



**DAY CARE AND  
LEARNING CENTER**

**2011-2012  
Parent & Student  
Handbook**

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**(407) 886-2277**

**A MINISTRY OF VICTORY CHURCH WORLD OUTREACH  
CENTER**

**509 SOUTH PARK AVE.  
APOPKA, FL 32703**

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***Little Sprouts Day Academy* is a learning center that offers a safe and nurturing environment for children to create, investigate, and grow into the unique individuals God created them to be.**

**We believe that when you “train up a child in the way he should go, when he is old, he won’t depart from it. “**

**Our goal is to lay that valuable foundation academically, socially, and spiritually.**

***Kasey M. Clarida*– Director  
*Carolyn Smith*– Administrator**

## TUITION LIST

<b>Enrollment Fee</b>	<b>\$85.00 per year</b>
<b><u>Extended Care</u></b>	<b>\$175.00 Weekly (Infant-1)</b>
	<b>\$160.00 Weekly (1-2)</b>
	<b>\$150.00 weekly (2yr)</b>
	<b>\$140.00 weekly (3yrs)</b>
	<b>\$120.00 (4-5yrs)</b>
<b><u>Part Time</u></b> ( 20 hrs or less )	<b>\$100.00 weekly (Ages 2 and up)</b>
<b>Drop –In Students</b>	<b>\$ 55.00 daily</b>
<b>Before &amp;After School</b>	<b>\$42.50 Weekly</b>

*If you are enrolling more than one child, we will give you a 10% discount or a maximum of \$10.00 off one child's tuition.*

Tuition is due in **ADVANCE on MONDAY** morning of each week. **Any tuition received after Monday may be subject to a late fee of \$30.00 per week.** If your check has been returned by your bank you will be charged a return check fee of \$35.00. We will then have the option to refuse any future checks.

**SICK/VACATION TIME** - If your child is sick or on vacation, and is out **3 or more** days of the week, your are required to pay half tuition in order to secure his/her place in the preschool. Please notify the director of your absence

## PRESCHOOL SUPPLY LIST

**2-5 year olds** - diapers and/or pull ups, 2 changes of clothing (labeled), wipes, sheet and blanket.

These supplies are to get your child started for the year. We may request further supplies throughout the year.

## **HOURS OF OPERATION**

We are open from 6:30 AM to 6:00 PM, Monday through Friday. You will be charged a late fee of \$1.00 per minute per child past 6:00 PM.

## **ADMISSION POLICIES**

To enroll a child in our preschool program we will need a check for the first week's tuition, enrollment fee, original copy of immunization record, current physical examination and a photocopy of your child's birth certificate, with completed enrollment forms.

## **DROP-IN STUDENTS**

We will accept drop-in students on availability basis if arrangements are made with the director at least ONE DAY IN ADVANCE.

## **CLASS RATIOS**

Our classrooms are small to be able to give your child more one-on-one with the teacher. Our ratios are as follows:

Infant = 1:4   K1=6   K2 = 1:11   K3= 1:15   4's & Pre-K= 1:10

## **WITHDRAWAL FROM PRESCHOOL**

**You are required to give us one week's written/verbal notice of withdrawal to the director to avoid being charged another week of tuition.**

## **DAILY SIGN IN/OUT LOG**

On the front desk is a sign in/out log book. Please sign your child in when they arrive and out when you pick them up. This is a safety measure to protect your child.

## **LEAVING AND PICKING UP CHILDREN**

For your child's safety, we require that he/she be personally received by a staff member. Please come into the building to pick up or leave your child. Only those individuals authorized to pick up the child will be allowed to do so. Please notify the director of any changes.

Parents or anyone picking up a child should wait at the front desk for your child. **No one except staff members are allowed past the front desk**

**unless you are with a staff member.** This is for the safety of the children in the center. We do not want strangers or unauthorized individuals removing children without permission.

## **CURRICULUM**

We use *Funshine Express* as our Main curriculum. *Funshine Express* was chosen by The Orange County Coalition for School Readiness as a developmentally appropriate early childhood curricula. Funshine Express offers a comprehensive curriculum with content, suggested activities, and eight domains of school readiness learning with a different Bible story mirroring the theme each month. This includes a scripture memory verse that aids your child in building a personal relationship with God.

## **PETS**

To open your child to new experiences, we have live pets in the classrooms. Please make us aware if your child has any allergies. If you are interested in sharing the responsibility by taking a pet home over the weekend, please notify the front desk.

