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| **Wesley Chapel Academy**  **Parent Handbook** |

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# Welcome

Welcome to WESLEY CHAPEL ACADEMY. We are pleased that you have entrusted us with the care of your child. Please read through this parent handbook and keep it for future reference. If you have any questions or concerns, please let us know right away. We are looking forward to partnering with you to maximize your child’s early learning.

## Mission

Our mission at WESLEY CHAPEL ACADEMY is to provide exemplary child care by offering a program tailored to ensure high-quality daily experiences for each child.

## Program Philosophy

We treat the children in our care with respect and strive to instill within each of them a love for themselves and others, as well as a love for learning. We provide each child with an environment that is safe, healthy and promotes learning.

We believe that children learn by doing. We operate a developmentally appropriate program that provides each child with many large group, small group and individual experiences to aid in their cognitive, physical, social, emotional and spiritual development.

We believe that the dedication of our teachers and their desire to provide a healthy environment allows our program to be successful. They are vital to our program and we provide them with all of the support they need to accomplish their mission.

We believe that parents are the primary teachers and role models for their children. We strive to partner with them and to offer them guidance, encouragement, and support in nurturing their children to become responsible adults.

We believe that we must all work together to teach our children how to behave appropriately. We guide the behavior of the children entrusted to us through positive methods such as modeling and helping them to learn the language necessary to express their feelings.

Our greatest hope for ourselves and the children in our care is that we will set the example for them to follow to allow them to reach their highest potential.

## Non-Discrimination Policy

Wesley Chapel Academy accepts children regardless of religion, color, race, national/ethnic origin, or disability. When a child with special needs applies for enrollment in the program or a child in the program is identified with special needs, a professional assessment of the child’s needs may be necessary to determine the scope of services necessary. There will be a consultation between program management, classroom teachers, the child’s parents and any other appropriate individuals to determine how the program can best meet those needs.

## Admission Criteria

At time of registration, please bring an up-to-date immunization record for each child and phone numbers and addresses of 4 people to contact in case of an emergency when you cannot be reached. These should be people who live in this area and whom your child knows. All required forms must be completely filled out prior to your child attending school.

## Adjusting to Group Care

To help your child adjust to group care, we suggest you:

1. Visit the center with your child before his/her first day of care.
2. Speak of the Center in positive ways, as a place your child will enjoy, have children to play with and adults to help him/her.
3. Tell your child you will come back to pick him/her up (give specific time) and hear about his/her day.
4. Do not "sneak out" when the child is not looking. This fosters mistrust in the child's mind.

We find that following these recommended procedures usually alleviates a child's fears and impacts positively on his/her experience. Some children have difficulty making the adjustment. Our staff will work with you and keep you informed of your child's progress.

## Role of the Local Child Care Licensing Agency

Wesley Chapel Academy is licensed and regulated by the state and local child care licensing agency. The local child care licensing agency shall have the authority to interview children or staff and to inspect and audit child or facility records within the child care facility without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member, and for the examination of all records relating to the operation of the facility if requested by the local child care licensing agency only. The local child care licensing agency or the Child Protective Services agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse or neglect and to have a licensed medical professional physically examine the child(ren).

# Operations

## Programs

Two-year old, Three-year old, (VPK), Pre-School, and Kindergarten classes are available for children at Wesley Chapel Academy. Please see Tuition List.

## Operating Hours

WESLEY CHAPEL ACADEMY is open for care from 7:00 a.m. to 5:45 p.m. If you are going to be late picking up your child, please notify the Center immediately. We will assure your child that everything is fine. If we do not hear from you and cannot contact anyone on your emergency card, we must assume your child has been abandoned. At that time, the local Police Department will be notified to make arrangements for your child.

## Calendar Schedule

WESLEY CHAPEL ACADEMY follows the Pasco County School District calendar for VPK classes and Kindergarten. Holidays and Teacher Planning Days are observed as non-school days for students. Regular tuition will be due during these holiday/planning days. There is no tuition credit for missed days of attendance.

# Staff

# Staff/Child Ratios

The maximum ratio in WESLEY CHAPEL ACADEMY is as follows:

1:11 Two-year old children 1:15 Three-year old children 1:11 VPK children 1:20 Preschool/Kindergarten

## Staff Minimum Qualifications

All staff members will meet the required qualifications as set forth by the local child care licensing agency.

