



## IMPORTANT DATES 2025-2026

*Upper Room Daycare & Preschool is a year-round preschool program.*

<b>July</b>	4 (Fri)	Fourth of July	<b>Upper Room is CLOSED</b>
<b>August</b>	13 (Wed) 14 (Thurs)	End of Summer Celebration First Day of Academic School Year	<b>UR Closes at 12 PM</b>
<b>September</b>	1 (Mon) 8-12 (Mon-Fri)	Labor Day First VPK Assessment	<b>Upper Room is CLOSED</b>
<b>November</b>	11 (Tue) 26 (Wed) 27 (Thurs) 28 (Fri)	Veteran's Day Thanksgiving Celebration Thanksgiving Day Thanksgiving Day Observed	<b>Upper Room is CLOSED</b> <b>UR Closes at 12 PM</b> <b>Upper Room is CLOSED</b> <b>Upper Room is CLOSED</b>
<b>December</b>	23 (Tue) 24-25 (Wed-Thur) 31 (Wed)	Christmas Celebration Christmas Break New Year's Eve	<b>UR Closes at 12 PM</b> <b>Upper Room is CLOSED</b> <b>Upper Room is CLOSED</b>
<b>January</b>	1 (Thur) 5-9 (Mon-Fri) 19 (Mon)	New Year's Day Second VPK Assessment Martin Luther King Jr. Day	<b>Upper Room is CLOSED</b> <b>Upper Room is CLOSED</b>
<b>February</b>	16 (Mon)	Presidents' Day	<b>Upper Room is CLOSED</b>
<b>April</b>	2 (Thurs) 3 (Fri)	Easter Celebration Good Friday	<b>UR Closes at 12 PM</b> <b>Upper Room is CLOSED</b>
<b>May</b>	4-8 (Mon-Fri) 25 (Mon)	Last VPK Assessment Memorial Day	<b>Upper Room is CLOSED</b>
<b>June</b>	<i>TENTATIVE</i> 4 (Thurs) 19 (Fru)	Graduation Day Last Day of Academic School Year Juneteenth	<b>UR Closes at 12 PM</b> <b>Upper Room is CLOSED</b>



## Parent Policies

Our goal at Upper Room Daycare & Preschool is to meet the emotional, social, physical and intellectual needs of all our students in a safe, healthy and caring environment. Meeting these needs also leads to the development of desirable dispositions and attitudes, skills and processes, and the knowledge and understanding that will help children succeed in the future.

Upper Room Daycare & Preschool is a licensed child development center in the state of Florida. A copy of our license is posted next to the front desk. Upper Room Daycare & Preschool does not discriminate on the basis of religion, race, national origin, color or sex.

### **CURRICULUM**

Here at Upper Room Daycare & Preschool we use the highly recognized **Wee Learn** curriculum. Our goal is to meet the needs of each child through meaningful hands-on learning experiences. The curriculum is designed to foster cognitive, physical, social-emotional and communicative skills through age-appropriate activities.

### **HOURS OF OPERATION/HOLIDAYS**

The hours of operation for Upper Room Daycare & Preschool are from 6:45 AM to 5:30 PM. Children are expected to arrive prior to 9:30 AM to be on-time for class. Children may arrive after 9:30 AM provided they have a doctor's note excusing them for tardiness.

UR observes the following holidays during the school year. A separate calendar will be posted with closures. UR reserves the right to close the school on additional dates but will provide parents with at least 10 business days of notice.

- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- VPK Graduation Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day & Friday Following
- Christmas Eve & Christmas Day

## **CHILD DROP OFF/RELEASE**

Upon arrival, you will be greeted by the front desk receptionist. When dropping off children, DO NOT leave them at the door. Parents are required to drop off/pick up children to and from a staff member after checking in/checking out using our Procare System located at the front desk.

