



# Parent Handbook

MAGNOLIA KIDS ACADEMY

## WELCOME

On behalf of Magnolia Kids Academy, I would like to thank-you for your interest in our preschool. We pride ourselves in providing a safe and harmonious learning environment for all, as such Magnolia Kids Academy does not discriminate on the basis of race, color, religion (creed), gender, gender expression or orientation, age, nationality (ancestry), disability, marital status, or military status in any of our activities or operations. We are committed to providing an inclusive, stimulating, and welcoming environment for all.

We are a faith-based center. Our goal is to provide a safe and caring environment to discover the wonder of learning through play exploration by incorporating God's word and His love for them.

### **MAGNOLIA KIDS ACADEMY'S PHILOSOPHY**

At Magnolia Kids Academy, we act with integrity, contribute to and are accountable for, enabling all learners to maximize their unending potential.

#### **We are committed to:**

- *raising the standards of learning through purposeful teaching and experiences*
- *acting as positive role models for all stakeholders*
- *establishing a safe, secure, and healthy environment for all*
- *inspiring creativity and innovation*
- *making every child matter*
- *strengthening community cohesion*
- *life-long learning*

## **Magnolia Kids Academy's Policies**

### **Hours/Days of Operation**

Magnolia Kids Academy will be open Monday through Friday from **6:30 AM to 6:00 PM**. Below is a guide to our daily schedule.

Our daily schedule varies for each class but generally is as follows:

6:30 a.m. – Magnolia Kids Academy opens - Free Play

7:30 a.m. - Breakfast

**\*8.00am – School Ageds are dismissed and taken to local elementary school**

9:00 a.m. - Structured Activities (preschool program)

9:30 a.m. - Circle Time

10:15 a.m. - Morning Snack

10:30 a.m. - Gross Motor Play (outside weather permitting)

11:45 a.m. - Story Time/wash-up for Lunch

12:00 p.m. - Lunchtime

12:45 p.m. - Naptime

**\*2.00pm (Wednesdays only) or 3.00pm School Ageds Return**

3:30 p.m. - Afternoon Snack  
 3:45 p.m. - Gross Motor Play (outside weather permitting)  
 5:00 p.m. - Free Play  
 6:00 p.m. – Magnolia Kids Academy closes

**Teaching and Learning:** Our curriculum is age appropriate and literacy rich. We encourage the cognitive, social/emotional, physical and language development of each child. Children are encouraged to investigate, create, and discover in order to add to their current knowledge. We also encourage home-school links throughout Little Flower. Our daily schedules encompass active indoor and outdoor play in what we refer to as learning facility's. The indoor facility will include but not limited to Building Blocks Dramatic Play Toys and Games, Art, Library, Science/Discovery, Music and Movement, Language, Arts and Cooking.

The outdoor areas are equipped with child safe structures that provide gross motor development. This area is utilized in ways that include teacher-child interaction and opportunities for children to explore freely. Our four playgrounds are developmentally age appropriate to facilitate individual growth and development.

**Holidays:** The Facility will be closed to recognize the following Holidays; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanks-giving Day, the day after Thanks-giving and Christmas Day. If open, the facility will close by 3:00 PM on Christmas Eve and New Year's Eve. If a Holiday falls on Saturday, the Facility will be closed on the prior Friday. If a Holiday falls on a Sunday, the Facility will be closed on the following Monday. No discount or prorated tuition will be made for holidays or other days on which the facility does not operate or opens late.

### **Fees and Payment Information**

**Enrollment Fee:** An Initial Enrollment Fee of \$50.00 is due at the time the Enrollment Application is submitted. The enrolment fee is NOT refundable. An annual re-enrollment fee will apply to school age students only. An annual registration fee of \$35 will be charged June 1st of each year.

**Tuition Payment:** Tuition is due each **MONDAY FOR THE CURRENT WEEK**. **If payment is not received by Friday of that week, then your child will not be allowed to attend until fees are rendered in full.**

**Refund Policy:** No refunds or reductions will be given for days when children do not attend due to illness, vacation, or other reasons.

