

The Peacock's Plume
FAMILY POLICY HANDBOOK
August 2018- July 2019



The Peacock's Plume
CHILDCARE FOR THE WHOLE FAMILY

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Updated 7/2017

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The Peacock's Plume

Family Policy Agreement

The parent/guardian must sign the signature page acknowledging receipt of the Family Policy Handbook/agreement. The original signature page will be placed in the students file. Please keep a copy of this handbook for future reference.

The Peacock's Plume provides quality child care, without discrimination, to all families. At The Peacock's Plume we understand the trust you impart to us when you enroll your child. As we begin our relationship together, it is important to define our policies as well as your responsibilities. We think that communication between staff, parents, and children is critical to providing quality child care. These policies exist for the safety and well-being of both children and parents/guardians. We strive to create a learning environment in which your child will thrive and to give you peace of mind. Please feel free to discuss any questions or concerns with your Center Director or Owner.

Policy for Non-Discrimination

Our program is designed for children from six (6) weeks up to five (5) years-of-age. The Peacock's Plume accepts all children on a first-come, first-serve basis. The Peacock's Plume does not discriminate on the basis of race, gender, religion or national origin.

Smoke Free Environment

The Peacock's Plume maintains a smoke-free environment in compliance with local, state and federal laws. We ask that you do not smoke in the center or on The Peacock's Plume property.

Children with Special Needs

The Peacock's Plume will accept children with special needs if reasonable accommodation is possible. The Peacock's Plume staff members will work with the child's physician, therapist and other professionals to accommodate the child, or make referrals to more appropriate settings when necessary.

The more information provided to us about the child and the resources he/she requires, the better, The Peacock's Plume staff will be able to meet those needs. For this reason, we require parents/guardians complete a Child Health Assessment prior to enrollment.

Student Confidentiality

Information about a child and his/her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child is involved in an accident involving another child, The Peacock's Plume will not reveal the other child's identity without prior written consent from the other child's parent/guardian except where prohibited by law.

Enrollment

Children must be at least six (6) weeks of age but can be as old as five (5) years. Within 30 days of the start date, children must submit a medical record that includes a complete physical, a current immunization record, a TB screening (where required by state law) and any other state requirements. All registration materials in The Peacock's Plume Enrollment packet must be completed prior to your start date. A registration fee must be received to complete enrollment. Tuition for the week must be paid the first day of enrollment.

Waiting Lists

Due to high demand for quality child care, there may not be a place immediately available for your child at The Peacock's Plume. We do maintain a waiting list with a paid registration fee required. Admission is based on the date of application and the child's age. As openings occur, families are called in the order of their position on the waiting list.

Before new families are accepted, priority will be given to children currently enrolled in The Peacock's Plume. This also applies to siblings who have not yet enrolled.

Tuition

Tuition is due and payable weekly on the Wednesday for the upcoming weeks attendance. A late fee will be assessed if tuition is not paid on Wednesday before 6:30 p.m.

If you decide to keep your child home for any reason, you will be required to pay your tuition in full for the period of absence as part of your contractual agreement. Your child may not re-enter the center without this payment in full. Upon return to the center, you may be required to pay a re-registration fee. If you withdraw your child, no tuition credit or refund will be given.

If a personal check is returned due to non-sufficient funds a fee of \$50 will be assessed for each check returned. Future payments must be paid by cash, money order or credit card.

For each additional child in your immediate family that enrolls, you will be entitled to a ten (10) percent discount for the oldest child. This discount is available only to those accounts when full tuition is paid in advance. This discount is not applicable to registration fees, material fees, special fees or any other services and cannot be combined with any other discount or promotion.

If a child must be picked up after closing (Infants, 6:00 p.m., all others 6:30 p.m.) an additional fee will be charged. Repeated incidents of late pick-ups may result in a child's dis-enrollment.

A non-refundable registration fee must be paid in advance to enroll your child. There is a separate activity fee for students (depending on age) for in-house summer field trips and activities.

If there are circumstances that would prevent paying tuition on time, please discuss this with the Director or Owner. Failure to pay tuition as required will result in dis-enrollment.

Please give two-weeks written notice if you plan to withdraw your child from The Peacock's Plume. There are no refunds on tuition or registration if you withdraw.

Tardiness

Children (1-5 years-old) must arrive in the classroom by 9:00 a.m. The Peacock's Plume is a preschool and not a babysitting facility. Children may not arrive in the middle of the day unless prior arrangements have been made. Tardy students disturb the classroom already involved in the educational schedule. Small children may not be able to go back to their educational activity once disturbed by someone coming in late. Children who are not in the classroom by 9:00 a.m. have a difficult time adjusting to the class schedule and may not want to be in the same activities with their classmates. Children who arrive before 9:00 a.m. have time to adjust to their day and greet their friends. In addition, late arrivals do not nap on the same schedule as other children. This is very disruptive to the classroom environment. Please note that napping (depending on age group) is two hours in between 11:30 a.m.—2:30 p.m. We request that you respect this time by not dropping off your children between these hours. If your child is going to the doctor or a professional appointment please drop them off before or after these times. Check with your child's teacher for specific nap times for their class.

