Parent Handbook

8/1/2026

FOUNDATIONS
EARLY CHILDHOOD EDUCATION CENTER

Welcome to Our Preschool Family

Welcome to Foundations Early Childhood Education Center. We are proud and excited to be serving Englewood area families. Foundations offers a lively childcare facility that provides a home like environment. We like to think of our center as a place that children and adults consider their second home… a place where they are accepted and loved… a place where laughter and play are cherished.

We hold special pride in our center's professional staff. Selected for their knowledge of child development as well as their strong interpersonal skills, they are the strength of our program.

It is the role of all staff members to not only facilitate the learning of the children, parents and one another, but to work as encouragers to the important work of parents. We are pleased to embrace this role.

Again, we are very happy to be welcoming you as part of our preschool family and look forward to working with you.

Sincerely,

Amy Cloutier

Amy Cloutier
Center Director

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Philosophically Speaking

Childhood is a time like no other. It's a time for exploring… for creating… for discovering oneself… for meeting the world… for learning how to learn… for being accepted "just the way I am". It's a time for being cherished… a time for being allowed the time to be a child.

We believe that children will thrive in an environment that is designed for the many styles of learning. Children will explore concepts through hands-on learning, foster a spiritual foundation, become accountable for their choices, and gain a greater respect for our local community.

Together these elements create a warm, respectful classroom that is perfect for exploration. A solid foundation is the cornerstone for success.

Our Christian Based Program

Our program is proud to be based on Christian philosophies and is happy to serve as a ministry to the church. Children participate in a weekly chapel which provides an interactive experience complete with a short devotion. Our classroom environment provides access to Christian storybooks, educational games, and pictures. Children and staff members are given the opportunity to pray before meals and snacks. We provide a Christian based curriculum that provides daily exposure to Christian philosophies through activities within the classroom.

Some Background

Foundations at Englewood Methodist Church was renamed in June 2023 and has served this community for many years. We provide services to families in both Sarasota and Charlotte Counties. We offer many types of services for children one to five years old.

Our services stretch beyond childcare to support the whole family. Families enrolled in our center receive daily written communication, prompt attention to any concerns and parent – teacher conferences twice a year. Families gather throughout the year for social events. A monthly newsletter is provided that outlines the centers activities and policy changes. Many classrooms have planned activities that are specific to their classrooms.

Foundations does not discriminate in the enrollment of children or selection of staff or volunteers upon the basis of race, color, creed, age, religion, sex, national origin, varying ability, or status as a veteran.

Our Facility

Foundations education building has been designed with the needs of children topmost on our minds. Our center is equipped with a keypad entry system that requires each person to utilize a unique code for access to the building. Telephones are available for emergency contacts in areas where children play, and staff members' work. Our electronic check in/out kiosk requires a biometric fingerprint scan and personal ID code. Camera surveillance is located within the education building for added security.

Our outdoor space was renovated in 2009 with the addition of an infant/young toddler playground in 2017. In all, it includes separate play spaces for the youngest to oldest children. Our play spaces are contemporary with traditional features such as a tricycle path and sand exploration areas. The playground is complete with security cameras and limited access to non-program persons.

Within the education building there are 10 roomy classrooms, a play space for bad weather days, full kitchen, and several office spaces. The staff members enjoy a separate space for planning and break. All classrooms have large windows that provide natural light; classrooms occupied by our younger children have a full child-sized bathroom.

Foundations is licensed to care for 125 children at one time.

Our Staff

We employ people who are mature, warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek staff who value working as a team with parents, colleagues and volunteers.

We select our staff carefully in order to provide the best possible care and education for children. Lead teachers are selected for their level of expertise with children and adults. They must have or obtain an FCCPC or National CDA within their first year on staff and maintain current first aid and CPR certifications.

Financial & Tuition Policies

Fees are determined by the Academy Board and Director; rates are based on those charged by programs of similar quality and do not meet the actual cost of care we provide. We currently offer full and part-time services for children aged two through five (Full time only for Infants and Toddlers). *Part time offerings can change at any time and are only available if we see fit*

NO REIMBURSEMENTS ARE MADE FOR UNFORSEEN CENTER CLOSINGS OR HOLIDAYS

Tuition Fees

Tuition fees are due on Monday for the upcoming week. We offer the following billing options to our families:

- ✓ Weekly -Payments are due no later than Friday at pick up. Payments made after Friday of each billing cycle will be charged a $30.00 late fee for every week it is not paid.

If your child is out for any reason, you are still responsible for FULL tuition payments.

You will always be paying your childcare service fees in advance to ensure that your family is eligible for services.

