



## **LPH PARENT HANDBOOK**

Little Peek at Heaven Preschool  
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## **WELCOME TO LITTLE PEEK AT HEAVEN PRESCHOOL!**

It is our commitment to work side-by-side with you to provide the best education for your child. We are proud to have been entrusted with this joyful and great responsibility and will work hard to transmit Christian values in a healthy, nurturing, and safe environment, where the most important lesson is to love and trust in God.

Please take time to read this handbook and become familiar with our center policies and procedures. Remember we are always available for suggestions, questions or concerns.

### **ABOUT US**

Little Peek at Heaven Preschool (LPH), formally known as Little Piece of Heaven Preschool, was established in 2000 as a nonprofit organization owned and operated by the Plantation Seventh-day Adventist church and governed by a local board under the supervision of the Florida Conference of SDA office of education.

Being licensed by the Broward County Childcare Licensing (Lic.# 46227) we comply with its regulations and standards for health, safety, education and care for young children.

Since August of 2018, Little Peek at Heaven Preschool has been owned and operated by its own Board of the Directors, with SDA values and Denominational philosophy. At LPH we strive to provide a nurturing and caring environment where your child can excel both academically and spiritually.

We offer a variety of services, from Early Childhood, Voluntary Prekindergarten, Wrap Around, and Summer Enrichment Programs should the need arise.

### **Our Philosophy**

Little Peek at Heaven Preschool creates educational experiences and an atmosphere that are in tune with the student's different stages and ages of development. We believe that each child is unique, have unlimited potentials and should feel pride in his or her abilities, family, and culture. We feature an atmosphere that involves the students with hands-on activities, sharing experiences, playing, exploring, etc. The program encourages a family-centered partnership, facilitating a comfortable transition from home to school, strengthening the positive interactions between parent, child, and center staff.

## **Our Vision**

Our vision is to partake in a harmonious and balanced development of all infants, preschool and school-age children in our community who have been entrusted to us.

## **Our Mission**

To provide a childcare service that develops all faculties for the glory of God and for the betterment of society, in a fun, loving, Christian environment.

## **OUR GOALS**

- To provide a safe, healthy, and secure environment for the children.
- To maintain a cooperative, informative, and respectful partnership with families.
- To provide an atmosphere which helps lead families and children to the Lord.
- Provide opportunities for emotional growth, and help the child gain independence. We help children express their feelings in acceptable ways.
- Maintain an unhurried atmosphere where a child learns to do by doing and where the value lies in "the joy of," rather than in the finished product.
- Maintain a calm, attractive, stimulating, and motivating physical environment.
- Provide plenty of time and materials for free spontaneous play, for creating with a variety of materials, and for investigating and experimenting.
- Provide for group and individual activities according to the needs, interests and potential of the children while recognizing the children who may have special needs and interests.
- To strengthen and support the family.

## **OUR STAFF**

Teachers are hired based on their education, experience, creativity, warmth and caring for children. We want to assure the highest quality care and education for your child. All teachers hold DCF credentials, and many have A.A., B.A., or Masters Degrees. We encourage all staff to continue their professional development through college coursework, conferences and in-service training. For the safety of your child, references, physical health report and criminal record checks are gathered upon hire for all staff.

## **DAYS AND HOURS OF OPERATION**

Monday - Friday from 7:00 am to 6:00 pm

We are closed for the following holidays\*:

- New Year's Day
- Martin Luther King Jr
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

*\*Emergency closings for Broward County Public Schools.*

## **CURRICULUM**

Our activities are focused on the development of the whole child. Using developmentally appropriate practices, teachers and caregivers work with all children in a variety of age-appropriate settings, from groups to individual, that encourage each one's progress and growth. Our curriculum is developmentally based and designed to meet one or more of the child's four areas of development including social and emotional, cognitive, physical and cultural. Our weekly program includes:

Social emotional development  
Language arts  
Storytelling  
Critical thinking skills and  
comprehension Reading &  
Reading readiness Handwriting  
Fine and gross motor activities  
Learning centers  
Creative expression

As a Christian early childhood program, we use the Bible as a basis for our curriculum. In addition, we use The Pebbles Curriculum to supplement the children's trans-disciplinary, integrated learning experiences.