Tuition is based on a weekly rate only. No discounts will be made for holidays or other days on which the facility does not operate.

**Late Payment:** Tuition is considered late if not received by Close of Business Wednesday. If tuition is not paid by this time, a \$25.00 late fee will be added by WEDNESDAY of the current week to the balance due.

**Returned Checks:** If your check returns for any reason, \$35.00 will be charged to your account. If checks are returned on a recurring basis, we may require that your account be paid in cash only.

**Late Pick-up:** After 6:00 PM there is a late pick-up fee of \$25 for the first 10 minutes, and an additional \$1 for every minute thereafter. LATE PICK-UPS ARE DEFINED BY MAGNOLIA KIDS ACADEMY AS 6.01 PM. AS SOON AS YOU REALIZE THAT YOU WILL BE LATE. PLEASE CONTACT THE FACILITY IMMEDIATELY. If we do not hear from you by 7:00 PM and all attempts to contact you and your emergency contacts have failed, the Facility will call the Casselberry Police Department and the Florida Department of Family and Children Services.

**Late Drop Off:** If you will not be dropping your child off by 9 AM you must call the facility to notify us of what time he/she will be dropped off.

**Payment Disputes:** If the facility is requested to take legal action for the non-payment and/or nanny placement fees, the parent will be responsible for any placement, legal/attorney fees incurred by the Facility.

**Sick / Vacation Policy:**

In order to preserve your child's place, half of weekly tuition fees will be required if your child is absent for illness, emergency or any other reason. You will receive 1 week vacation after 1 year enrolment. Vacation credits can only be taken if your child is out for a calendar week (Monday through Friday).

**Withdrawal Policy:**

A minimum two-week written notice is required prior to disenrollment. You are responsible for payment for those two weeks whether your child attends school or not.

The Facility reserves the right to disenroll any child for any reason at any time to include non-payment for services, severe behavioral issues that may affect the safety of other children and non-compliance with administrative policies.

**Illness & Medication Policy:**

In accordance with Florida law and for the well-being of all children at the facility, we do not allow sick children in the Facility including but not limited to a severe cough or sore throat, undetermined rash or spots, temperature over 100 degrees, severe headaches, upset stomach or diarrhoea. Your child cannot be accepted into the facility until they are well or has been without fever or other symptoms for 24 hours.

We strictly enforce our illness policy for the benefit of all our children and we kindly request your full cooperation by picking up a sick child within one hour when you are called to do so in the event your child has a communicable disease and a release from a medical source may be required before your child re-enters the facility.

Magnolia Kids Academy will notify parents if your child has been exposed to a communicable disease that has been introduced into the facility.

**Medication Policy:** Magnolia Kids Academy will distribute prescription medication at 11:00 AM and 3:00 PM. Prescriptions must include the name of the child and the amount to be distributed. Over the counter or as needed medications will also require a doctor's prescription.

**Emergency Medical Treatment:** In the event of an emergency involving my child and if Magnolia Kids Academy cannot get in touch with me, I hereby authorize any needed medical care. I further agree to be fully responsible for all medical expense incurred during the treatment of my child and to hold harmless and release Magnolia Kids Academy from all liability. **The Medical Facility this facility uses is Florida Hospital, Altamonte Springs, Florida.**

### **Health and Immunization Form Requirements:**

In accordance with Florida State law, parents must present the following current state required forms within 30 days of enrollment (excludes school age children) and/or within 30 days of form expiration date:

- 1) DH Form 3040—Student Health Examination
- 2) DH Form 680—Florida Certification of Immunization. Part A-1, B or C

If forms are not received within these time frames, your child will be dis-enrolled until forms are received.