Absences

If your child will be out for the day, please notify the school by 9:00 a.m.

Vacation

If your child is absent for an entire week, you may use vacation time. After six (6) months of continuous enrollment you may request one week of vacation. Vacation is given one week, every year and is non-cumulative and must be taken in a full week increment. During the vacation week, your regular tuition charge will be waived. This time must be scheduled in writing two-weeks in advance. Credit will be put on your account. No refund checks will be sent.

Sign In/Out

Your child must be signed in and out (electronically registered) each day using the center's computer touch screen attendance program.

Procedures for arrivals and departures have been developed to assure the safety, security and well-being of everyone at the center. Your cooperation with these procedures is appreciated.

- Families are to use only the front door for entering and exiting the building.
- Children must always be walked into the building and placed with The Peacock's Plume staff member inside of a classroom.
- Parents/guardians must complete the computerized sign-in/out process on a daily basis at drop off or pick up. All applicable permission slips for activities or medicine authorization forms must be signed and turned into the front desk.
- When picking up your child, be certain that The Peacock's Plume staff member acknowledges your child is leaving.

Please pick up your child on/or before the center's closing time. Staff members are not permitted to take your child home. If children are left in the center after closing, staff will do the following:

Try to contact you by phone.

Try to contact your emergency contacts.

If the above listed attempts are unsuccessful and you have failed to pick-up your child thirty minutes past closing time, police or local authorities may be contacted.

A child is not permitted to leave with any person other than those designated in writing by the parent/guardian. Photo identification will be checked for any designated person picking up your child. A copy of drivers licenses may be taken. If an emergency were to arise where an unauthorized person must pick up your child you must fax or email an authorization for pick-up. No person under the age of 18, including family members, but excluding emancipated minor parents, may pick-up your child from the center.

If there are any changes to those authorized to pick up your child, please advise the center in writing. You must use the appropriate child safety seat and safety belts when transporting children. If we become aware of any person transporting a child without the proper child safety seat and/or seat belt, we may refuse to release the child and /or notify the proper authorities.

For your child's safety, an authorized adult must accompany your child while in and around The Peacock's Plume.

Heath Precautions

In addition to the physicians' examination and immunization records for enrollment, we will observe each child's health. If we observe your child developing symptoms of illness during the day we will isolate him/her from the other children and call you to pick up your child. For the health and well-being of your child and other children, a child must be kept at home if he/she develops any of the following symptoms of contagious disease until symptom-free for twenty-four (24) hours or the child's physician indicates the child can return to the center. The note from your child's physician must indicate that the child is not contagious. Sickness includes:

- Diarrhea—more than one loose stool or an increase in number of stools
- Severe coughing
- Difficult or rapid breathing
- Yellow skin or eyes
- Tears, redness or eyelids with discharge
- Mouth sores with or without drooling
- A fever of 100 degrees or above
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Sever itching of body or scalp
- Unusually cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea colored urine
- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite
- Any other contagious or communicable disease

If your child has a communicable disease, please inform the center immediately so we can take the necessary precautions. Children will be re-admitted to the center when they have been symptom free for twenty-four (24) hours. In certain cases when an illness is contagious and communicable, a physician's written release stating the child is no longer contagious will be required.

In the case of illness, accident, or injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact persons will be contacted. In case of a perceived emergency we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child. In your enrollment package, there is a form authorizing The Peacock's Plume to act on your behalf if there is an emergency. By completing this form and our enrollment forms, you are authorizing The Peacock's Plume to call an ambulance in case of a perceived emergency.

Clothing

Children should wear comfortable, casual clothing. Children who walk must wear CLOSE-TOE shoes. Gym type shoes are recommended. Winter clothing must be provided in cold weather as appropriate as children will go outside (coats, hats, gloves or boots). Families must supply an additional set(s) of clothing including socks, underwear and shoes labeled with their child's name in indelible ink. The center cannot be held liable for lost clothing or possessions.

Birthdays and special treats/ holiday parties

Birthdays are a special time at The Peacock's Plume. Families are welcome to join in the celebration. Please make arrangements with your child's teacher at least (1) week in advance. All food for birthdays/ special treats or holiday parties must be from a store and have an accompanying ingredient list. By signing the Family Policy manual you acknowledge and give permission for your child to have special treats such as cup cakes and ice cream, among other things.

Things from home

Items such as toys, candy, gum, money, balloons, play guns or other pretend weapons are prohibited and should be left at home. If these items are brought into the center, we cannot be responsible for breakage or replacement. It is the parents responsibility to see that their child brings nothing into the center that is a danger to others. The Peacock's Plume reserves the right to remove any item perceived potentially harmful.

Meals

For children able to eat table food, the center will provide a morning snack, lunch and an afternoon snack per day. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be on file at the center. Menu's will be posted on the family bulletin board. Meals meet all state and federal nutritional guidelines. Due to allergies and state guidelines we ask that families do not send in special foods unless prescribed by a physician. The center is peanut free.