*School readiness children: If you miss more than your allotted 3 days, you will be responsible for regular tuition fees to make up for those days. *

Tuition Collection Methods

Upon enrollment you will be provided with a Tuition Express application which is a service that automatically deducts tuition payments from your specified checking account, savings account, or credit card of your choice. Your payments will be safely and securely processed by Tuition Express according to your selected billing cycle, giving you peace of mind that your tuition has been paid on time. Payments are processed on Mondays for your current billing cycle. A full week's tuition is due (unless otherwise stated) even if the center is closed due to Holidays or Weather.

Additional Fees

There are additional fees that will be collected while your family is enrolled at Foundations. The only exception to this is VPK only students. There are NO fees for VPK Only:

- ✓ $200 Non-Refundable Annual Registration Fee/Per family (collected at registration)

This reserves a spot for your child and helps with registration costs.

- ✓ There will be a 3.0% charge for anyone who uses a credit card. No fees for checking autopayments and cash.
- ✓ Declined credit cards will have a $10.00 return fee applied to your account.
- ✓ A $30 late fee is applied to any balance that is not paid during the current billing period.

Late Tuition Payments

Late payments are not accepted unless otherwise approved by the Director. Payments are due no later than the Friday, you are billed weekly for the upcoming allotted time. Failure to submit payment will result in your child not being able to return on Monday. Reminder notices of outstanding balances are emailed each Wednesday. This measure is in place to eliminate the need to carry a balance that will become a hardship to pay. A late fee of $30 will be applied.

Check Policy

We do not accept tuition/registration payments in the form of a check.

Additional Day Fee – Non-VPK & Part Time Enrollment

We understand that circumstances occur that may require having your child attend additional days. We try to offer flexible options for families when this happens. Additional days are billed as a "daily rate" and are subject to availability. If you are in need of additional days, please confirm availability with your child's teacher then speak with an administrator for billing purposes.

Late Pick-Up Fees

The Late Fee is $30.00 per minute per child if they are checked out after 11:35 am for VPK only students or 5:25 pm for all other students. These fees will be billed to your account. If you feel that you will not make it by either of these times, please contact the center immediately so that proper arrangements can be made for continual supervision. It is important that everyone be in the building, gathering all belongings and out the door by 5:30 closing time.

Two Week Notice

Families who are leaving Foundations are required to provide a two-week written notice to the Director. You are responsible to pay for the two weeks even if you choose to exit the program earlier. This amount will automatically be posted to your account upon receiving the written notice. Full and final payment on your account is due the last day services are rendered.

Tuition Assistance Program

Foundations underst ands that financial hardships can strike at any time. We have a small fund available to assist families to remain in care during temporary financial hardship. For more information, please speak with the Director.
We also encourage you to apply for yearly assistance with the Sarasota Early Learning Coalition. https://earlylearningcoalitionsarasota.org

Program Information & Guidelines

Our Disciplinary Approach

Children at Foundations will not receive physical punishment. Children who have conflicts or problems with others will be encouraged to verbalize their feelings or concerns. Even toddlers with non-verbal skills will hear their caregivers' describing problems, solutions and logical consequences. The role of the adult at school is to be a helper to positive problem solving. Our staff members view discipline as guidance, not punishment.

We want children to value cooperation and teamwork. We want to help them learn peaceful approaches as a way to get along. Our spaces are set up with preventative measures in mind. Multiple toys are provided; verbalizing feelings, redirection and explaining to children what they may do are some of the techniques we use.

Discipline, i.e. guidance, will always be positive, productive and immediate when behavior is inappropriate.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by an employee or by parents or any other person on the premises.

Zero Tolerance

Safety is a top priority at Foundations therefore we maintain a zero-tolerance policy on bullying. Children who display aggressive, threatening behavior purposefully towards other children and staff members will be asked to leave the center immediately for the day.

Additional actions must be taken by all parties involved to ensure future enrollment. These actions include but are not limited to, behavior management plans, formal screening and referral and observations by outside agencies. If you choose not to participate in additional actions, services will no longer be provided.

The Probationary Period

Not all centers are a match to a child's unique needs, and we understand that children need time to adjust. All children enter Foundations under a probationary period which will last for 4 weeks. During this time our staff and you will be able to determine if our program meets your child's individual needs. Service may be terminated at any time during the probationary period for any reason by either party without financial consequences.

Center Ratios and Group Sizes

We are authorized to serve a licensed capacity of 125 children.