***\*If your child receives an updated immunization or medical treatment, it is strongly recommended that they stay at home on the day of their treatment as reactions can occur.***

**PLEASE NOTE – AS SOME CHILDREN ARE EXEMPT FROM IMMUNIZATION, NOT ALL CHILDREN WHO ATTEND MAGNOLIA KIDS' ACADEMY MAY BE IMMUNIZED.**

### **Food Policies:**

At Magnolia Kids Academy, we pride ourselves in providing healthy and nutritious meals and snacks. In partnership with the Florida Child Care Food Program, we ensure children receive a good supply of water and milk together with:

- Fruits and vegetables
- Whole grain cereals, crackers, breads, pasta etc
- Child Nutrition meats and dishes

***Please refrain from sending high-fat snacks, sugary drinks (e.g. sodas, sports drinks etc)***

At Magnolia Kids Academy we provide breakfast, lunch, and afternoon snack. Breakfast is served from 7:30 AM until at 8:30 AM.

Children are not allowed to bring food from home. If your child has some dietary restrictions, you can bring lunch from home. A form must be filled out at the front desk. A doctor's note is required to bring food from home. Lunches requiring refrigeration should be dropped off in the lunch room and include the child's name and classroom.

Parents are encouraged to provide cake for birthdays or snack foods for other celebrations. Food must be store bought. Food must not contain peanuts and must be made in a peanut free facility. Please notify child's teacher in advance of your plans.

Please remember several children at the facility have severe food allergies. Therefore, parents must not offer children food without the express permission from the Facility.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the facility in writing. MONTHLY records of meals and snacks are posted for your review in the front lobby.

**Infants and Toddlers** will not necessarily follow the same schedule as the pre-schoolers. They may not be capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labelled. Toddlers usually eat meals and snacks on a set meal schedule. A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps and various comments about the child's day.

### **Breastfeeding Policy**

At Magnolia Kids Academy, we are committed to providing a breastfeeding friendly environment for our enrolled children and staff. As a result, we aim to ensure that:

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a reserved area to breastfeed their babies or express milk. This area has a comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.
- A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the Infant Room refrigerator. Mothers should provide their own containers, clearly labelled with name and date.
- Sensitivity will be shown to breastfeeding mothers and their babies. We are committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

- Staff shall be trained in handling breast milk. All facility staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. We follow Department for Children and Families guidelines to avoid waste and prevent food borne illness.
- Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.
- Breastfeeding promotion information will be displayed. We will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the facility.

### **FOOD ACCEPTANCE PERMISSION**

In the interest of Health, Safety and Nutrition please be aware that occasionally your child, may have the opportunity to have food, snacks or drinks that is not part of Magnolia Kids Academy daily and weekly menu. These activities or occasions may include food, drinks or snacks brought in by other children's families to celebrate birthdays, festivals, or other forms of celebrations. For example, Cupcakes, Potato Chips, Cakes, Soft Drinks etc...

If you do not wish to give permission for your child to accept food from other activities or occasions, please notify in writing to [Info@MagnoliaKidsAcademy.com](mailto:Info@MagnoliaKidsAcademy.com)

**Teacher/Parent Policies:**

**Babysitting:** Magnolia Kids Academy **does not allow** employees to solicit babysitting positions for children enrolled at the school. As such, staff are not allowed to take children off facility premises, even if parents request the employee be added to a pick-up list.

**Nanny Placement Fee:** As above hiring of our teachers by parents is highly discouraged. If a parent does hire a teacher for a position (i.e. nanny) then the parents shall immediately be obligated to pay the facility a \$1000 placement fee.

**Photo Release Acknowledgement:**

I understand that my child may be photographed while participating in activities at Magnolia Kids Academy and/or on field trips with Magnolia Kids Academy. I understand that these photographs, at the Facility's discretion, may be used in advertising materials. I understand that if I do NOT want my child's photograph posted on advertising materials, I must notify the Facility Management in writing.



## BEHAVIOR POLICY

**At Magnolia Kids Academy, we understand that the true definition of “discipline” is “to teach”. Our philosophy is simple - good behavior is learned by doing and by experience.**

It is not only normal for young children to test the rules and limits, it is developmentally appropriate. Part of being a child means learning where the limits are. Children at Magnolia Kids Academy will learn good behavior through their environment, their teachers, and the atmosphere. Good Behavior is taught by offering well-organized stimulating classrooms that minimize opportunities for inappropriate behavior to occur. There are no “idle hands” at Magnolia Kids Academy. We also understand that age is the most critical factor in defining good behavior. Children can only be asked to do so much based on their age. Our staff focus on dependable routines and clear, consistent, developmentally appropriate rules and expectations.