You can help your child prepare for the day by placing coats and folders in the areas designated by your teacher(s). Before your child can leave Upper Room Daycare & Preschool, an adult must sign him/her out using the ProCare System. Only those listed on the registration form and over the age of 18 will be allowed to pick up your child. Please list everyone that may possibly pick up your child. Additions and deletions to the list must be made in person at the site and can only be made by parent or guardian.

ID is required for everyone picking up a child at UR.

## **Clothing**

1. Please understand children need to be in comfortable clothes, appropriate for both indoor and outdoor activities. We recommend that all children wear sneakers. For your child's safety, sandals, flip-flops, jellies or crocs may not be worn to school.
2. To foster independence, parents are encouraged to purchase bottoms that the children can easily manipulate. Children must keep 2 complete changes of clothes on hand at school for spills and other emergencies. These clothes should be labeled with your child's name (including socks and shoes).
3. During the cooler months, children should have a labeled sweater at the school.

## **PARENT VISITING**

Parents are always welcome in our school. However, please adhere to the following guidelines:

1. To help your child adjust to school, do not have an overly long goodbye or plan to visit the classroom. Your child will sense any feelings of apprehension on your part and react. The children are treated with care, love and kindness by our staff members who are experienced in helping children deal with separation anxiety.
2. We have an open-door policy, but please limit visits to 5 minutes.

## **CUSTODY & VISITATION ISSUES**

If there are custody or visitation issues to address, Upper Room Daycare & Preschool must have a copy of any legal documentation regarding custody and/or visitation orders in order to aid in enforcing them. However, Upper Room Daycare & Preschool cannot be held responsible for any violations made to any custody or visitation orders.

## **PARENTAL INVOLVEMENT**

Parental involvement and communication is important to the success and growth of a child's education. UR staff reinforces learning with parental involvement by: assigning homework, hosting activities at the school and assessing a child's progress. Please check our website, bulletin boards, Facebook and Instagram page regularly for information on upcoming events and projects. As we all know, learning begins at home; if a child's progress is hindered due to a lack of parental support and guidance, UR reserves the right to not move a child to a more challenging class. If you would like to have a conference with one of our teachers or staff members regarding your child's education, please call the front office to make an appointment.

## **DISCIPLINE**

At Upper Room Daycare & Preschool, we recognize that all children have individual needs. Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Physical punishment is prohibited.

***Behavior Management:*** We have adopted the principle that difficult behavior should be managed in a proactive and non-judgmental manner. All staff members are expected to address children supportively and appropriately. We praise positive behavior and re-direct the child. Challenging behaviors are an integral component of the presentation of children with special needs and are also part of normal development. Our staff is expected to understand that helping children to overcome these behaviors may be the primary need to be addressed. The Federal government has issued guidelines for dealing with school-related behavior problems. When the general classroom behavior plan is not working, and when the behavior significantly interferes with the child's learning, the lead teacher is required to do a Functional Behavioral Assessment (FBA). This process involves identifying the interfering behavior, the antecedents and consequences, and determining the function the behavior serves. After analyzing the results of the assessment, a plan using proactive strategies is created and implemented. It is the teacher's responsibility to see that the plan is put in place and to communicate its effectiveness. With regards to biting, whenever children are in groups, biting is unfortunately, not unexpected. Our goal is to help children who are bitten to feel better and to help children who bite to learn different, more appropriate behaviors. We recognize that our program and the environment may also be contributing to this behavior. We will provide support and communicate with the families involved. We believe that biting is never the right thing to do and we practice comforting the "victim" and limiting attention to the "biter" after an incident. However, when a child has bitten more than 2 times, a behavioral and environmental observation will be completed by the child's lead teacher. We will then determine the possible reason(s) the child may be biting and/or the program components that may be contributing to or exacerbating the biting. We will develop an action plan and communicate it to all staff working with the child and the family. If the plan is accepted, we will implement it. The plan's effectiveness will be evaluated on an on-going basis and modified as needed. We hope to celebrate the success of each plan, but realize this may take time as children's behavior does not change quickly.