Infants (8weeks – 1 yr)	8
Toddlers (1yr – 2yr)	12
Twos (2yr – 3yrs)	18
Early Preschool (3yr – 4yr)	26
Pre-K (4yr – 5yr)	44 (11 per room)

We make every effort to maintain a better than required child/adult ratio and class size. There are times our class sizes may be larger than preferred, but our ratios are always within requirements:

Infants	1:4- Groups no larger than 8
Toddlers	1:6 – Groups no larger than 12
Twos	1:11 – Groups no larger than 9 / classroom (we will strive for 9)
Early Preschool	1:15 – Groups no larger than 13/ classroom (we will strive for 12)
Pre-K	1:11 – Groups no larger than 11/ classroom unless a 2nd teacher is added

Transitions

Transitions to a new group can be very exciting and sometimes a little scary. We strive to make every move into a new classroom a pleasant, "seamless" experience for all. We make every attempt to allow for a transitional period so that the child and the parents gain gradual exposure to the room and its practices. This also allows the "new" teacher time to learn about the child, family and customs. Usually, a transitional period lasts two weeks. Each day the child's visits to the new classroom become a bit longer, working up to a full day.

In the event that a transition is not working as planned, an extended transitional period action plan will be put in place. This is completed with the help of all parties involved including parents, teachers and the director. * Not all children need a transitional time*

Food Policy

It is the responsibility of the families to provide breakfast, lunch, and snacks for your child. We ask that when picking out these items you keep in mind health and nutrition. No candy and soda are allowed to be packed in lunch boxes. Please be aware of all the allergies within the classrooms and please do not pack anything that may be harmful to the classroom.

VPK students need to be given breakfast at home if they arrive at school after 8:00AM

Infant Program

8 weeks to 1 year

Our Infant Program provides a safe, nurturing, and stimulating environment where babies can grow, explore, and thrive. Designed for children ages 8 weeks to 12 months, our program supports each infant's development at their own pace through responsive caregiving, individualized attention, and age-appropriate activities.

We focus on building strong bonds between caregivers and babies, encouraging secure attachment and emotional development. Our daily routines include tummy time, sensory play, music, story time, and plenty of opportunities for language and motor development. Each child's feeding, sleeping, and diapering needs are met with consistency and care. Parents receive daily updates and photos, ensuring a strong home-school connection. Our experienced and loving staff are trained in infant care, CPR/First Aid, and early childhood development, giving families peace of mind that their little ones are in the best hands.

- ✓ 1 Full Set of Extra Clothes
- ✓ 1 box of large Zip Lock bags for soiled clothing
- ✓ Diapers and diaper cream
- ✓ 1 unopened package of wipes
- ✓ Prepared bottles
- ✓ Crib Sheet - This attaches to their mat for sanitary purposes
- ✓ Family Photos

Toddler & Twos Preschool

12 Months – 3 Years

In designing our toddler program, we understood that these children learn with their whole bodies and learn by doing. In planning for these children our teachers are prepared to be flexible and spontaneous. Because they are active explorers, they are eager to try new things and use materials in different ways. Teachers go with the cues of the child and view that as learning extending.

Toddlers and Twos are working on becoming autonomous and we respect and allow for opportunities for children to be responsible and to make choices. Expectations for behavior are developmentally appropriate and allow the child to be challenged yet feel support from the teacher.

Teachers are warm, patient, and respectful when redirecting toddlers and twos to help guide them toward controlling their impulses and behaviors. The teacher views herself as a model for how she wants the child to develop. Recognizing routines times are important moments to help children learn about themselves and others, teachers use this time to facilitate verbal and non-verbal communication.

A teacher views play as valuable and engages with the children so that children can move from simple to more complex aspects of their play. The classroom includes materials for children to engage in imaginative play, appropriate art experiences for creative exploration, various manipulatives to develop cognitive and physical skills, as well as building blocks, music, and books. The environment allows for children to choose their activities and are allowed ample time to repeat activities because this fosters competence. The classroom offers comfortable spaces for privacy and for interacting in small groups; children's art is displayed proudly and respected for what it is. The environment is created to adapt to these children's changing needs.

WHAT TO BRING:

- ✓ 1 Full Set of Extra Clothes including socks
- ✓ 1 box of large Zip Lock bags for soiled underpants
- ✓ Diapers and/or pull-ups
- ✓ 1 unopened package of wipes
- ✓ Sippy Cup – Toddlers Only
- ✓ Crib Sheet - This attaches to their mat for sanitary purposes
- ✓ Suntan Lotion – Summer Session
- ✓ Family Photos

Early Preschool Program

3 and 4 Years

Early preschoolers are usually more responsive to activities in which they are involved in a "hands-on" manner. Our classrooms spaces include learning centers where children can freely choose whether to participate or not and for how long. Materials are rotated and added frequently to maintain and extend the child's interests. These children seem to learn best when teachers build on their interests and abilities. Open-ended questions and activities are offered so that children develop creative thinking skills. Parents can truly become partners with the staff as information and discoveries about the child's development are mutually shared, resulting in a program tailored to the individual child.

The curriculum includes activities centering on communication, science, math, social studies, music, and art, large and small motor development. A comprehensive enrichment program that includes weekly professional instruction is also provided.