### **How We Teach Good Behavior:**

- Each classroom is designed to offer many opportunities for children to make positive choices in activities, friends, and interactions.
- Children learn to behave positively. If a child does not get sufficient attention for behaving well, they will likely get it by behaving badly. However, specific, immediate, and sincere praise will positively affect a child's self-esteem and positive behavior will follow.
- Teachers provide children with immediate feedback for negative behaviors by clearly explaining to the child why the behavior was inappropriate and providing the child with alternative choices for good behaviors.
- Ultimately, the most powerful reward for a young child is an adult's time and attention. We teach good behavior by offering plenty of time, love, and attention.

### **Addressing Difficult Behavior**

Children are not permitted to hurt themselves or others. This includes both physically and emotionally harmful actions such as name-calling or belittling friends. If a child is having difficulty making good decisions, the child will be given short periods of “thinking time” for guidance and then taught positive decisions. Consistent behavioral issues will be discussed as a team with the parents and teachers so that we can work out a solution together.

***Our Guidance Policy is in compliance with State of Florida Child Care Statutes: 402.305 Licensing Standards; Childcare Facilities, (12) Child Discipline (as follows):***

Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

- 1) Children shall not be subjected to discipline which is severe, humiliating, or frightening.
- 2) Discipline shall not be associated with food, rest, or toileting.
- 3) Spanking or any other form of physical punishment is prohibited.

### **Disciplinary Practices**

The goal of discipline is to help children see the sense in acting a certain way. This is a time-consuming task and we always keep realistic expectations of each child's behavior. His/her developmental age and stage will be taken into consideration. At Magnolia Kids Academy we encourage positive behavior in the following areas:

- Allowing the child choices of activities, equipment, and materials, giving them a feeling of control over their environment so that conflict with others can be avoided.
- Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, or kicking.
- Fostering good communication and developing confidence and good relationship with others by communicating at eye level, listening attentively, and making simple request in positive way.
- Recognizing and re-enforcing positive behavior. Acknowledging children when they are behaving appropriately and immediately complimenting them. Praising good behavior is one of the most effective discipline methods used at MKA.
- Clearly defining and consistently maintaining limits in the classroom. Classroom rules are kept simple, clear and few to set limits that children can learn and depend on.

If a child is having trouble controlling their behavior:

- The teacher may suggest or help the child become involved in another activity in which he can be successful. Redirecting the child helps them avoid negative situations in which they may be rejected or frustrated, which may prevent escalation of the problem.
- If a problem still exists, the child will remove from the play area and given time away from the group for self-quieting to regain control. Self-quieting teaches internal control and self-respond ability. The child determines the time limit for this personal time. He/She may return to the group when he/she is ready.

If unacceptable behavior occurs:

- Whiting one week, the parents will be scheduled for a conference to create a Behavior Intervention Plan and to discuss possible solution.
- Ongoing documentation, "journaling," will begin, which will describe detailed daily behavior withing the classroom.
- If necessary, a development screening through an agency such as Early Learning Coalition be recommended. While it is our desire to work through behavior related issues in the manner described above, **AGGRESSIVCE PHYSICAL BEHAVIOR WILLNOT BE TOLERATED.** Any physical abuse against an

employee or another student, striking another with foreign object, choking, kicking, pulling hair, scratching, and biting are all consideration for immediate dismissal. Parents will be help responsible to any destruction to school property.

**NOTE:** In case of a serious misconduct issue, steps 1-8 may be passed. Any student suspended for behavior or disciplinary reasons will be billed during the suspension period.

*\*This policy serves as formal notification to parents about Magnolia Kids Academy disciplinary practices.*

## **BITING POLICY**

### **Statement of intent**

Biting is part of a normal developmental stage for young children who are teething and are still developing their language skills. It is usually a temporary condition which is most common between 13 and 24 months of age. However, because of the danger this behavior represents to other children, repeated biting in a group childcare setting cannot be tolerated and requires positive intervention on the part of both the staff and the parents.