## Responsibilities

Teachers who are competent, trained, caring and appropriately screened will be available to maintain adult/child ratios required by the local child care licensing agency regulations and provide direct developmental care service to children. Responsibilities include:

1. Implementing indoor and outdoor program activities that support a child's physical, social, emotional and intellectual development.
2. Encouraging a child's curiosity, problem-solving, and task attainment.
3. Role modeling communication and interaction skills for children.
4. Extending a child's knowledge of concepts appropriate to individual developmental levels.
5. Recognizing individual differences in children and responding to individual needs.
6. Providing for physical safety and well‑being of children.
7. Administering minor first aid and carrying out emergency measures in case of illness, accidents or fire.
8. Communicating with parents regarding the child's daily experience within the program.

The staff of WESLEY CHAPEL ACADEMY is dedicated to providing a safe, happy, and healthy environment for all children.

# Daily Admission and Release Procedures

## Check‑ln / Out Procedures

State law requires that all children be signed in and out daily. When checking your child in to the program, please be sure that your child’s teacher sees you and greets your child before you leave the classroom. When picking up your child, again please make sure that your child’s teacher sees that you have signed your child out and are leaving with him or her. Remember, prior to sign-in and after the child is signed out, the parent/guardian assumes full responsibility for their child.

No child will be released to anyone other than the parent without written notification from the parent. In the case of pick-up by an individual not known to staff members, photo identification will be required. This identification will be checked against the emergency information card. If proper identification is not presented, we reserve the right to retain any child at school.

In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

## Child Health Screening

Center staff will observe each child for apparent signs of illness upon arrival and before the parent leaves. Children may be denied service according to the Daily Health Screening section of this handbook.

## Child Abuse Reporting

All child care providers are required by law to report any suspected child abuse to Child Protective Services as well as to the local child care licensing agency. This abuse can be in any form: physical, emotional, sexual, verbal or neglect. If your child has an unusual-appearing injury, please notify the teacher when he/she arrives at school.

All Center personnel will be trained on Child Abuse/Neglect Identification, Reporting and Prevention trainings.

# Developmental Programming

## Program Curriculum

Our curriculum reflects guidelines and practices advocated by the National Association for the Education of Young Children. Lesson planning for each classroom is based upon developmentally appropriate practices and enhances all areas of children’s development; cognitive, physical, social and emotional.

Lesson planning is primarily focused on arranging the classroom environment with materials and activities that allow the child to explore and interact with the materials, other children and teachers. The curriculum is focused upon concrete experiences that are relevant to the lives of the children in care. To also prepare learners for the future.

## Daily Activity Schedule

Scheduled daily indoor and outdoor activity periods will be planned for all children. The daily plan is balanced between periods of active and quiet play; child-initiated and adult-initiated experiences; and individual, small group and large group activities.

Children should always come to the Center dressed in clothing suitable for playing so that they feel free to participate in our many activities. All children need an extra complete set of clothing, including shoes if possible, for messy experiences and accidents. The center is not responsible for lost or misplaced items. However, if the items are labeled, it does make it easier for parents and staff to recognize ownership. In warm weather, socks should be worn with sturdy shoes, not sandals.

Children need fresh air and sunshine every day (even on overcast or cold days). Outdoor experiences provide children with the opportunity for being noisy, exploring, exercising large muscles, and experiencing science, nature, and weather. This means our children go out every day unless there is extreme inclement weather. Please provide the appropriate clothing, hat, boots, and protective play clothing, as well as a change of clothes.

## Food Service

Children will be encouraged, but not forced, to eat. Food will never be used as punishment or a reward. Parents are responsible for packing lunch/snacks. Please use an ice pack to keep items cold. There is no microwave available.

If any child is without a lunch or snack on any given day, the school will attempt to contact parents to bring food. We encourage good nutritional habits in children. We request that you not send candy, gum, juice, or sodas, or have them for your child within the building when you pick your children up.

**We are am “Water Only” School**. All students need a water bottle labeled with first and last name. It will be refilled as needed with a water fountain.