Learning centers provided in the Early Preschool program include:

Blocks
Dramatic Play
Science / Discovery
Art
Manipulatives
Library
Math

Your child MUST be fully potty trained in order to participate in our preschool program.

WHAT TO BRING:

- ✓ 1 Full set of extra clothes including socks
- ✓ Crib Sheet - This attaches to their mat for sanitary purposes
- ✓ Family Photos
- ✓ 1 box of tissues
- ✓ Water Bottle

Voluntary Pre-Kindergarten Program (VPK)

Children who turn 4 on or before September 1st of the given year

Drop Off Time: Although all students **must be here by 8:30**, VPK only students may not arrive before 8:15. Breakfast needs to be given to children at home that arrive after 8:00 AM.

Pick Up Time: VPK only students must be picked up **no later than 11:30**. For every minute late after 11:35, the Center's Late Pickup Fees will apply (see page 8 for information).

The VPK children are learning about our world and community. We place a strong emphasis on cooperation, problem solving and the joy of literacy. The children are participants in the learning process as they are encouraged to work collaboratively to explore areas of interest. Our supportive environment values both effort and achievement. There is a healthy mix of hands-on exploration and discovery and individual teaching and learning.

Our VPK classrooms look similar to the Early Preschool, but the schedule is more structured. Children work in small groups and focus on individual tasks. Many of the materials are open ended, allowing brainstorming and creative thinking to happen. Children participate in turn taking, following directions and respecting the rights and thoughts of others.

The VPK program is literacy based, with many opportunities for children to hear, see and eventually read quality children's books. Creativity is shown through writing experiences and exploration of rich art materials. Math and science are taught through a variety of activities including experimentation, cooking, graphing and patterning. Children regularly explore the community through various field trips taken throughout the school year.

Learning centers found in the VPK classroom includes:

Dramatic Play Science / Discovery Art
Manipulatives Library Math / Literacy
Writing

***Your child must be fully potty trained to participate in the VPK program.**

WHAT TO BRING:

- ✓ 1 Full set of extra clothes including socks
- ✓ Crib Sheet - This attaches to their mat for sanitary purposes
- ✓ Family Photos
- ✓ Water Bottle

Health & Safety Policies

Child Illness Policy:

We follow the minimum standards in place by Department of Children and Families which state:

We operate for children and staff only. Children who are mildly ill may remain at our center only with the Director's approval. Children must be fully able to participate in all activities including outdoor play. We follow all health and illness guidelines set forth by the Florida Department of Children and Families.

Children with symptoms of a communicable disease will remain with a staff member until the parent or designated family member arrives to pick-up the child. When you are called for pickup, we ask that you do everything possible to pick up your child within 30 minutes. In case there are times you are unavailable; you must provide a phone number for someone that can be reached at all times. We take children's temperatures twice for accuracy and this is documented on our child illness form.

We will not serve children with:

- Vomiting one (1) or more times
- Vomiting once (1) with another symptom including lethargy
- A fever of 100.4^0 or higher
- Unusual spots, skin rashes, untreated infected skin patches or open sores
- Diarrhea one (1) or more times in a day (Diarrhea definition from the Mayo clinic: Diarrhea describes loose, watery stools that occur more frequently than usual.)
- Evidence of live lice, nits, scabies or other parasites
- Severe coughing causing red or blue coloration on the face
- Severe coughing that causes a "whooping" sound
- Rapid or difficult breathing
- Yellowish skin or eyes
- Redness of the eye with obvious discharge, matted eyelashes and itchy eyes
- Unusually dark urine and/or gray stool
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature
- Excessive fatigue

Children may be remitted:

- ✓ With a physician's note stating that the child is free from communicable disease and that returning poses no risk to the child or others.

AND / OR

- ✓ The child is visibly free from communicable disease which includes being fever free without the benefit of fever reducing medication for 48 hours and free from vomit or diarrhea for 48 hours while on a normal diet.

AND

- ✓ The child has been away from the center for at least two full business day. Example: Child goes home with a fever on Monday, they may return no sooner than Thursday as long as they have either a physician's note and/or the child is visibly free from communicable disease as described above.

Foundations retains the right to continue to exclude a child despite a physician's note if the statement contradicts the center's policies or is not in the child's or classmates' best interest.

Temperatures must be documented twice, no less than 30 minutes apart, to ensure accuracy on the illness form and parents are required to sign illness forms when a child is being sent home. If the child is not able to return to school the following day the roll call sheet must be highlighted in PINK to indicate that the child is not to be accepted without additional documentation or for a mandatory one full business day (example: The child leaves the center ill on Thursday, they will not be accepted into the classroom until Monday and only with a physician's note and/or the child is visibly free from communicable disease as described above).