### **Aim**

The staff will always maintain a close and constant supervision of the children but due to the speed and randomness with which biting incidents often occur, it is not always possible to prevent these from happening. Our biting policy addresses the actions the staff will take if a biting incident occurs.

### **Method**

When a biting incident happens it is very scary, frustrating, and stressful for children, parents, and staff. It is also not something to blame on children, parents or staff, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it does achieve results: the desired toy, excitement, or attention.

### **Our policy for handling a biting incident is as follows:**

- The biter is immediately removed from the group with a firm "No.... we do not bite people"
- The bitten child will be comforted immediately and the bitten area washed with soap and water.
- Appropriate first aid action will be taken where deemed necessary.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- The biter will be spoken to in a manner which he or she can understand and will be redirected to another area or time-out.
- A report of the incident will be made in our accident book and the parents of both children will be notified of the incident.
- Confidentiality of all children involved will be maintained.
- We look at the context of each biting incident to see if a pattern can be identified, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.

- If a child bites more than once, a member of staff will shadow them (if staffing allows for such action) for as long as is felt appropriate both to protect potential victims and to try to understand why the biting is happening.
- Exclusion from Magnolia Kids Academy would only be contemplated in extreme circumstances and in consultation with child's parent.

### **MAXIMISING YOUR CHILD'S POTENTIAL**

At Magnolia Kids Academy we know the early years of a child's life are the most important time for learning and gaining new skills. Eighty percent of all brain growth occurs by age 3. In order to help your child reach their full potential during this important time, we have a program to monitor your child's growth and development. This helps us identify any delays in your child's development. It gives us a chance to work with your child to develop these areas so that, if needed, they can "catch up" to other children their age.

Magnolia Kids Academy has trained its staff in techniques for observing and screening the skills and abilities of young children. We use a growth and development chart to identify what activities most children perform at certain ages. With your permission, we will periodically observe your child at play and in interaction with other children and record our observations and compare the information in relation to the growth and development chart.

Parents are an important part of this process. There are many ways you can be involved. You can provide information to our staff about behaviors, skills, and abilities you notice at home. We can provide a checklist for you to use to help guide you through this process (Florida Domains). You may also want to participate on the days we observe and screen your child. We will be happy to work with you to schedule this. If the screening shows your child is performing the tasks and activities appropriate for their age group, we will provide you with a review of the observations and screening we have done. It will include ideas for activities you may want to use to help your child strengthen these skills to move on to the next step of their development. If this screening has identified specific areas where there is delay or your child is not doing the activities and tasks seen in other children your child's age, we will give you information about scheduling a further assessment. That may identify whether a delay truly exists and may help identify the best ways you can help your child reach their full potential.

All information we gather is confidential. We do not share this information with anyone without your specific permission. If you want your child to be part of our observation and screening program, please complete the form below and return it to me. If you have any questions, please do not hesitate to call me.

Sincerely,

Ms. Maria Santos

**Permission to Screen**

I give Magnolia Kids Academy permission to periodically observe and screen my child \_\_\_\_\_ for possible developmental delays.

Child's Birth Date \_\_\_\_\_ Was child born prematurely? Yes\_\_\_\_ No\_\_\_\_\_

If yes, how many weeks did the pregnancy last? \_\_\_\_\_ weeks.

I understand this information is confidential and will not be shared with anyone unless I have been given my specific permission.

Parent or Guardian \_\_\_\_\_ Date\_\_\_\_\_

**Individual Observation and Screening Record**

Date Screening Began\_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Age \_\_\_\_\_

Was the child born prematurely? Y\_\_\_\_ N\_\_\_\_ If so, what was the length of the pregnancy? \_\_\_\_\_ weeks.