## **TOYS**

Other than scheduled Show & Tell days, children should leave all toys at home. The toys and activities provided at Upper Room Daycare & Preschool are carefully chosen to suit the ages of all the children in care. Upper Room Daycare & Preschool is not responsible for any lost items.

## **MEDIA/LIBRARY**

Should a book be purposely damaged, parents may replace it with the same or one of like value, or parents will be billed for school replacement. The use of computers and tablets is a part of the media/library through group instruction. This time is used to teach basic computer skills as well as enhancement of the curriculum. Electronic media is only used for children 2 years and older.

## **JEWELRY**

We strongly disapprove of any form of jewelry, especially, necklaces. Children are more active than adults, so although an adult might not get into situations where a necklace could get caught and present a choking hazard, this is a very real scenario for children. Bangles, earrings and rings are things that also create envy and potential problems for other children in the school, i.e.: getting a ring stuck on a hand that was not meant for that child. **Upper Room Daycare & Preschool is not responsible for lost or broken jewelry.**

## **HYGIENE**

Children will be encouraged to learn good hygiene habits. Parents are required to wash their child's hands at drop-off. Additionally, children will be guided by teachers to wash hands with soap and water before and after meals & snacks, after using the toilet, before engaging in any cooking activity, after coming in from playtime or water play and anytime the teachers feel it is necessary.

## **DIAPERS & TOILET TRAINING**

Potty training starts at home and teachers will assist the child at school. During this learning process, please have plenty of extra clothes in your child's cubby. If a child requires diapers or disposable training pants, the parent must provide an adequate supply.

## **NAPS**

1. Children will be given the opportunity to take a scheduled nap during the day.
2. Each child must bring a fitted, crib-sized sheet and blanket to use while napping.
3. Sheets must be taken home on Friday and brought back on Monday properly washed or sanitized.

## **HOLIDAY CELEBRATIONS**

Holidays represent opportunities for young children to learn about the different celebrations observed by all cultures. All holidays are recognized at Upper Room Daycare & Preschool in an age-appropriate manner. Examples include (but are not limited to): Thanksgiving, Hanukkah, Christmas, Kwanzaa and Easter. UR encourages all parents to propose the observance of additional holidays that reflect their family's background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages. Accommodations will be made for those children who do not observe holidays.

## **BIRTHDAYS**

Birthdays are important events and may be celebrated in a child's classroom. Please contact your child's teacher at least one week in advance to set a date and time for the celebration. Celebrations may not last longer than 30 minutes to avoid interference with the weeks' lesson plan. No candles are allowed in the building. Due to health regulations all food is required to be store bought. Food must not be prepared at home.

## **DISTRIBUTION OF PARTY INVITATIONS**

Party invitations for private parties may be distributed at school provided that all students in the class or all students of the same gender in the class receive an invitation. Phone numbers and addresses of pupils will not be given to parents for party invitations or any other purpose. A class roster (names only) may be requested from the classroom teacher. It is the parent's responsibility to inform the teacher that he or she has invitations for distribution.

## **IMMUNIZATION REQUIREMENTS**

Each child enrolled at Upper Room Daycare & Preschool must meet applicable immunization requirements as specified by the Florida Department of Health. This requirement applies to all children in care from birth to 5 years of age. All immunizations required for the child's age must be completed prior to the child's first day and a copy of the immunization records (yellow form #3040 and blue form #680.) must be provided.

## **HEALTH**

1. For the protection of all the children, if a child is ill with a communicable condition, a doctor's note clearing the child is required for the child to come back to school.
2. Children with obvious symptoms will be sent home.
3. If a child becomes ill at school, a parent will be promptly notified and the child will be cared for in isolation until a parent or designated person comes to pick up the child. Parents are required to pick the child up **immediately.**
4. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.

5. Each child must have a physical examination by a physician within 2 weeks of admission into the program. In addition, all immunizations must be kept up to date.