## **DAILY PROGRAM AND SCHEDULES**

Toddlers are cared for in a nurturing and stimulating environment using some of the primary care practices of responsive care giving which incorporates observation, documentation and interpretation of a child's experiences. Their needs are attended to throughout the day, providing food, sleep, comfort, and play as needed according to their temperament and comfort level. As children grow, more activities are added to provide stimulating and fun developmental experiences.

All types of activities described above are planned during the children's day with each classroom having a published schedule and weekly lesson plan. We also are using FACTS Management and Remind as our school-based communication app to provide updates to our parents, some of them in real time.

## **Toilet Training**

It is the policy of LPH that children enrolled must be toilet "potty" trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull-ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull-ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students, and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3-year-olds)
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained.

## **CHILD ASSESSMENT**

To ensure that each child develops age appropriately, we will provide ASQ, and VPK assessments, which help us determine the stage of their development. During the first month of the child's attendance, his/ her teacher will perform assessments, screenings and observations.

If those reveal results that do not meet developmentally appropriate skills, we will notify the parents and potentially give you a referral for your child to be evaluated. As a result of their evaluation and recommendations, a plan of action for the child will be formulated in connection with the parents. If LPH lacks the resources and cannot meet the child's needs, the parents may be advised to change their institution.

## **Inclusion Policy**

LPH staff believes that preschool should be a place where all children can have the opportunity to be successful. It is a time for children to learn new and exciting things, to make friendships, to try out their wings, and to learn to be a part of a group, while retaining their unique individuality. In believing that every child has his/her own "special needs," it has always been the policy of LPH to be a school that includes all children.

When a child is having difficulty in the classroom, we will try to work together with parents, teachers, and school administrators to determine what is preventing the child from having an optimum experience. Then together, we will try to come up with an individual action plan to meet the child's needs. Sometimes this will include asking the parents to set up an assessment of the child in such areas as speech and language development, a psychological assessment, or something as simple as a hearing test.

Occasionally, it is determined that a child needs to be withdrawn from Little Peek at Heaven Preschool (LPH). This is only recommended after very careful observation of the child and ongoing meetings with the parents. One or more of the following conditions must be present to suggest exclusion: the child's behavior is harmful to himself or the other children in the program; we are unable to meet the individual needs of the child; or the child's behavior is disruptive to the point of preventing the other children from learning. This is done only after all reasonable options have been attempted. This decision is made with input from the classroom teachers, the parents, and the school administration. We will also attempt to assist parents in finding more suitable learning arrangements for their child.

## **DISCIPLINE POLICY**

It is our policy to use positive means for managing a child's behavior. As childcare providers, we share the parent responsibility for developing self-discipline and self-control while in our care. Setting clear expectations of children, redirecting activity, positive reinforcement and problem-solving strategies are taught. Teachers will provide natural consequences which will allow the child to understand that actions result in consequences.

For example, if a child tears a book, the natural consequence is that the child will assist the teacher in repairing the book or bring in one of their own as a substitute. Teachers will use firmness, coupled with removing the child temporarily and redirecting his/her attention to something else.

For preschoolers, a big part of learning social skills involves learning about feelings. This can be a good opportunity to teach that there is a difference between a feeling and an action, and to help the child learn to identify and cope with his/her feelings.

Because a child's self-concept is at its most formative period during the preschool years, and because a child is so easily influenced by the words of those adults who are important to him/her, it is important that members of the staff never tell a child that he/she is bad, mean, or use other such descriptive words. A child looks to adults to help him/her control their behavior. It is important that these adults let the child know that it is his/her behavior that is not acceptable, not the child who is unacceptable. The staff might say, "I can't let you hit the other children in the room. That is hurtful and not safe." By utilizing these policies, it is hoped that the staff will help children respect other human beings as well as themselves. A child needs patient, loving adults to model the appropriate negotiation and problem-solving skills for them to become successful and nonviolent members of a group.

The use of corporal punishment is never acceptable in our center. Discipline will never be humiliating, frightening or harmful. It will not be associated with food, rest, or toilet training. We stress on two patterns of behavior: respect for other people and respect for property. Children displaying disruptive behavior which is upsetting to the physical or emotional well-being of themselves or another child, may need to be picked up for the day.