Is there a current physical on file? Y\_\_\_\_ N\_\_\_\_ Did physician identify any delays or other items that should be considered?  
\_\_\_\_\_

Has child had vision screening? Y\_\_\_\_ N\_\_\_\_

Has child had hearing screening? Y\_\_\_\_ N\_\_\_\_

Name of Staff Person Assigned\_\_\_\_\_

**FINANCIAL OBLIGATION FORM**

A weekly payment plan for tuition is available and is the preferred method of payment. All payments must be paid on Monday for the forthcoming week.

I wish to be billed according to the plan I have selected. I agree to pay, in a timely manner all tuition, book use fees, activity fees, testing fees, extended care fees, class fees, and any other applicable to the selected payment plan. I agree to remove my children from Magnolia Kids Academy if my account is not paid in full no later than the third day of non-payment of tuition. I also realize \$ 25.00 late fee will be charge to my account and If tuition is not paid by Wednesday evening.

Tuition is considered late if not received by Close of Business Wednesday. If tuition is not paid by this time, a \$25.00 late fee will be added to the balance due.

If payment is not rendered by the end of the week, your child will not be allowed to return until payment in full is received.

I agree to pay full tuition each week regardless of vacation, illness and or Holidays.

I understand that if I receive School Readiness funds, non-payment of my tuition fees will be reported to the appropriate coalition office, which may affect my right to receive further funding.

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Parent Signature

## PARENTS ROLE

**Welcome!** Magnolia Kids Academy is open to you the parent at any time. We do request that you make your presence known immediately to the person in charge. We request your co-operation in not disrupting our program and in the interests of safeguarding, parents are not permitted access the facility at any time whether their child is present or not without authorization from staff.

High quality pre-school experiences can only be achieved through a close partnership with parents, children, and staff.

### **Active parent involvement includes:**

**Provide Updated Contact Information!** Parents provide the Facility with complete contact information at enrolment. Parents should be sure to keep this information current. Imagine your child becoming very ill and the Facility being unable to contact you because your phone numbers are no longer current. If this occurs then Magnolia Kids Academy may be forced to call 9-1-1. This can clearly be distressing for all but most of all for your child.

**Provide the Facility with Medical Updates!** Infant/toddler medical information may change as the child gets older and/or new foods are introduced. Parents need to keep the **Director and Teacher** informed in writing of any special needs the child may have, including food allergies or dislikes, problems with naptimes, toilet habits, favorite toys, and games.

**Be sure to pick your child up on Time!** As indicated in your enrolment paperwork, Magnolia Kids Academy closes promptly at 6:00 p.m. Children get distressed when consistently picked up late. While we understand severe weather and/or traffic may cause delays, parents should plan accordingly. Late pick up fees will only be waived if more than 3 families are affected by severe weather and/or traffic delays. Please also note, consistent late pick up will result in dis-enrolment.

**Be familiar with Little Flower's Medication Policies!** As indicated in our medical authorization form, medicine will be distributed twice daily at 11:00 a.m. and 3:00 p.m. If medication is required for more than 5 consecutive days, a new authorization form must be completed. ALL medicines, both prescription and non-prescription, must be in their original containers. Non-prescription medicines will not be administered for more than 3 consecutive days without a doctor's note. Medications, other than "as needed" medicines, must be picked up each Friday. Parents may NOT mix medication into Sippy cups or bottles. Please note, distribution of medication is a service offered, not a state mandated requirement. While we will make every effort to administer medicine, there may be occasions when we are unable to do so.

**Check your child's folder daily!** Your child's folder is a primary form of communication between the teacher and the parent. Included in your child's folder will be a daily sheet (children 3 and under) providing important information regarding your child's day as well as any communications regarding

items we need from you (diapers, diaper cream, change of clothes, etc). Also included in your child's folder may be activities that your child is currently working on (cutting activities, writing activities, language activities, etc.) Please go over these activities with your child so that they may share with you what a wonderful day of learning they have experienced.

**Help us maintain a healthy environment for your child by keeping sick children at home!** As indicated in our facility policies, we firmly believe sick children should be home with their family so that they can be properly cared for and so that contagious illnesses are not spread at the Facility. This includes; a severe cough or sore throat; undetermined rash or spots; temperature over 101 degrees; severe headaches, upset stomach or recurring diarrhea. Your child should remain at home in your care until he or she is free of symptoms for 24 hours.