**Children and Staff will not be permitted to participate in the UR preschool program if they have any of the following:**

1. Failure to comply with Florida State Immunization laws.
2. The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.
3. Until a medical evaluation allows inclusion, the signs and symptoms of possible illness, such as: unusual tiredness, uncontrolled coughing, excessive nasal discharge, persistent abdominal pain, discolored urine, difficulty breathing, uncontrolled wheezing, or other unusual signs.
4. Fever over 100 degrees. Child must be **fever free for 24 hours**, without medication, before returning to the center.
5. There are symptoms of acute cough that interfere with the child's activities.
6. Persistent Diarrhea: defined as 2 or more watery bowel movements in a 24 hour period.
7. Vomiting two or more times in previous 24 hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness.
8. Undiagnosed rash, except diaper rash. If child is sent home with rash, a note from the health care provider is required to return to the center.
9. Pink Eye (conjunctivitis): child must be treated for 48 hours, with no drainage from eye. A note from the health care provider indicating the pink eye is under treatment, or is not the diagnosis, is needed before returning to the center.
10. Strep Throat/Scarlet Fever until 24 hours after treatment has been initiated and a note from the health care provider.
11. Chicken Pox: until six days after the onset of the rash or all lesions have dried and crusted.
12. Impetigo: until 24 hours after treatment has been initiated.
13. Scabies/head lice: allowed to return after the first treatment. Nits must be combed out and box top from the medication used must be sent in to the center.
14. Ringworm: until 48 hours after treatment has been initiated. Area must be covered while in school. A note from the health care provider stating it is under treatment or is not ringworm is needed before returning to school.
15. Mouth sores: associated with drooling.
16. Hand Foot & Mouth: A note from the health care provider stating an all clear is needed before returning to school.

**Children and Staff will be admitted to the center with mild illnesses that include:**

1. Mild cold, meaning no fever or any other symptoms.
2. Minor coughing that does not interfere with participation in regular activities.
3. Rash: all-clear doctor's note must be provided before child is re-admitted to the center.
4. Mild stomachache: with no vomiting, diarrhea, fever, or cramping.

5. Ear Infection: child needs to be on medication, fever free for 24 hours and have no pain.
6. Allergies: runny nose and slight congestion.
7. Minor Wounds: that are covered. A note must be provided before a child is admitted to the center by a health care provider in the event wounds show signs of infection.

### **Universal Precautions**

To avoid getting infected with any communicable disease, staff and parents are required to assume everyone is infectious and use the following precautions when coming into contact with any body fluids or fecal matter:

1. Cover cuts or open sores with a plastic bandage.
2. Wear gloves if there is any risk of encountering blood or other fluids. Gloves should only be worn once and promptly disposed.
3. Wash hands with soap and hot water for at least 20 seconds after you have had contact with blood or other body fluids, after going to the bathroom, before preparing or eating food, and after removing latex gloves. Use hand lotion to help keep your hands from becoming chapped or irritated.
4. Clean up spills of blood or other body fluids with a fresh mixture of household bleach (1 part) and water (9 parts).
5. Discard garbage in a sealed plastic bag if it contains infected materials or used needles.
6. Wash soiled clothing separately in hot soapy water and dry in a hot dryer.

### **Blood & Body Fluid Safety**

1. Blood, body fluids and soiled materials should never touch your skin.
2. Use disposable gloves or a protective barrier for safety.
3. Store soiled items in a plastic bag.
4. Clean and sanitize.
5. Wash your hands.

### **MEDICATION**

1. Prescription medication is not administered by UR administration or staff.
2. The only exceptions to the above are for over the counter medications, sunscreen and bug spray during the summer months and diaper cream for children with diapers. Parents MUST sign an authorization form (#5) and include times for Upper Room Daycare & Preschool to administer medication according to pharmacy instructions.