The teacher will communicate any areas of concern to the parents in order to work together on a behavior modification program. Should efforts be unsuccessful, and the child's behavior is of such nature as to threaten the safety of others and/or cause disruption to the program, LPH reserves the right to remove the child from the program.

## **BITING AND YOUNG CHILDREN**

We are always upset when a child is bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behavior.
3. Work with the child who bit and examine our program to stop the biting.



Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan for specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective. We give immediate attention, and if necessary, first aid, to the child who is bitten. We offer to put ice on the bite if the child is willing. We clean the wound with soap and water.

When a child bites, their parents are informed personally and privately the same day. When a child is bitten, their parents are informed personally that day and given a copy of our accident form. When we experience ongoing biting in a toddler, LPH reserves the right to suspend the child from the program. Should biting continue to be an issue, LPH reserves the right to dismiss the child from the program.

LPH will always keep the names of the child who bit confidential. This is to avoid labeling and to give our teachers time to work with the child who is biting.

We encourage parents to bring their concerns and frustration directly to the teachers and the administration.

## **CODE OF CONDUCT FOR PARENTS**

When Parents are at LPH or involved in a LPH Event they are expected to:

- Treat children with respect, compassion and empathy
- Support an environment that promotes health and safety
- Model cooperation and communication
- Children's choices and self-expression
- Lead child activities only in coordination with teaching staff
- Parents are expected to respect children's rights by not expressing physical affection or disciplining children other than their own. Please remember that it is the teacher's role to manage the classroom. If you are volunteering, check with the teacher for guidance and protocol.

Guardians or other adults authorized to drop-off or pick-up children who use inappropriate language, threaten staff or otherwise act in an aggressive manner will be asked to leave the property. In addition, the center reserves the right to suspend/terminate services to a family in the event a member of that family is inappropriate and/or threatening to staff or participants in the program. This will be determined by the Director.

## **Supplies Provided by Parents**

In accordance with the Broward County Child Care Ordinance/Family Child Care Ordinance, parents, and the childcare facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility. Parents are responsible for providing 2 or more healthy snacks (including fruit, yogurt with less than 15 g of sugar per serving, vegetables with ranch or hummus, and crackers). Parent should also provide a wholesome lunch with protein and fiber. Brown rice, pasta, whole grain bread and starchy vegetables like potatoes are ideal because they contain both. Please send snacks in containers and not Ziploc bags as they may get crushed or smashed during the course of the day. Include an ice pack in the lunch bag daily and if sending a warm lunch please pack it in a thermos that is easy enough to open. We do not microwave children's food.

### **Toddler supply list**

- Bedroll or a sheet & blanket
- Adequate supply of sippy cups each day (Label cup w/ full name)
- At least one full change of clothes
- Pull Ups for potential emergencies
- Wipes
- "blankey", if used

### **Preschool supply list**

- Bedroll or a sheet & blanket
- A stuffed animal or toy that your child likes to cuddle with during rest time
- Backpack or cloth bag for loose sleep items
- Complete change of clothes (including shoes) labeled in a Ziploc bag

**Please label all items. Rest time items should be taken home at the end of each week and laundered. Be sure to bring them back on Monday!**

## **CONCERNS PROCESS FOR GUARDIANS**

We take your concerns and feedback very seriously and make every effort to address issues within our Center. Please feel free to share your comments and concerns with your teachers first, if the issue has not been resolved please contact the Center Director.

## Attendance

It is important for you and your child to form a routine. Whether you come full-time or part-time, make sure that the days are consistent and so are the times.

Your child will know what to expect when they get here, making the transition a bit smoother. Our enriched learning begins at 9:00 a.m. Although they are learning throughout the day, this is the time where they all get to interact at the same time during circle and learn vital skills. Such as, problem solving, “real-time” social emotional development, choice making, self-help skills, language and cognitive skills, just to name a few.

We understand that life may get a bit hectic sometimes and you just want to spend the morning enjoying your children. If you decide to bring them in later, please let your child’s teacher know. If they are going to be here after lunch time, please make sure that your child is fed before arriving.

**If you do not bring your child for two consecutive weeks without any notice, we will take that as if you have withdrawn your child from our school and you will have to pay the registration fee and any unpaid balance to enroll your child again.**

## Absences

In an effort to advocate for the safety and well-being of all children, we are requiring parents to notify the LPH if your child is not attending school that day. This call should be placed prior to 10 a.m.