## Nap and Rest Periods

A nap/rest period will be scheduled for children in the 2 and 3-year-old classes. For the comfort of your child, you can supply a 1” red/blue Kindermat, fitted crib sheet, and a small blanket for naptime. These items are to be brought to school every Monday and taken home every Friday, or more frequently if soiled, to be laundered.

## Personal Items

Please be sure that your child has the following items at the Center at all times in a bag labeled with your child's name:

1. Blanket (If 3 years or younger.)
2. Change of Clothing- Pants, Shirt, Socks, Underwear, Shoes if possible.
3. Coat or Sweater

Please remember to replace clothing in your child's cubby when used or soiled.

Children often want to bring items from home to play with or to show to their friends. If the item supports the current classroom theme, this is appropriate, if approved by the teacher beforehand. Otherwise, personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. Your child’s teacher will rotate sending home a “share” bag between all of the children in the classroom. When it’s your child’s turn for the share bag, he/she will have the opportunity to share an item with his/her classmates.  **Toys like guns, swords, etc. are never allowed at the Center.**

## Celebrations

Holiday celebrations will be a part of our planned program and will include children in the planning and preparation. In our curriculum, we respect the fact that not all families celebrate the same holidays, nor do they celebrate holidays the same way. Holidays are not over-emphasized, nor are they used to teach religion, stereotype a culture, or present a particular teacher's perspective. Holidays and celebrations will be planned when developmentally appropriate for the age and particular group of children, drawing on family traditions and shared values. Children's creative artwork will be the decorations for the season. Our goal is to help children learn about holidays as a part of a more inclusive curriculum about cultural diversity. If there is a particular celebration that is important to your family, please let your child’s teacher know so that it can be included in the classroom planning.

Likewise, children’s birthdays are celebrated in age-appropriate ways in the classroom. A birthday celebration is the responsibility of the parents and will be kept simple and child-centered. Parents may bring cake/cookies/cupcakes that are store-bought and labeled with the ingredients.

## Discipline Policy

The discipline policy at WESLEY CHAPEL ACADEMY is intended to help each child develop self-control and assume responsibility for his/her actions. In order to attain these goals, parents and staff must have open and frequent communication regarding all aspects of the child’s development and behavior.

Teachers will positively guide children in a consistent manner based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations are clearly defined.

Discipline will be constructive in nature and will include such methods as redirection, separation of child from situations

and/or praise of appropriate behavior.

Consequences for inappropriate behaviors are as follows:

1. Redefine the rules to the child and redirect the behavior. (Suggesting alternate activities, asking the child to be a helper).
2. Issue a verbal warning to the child. The teacher will discuss the appropriate behavior desired and will inform the child of consequences that will follow if the behavior does not improve.
3. Thinking-time in the calming corner (the number of minutes equals the child's age).
4. In the event that the behavior does not improve, the Director is notified as a support system. The Director will observe the child to determine any possible underlying problems that exist. For example: conflicts between two children that need to be rectified, or a child that has difficulty with transition times, etc.
5. Children displaying chronic disruptive behavior which is upsetting to the physical or emotional

well-being of another child may require the following actions:

* Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of actions will be developed and agreed upon by the parents and staff.
* For children with continued behavior problems, the parent(s) may be required to pick child up early from the school in cases of dangerous behavior.
* If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

Wesley Chapel Academy reserves the right to cancel the enrollment of a child for the following reasons:

* Nonpayment or excessive late payments of fees.
* Physical and/or verbal abuse of staff or children by parent or child.
* Not observing the rules of the center as outlined in the handbook and/or parental agreement.

The use of physical force as a discipline measure is prohibited. This includes spanking, slapping, pinching, shaking, biting, pulling hair or arms, jerking, etc. A discipline policy is provided to parents.

# Health Procedures

We make every effort to prevent the spread of germs in the school. In order to maintain a high standard of cleanliness, we ask you to ensure that children wash their hands with soap and water before arriving at the Center.

## Immunization Records

All children enrolled must have current immunization records or an immunization exemption document. Parents must ensure that their children receive the required immunizations in a timely manner or services may be suspended or terminated. When your child receives additional immunizations, you are required to bring the updated immunization form so that we can ensure your file is current. Whenever any information on this form changes – it is your responsibility to notify us and up-date or re-do this form.