At times we will be notified of an outbreak such as lice, Hand foot and mouth, strep throat or RVS and documentation will be provided to the families. During the times of center wide or classroom wide outbreaks follow the above procedures unless otherwise directed by the Director or Department of Health.

Two final notes: 1. If your child has a fever in the evening, please do not bring them to school the next day. The odds are that we will be calling to have you come pick them up. This disrupts your day and exposes other children to illness unnecessarily. 2. Administration of Prescribed Medication by staff is strictly forbidden. If your child requires on-going medication, you are responsible for coming to the center and administering it. This is for the safety and protection of both the children and our staff.

COVID- Please be cautious if you or someone else in your family has come in contact with COVID-19. You agree to keep your child at home if they are showing any symptoms. Willingly exposing your child to school when he/she has been in contact or positive with COVID could result in termination of care.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

Fever Free:	Must be fever free for 48 hours without the assistance of medication.
Vomit Free:	Must not have vomited for 48 hours.
Uncontrolled Diarrhea:	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
Conjunctivitis (Pink Eye):	24 hours after documented treatment for conjunctivitis has begun.
Mouth Sores/ Open Sores	Must have a doctor's note stating that the child is non-infectious.
Rash:	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
Infestations (e.g. head lice, scabies):	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
Tuberculosis:	Must have a doctor's note stating that the child is non-infectious.
Impetigo:	Cannot return until 48 hours after treatment has begun.
Strep Throat:	24 hours after documented treatment has been initiated.
Varicella (Chicken Pox):	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
Shingles:	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
Whooping Cough:	Cannot return until 5 days of appropriate treatment has been started.
Mumps:	Cannot return until 9 days after onset of swelling of glands near the ear.
Hepatitis A:	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
Measles:	Cannot return until 6 days after the rash appears.
Rubella:	Cannot return until 6 days after the rash appears.
Ringworm:	Cannot return until 48 hours after starting treatment or a doctor's note saying non-infectious.

Biting Policy

One of our primary goals is to provide a safe and loving learning environment for children. When biting occurs, it can be very upsetting for everyone involved. When a biting incident occurs in our classrooms, it is taken very seriously, and we do our best to find out why the child bit and try to modify the behavior as soon as possible. We take many preventative measures in our classrooms to reduce the likelihood of biting such as:

- Providing small class sizes
- Having additional staff available during transitions (if staffing allows)
- Providing many engaging activities for children
- Providing many opportunities to build language skills

However, this does not completely eliminate the likelihood of a child being bitten. At this stage in a child's development, we are able to introduce other disciplinary measures that can also help modify this behavior. Below is our procedure for biting incidents in the Toddler Classroom:

<u>When a child bites:</u>

1. We immediately go to the victim that has been bitten. We provide medical attention (including washing the area) and comfort.
2. We then speak to the child who bit. The conversation or action taken will be based on the reasoning behind the bite (example: someone was taking their toy, we encourage them to use their words next time).
3. A phone call to the victim's parents will be made.
4. A written accident report will be given to both the bitter and the victim's parents.

<u>Continual Biting Incidents:</u>

The following procedures will be taken if a child has continual incidents of biting.

1. Parents will be notified by phone.
2. A mandatory conference will be set up to create a behavior modification plan.
3. The child may be placed on probation while under a behavior modification plan to monitor the effectiveness of reducing unwanted behavior.

<u>Suspension or Expulsions:</u>

Children may be asked to leave the center without notice for the following reasons:

1. Biting three or more consecutive times and any facial bites for the day.
2. Parents fail to become an active member in the behavior modification process (expulsion).
3. Parents refuse to set up a behavior modification conference (expulsion).

Sunscreen Policy

Child Safety is our first priority. Living in Florida means exposure to heat and the sun. Below is the Foundations Policy regarding Sunscreen:

1. When sending your child to school, be sure they are lathered up with a sunscreen that has a minimum SPF of 30 and that you provide your child's teacher with additional labeled sunscreen to keep in the classroom.
2. For children 3 and under, the teachers need to apply sunscreen. The sunscreen will be applied when there are at least two staff members present and only if there is written permission by the parent to do so.
3. All water play will take place in the morning when the power of the sunscreen is most effective.
4. Afternoon play will be restricted to the shaded playground.
5. A daily check of the heat index will be done to ensure outside play is appropriate.

Florida Chapter 65C-22 Child Care Standards (9/1/11)
http://nrckids.org/STATES/FL/fl_65_22.pdf
Child Care providers must obtain parent authorization before applying the sunscreen and the sunscreen product must be stored in a location that inaccessible to the children when not being applied. Additionally, children must be supervised during the application of the product particularly if spray stations are being utilized by the childcare program. • The facility must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and must contain the child's name; the name of the medication to be dispensed; and the date, time, and amount of dosage to be given. This record shall be initialed or signed by the facility personnel who gave the medication. • Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, shared with staff, and posted with stored medication. • Prescription and non-prescription medication brought to the childcare facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label. • In the event of an emergency, non-prescription medication that is not brought in by the custodial parent or legal guardian can be dispensed only if the facility has written authorization from the custodial parent or legal guardian to do so.