## Vacation Time

### Full-Time

Each full-time (Mon.-Fri.) child is eligible for two weeks' vacation after 90 days from starting date. You will have to fill out a vacation form and return two weeks prior to your vacation.

### Part-Time

Each Part-Time (2 or 3 days a week) child is eligible for 5 days of vacation after 90 days from starting date. You will have to fill out a vacation form and return two weeks prior to your vacation.

## **ARRIVAL AND DEPARTURE**

Upon arrival, please make sure to check your child in on the attendance sheet. Please make sure to walk your child to their classroom, if they are outside, make sure the teacher sees you so that they can know that your child has arrived.

Please inform the teacher of any medication or special circumstances that may affect your child during the day (e.g. poor night's sleep, upsetting event at home). Never leave your child unattended.

Upon departure, please make sure to check your child out on the attendance sheet. Walk into your child's room and make sure that your child's teacher sees you. On Friday's make sure to collect your child's bedding to take home. Wash and bring back on Monday in.

Anyone who is not known by the staff will be asked to show a valid Driver's License or other photo identification. Persons not authorized by you on your child's emergency list will not be permitted to take your child from the center. Children will not be released to anyone under the age of 18, or to anyone who is suspected to be under the influence of drugs or alcohol or who may be considered a danger to the child.

If the parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child will be placed at the risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such impaired individual.
- If the center is unable to make alternative arrangements, the staff member shall call the division's 24-hour child abuse hotline (1-800-962-2873) to seek assistance in caring for the child.

## **LATE PICK UP**

Late Pick Up: A late fee of \$1.00 for every minute increment will be assessed if your child is not picked up by 6:05 pm. State law requires the Center to contact the local police if a parent/guardian cannot be contacted and they are 30 minutes late after the center is closed late picking up a child.

## **VPK**

If you are receiving VPK funds, you must sign in /out on the folder that is in your child's classroom daily. Not signing in/out daily can result in having you to pay the full amount for that day.

## **Issues of Custody**

Those parents who may have custody issues should consult with an attorney regarding legal protection for their children. Parents must provide us with any court orders so that we can call the police to enforce their legal rights should the need arise. We will honor all court orders.

If there are no legal actions in place, the center's policy allows the parent who has physical custody of the child to authorize people for pick up and drop off.

Family conflicts can have a substantial impact on the children involved and school personnel. We cannot allow personal family disputes to adversely affect the children or the operation of the school. We will strive to remain impartial in all family disputes. We will not voluntarily meet with, or assist, a parent's representative involving a dispute between parents. This includes giving out lists of who picked up the child at school or attendance information without a court order. We cannot allow the school to become involved in the highly charged emotional situations that occur in custody arguments. We require that parents agree that one, both or neither will be permitted to pick up the child. In addition, parents must agree on who will be listed on the child's pick up list. If the parents cannot agree, we have no choice but to require that the child be removed from the school.

The school cannot be the messenger between parents. Please do not send messages or supplies (other than those needed by the child) to the school to go from one home to another. Please take the time to do this yourself. One copy of newsletters, notes, memos, etc. will be placed in the child's cubby. If you wish to have duplicate sets made up, please notify the teacher and specify where it is to be sent. The same applies for phone calls. One parent will be notified of upcoming events, conferences, injuries, etc. If both parents wish to be called, let us know.

## **BIRTHDAYS**

We encourage you to celebrate your child's birthday with his/her friends at the Center with nutritious snacks. Birthday procedures are as follows:

- Soda and other carbonated drinks are not allowed.
- Party bags or gifts intended for the children shall include age-appropriate items. No hard candies will be allowed. They will be removed from the party bags.
- Party bags/gifts will be distributed to children at dismissal and not during the actual birthday activity.
- Clowns, magicians, and life-size cartoon characters are not allowed.
- For the safety of all our kids, latex balloons will not be permitted.
- All edible items (cakes, treats, drinks, etc.) should be store purchased and packaged.
- Party invitations may not be distributed at school unless all children in your child's classroom are invited.