### **ALTERNATE NUTRITION PLAN AGREEMENT**

The facility does not provide snacks or meals for the children. It is the PARENTS responsibility to provide nutritionally balanced meals and snacks for their children. Your signature on the



Policies and Procedures Parent Agreement Form indicates your agreement to provide the following meals and/or snacks to meet your child's nutritional and dietary needs. Breakfast, AM Snack, Lunch, PM Snack, Dinner, Additional Snacks or Formula

### **ALLERGIES**

Upper Room Daycare & Preschool is a Peanut Free environment. If your child has severe allergies to certain foods, please make sure they are listed on the enrollment forms. At Upper Room Daycare & Preschool, we use a variety of food items for hands-on learning experiences.

### **SPECIAL NEEDS**

Upper Room Daycare & Preschool has no special training or adequate staff to handle children with special needs. Special needs will be considered on a case by case basis and we will do our best to make appropriate arrangements.

### **ACCIDENTS & EMERGENCY MEDICAL TREATMENT**

1. Parents are required to keep all phone numbers up to date in case of an emergency.
2. In the case of a **minor emergency**, Upper Room Daycare & Preschool will administer first aid, according to training and experience, and contact the parents immediately.
3. In the case of a **serious accident** or the need for emergency medical treatment, UR will:
  - A. Administer first aid, if possible.
  - B. Call to transport the child to the Emergency room;
  - C. Call a parent (or emergency contact if a parent cannot be reached);
  - D. Stay with the injured child until an appointed contact person arrives.
4. In all cases of accident or injury, UR will fill out an accident report which will be signed by both UR and the parent of the child involved.
5. A copy of our Liability Insurance is on file at the school and will be provided upon request.

### **CAR SEAT REQUIREMENTS**

Florida law requires children less than 5 years of age to be properly restrained no matter where they are seated in a vehicle. Children through age 3 must be secured in a separate carrier or in a vehicle manufacturer's integrated child safety seat. For children ages 4 - 5, a separate carrier, an integrated child safety seat, or a safety belt may be used. If a safety belt does not fit the child correctly, a booster set should be used to correctly position the lap and shoulder belts once they outgrow forward facing child safety seats (generally at about 40 pounds and 4 years old). Children from approximately 40-80 pounds and under 4'9" in height should ride in a booster seat. Infants must ride rear-facing until they are at least 1 year old, *and* weigh 20 lbs or more. Rear-facing, the infant should be semi-upright at an angle of no more than 45 degrees. A forward-facing older child should ride sitting upright. Never place a child in a child safety seat in the front seat of a vehicle with a passenger air bag. Always use the back seat. Violation of the

child restraint law carries a fine of \$60 and 3 points on the driving record. Upper Room Daycare & Preschool does NOT allow a child, 5 or under, to get into a car without a car seat. No exceptions made. If a parent insists on taking a child without proper restraints, UR will contact the local authorities.

### **TRANSPORTATION**

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.
3. In the case that we will be going on a field trip, such as the park or library, you will be notified ahead of time. A signed permission slip for the field trip will be required.

Remember to never leave your child alone in a car and always check the back seat when exiting and behind the car before entering a vehicle.

### **BUS EXPECTATIONS**

The following school bus rules are issued by Upper Room Daycare & Preschool. These rules apply to your child's elementary school to Upper Room Daycare & Preschool transportation and to field trips. Any action that provides a distraction to the bus driver is considered a safety hazard.

- Remain in seat while bus is in motion;
- Be respectful to the bus driver;
- No scuffling, horseplay, or leaving your seat on the bus;
- Keep head and limbs inside the bus (not out the windows);
- Do not throw objects in or out of the bus;
- No unnecessary noise, abusive language or gestures;
- Do not litter or damage the school bus;
- Never walk behind the bus;
- Cross the street in front of the bus with an adult chaperone.

If inappropriate behavior becomes excessive, Upper Room Daycare & Preschool reserves the right to remove your child from the after school program or future field trips.

