatic play, music and movement.