



**2013-2014**  
**Parent and**  
**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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## TUITION LIST

**Full Time Care:**      \$180.00 Weekly Infant Room  
\$165.00 Weekly One Year Classroom  
\$155.00 Weekly Two Year Classroom  
\$145.00 Weekly Three Year Classroom  
\$120.00 Weekly Four Year Non VPK

**Part Time Care:**      \$100.00 Weekly (Ages 2 and up)  
Mon Wed Fri 8:30-3:00 OR  
Tues & Thurs 7:45-5:30

### **Drop –In Students**

2 Years Through Pre-K \$ 50.00 Per Day  
Kindergarten Through 8th \$25.00 Per Day

Before & After-School \$50.00 weekly

Annual Materials Fee \$85.00 Due in Aug each school year

### *Discounts given*

10% Sibling Discount off OLDEST CHILD  
10% Educator Discount off OLDEST CHILD  
15% Military Discount (must be a parent)

Tuition is due in **ADVANCE on MONDAY** morning of each week. **Any tuition received after Tuesday 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*** - *Once your child has been enrolled for ten months you will be eligible to use up to two weeks of time at 1/2 of the weekly rate. Please notify the director in writing at least one week in advance of using this benefit.*

**\*\*Educators** *will only be responsible for 1/2 of the weekly tuition during the following: Thanksgiving Break, Christmas Break and Spring Break.*

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 .



#### **Necessary Items:**

**Infants:** Diapers, Wipes, Breast Milk/Formula, Enough bottles for one day, Several changes of clothes, Bibs, Baby Food if developmentally appropriate.

**Little Sprouts provides bedding but parents are welcome to bring their own if preferred.**

**Ones:** Diapers, Wipes, Sippy Cup,  
An extra change of clothes including socks.

**Twos:** Diapers, Wipes and a change of clothes including socks. When potty training please bring in at least three changes of clothes and washable sandals/crocs.

**Threes & Fours:** A change of clothes including socks.

**A Sheet and blanket must be provided every Monday for each child enrolled.**

**\*\*Please label ALL items.\*\***

#### **HOURS OF OPERATION**

Monday through Friday 6:30—6:00

#### **Late policies**

Your account will be charged \$1.00 per minute that your child is in the center after 6:00.

Late fees must be paid within 24 hours of occurrence

#### **ADMISSION POLICIES**

To enroll a child in our preschool program we will need payment for the first week's tuition and enrollment fee, original copy of updated immunization record and 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 interactions with the teacher. We pride ourselves on providing a nurturing and loving environment where your children can learn to express themselves through creative experiences. Our ratios are as follows:

One teacher per four infants

One teacher per 6 one year olds

One teacher per 11 two year olds

One teacher per 15 three year olds

One teacher per 20 four year olds

### **WITHDRAWAL FROM PRESCHOOL**

You are required to give us two weeks written notice of withdrawal to avoid being charged any additional fees.

### **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.

### **DROP OFF AND PICK UP PROCEDURES**

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

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. Therefore, unless you are a room parent

***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.**

*Sharon Mathioux– Director*  
*Kasey M. Clarida– Director*

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 for **24 hours** or until your physician authorizes your 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; 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 Medication 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

that has passed security check, please keep your visits to a minimum of 5-10 minutes during drop off and pick up.

#### **CURRICULUM**

We use **Highreach Learning** as our Main curriculum. Highreach Learning is accepted by The Orange County Coalition for School Readiness as a developmentally appropriate early childhood curricula. Highreach Learning 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 our classrooms. This will help the children become more responsible, as they will get the opportunities to feed and care for the pets. 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.

#### **ILLNESS-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. 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