### **PARKING LOT**

Our parking lot can be a busy place at certain times of the day. Help us in providing a safe environment by adhering to the following rules:

- There is no parking outside the drop off lane, in the fire lane, and across from the drop off lane;
- Drive slowly in the parking lot. Please observe school zone speed limits!
- When using the drop off lane, please do not back up. When exiting the car line, vehicles are required to go straight and not make a U-turn;

- The drop off lane is used for quick drop off ONLY. If you need to make a payment, visit the front office, or speak to the teacher please use the designated parking spots in the parking lot;
- Upon arrival, turn the engine off in your car;
- Please hold your child's hand in the parking lot. Do not allow your child to run ahead unattended!
- Do not leave younger children in the car;
- Please be observant to cars and pedestrians.

We have been advised that the city of Miami-Dade Police Department will begin enforcing traffic patterns effective immediately. Please observe all traffic regulations when entering/exiting our campus. Please be vigilant when exiting the school as traffic has increased in the parking lot.

### **ON-SITE CAMERAS**

At Upper Room Daycare & Preschool, we provide a state-of the-art environment for you and your child. As a part of this environment, we have incorporated cameras in our common areas. Only the administrators shall be authorized to view the videos for the purpose of documenting a problem and determining which student(s) may be involved. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

### **FIRE DRILLS**

As required by law, the school will hold monthly fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

### **INCLEMENT WEATHER**

Severe weather means schools are closed for the day due to safety reasons. If *Miami-Dade County Schools* are closed, then Upper Room Daycare & Preschool will be closed. This is announced on local TV and radio by 6:00 AM. Please listen for these announcements. If schools close during the day, parents should come for their child. We will do our best to inform you by telephone. Be sure to keep your phone numbers and all emergency contact numbers current.

### **STATE STANDARDS**

Parents are welcome to request a copy of Upper Room Daycare & Preschool's most recent licensing inspection report, located in our front office.

### **EMERGENCY INFORMATION**

Please notify the office of any information changes such as: a new telephone number, change of address or change of custody. Please have a picture identification card with you when you come into the office to make any changes. Changes cannot be made over the telephone.

### **FEE POLICY/LATE FEE/DELINQUENT ACCOUNTS**

*All fees paid to UR are non-refundable.*

Upper Room Daycare & Preschool accepts payment by cash, check, money order, credit card or debit card. If any of these forms of payment are used, the payor, meaning the person who is paying on behalf of the student, is representing to Upper Room Daycare & Preschool that the form of payment used is backed by sufficient funds to immediately cover the charge.

Weekly or biweekly tuition fees are due and payable on the Friday before the week students are to attend. If weekly or biweekly tuition is not paid in full by 5:30 PM on Monday, a \$20.00 late payment fee will be added to your account. If tuition is not paid by end of day on Tuesday, your child will not be allowed to attend class/be picked up for aftercare until tuition and fees are paid in full. Monthly tuition fees are due on the 25<sup>th</sup> day of the prior month. If monthly tuition is not paid in full by 5:30 PM on the 1<sup>st</sup> of the month, a \$40.00 late payment fee will be added to your account. If tuition is not paid by the end of the day on the 2<sup>nd</sup> of the month, your child will not be allowed to attend class/be picked up for aftercare until tuition and fees are paid in full.

Full tuition is required regardless of days missed due to vacation, school holidays, professional development days, weather conditions or any absences. Parents will be required to pay all court costs for past due accounts.

Recurring payments can be set up by filling out the Automatic Payment Form available at the front desk, which requires photocopies of the card or check and matching ID. Online payments can be made on [myprocare.com](http://myprocare.com) by registering with the email you have on file.

Upper Room Daycare & Preschool closes at 5:30 PM daily. Parents, please be advised that the late pick-up fee is \$1 per minute. We must receive advanced notification if you will be late to pick up your child. If you are more than 20 minutes late from your scheduled pick-up time and we have not received advanced notification, we are obligated to contact the local authorities.