## Daily Health Screening

Preventing illness is one of the most difficult challenges in a child care program. While we understand that our guidelines may be inconvenient for you at times, we hope that you realize that the guidelines exist to protect the health and well-being of all the children in the program, including yours.

Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission based upon the following criteria:

1. Temperature in excess of 100.4 degrees Fahrenheit.
2. Persistent cough.
3. Yellow/green runny nose
4. Inability to arouse the child when admitted for care.
5. Inability to participate in daily activities, including all indoor and outdoor play and scheduled field trips.
6. Diarrhea. This means more than one abnormally loose stool. If a child has just one loose stool, he/she may not have diarrhea. The child will be observed for additional loose stools or other symptoms.
7. Severe or persistent coughing.
8. Difficult or rapid breathing.
9. Yellowish skin or eyes.
10. Redness of eyelid lining, tears, or discharge of pus from eye.
11. Head lice - nits (white dots) attached to the hair shafts.
12. Unusual spots or rashes.
13. Sore throat or trouble swallowing.
14. Infected skin patch(es). Such as, crusty, bright yellow, dry or gummy areas of skin.
15. Unusually dark, tea-colored urine.
16. Gray or white stool.
17. Headache and stiff neck.
18. Vomiting.
19. Loss of appetite.
20. Severe itching of body or scalp or scratching of the scalp.
21. Unusual behavior such as:
    1. Child is cranky or less active than usual.
    2. Child cries more than usual.
    3. Child feels general discomfort or just seems unwell.

If your child develops one or more of these symptoms during the hours they are under our care, we will notify you of your child's condition. You will need to make arrangements to pick up your child within thirty (30) minutes of notification.

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## Exposure Notices

The local Health Department requires that we notify them and those in our care of exposure to any communicable diseases or infections, or parasites contracted. We also need to notify other parents immediately if there is a chance that their child was exposed to a communicable disease. If your child contracts any communicable disease or infection, please notify us immediately.

## Readmission Following Illness

In order to help prevent the spread of illness in our Center, we follow a 24-Hour Symptom Free Rule. This means that your child must be free of all symptoms of illness for at least 24 hours before he/she can be readmitted.

A child may only return to a program when the child feels well enough to participate in usual daily activities and the following conditions exist:

1. Fever has been absent for 24 hours without the aid of fever reducing medication.
2. Nausea, vomiting, or diarrhea has subsided for 24 hours.
3. An antibiotic has been given over a 24-hour period for known strep or other bacterial infection.
4. Chicken pox lesions are crusted, usually 5 to 6 days after onset.
5. Scabies is under treatment.
6. Lice are under treatment and no nits or live bugs are present.
7. Pinworm treatment has occurred 24 hours before readmission.
8. Lesions from impetigo are no longer weeping.
9. Conjunctivitis has diminished to the point that eyes are no longer discharging.
10. The child has completed the contagious stage of the illness.

The 24-Hour Rule means that, if we send your child home with an illness, he/she will not be able to return on the following day because he/she would not be symptom free for 24 hours by that time. If there is reason to question a child's remittance, the Center reserves the right to require a report from a physician stating that the child may return to care before the child will be readmitted. Please help us to protect the health of all of the children in the Center by following these guidelines.

## Administering Medication

1. All medications must be in the original container labeled with the child's name, medication name, dosage, time or frequency of dosage, and me­­­dication expiration date. Prescription medications must also be labeled with the physician's name and start and stop date.
2. Only oral, topical or inhaled medications will be administered
3. All medications will be recorded on a "Medication Release and Chart".
   1. Written permission from a parent or guardian must be obtained before administering any medication.
   2. Each medication requires a separate form that may be used for up to ten days. The form will be maintained and filed into each child's folder upon completion of the medication period.
   3. The parent will document that the medication will not expire before the "Medication Release and Chart" will expire. Center staff will confirm the medication's expiration date.
   4. The parent will note the times and methods for administration on the "Medication Release and Chart". If there is any doubt about the administration of the medication, Center staff will contact the parent prior to administering the medication.
   5. Neither the parent nor a staff member can alter the dosage from the prescription label.
4. All medications will be stored in a locked box/room out of the reach of children. No medication may be stored at the Center unless there is a current "Medication Release and Chart" on file.
5. The following procedure will be used any time medications are administered:
   1. Administer the medications to children in a separate area away from other children to avoid the likelihood of confusion and problems in administering medication.
   2. Carefully read the label on the medication before administering it to the child.
   3. Sign the "Medication Release and Chart" after each dosage is given.
   4. If a child spits up a medication, do not re-administer it. Call the parent to inform him/her. Make a note on the "Medication Release and Chart" when this occurs.
6. When the "Medication Release and Chart" expires, Center staff will return the medication to the parent. If it is not possible to return the medication to the parent, Center staff will dispose of the medication in accordance with the health consultant's recommendations. The method of disposal will be indicated by Center staff on the "Medication Release and Chart".