**Be sure to pick your sick child up within 1 hour of being notified!** Children can become very ill very quickly. While we isolate and monitor the child at the front desk, this is not a long-term solution. For the benefit of all our children, we kindly request your full co-operation by picking up a sick child within one hour when you are called to do so. Consistent delays in picking up sick child in a timely manner may result in dis-enrolment.

**Enjoy special events and classroom parties when your schedule allows!** Children love when their parents are able to visit them at the Facility and participate in special events. While your schedule may not allow you to participate in all events, hopefully, you can make arrangements to join us periodically.

**Compliments or Complaints!** At Magnolia Kids Academy we aim to ensure the very best possible provision. If you have a concern, please speak to your child's class-teacher initially. However, if your concern is not resolved or you consider it sensitive or confidential, please contact Ms. Maria.

**Emergency Preparedness!** Safety is our number one priority; therefore, Magnolia Kids Academy maintains an **Emergency Plan** that contains procedures for a number of emergency circumstances. As such, we ensure we routinely conduct evacuation drills. In the event of an emergency that forces the children and staff to evacuate the facility and grounds then the 'safe place' for assembly is **Sterling Park Elementary School**.



## **RECOGNIZING THE SIGNS OF CHILD ABUSE AND NEGLIGENCE IN THE STATE OF FLORIDA**

The physical and sexual abuse constitutes clearly mistreats, but also the negligence, which is the failure of the parent and others in charge to provide food, clothes and necessary care. The child also can be abused emotionally when they are rejected, excluded or continuously insulated. The child can show fear toward an adult person individually, might show difficulty trusting people or forging friendships, sudden changes in the sleeping and eating habits, inadequate sexual conduct, lack of hygiene, always hiding and shows an aggressive behavior. These are some of the warning signs that a child and his family need aid.

### **An abused child may show some of these signs:**

- *Burns, bruises and other unexplained injuries*
- *Diaper burnings and rash cause by the failure of changing diapers frequently*
- *Fear towards parent or legal tutor*
- *Faded bruises or injuries in the process of healing after time out of school*
- *Difficulty at walking or when sitting*
- *Extreme changes in behavior*
- *Delays in the physical or emotional development*
- *Need of medical and/or dental attention*
- *Strong body odor or dirty appearance*
- *Knowledge of sex advanced for the child's age*

### **An abusive adult could show the following behavior:**

- *Lack of interest in their child and it's well being*
- *Child is useless and a big responsibility*
- *Avoid questions or conversation regarding injuries in the child*
- *Show signs of drug or alcohol abuse*
- *Use of severe/violent discipline or request for others to do it against the child*
- *Hiding of facts related to the child*
- *Blaming, isolation and insults to the child*
- *Beat the child with hands, fist or objects*

***If you or anyone you know suspects that a child is being abused, please contact 1-800-96-ABUSE. This is the correct action.***

**INFANT ROOM**

- Diapers (approximately 24 diapers per week, the diaper change is every two (2) hours)
- Wipes (1 or 2 packages per week)
- Sheets for the crib (2 per week)
- Blanket (2 per week)
- Pacifier (We keep 1 or 2 in the classroom)
- Extra Clothes (1 or 2 changes per day)
- Socks (1 extra per day)
- Bottles (Ready to use, quantity depends on child schedule)
- Bottled Water (for formula preparation, Magnolia Kids Academy will only use boiled and cooled water in absence of bottled water in accordance with Florida Health WIC guidelines)
- Food (Veggies, Fruits and snacks)
- Diaper Cream
- Complete the Feeding Schedule if something in the diet changes.

**Toddler Room:**

- Diapers (approximately 24 diapers per week, the diaper change is every two (2) hours)
- Wipes (1 or 2 packages per week)
- Blanket (2 per week)
- Extra Clothes (1 or 2 changes per day)
- Socks (1 extra per day)
- Diaper Cream
- Complete the Feeding Schedule if something in the diet changes.
- 2 Sippy cups; one for water and one for milk.