## **DRESS CODE/OUTDOOR PLAY**

Each child should wear simple red top/khaki or navy-blue bottoms which can be managed independently while using the bathroom. Clothes with elastic waists are ideal. Do not dress your child in clothing he/she has to keep especially clean. We encourage the child's use of materials, and we would not like clothing to inhibit a child's freedom to investigate and explore. While we will make every reasonable effort to provide smocks, the school will not be responsible for clothing that might get torn or damaged during art or play activities. Please identify items by putting your child's name on all clothes. For safety reasons, **hair beads, jewelry, open toed shoes, crocs and slippers are not allowed** to be worn by children at the center.

## **REST AND SLEEP TIME**

All children will have a midday rest period/nap. The center will provide individual cots for children from 24 months - 4 years. A small, fitted sheet (crib sized) and blanket need to be brought from home.

## **BABY SITING POLICY**

We encourage to build relationship with children and families, but we do not allow staff to baby sit for families. This will be considered conflict of interest.

## **OPEN DOOR VISITING / DOOR POLICY**

Visiting Parents/Guardians of currently enrolled children are welcome to visit the center anytime during regular hours of operation. You will be granted access only by authorized personnel. Please don't allow any stranger to get in the center when you open the door, please request them to ring the bell.

## **LOST VALUABLES**

LPH is not responsible for any lost valuables. **Children should not attend the center with jewelry, toys, or money.**

## **CHILD SAFETY**

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by the teacher trained to administer first aid. LPH utilizes an Incident, Accident / Illness report to document all first aid and ailments which is to be completed within one hour of the incident. If the child's symptoms persist, guardians will be asked to pick up their child. Guardians will be contacted if an Incident occurs per the guidelines outlined as follows:

## **Minor Incidents:**

**Definition:** Scrapes, bumps, bruises, scratches, etc. on the body but not the face

1. Incident Report filled out and signed by the office
2. Contact made with one or both parents
3. If no response, a voicemail or text will be left to return the call when able.

## **All Injuries and Severe Injuries:**

**Definition:** In the case of a major emergency (such as broken bones, puncture wounds, etc.), the child's guardian will immediately be called. As necessary the child may be taken by ambulance to the nearest emergency medical facility.

Health forms on file include child and guardian information, emergency numbers when guardians cannot be reached, and a medical release to seek treatment if guardians cannot be reached.

Any and all incidents involving the face or head (face bumps, falls, scratches, scrapes, injuries to lips/teeth), any bites that occur, and any extreme incidents that require immediate medical attention (seizures, gashes, broken bones):

1. Call 911
2. Calls to both parents and emergency contacts until they are able to speak to someone directly.
  - a. The school will continue to call every 30 minutes until they are able to speak to someone directly.
  - b. If no answer, a voicemail will be left to return the call immediately.
3. Incident Report filled out and signed by the Office

## **Sickness Requiring Child Pick Up in the next hour**

**Definition:** three diarrheas, two throw-ups, 101° temperature or higher (temporal temperature), suspicion of contagious illness (rash, bumps, discharge from eyes), etc.\*

1. Calls to one or both parents and emergency contacts until they are able to speak to someone directly.
  - a. The school will continue to call every 30 minutes until they are able to speak to someone directly.
  - b. If no answer, a voicemail will be left to return the call immediately.
2. Incident Report filled out and signed by the Office.

## **CHILD ABUSE REPORTING**

In order to ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statutes for mandatory reporting. We do not have discretion in this matter but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. Staff is not allowed to comment to guardians, other staff or any other persons on the subject of reported child abuse. Guardians may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF.

## **PREVENTION OF ILLNESS**

Young children in group settings tend to be exposed to colds and other contagious illnesses since they haven't yet developed immunities and are still learning good health habits. Most illnesses are spread by hand contact, not from cold weather. Hand washing has been shown to be the most effective means of keeping children and adults healthy. We help children to practice good habits of hand washing, using and disposing properly of tissues, covering the mouth when sneezing, etc. Families can assist by doing the same at home as well as by keeping the child home if showing symptoms of illness. Please thoroughly wash your hands and your child's hands when entering your child's classroom each day. Often children and adults pass on viruses before they become symptomatic.

LPH shall ensure that all specified equipment, items or surfaces are cleaned and disinfected as needed to maintain a sanitary environment. Cribs, cots, mats or other approved sleeping equipment and machine washable fabric toys are washed and disinfected as needed to maintain cleanliness.