### **RETURNED CHECK**

When we receive notification from the bank that a check was returned for whatever reason, your child's account will result in a negative balance. After the first bounced check, Upper Room Daycare & Preschool will not accept checks for tuition and all payments will have to be in cash or money order. There is a \$35.00 service charge for all returned checks. Please keep in mind

that we do not accept post-dated checks, nor do we accept requests to deposit checks at a later date than the day received.

### **MEDICAL ABSENCES & VACATIONS**

When a child is absent due to illness and tuition is not paid on time, a doctor's note will be required to waive the late fees.

Vacation requests must be notified at least 2 weeks in advance if tuition is going to be paid after the vacation in order to waive the late fees.

Tuition must be paid in full regardless of illness or vacation time.

### **WITHDRAWAL NOTICE**

There is a required **two week notice** to be given if you are to withdraw your child from Upper Room Daycare & Preschool. All fees apply for the two weeks. No payments will be reimbursed.

### **SUSPENSION**

In response to cases of severe misbehavior in which a student violates school policies, rules or regulations, UR administration may suspend or temporarily remove the student from School for up to ten calendar days. Suspensions will be regarded as a serious consequence and the student's parent/guardian will be required to meet with the administration and any staff members involved in the suspension prior to the student's return to the school.

### **EXPULSION**

Discipline means to teach and guide. Discipline is not punishment, but rather an opportunity to teach. UR is committed to help children acquire self-regulation skills that are necessary to problem solve and be successful in life. All staff is PBS trained by Family Central to help them develop the skills to deal with challenging behaviors and problem solve in appropriate ways. However, there are circumstances in which a child will be subject to suspension or expulsion after strategies, observations and screenings have been implemented. In such circumstances:

- The child's parents/guardians will be advised verbally and in writing about the child's or parent's behavior.
- A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child to return to school. If changes do not occur after the required intervention, the child will be expelled from UR.
- In the case of dURge to the property or hurtful actions in which other children or staff are at risk, the child will be expelled.

Parental actions for child expulsion:

- Failure to pay or habitual lateness in payment.
- Failure to complete required forms, including the child's immunization records.
- Verbal abuse (including, but not limited to, cursing and insulting).
- Parent threatens physical or intimidating actions towards staff members.

### **POLICY CHANGES**

Please be aware that policies change over time and if such changes occur, you will be asked to re-read the policies and sign the handbook once more. If you have any questions or concerns, please contact the administration to review or discuss any policy or procedural change.

### **CLASSROOM POLICIES**

In addition to adhering to the school's policies, parents and children are required to follow the policies of the individual child's classroom.

### **CONFIDENTIALITY**

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. No information will be provided over the phone. Any allergy/medical information will be listed under the red flag list to comply with HIPPA laws.

### **SAFE SLEEP**

As your child's caregiver, our priority is the safety of the children in our care. As caregivers, we make sure the environment in which our children are cared for is free with of safety hazards and the techniques and practices used at UR are tailored to guarantee children will not suffer any physical or mental injury or discomfort. Ensuring the comfort and safety of young children when they sleep requires implementation of safe sleep best practices to prevent injuries or death from occurring. According to the American Association of Pediatrics, infants under 1 year can experience sudden infant death syndrome. UR and the entire staff follow the National and Safety Standard Guidelines for Early Care Education Programs recommended by the American Academy of Pediatrics.

- Infants up to 12 months of age are placed on their backs to sleep in a safe environment.
  - This includes a firm crib mattress, covered by a tight-fitting sheet in a safety-approved crib that meets the standards and guidelines reviewed and approved by the U.S. consumer product safety commission.
- Only one infant will be placed in each crib.
- If an infant falls asleep in any place that is not a safe sleep environment, staff will immediately move the infant and place them on their back in their assigned crib.
- Loose and soft bedding and toys will be kept away from sleeping infants.