## Accidents / Emergencies

Although we have policies and procedures in place to keep our Center as safe as possible, bumps and bruises are a part of everyday life. Our Center is equipped with simple first aid supplies and if a child has a minor accident, the staff will administer appropriate first aid. If your child is injured at the Center, we will complete an Accident Report to provide you with information about what happened and what our staff did to help your child.

Parents will provide written consent for Center personnel to admit their child for care (medical or dental) in a situation where the child's condition represents a serious or imminent threat to life, health, or well-being. If you do not want us to provide such care, you must submit a written plan of action in lieu of the consent.

If a serious injury does occur, we will provide immediate first aid and attempt to contact a parent or emergency designee, either to pick the child up for immediate medical care or to notify them that we have activated the 911 system, depending upon the situation. If a child needs to be transported by ambulance and the parent or emergency designee is not available, a staff member will accompany your child in the ambulance. You will be expected to assume responsibility for any expense resulting from the transport and medical care of your child. It is to your child's benefit that you keep the Center up-to-date on your phone numbers, emergency designees, and other pertinent information.

**Smoking**

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children.

**Parent Relations**

## Parent Involvement

Parents are an integral part of the Center and will be encouraged to participate in all aspects.

1. Observe your children within the program setting.
2. Have daily contacts with Center personnel.
3. Read the information on the classroom parent information boards.
4. Serve as a Center volunteer.
5. Attend open houses, luncheons, etc., offered at the Center throughout the year.
6. Attend annual parent/teacher conferences.
7. Help the classrooms by collecting items requested by teachers, helping to prepare materials for the classroom, making or repairing equipment and materials, etc.

## Staff and Client Relationships

Wesley Chapel Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Wesley Chapel Academy. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of Wesley Chapel Academy while currently employed by Wesley Chapel Academy or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

## Conflict Resolution

While every effort will be made to provide a caring, respectful and professional environment within the Center, conflicts may still arise. When a concern arises, the first step is to discuss the concern with the other person involved. If the concern is not resolved, or the concern is so great as to warrant skipping the first step, the Center Director will interview all necessary parties and make a final determination. Parents will be notified of the Director’s decision and follow-on actions while maintaining appropriate confidentiality as it relates to personnel matters.

# Financial Arrangements

## Payment of Fees

All fees will be paid in advance on the first Friday of the next month, prior to care being provided. Fees can be paid in cash or in the form of check, money order or cashiers’ check made payable to WESLEY CHAPEL ACADEMY. You may also pay your tuition online at Wesleychapelacademy.com. A late fee of $25 will be assessed if payment is not received by 5:45pm on Monday. If full payment, including late fee, is not received on Tuesday morning, the child will not be accepted for care until the fee is paid. Upon three incidents of late tuition payment, termination of services may result.

## Late Pick-up of Child

Closing time for the Center is 5:45 p.m. Late charges commence at 1 minute after pick-up time. and are $1.00 per child for each minute thereof. Please be prompt. After the third late pick‑up within a 6‑month period, termination of services may result. Late pick‑up fees will be added to your account and due at the end of the week.

If no response can be obtained from the child’s parent(s), emergency designee, or any other contact person listed on the child’s registration paperwork AND a minimum of 30 minutes has elapsed since the closing of the Center, the Center Director or designee will contact the Police Department to enlist their assistance in contacting the parent(s) and take temporary custody of the child if necessary. Staff shall carefully and completely document all efforts to contact parents and emergency designees, including the name of the staff member attempting the contact, the time of the attempted contact, the name and phone number of the persons called, and the result of the contact, such as left message for parent to contact Center immediately, no answer, etc.