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, before and after water play, toiling, coughing and wiping noses. Teachers set a good example and teach children how to clean their hands. Staff, children and guardians are asked to wash their hands upon entering the classroom.

## **COMMUNICABLE DISEASES**

Any child, who becomes ill during their stay, will be moved to an isolation area, and the parents will be notified immediately, to pick them up. Sick children at school must be picked up within 1 hour of notification.



We follow the regulations of the Department of Children and Families Florida Administrative Code regarding Health-Related Requirements (section 65C-22.004) Any Child, childcare personnel or other person in the childcare facility suspect of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization and/or until symptom free for 24 hours.

Children may not attend school with any of the following symptoms:

- Chicken Pox—Excluded until all lesions are dry and scaly.
- Conjunctivitis requires a child to be on prescribed medication for a full 24 hours, in addition they must have a health care provider's note with diagnosis and date/time child was seen.
- Coronavirus—A positive child or a positive individual in the household: child may not return until at least ten (10) days have passed, are fever free at least 24 hours (without fever reducers) and symptoms are improving. If they are positive and are asymptomatic, they may return to school 5 days after the positive test.
- Croup—excluded the entire next day. Treatment must have been in progress at least 24 hours before child may return.
- Diarrhea (2 or more loose watery stools in 8 hours)—Excluded the entire next day. Must be free of symptoms at least 24 hours before child may return.
- Children with a fever should be kept home and excluded for 24 hours of them being fever-free, without medication. Temperature details: Axillary (armpit) 100 degrees, Tympanic (ear) 101 degrees, rectally 102 degrees. Oral temperatures are not an acceptable form of temperature taking.
- Fifth Disease—if exposed, pregnant women should consult with their physicians about their immune status and risks of infection.
- Head Lice, Scabies—Child may return to KADC after treated and nit-free. Children must be checked by an administrator prior to reentry to school.
- Mumps—excluded until 24 hours after symptoms are gone.
- Measles—excluded until 24 hours after symptoms are gone.
- Strep Throat—excluded the entire next day. Treatment must have been in progress at least 24 hours before child may return.
- Vomiting associated with other symptoms—excluded the entire next day. Child may return no sooner than 24 hours after last episode.
- Severe cold with sneezing and excessive nose drainage (green or yellow).
- Rashes that have not been diagnosed by a physician.
- Bronchitis, which can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, and then becomes loose.
- Any of the usual childhood contagious diseases. Some of these are: measles, mumps, rubella (German measles), chicken pox, roseola and Fifth Disease.
- Herpes infection (fever blisters) blisters in the mouth or on the lips, often at the site of broken skin. Infections are usually mild but can become very painful and make eating difficult for the child.

No medication shall be given by childcare personnel without the signed permission of the parent/legal guardian and prescribing medical profession/physician. If medication is provided, the child's name must be on every item and a current Medication Form (available at the Office) is required for every item, including over-the-counter medicine.

All medication must be in the original container with the child's name, name of the physician, medication name and medication directions written on the label. Medications must be dropped off at the front desk to be administered. Medications are not permitted inside of the classrooms.

**Guardians who wish staff administer any non-prescribed lotion, Neosporin, diaper rash cream, sunscreen etc., to child must provide the lotion or none prescription medicine marked with the child's name and fill up the permission to administer the medication form and fill up the consent form**

Medication, which has expired or is no longer being administered, shall be returned to the parent or legal guardian.

**If your child is too sick to participate in school activities and outdoor play, please keep them at home as we cannot provide one on one care for the student.**

## **HANDLING EMERGENCIES**

The staff is trained on safety rules, special hazards and commonly occurring accidents. They receive instruction on safe practices, evacuation procedures, use of fire extinguishers, etc. All always, staff members on duty have a current first aid and CPR certification.

In the event of a major disaster, parents may not be able to contact the center by phone. Staff will remain with the children at the center until they are picked up by you or an adult designated on the emergency list unless they have been evacuated from the center.