Potty Training

It is our objective to work with both the parent and child to help make potty training a success. Once everyone has agreed that the child is ready for potty training, they will be asked to try and go potty several times within the day (when they arrive (if needed after asking parent when was the last time they went), before snack, before going outside, coming in from outside, before nap, after nap, before going outside in the afternoon, coming in from outside in the afternoon and anytime it appears they need to go).

Things to remember:

- Moving from a diaper to underwear is unrealistic and sets up a child for failure. When a child seems to stay dry for long periods of time and is able to start telling you when they have gone, it is time to move to a pull up. (with Velcro sides)
- Pull ups are a great security blanket for your child but we don't want them growing dependent on them rather than telling you when they need to go to the bathroom. They are great practice tools for when a child really starts going to the bathroom on their own because they are easy to pull up or take off. Except for naptime, the use of pull ups will hopefully be short lived. As a note, naptime however is a great time to use pullups as a child learns about controlling their bladder while sleeping.
- Underwear should be used when a child is consistently showing their ability to know when they need to go. There will be accidents but that's ok. We'll help get them cleaned up and ready to try again.
- All children must be potty trained by three years of age in order to move up to the next class and no child may enter VPK wearing a pull up.

Rules around Clean Up:

A Urine accident in underwear: As with diapers, we will help clean the child off using wipes and redress them in new underwear, pants, socks and possibly shoes as needed. The underwear will then be placed in a Ziploc bag and stored in the child's backpack. A note will go in the parent communication stating that there are soiled clothes that need to be picked up.
A Bowel Movement accident in underwear: For sanitary purposes and to prevent the spread of bacteria, staff are not allowed to wash out underwear in the toilet or sink. If a child has pooped in underwear, the staff (wearing gloves) will turn the underwear over and let any poop that is able to fall into the toilet.

1. Toss the underwear into the Diaper pail (if we have parental permission to throw away underwear).

2. If keeping the underwear, it will be placed in a Ziploc bag and stored in the child's backpack. A note will go in the parental communication stating that there are soiled clothes that need to be picked up.

The child will be cleaned thoroughly as best that we can and changed as appropriate.
Please note: When potty training lots of changes of clothing are needed including shoes and socks.

Important information to know:

- As a general rule, we do not start potty training a child until they are in the Twos room.
- Although our goal is to have all children potty trained before moving to the Threes, a child may move to the young Three's room as long as potty training is almost complete. (they are in underwear with few accidents)
- Once a child is potty trained, a teacher is not able to go into the bathroom with them to help. Unless they need assistance with putting some clothes back on, we really encourage them to wipe as this is part of being fully trained.

Children and Cell Phones or Electronic Devices

We recognize that cell phones are becoming a part of our everyday lives. However, when at school, children will not be able to have their cell phones or electronic devices with them at all. **We also ask that parents please hang up the phone before entering the building**.

Parking Lot Safety

Parents must closely supervise their children in our parking lots, lobby, and other areas of the campus. It is recommended that children, when exiting from cars are given a hand to hold. The parking lot is designed for ONE-WAY use and all vehicles are required to observe the posted 15 mph speed limit.

Important to Remember:

- When driving through the parking lot, please DRIVE SLOWLY! ONE WAY
- Park in Designated Parking Spots Only- please do not park alongside the building
- Always shut the car off when leaving the car
- **NEVER LEAVE A CHILD IN A CAR UNATTENDED – THIS INCLUDES OLDER SIBLINGS AT THE ELEMENTARY LEVEL.**

Electronic Check Attendance Kiosk

All adults are required to check their children in at the "check in" kiosk located in the front lobby. If you have trouble checking your child in, please notify a staff member immediately as this information is very important. Our attendance logs are used to check attendance in the event of an emergency evacuation or drill.

Please note, we ask that only adults use the "check in" kiosk. Children should not be entering this information.

Authorized Pick-Up Policy

Children are only released to those people whom we have written permission from the parents. We ask to see photo identification when releasing children to people other than the parent. Proper child restraints are required to be present prior to releasing the child.

Changes to the authorized pick-up list must be made in writing to be completed by the registering parent.

Restraining orders or custody agreements in place need to be on file.

Building Security Features

All doors existing the education building are locked during hours of operation and easily opened in the event of an emergency. Parents and authorized pick-up persons are given unique 4-digit codes for immediate access using the keypad located outside the front entry doors. **These should be the only doors used for entrances and exits.** Parents and staff are asked to never admit an unfamiliar person; please ask them to wait for a staff member to come and assist them. Door codes are another source for attendance recording. Please do not allow other families to enter your code. Simply ask them to use their own personal codes for entry.