- Swaddling will not be used at any time.
- When infants are placed in their assigned crib for sleep, staff will check the room temperature to ensure infants are comfortably clothed and loose articles are removed.
- Infants will be directly observed by sight and sound at all times by staff.
- Bedding will be sent home every Friday to be properly washed, unless spills occur before. Mattresses will be properly disinfected between uses.

### **SHAKEN BABY SYNDROME**

Shaken Baby Syndrome, also known as abusive head trauma, is a serious brain injury resulting from forcefully shaking an infant or toddler. Shaken baby syndrome destroys a child's brain cells and prevents his or her brain from getting enough oxygen. Shaken baby syndrome is a form of child abuse that can result in permanent brain damage or death. Babies have weak neck muscles and often struggle to support their heavy heads. If a baby is forcefully shaken, his or her fragile brain moves back and forth inside the skull, which causes bruising, swelling and bleeding. Shaken baby syndrome usually occurs when a parent or caregiver severely shakes a baby due to frustration or anger, often because the child will not stop crying. UR is well trained and committed to cater for the infants and children's needs in a positive, appropriate, gentle and nurturing manner. Addressing and understanding the needs of infants and young children is key to reduce stress and soothe the crying baby or young child.

### **REQUIRED BROCHURES**

Your signature on our Policies and Procedures Parent Agreement Form acknowledges the receipt and review of:

- Section 402.3125(5), F.S. Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24)
- CF/PI 175-70, June 2009 Influenza Brochure
- CF/PI 175-12, May 2018 Distracted Adult Brochure
- Section 39.604, F.S. Rilya Wilson Act Flyer

### **OBSERVATION AND SCREENING CONSENT**

Your signature on our Policies and Procedures Parent Agreement Form confirms your consent for your child to participate in the facilities' observation and screenings that are administered at the center. Information gathered from screenings will be used to help students with their developmental growth and success. Results and findings are confidential.

### **VPK ONLY ATTENDANCE POLICY**

Your signature on our Policies and Procedures Parent Agreement Form confirms your receipt and understanding of our VPK Attendance Policy. Attendance sheets must be signed monthly for VPK.



## Policies and Procedures Parent Agreement

***I have read and completely understand the policies, which include:***

CURRICULUM	CAR SEAT REQUIREMENTS
HOURS OF OPERATION/HOLIDAYS	TRANSPORTATION
CHILD DROP OFF/RELEASE	BUS EXPECTATIONS
UNIFORMS	PARKING LOT
PARENT VISITING	ON-SITE CAMERAS
CUSTODY & VISITATION ISSUES	WATERPLAY/SWIMMING POOL
PARENTAL INVOLVEMENT	FIRE DRILLS
DISCIPLINE	INCLEMENT WEATHER
MEALS & SNACKS	STATE STANDARDS
TOYS	EMERGENCY INFORMATION
MEDIA/LIBRARY	FEE POLICY/LATE FEE/DELINQUENT ACCOUNTS
JEWELRY	RETURNED CHECK
HYGIENE	MEDICAL ABSENCES & VACATIONS
DIAPERS & TOILET TRAINING	WITHDRAWAL NOTICE
NAPS	SUSPENSION
HOLIDAY CELEBRATIONS	EXPULSION
BIRTHDAYS	POLICY CHANGES
DISTRIBUTION OF PARTY INVITATIONS	CLASSROOM POLICIES
IMMUNIZATION REQUIREMENTS	CONFIDENTIALITY
HEALTH	SAFE SLEEP
MEDICATION	SHAKEN BABY SYNDROME
ALTERNATE NUTRITION PLAN AGREEMENT	REQUIRED BROCHURES
ALLERGIES	OBSERVATION AND SCREENING CONSENT
SPECIAL NEEDS	VPK ONLY ATTENDANCE POLICY
ACCIDENTS & EMERGENCY TREATMENT	

***I acknowledge that I have received a copy of the written policies for Upper Room Daycare & Preschool. I acknowledge that I have received the proper orientation for the center. Please sign the form and return on or before the first day of your child's attendance.***

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature & Date