## Evacuation Procedures

1. The director or designee in charged will call 911 and indicate the need for assistance.
2. Evacuate all children, teachers, staff and adults per options to the designated safe area as quickly as possible.
3. **Before leaving the facility, confirm attendance by conducting a roll call** to ensure all children, teachers and staff members are accounted for to bring a current roster/attendance list who came in that day with the emergency list with all information of children, staff and authorities along to evacuation site.
4. During the evacuation, staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe. Emergency evacuation escape route plans are posted in key areas throughout the buildings and every classroom door. All employees have been trained concerning these routes.
5. The staff will evacuate children in centers as follows:

**TODDLERS AND PRESCHOOLERS:** Gather children who can walk into a group, instruct them to hold hands or onto a single rope and supervise an orderly evacuation to the designated assembly area or vehicle for transport. Bring the emergency supply kits.
6. **Before leaving the facility,** the director or administrator in charged must walk the entire center to make sure that everyone has been evacuated.
7. Once students/children, teachers and staff report to the designated safe area, **a second roll call should be made** to ensure that everyone has exited the building safely.
8. No person should return into the facility until it is deemed safe by the proper authorities.
9. The Director or designee should use a landline\* or massive text messages to notify children's parents of the situation and the pick-up point for them.

10. The Director should make sure the Emergency Supply Kit, which includes the First Aid Kit, accompanies him/herself or designee(s) upon evacuation from the building and teachers should take their respective *Grab and Go* packets which include the evacuation route map, contacts information, etc.

11. **Procedures after Evacuation:** Children will be counted as they are exiting the building and when all parties reach the designated safe space by the director or designee.

### **Designated Safe Spaces**

Primary Location: East exit to the Main Parking lot

Secondary Location: South Exit onto the lawn west of 11701 Building

Fire and safety drills are conducted regularly monthly with the children so they will know how to respond and follow instructions in emergency situations. **Please become familiar with the evacuation location listed in your classroom** in case of relocation of the center.

The procedure for notifying families if severe weather or conditions prevent the facility from opening on time, or at all, will be sent via email, and posted at the location. **Check news for "Broward county" school closures.** If it is necessary for the facility to close early, it is the family's responsibility to arrange for the child's pick-up. **There is no reduction in tuition as a result of inclement weather.**

**It is important that you provide us with an up-to-date list of contacts for people who are available to pick up your child in case of emergency, listed on a current emergency card. For your child's health and safety, it is important that you notify us immediately if there are changes during the year in your work or home phone numbers or contact information for others listed on the emergency card.**

### **Missing Person**

A situation in which child or personnel was present at the center and disappears for no known reason must receive immediate attention. Consideration should be given to the possibility that he/she wandered away, ran away, or has been kidnapped.

#### **Administrators/Staff:**

1. Organize a search of the school/center buildings and grounds.
2. Notify the police if the child or adult is not found.
3. Notify the designated contact person of the missing person.
4. Call the authorities/ agencies.
5. Record details of person's last appearance.
6. Document steps taken to locate missing person.
7. Ensure the remaining children are effectively supervised.
8. Provide physical description of missing person and specify any special needs.

### **Disruptive Person**

One who interferes and causes difficulties that interrupt something may makes threats of physical harm, may be physically aggressive and/or be verbally abusive.

#### **Administrators/Staff:**

1. Notify the administrator.
2. Assess the situation to determine if police assistance is needed.
3. Call 911, if necessary.
4. Determine if Lockdown Code should be issued.
5. Inform the next of kind of adult or disruptive student's parents.
6. Call the authorities.
7. Take control, maintain eye contact, and give verbal directions to the aggressor.
8. Avoid embarrassing the aggressor.
9. Issue Clear Room.
10. If possible, remove harmful objects.
11. Document incident as soon as possible.

## **ADMISSION AND ENROLLMENT**

Children and parents are welcome to all services regardless of sex, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability. Placement of children with identified disabilities will be handled on a case-by-case basis.

**All forms provided to you upon enrollment must be completed for registration annually to be finalized and before your child may attend. LPH is not responsible for the omission of information by the parent/guardian.**

Each child must have a complete an annual physical health form designated by the State of Florida on file signed by a physician, and all immunizations must be recorded and up-to-date on the State of Florida.

All documents in a child's file are considered confidential records and are not disclosed to outsiders, except officials of the Florida Department of Children and Families, Little Peek at Heaven Preschool, Early Learning Coalition of Broward without the parents or guardians written permission.