Do not share your code with any other people. Every person on your authorized pick-up list will have their own unique code for entry into the education building. Additionally, please do not share your code with your child or allow them to participate in the sign-in process. This is both for security and for expediency.

Parent Supervision

No child is to be left alone unsupervised within the center or in a car. At arrival, parents are expected to walk their child to their classroom and help the child settle into play which may require ten minutes or less so please plan accordingly. (*we ask that you do not hang out in the classrooms*) **Never leave a child in a classroom without a teacher present**.

Once children are checked out of the center, they are no longer the responsibility of Foundations staff members. You will be required to attend to your children while visiting the building and while on the campus. This includes the parking lots and playground areas.

Child Abuse and Neglect Policy

All center employees and volunteers are mandated to report any suspicion of child abuse or neglect. All staff members have been trained to recognize signs of abuse and/or neglect. We will report any suspected abuse or neglectful allegations to the appropriate authorities.

Parent Dress Code

Modesty: Please dress modestly, avoiding clothing that is overly revealing or inappropriate for a school setting. This includes attire that may be too tight, too short, or too low-cut.
Respectfulness: Show respect for the school environment and those around you by choosing attire that is suitable for a diverse community of students, parents, and staff.

Additional Policies & Procedures

Drop Off Policy

To avoid classroom disruptions all children are required to be checked into their classrooms **no later than 8:25am.** This will ensure that your child participates in all the vital parts of the morning routine. Children arriving after 8:30am without a valid reason **may not be permitted to stay.** You will be given both a verbal and written warning before a day suspension is issued.

We understand there are non-emergency circumstances that may arise such as a doctor's appointment that will cause you to be late. In the event that this happens please contact a staff member ahead of time so that arrangements can be made. We ask that you also keep in mind when making doctor's appointments, the cut off time for arrival is 11:00 am (see Doctor's Appointment Policy on the next page). If there is an emergency preventing you from arriving on time (i.e. flat tire, car won't start or emergency medical situation), please call us so that the teacher knows the child is still coming and can ensure everything is ready for them. **Please note:** Even for emergency situations, the policy will remain that arrival must be by 11:00 am. If your circumstances require something later, you must get approval from the Director so that things like lunch and naptime can be considered.

Cell Phone Free Facility

We are proud to be a cell phone free facility. We ask that you refrain from making or receiving calls while in the building or on the playground. This is a courtesy for your child and the staff. This gives your child undivided attention during drop off and pick up times so you can share these experiences with them. This also allows the staff to engage in daily communication about your child's day, upcoming events, and other center-related topics.

Open Door Policy

At Foundations we believe that families have the right to access our facility whenever their child is present. Families are encouraged to become involved in their child's classroom life. However, please keep in mind that we ask you to schedule time to speak with the staff if a problem or concern presents itself. Volunteer time must also be scheduled.

Confidentiality

We strive to keep all personal information including accident reports, classroom assessments and other documentation regarding children confidential. We ask that parents please do their part by only accessing their child's information when taking items from cubbies or folders. Refrain from asking staff questions about other children, as they cannot provide that information to you.

Termination of Services

A parent's right to withdraw a child from Foundations is respected. We require a written two-week notice for voluntary termination of services.

There may be situations in which termination of services for a child is initiated by center management. Although each circumstance is unique, efforts will be made by the parties concerned to improve the situation prior to a termination decision.

Termination can be done at any time if we see you are not a good fit for our school.

Doctor's Appointment Policy

We understand that children will have doctor's appointments during the center hours. If your child has an appointment, please notify the teacher so they can make the appropriate arrangements. Children can return to the center after a doctor's appointment under the following guidelines:

- ✓ A note is provided stating they are clear of any communicable diseases.
- ✓ They return no later than 11:00am, ready to participate in classroom activities.

If you are unable to return your child to the center by 11:00am we ask that you make alternative arrangements in order to maintain the classroom routine.

Disaster Closures

If we need to close due to hurricane/COVID/Natural disasters or emergencies, you will still be responsible for the week's tuition. If we are closed for more than a two-week period, we will assess the situation based on each individual situation. If we reopen and your child is still out, you are still responsible for the week's tuition.

ASQ Screening

At a minimum of two times per year, Foundations will screen each child to assess how they are progressing developmentally according to the Florida Standards for children. These screenings are performed so that if indeed there is a child with a delay, it is caught early, and assistance can be provided. When screenings are done, parents are included in the process; sometimes completing the ASQ document themselves and/or meeting with the teacher to discuss the results and next steps. Parental approval for these screenings is on our registration forms. Until that time, we ask that you sign the attached document giving us approval to perform an ASQ. Please note, this is strictly an observation tool and once again, you will be involved in the process.