# Departures, Vacations, and Absences

## Departure

A minimum two (2) week notice is required for any child discontinuing the program. If a two-week notice is not provided, the fees for the last two weeks will be paid regardless of whether the child attends and/or you will forfeit your child’s deposit. If not paid the amount will be reported to the collection agency.

## Vacation

Each family will receive a one-week vacation per year not transferable. Vacation time cannot be used at your family’s 2 weeks departure of leaving the center or split up. If your child will be absent, please call the Director to let them know not to expect your child.

## Absent

We ask that all children attend at the center by 9:00 a.m. if for some reason your children will not be attending or late, we ask that you call the Center by 9:00 a.m. or your child will be marked absent for the day. It is important that your child attends early in the program on their scheduled day to receive full education of the curriculum that the teacher is teaching for that day. If you will be late or absent, communication the day prior to the center director or classroom teacher will be accepted.

## Financial Records

It is the responsibility of the parent to maintain a record of receipts for justification of child care expenses for tax purposes. WESLEY CHAPEL ACADEMY will provide, upon request, a total amount paid during a single school year. WESLEY CHAPEL ACADEMY makes no representations that the data provided is complete and accurate.

# Termination of Services - Reasons and Procedures

Services may be terminated or refused by WESLEY CHAPEL ACADEMY for reasons that include but shall not be limited to the following:

1. Failure to complete, or update, and return to the Center in a timely manner, required registration forms. After the second request for necessary forms, services will be discontinued on the last day of that week.
2. Termination for late pick‑up. WESLEY CHAPEL ACADEMY closes promptly at 5:45 p.m. After two incidents of late pick-up, a warning will be issued. After three late incidents in a 6-month period, termination of services may result.
3. When a child is causing harm to himself or others, due to extreme behavior. Center staff will generally work with the parent or guardian to modify any dangerous behaviors the child is exhibiting prior to terminating services. However, since the intent is to provide a safe and non‑threatening environment for all children, we reserve the right to terminate a child's enrollment immediately.
4. If WESLEY CHAPEL ACADEMY is not able to meet the child's needs.
5. Behavior of the parent/guardian that may include harassment, verbal abuse, or physical abuse toward WESLEY CHAPEL ACADEMY staff, clients or visitors may result in immediate termination of enrollment. Legal steps may also be taken against the offending person if warranted.
6. Use of Center staff or volunteers to care for your child outside of the Center. WESLEY CHAPEL ACADEMY is faced with legal liability in any instance in which our staff member or volunteer cares for Center children outside of the Center. Because of this, any instance in which a Center staff member or volunteer cares for Center children outside of the Center may result in termination of the child from the program and/or termination of employment of the staff member.
7. WESLEY CHAPEL ACADEMY reserves the right to terminate services or refuse services for any reason.

# Pick-up and Drop-off

Parents and Families will use the car loop for dropping off and picking up your child. Enter through the library and wrap around the back-parking lot. **Stay** in your car when dropping off. A staff member will get your child out of the vehicle. When picking up, a staff member will put your child in their seat. Please **pull-up and buckle your child**. This will allow the line to keep moving.

**Ring the bell** or **call** the center to pick-up or drop-off your child before or after regular times.

# Visiting the Center

You are welcome to visit your child at the center at any time. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a “visit” from an extended family member.

# Classifications

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

1. A scheduled employee during the regular course of their work day
2. A Child who is in our care (all paperwork has been filled-out)
3. Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
4. Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
5. Visitor’s – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
6. Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours.
7. An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

# Volunteers

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

# Intruders

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

*Again, we thank you for entrusting the care of your child to our hands. We will do everything we possibly can to live up to that trust. If we can be of assistance in any way, please feel free to contact us.*

# Wesley Chapel Academy Parent Handbook Acknowledgement

I acknowledge that I have received a copy of the Wesley Chapel Academy Parent Handbook. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the owner(s). I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

By signing below, you understand and agree to all policies in the Parent Handbook:

Child’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_