An established number of slots are available within each age group. A waiting list is maintained, and guardians are informed when a space is. Children will be placed into the classroom as space becomes available. Children are not assigned a number on a waitlist since the complexity of requests and needs change often. We follow the policy first come first serve.

**In order for the child to be placed on the waiting list, the non-refundable registration fee must be paid. When a classroom space becomes available the family must confirm a start day within 2 days of notification and must began attending within 2 weeks (10 business days) of notification or the space will be offered to the next family on the waitlist.**

The center may not accept a child for enrollment, or continue a child's enrollment, if the services needed to protect the health and safety of the child cannot be provided by The Center.

## TUITION AND FEES

In order to assure placement for your child, a yearly registration fee must be paid. This fee is nonrefundable.

Tuition is figured as a monthly fee and payment is due in advance the first day of service.

Child(ren) will not be admitted to LPH on Wednesday morning or your third day of your service if full payment of tuition was not made.

**The fact that there are official scheduled holidays and children absences due to illness, these have been figured into the overall budget and do not change the monthly tuition rate. You still have to pay the monthly tuition.**

Returned checks must be replaced and must be accompanied by a \$35.00 returned check fee. After the second occurrence, only credit, debit or money order payments will be accepted as a valid form of payment.

Any late payment due shall pay a fine of \$25.00 per child on the following Monday in addition to the monthly payment. If you know that a payment will be late, you must notify us in advance. Failure to pay your child tuition as scheduled, will ultimately lead to the termination of your child's enrollment in the center.

Additional fees may be assessed such as annual re-registration. **Our general policy is to review our tuition annually.** We encourage the parents to make the payments using the online payment portal that is accessible from your emailed invoice that allows secure, on time tuition and fee payments to be made from either your bank account through electronic funds transfers or credit card. If you choose to have the tuition electronically withdrawn from your bank account than there is the option to set that up automatic debit through the payment portal.

## WITHDRAWAL

Parents requesting withdrawal shall submit a 14-day written notice to the administration and shall continue to be responsible for fees, whether the child attends the program or not.

## **TERMINATION OF SERVICES**

Termination of services can occur for the following reasons:

- Failure to pay childcare fees on a timely basis
- Violence: Any intentional action that is intended to injure another student, staff member, or one's self
- Failure to adhere to LPH policies as outlined in the Parent Handbook, or to comply with DCF Licensing requirements
- Failure to provide necessary documentation and paperwork by our program
- Failure to provide verification of child's physical exam or immunization records within 30 days of their expiration or as needed
- Fraud, including falsifying any documentation presented to the program regarding eligibility

**Group program settings and activities are not appropriate for all children. If we determine that our program is not appropriate for a child or that the parent or child constitutes a safety or legal hazard to the child, other children, staff, or the program, we reserve the right to terminate services at any time.**

## **A FINAL WORD A DISCLAIMER**

This is a document in constant progress. Parents will be notified of any changes that may occur.

LPH would like to reaffirm its goal of promoting equal opportunity in the work place. LPH is an equal opportunity organization and does not discriminate based on an applicant's or employee's race, color, sex, national origin, citizenship, age, disability, marital status, sexual orientation, religion or any other category protected by law.

This policy applies to all areas of employment including recruitment, hiring, training, promotions, compensation benefits, and job transfers



## Parent Orientation/Education

We believe that you, as the parents, are the most significant people in your child's life and we strive to motivate and empower the parents to develop the skills needed to be effective and confident nurturers and educators for your children. To ensure the success and readiness of each child, parents and school faculty need to work closely together to guide, teach, and set limits for our children.

This document has been designed and approved by LPH administration and the LPH Board. We believe that the guidelines contained in this Parent Handbook will ensure the smooth, safe operation of our school. Parents who repeatedly behave in a manner which promotes discord or inhibits the functioning of the school, will be addressed by the Center Director. This will be followed up by a letter if necessary and the parent will be asked to withdraw their child from the program. We will do everything possible to ensure that your child has a wonderful preschool experience, but we truly need your cooperation and support.

Your signature below indicates that you have read and agree to the policies and procedures found within the Parent Handbook.

All parents must sign and return this form.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Child(ren)'s

Name(s) \_\_\_\_\_

Date \_\_\_\_\_