I, (parent/guardian) of _____ give my consent to Foundations Early Education Center to perform ASQ screenings. I understand that this information will be shared with the Early Learning Coalitions of Sarasota and Charlotte County as a means of assessing my child's developmental stages and providing services if needed. I further understand that I will be included in this process either by completing an ASQ form myself or by meeting with my child's teacher to discuss the outcome and next steps.

Date: _____

Signature: _____

Print Name: _____

SAMPLE- NO NEED TO SIGN

Late Arrival Procedures

The staff members at Foundations are highly invested in your child's early education. We are proud of the preschool experience we provide and require that families have their child(ren) checked into the center no later than 8:25 am each day. This allows your child to participate in all the wonderful activities that have been planned for them.

We understand that there are valid circumstances that may occasionally prevent you from arriving by 8:25 am such as a planned doctor's appointment or unexpected traffic accidents. The following procedures are in place for habitual late arrivals:

1st Occurrence – Friendly verbal reminder from a staff member
2nd Occurrence – Verbal warning
3rd Occurrence – Formal written warning including a timecard review for documentation.
4th Occurrence – Suspension for the day

How do we determine late arrivals?

In order to determine if you are late dropping off your child, we will use the classroom clock and then verify through the check in station records. If there is a line at the check-in station, please proceed to the classroom and check your child in as you exit to avoid being late.

Valid Excuses for late arrivals

We will permit three (3) valid excuses for late arrival per year (August through July) excluding doctor's appointments. Valid excuses include but are not limited to traffic accidents and car problems. Appointments for someone other than the child, oversleeping or the child not wanting to get ready for school **will not be accepted as valid excuses.**

If you know you are running late, we do ask for a courtesy phone call so we can notify your child(ren's) teacher. Courtesy phone calls will not excuse your late arrival but will provide the teacher with an opportunity to plan accordingly. Please call 941-681-3169.

Late arrivals are required to sign the late log in the classroom upon arriving.

At the beginning of each school year, your child (ren's) teacher will ask you to sign a Late Arrival Form acknowledging you are aware of this policy.

FOUNDATIONS
EARLY CHILDHOOD EDUCATION CENTER

Late Arrival Form

Child's Name:_____ Date:_____

We understand that there are valid circumstances that may occasionally prevent you from arriving by 8:30 am such as a planned doctor's appointment or unexpected traffic accidents. The following procedures are in place for habitual late arrivals:

1st Occurrence – Friendly verbal reminder from a staff member
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If you know you are running late, we do ask for a courtesy phone call so we can notify your child(ren's) teacher. Courtesy phone calls will not excuse your late arrival but will provide the teacher with an opportunity to plan accordingly. Please call 941-681-3169.

Parent signature: _____ Date: _____

Teacher signature: _____ Director: _____

SAMPLE- NO NEED TO SIGN

Subject: Introducing Our New Behavioral Consultant!

Dear Preschool Families,

It is with great pleasure that we announce the addition of a new member to our preschool team. Please join us in welcoming Ms. Juanita, our newly appointed Behavioral Consultant. Juanita brings a wealth of experience and expertise in assisting children with their behaviors and social skills development.

We understand that every child is unique and may face individual challenges as they grow and learn. With the expertise of Juanita on board, we aim to provide even more comprehensive support to ensure that each child at our preschool receives the personalized care and attention they deserve.

Juanita will work closely with our dedicated team of teachers and staff to identify any areas where your child may benefit from additional support. Whether it's managing emotions, fostering positive social interactions, or addressing specific behavioral concerns, Juanita will be here to provide guidance and assistance every step of the way.

As always, open communication between home and school is essential for your child's success. If you have any questions or concerns regarding your child's behavior or social skills development, please don't hesitate to reach out to Juanita or any member of our staff. Together, we can work towards creating a nurturing and supportive environment where every child can thrive.

We are incredibly excited about this new addition to our team and the positive impact it will have on the growth and development of our preschoolers. Thank you for entrusting us with the privilege of caring for and educating your precious little ones.

Please sign below stating you are allowing Ms. Juniata to work one on one with your child if we see the need. You would be contacted in the event your child works closely with her.

Warm regards,
Amy Cloutier

Preschool Director Parent Signature _____ Date _____

Ms. Juanita is not with us at this time, but we hope to bring her back soon

Concerns or Problems

If you have problems or concerns, please feel free to contact the Director at any time. Please keep in mind that concerns will be handled to the best of our ability, and we will work hard to resolve issues quickly.
Amy@Englewoodmethodist.com

Thank you for being a part of our school. We strive to have the best year possible with your child.