## **CONFERENCES WITH TEACHER/DIRECTOR**

We are always available to talk to you concerning your child. Your concerns should be addressed to the director. The director will then discuss options for the problems with the teacher or a conference may be scheduled with the parent/teacher/director.

## **INFECTION-CONTROL POLICY**

In a preschool setting, children come into contact with groups of children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken.

For this reason, the staff at the preschool will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. The germs may be spread in several different ways. Intestinal tract infections spread through coughs, sneezes and runny noses. Other diseases are spread through contact. Careful handwashing by staff and children can eliminate approximately 75% of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well, taking extra precautions with diapered or toilet training children and working to

maintain sanitary conditions throughout the center.

You, the parents can help us in our effort to keep your child healthy. We ask your cooperation as follows: if your child shows any signs of the following symptoms listed below, you will be called and asked to come immediately and get your child. Please help us protect the other children by responding promptly. If the child has any of the following symptoms at home we ask that you keep him/her out of the preschool until the symptoms are gone or until your physician says it is all right to return to school.

- Temperatures over 100° orally; 101° rectally (or higher); severe coughing; yellowish skin or eyes; child makes high-pitched croupy or whooping sounds after the cough; difficult or rapid breathing-especially in infants; pinkeye, tears, redness, discharge of pus; unusual spots or rashes; infected skin patches or sores (should be covered); sore throat or trouble swallowing; yellow or green discharge coming from nose; vomiting or diarrhea; head lice, must be clean with no live bugs or nits present (regular head checks will be done for head lice).

### **MEDICINE POLICY**

If your child requires medication to be given during school hours, we MUST have a signed permission slip. Please ask for a medicine form for your child. All medications must be in a doctor prescribed container or we CANNOT give the medication to your child. If you feel it is necessary for your child to have non-prescribed medicine and would like us to give it to your child, you need to bring a signed prescription from your doctor stating the name of the product, dose amount and give it “as needed.” We can keep this on file.

### **DISCIPLINE**

Discipline is designed to help the child develop a life-style according to the guidelines given to us in God’s Word. Students will become more familiar with God’s expectations of daily conduct both by perception and by his/her teacher’s example. All discipline is administered in a calm manner after which the child is assured of our love for him/her. Before the student is disciplined, he/she should be able to state what he/she did wrong and why his/her action was wrong . When disciplinary measure must be taken, a note will be sent home to the parent(s) with details explained. **CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND IS PROHIBITED BY FLORIDA LAW.**

- All physically aggressive incidents will be documented and be permanently in the student’s file.
- Excessive aggression will lead to suspension and expulsion with parents signature required in order to provide a safe learning atmosphere.

## **DRESS CODE**

Play clothes are acceptable if they are modest. Girls MAY NOT wear short shorts, spaghetti strap shirts, tube tops, halters, etc. Boys MAY NOT wear cut away shirts. Shoes with socks must be worn at all times. Each child should bring two changes of clothes daily in case an accident should occur. Please send your child in weather appropriate clothing as they will be outside for a period of time each day, weather permitting.

## **TOYS AND PERSONAL BELONGINGS**

Toys should not be brought to school unless specified by the teacher for a special occasion. Any personal items which could be misplaced should be labeled with the child's initials or full name. LITTLE SPROUTS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

## **LUNCH/SNACKS**

We offer a catered hot meal each day for \$3.00 a meal. Please see the lunch menu for the meal schedule . You may choose to send a cold lunchbox which can be stored. We will provide drinks and two snacks a day for your child. **Please send any necessary formula, milk or baby food for your toddlers.**

## **HOLIDAY CELEBRATIONS**

Class parties are scheduled for various holidays. All parties are cleared by the director and supervised by the teachers. Parents are encouraged to be involved as much as possible. Children's birthdays can be celebrated with their classmates. Please make special arrangements with the teacher/director.

## **HOLIDAY SCHEDULE**

Our school will be closed for the following dates:

### **2011-2012 Calendar**

May 28th	Memorial Day
July 4th	Independence Day
August 19th	Teacher Work Day
September 5th	Labor Day
November 24th & 25th	Thanksgiving Break
December 23rd and 26th	Christmas Break
December 31st ( <i>Early Close at Noon</i> )	New Years

In the event of an  
Emergency,

where we would have to leave the Victory Church World Outreach Center building, the children and staff would go to Apopka Christian Academy which is located at 111 6th Street in Apopka. This is the house that is located behind our playground that faces Apopka Police Dept.

Parents would be notified by phone.