**Two's Preschool and Pre-K:**

Blanket (2 per week)

Extra Clothes (3 changes)

Socks (1 extra per day)

Pull Ups with Velcro on the sides

Underwear

Sippy Cup for water

**IMPORTANT:** We encourage you to read your child's Daily Report every day. That is the way you will know how their day went and what you will need to bring the next day.

**PARENT PERMISSION FORM**

I hereby certify that I am the parent/guardian of \_\_\_\_\_ and give my permission for the following: (Please INITIAL below items for permission)

**Photo Release:** I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_

I give permission for my child's photography or video image to be taken while he/she is in the care of preschool personnel. Such images may be posted in classrooms or other appropriate places within the facility, used in facility presentations or promotional materials or distributed to staff or clients. I understand that I may terminate permission at any time in the future.

**Photos, Videos & Internet Images** I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_

I give my permission to display photos and videos of my child(ren) via Magnolia Kids Academy Internet video camera system. I also agree that Magnolia Kids Academy may use photos and videos of my child(ren) for in print, online and other lawful advertising and marketing purposes.

**Authorization for Emergency Medical Care:** I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_

In order to meet all legal requirements, I hereby authorize the Director of the preschool or the person in charge, in the event of their absence, to give my consent for any and all necessary emergency medical treatment for my child while my child is in the individual's custody. In the event of serious illness or accident, and I cannot be immediately contacted, I give permission to have my child moved by ambulance and undertake the responsibility for any the payment incurred.

**Authorization to Transport:** I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_

For field trips and in the event of an emergency that requires the facility to vacate the premises and I/my contacts are unreachable, I hereby authorize the Director, or the person in charge in the event their absence, to transport my child to a safe environment until I can be reached.

In witness of our consent and agreement to the matter stated above. We have subscribed our signatures below:

Parent(s)/Guardian(s):

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

## COMMUNICATION POLICY

At Magnolia Kids Academy, we pride ourselves in open and honest communication. As such, the following provides guidance to ensure all aspects of communication are effectively and addressed.

**Grievance Policy** - Open and honest communication between families and Magnolia Kids Academy is essential. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance the Site Director.

**Annual Surveys** - As part of our program evaluation, in the fall of each year Magnolia Kids Academy undertakes family and staff surveys to evaluate our program. These can take a variety of forms, but helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses. We also maintain ongoing Testimonials of our service that families can complete and return at any time.

**Family Involvement** - Magnolia Kids Academy encourages families to be very involved in their child's development and education. We aim to be both open and transparent and therefore, as much as reasonably possible, operate an 'open door policy.' This means, family members are welcome to visit at any time during class sessions. We use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child development and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share.

**Family and Teacher Conferencing** – Magnolia Kids Academy staff, whenever possible, communicates with families on at least a weekly basis regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Family and Teacher conferences are held both the Fall and Spring, as well as when either party requests. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with staff at any time. Although in-person daily contact cannot be replaced, our staff also rely on notes home, emails, phone calls, newsletters, and bulletin boards as alternatives means to establish and maintain open, two-way communication.

**Non Discrimination** - It is the policy of Magnolia Kids Academy not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its education programs, activities, or employment policies.

## **FACILITY POLICY ON SMOKING AND VAPING**

In the interest of Health and Safety, please be aware that law prohibits smoking and vaping on the premises of Magnolia Kids Academy.

Please sign below to acknowledge you are now aware of the Smoking & Vaping Law and will support it whilst present on the grounds of Magnolia Kids Academy.

All at Magnolia Kids Academy thank-you in advance.

**PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

By signing this document, you are acknowledging that you consent for child care personnel at Magnolia Kids Academy to have access to your child's records and that you have received, read, and understand the enrolment information and the following documents:

- Know your Child Care Facility Brochure
- Discipline Policy—Steps for inappropriate Behavior
- Magnolia Kids Academy Parent Handbook

Child Name: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ Parent /Guardian Print Name

\_\_\_\_\_ Parent / Guardian Signature

\_\_\_\_\_ Date