Allergies

Upon enrollment, a Child Health Assessment form must be completed and signed by the child's parent/ guardian. Any known allergies must be noted along with recommended treatment. This form must be updated regularly. Each child with a food allergy must have a special care plan prepared by the child's parent/guardian and health care provider to include:

- Written instructions regarding the food or items which the child is allergic.
- A detailed plan to be implemented in the event of an allergic reaction, including names, dosages, and methods of administration of medications the child should receive in the event of a reaction. The appropriate medication forms must be completed and on file at the center. The plan must include specific symptoms that would indicate the need to administer one or more medications.
- Parents/guardians must notate and sign off on menu's noting any necessary substitutions.

Nap time

There is required rest period during the day for all children. Each child is assigned his/her own cot to sleep on and is welcome to bring a small blanket (24 x 36 inches) and a small pillow. Nap time will vary in different age groups.

Medications

All medication including over-the-counter medications must be in their original container and include a current label with the first and last name of the child. Medications must have an expiration date. All medications will be stored at the center out of reach of the children. Diaper creams, bug repellents, sunscreen, and teething gel will be kept in appropriate secured locations for use but stored out of the reach of the children. Medications must be administered by staff only. Please turn all medications to the front desk along with the medication form to ensure proper storage and administration. Please do not send any medication in your child's bag , coat pocket or leave any medication in your child's storage space.

No medication, prescribed or over-the-counter, will be dispensed without the appropriate consent and waiver form, completed and signed by the child's parent/guardian.

For prescription and non-prescription medication, the parent/guardian must complete an authorization form which is required by the state licensing agency. The signed form is good for one week and expires

each Friday. Prescription medication must be stored in the original container with the child's first and last name, physician's name, date, pharmacy name, phone number and instructions on the frequency and amount to be given. No injections will be administered with the exception of Epi-pens. Dosages higher than recommended or more frequent than package directions require a physician's note with specific instructions. No medication will be dispensed in a manner that is contrary to the label directions without physician's written instructions.

The Peacock's Plume has the unilateral right to refuse or discontinue administration for any product if (a) an adverse reaction results, (b) the product expires, (c) the child is ill or injured, (d) the product can be administered before or after child care, (e) the consent waiver is incomplete, or (f) for any other reason if, in The Peacock's Plume sole opinion, it is in the best interest of the child.

Bumps and bruises

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not considered an emergency), you will be asked to sign and will receive a copy of an Accident/Incident Report. The report will describe how the incident happened and the action taken by a qualified staff person. In the event of an emergency or accident requiring more than basic first aid you will be contacted. Should an accident occur that requires outside medical attention, a written report and phone call will follow. Your health insurance is and remains the primary responsible party for payments and cost of treatment to your child.

Biting Policy

Biting is, unfortunately, not unexpected when toddler groups are in care. It is always distressing when children are bitten in our care and we recognize how upsetting it is for parents.

Biting is a natural developmental stage that some children go through. It is usually a temporary condition that is most common between 13 and 24 months-of-age. The safety of the children at The Peacock's Plume is our primary concern. This biting policy addresses the actions that will be taken if a biting incident occurs.

Toddlers bite for a variety of reasons, most not related to behavior problems, therefore, the focus is not on punishment for biting but on effective techniques that address the reason for biting. A child might be teething or overly tired and frustrated. He/she might be experimenting or trying to get attention of teachers or peers. Toddlers have poor verbal skills and are impulsive without a lot of self control. Sometimes biting occurs for no apparent reason. The children will be encouraged to "use their words" if they become angry or frustrated. We also teach simple sign language to toddlers to help them express themselves non-verbally.

The following steps will be taken if biting occurs at The Peacock's Plume:

- The biting will be interrupted with a firm "No...we don't bite people."

- The biter will be removed from the situation.

- The bitten child will be comforted.

- The bite wound will be cleansed with soap and water. Ice will be applied.

- The teacher will work with the child who bit to help them learn other behaviors.

- The parents of both children will be notified of the incident and a written record will be kept.

- The names of children involved will be kept confidential.

We wish we could guarantee that biting will never happen at The Peacock's Plume but we know there is no such assurance. We will deal appropriately with each case in an individual manner to end the biting as quickly as possible. We will support your child whether they bite or are bitten. We want the best for the children in our care.

Field trips

From time to time, we may arrange an age-appropriate in-house field trip. Prior notice will be given using a calendar or note. Your participation as a volunteer is welcome.

Outdoor play

Outdoor play in the fresh air contributes to a child's good health and overall development. The Peacock's Plume plans outdoor activities as well as allowing free play during outside time. This free play allows for many learning opportunities and is important to social education. Children will remain inside when weather is inclement (raining) or below 50 degrees in the winter or extreme heat in the summer. Please make sure your children have weather-appropriate clothing.

Educational philosophy

Our faith based curriculum is called Pinnacle. It is designed to assist teachers with program planning that encourages children to develop the emerging skills in all developmental areas while discovering and experiencing God's love. The Pinnacle curriculum promotes the loving, caring and learning environment that your child needs and deserves. Infant and toddlers experience activities that stimulate growth and development that can be incorporated into the routines of the day. Encouraging an atmosphere of caring, love and hugs. Pinnacle provides teachers with fun activities to do with little ones while expanding faith based concepts. Infant and toddler guides follow a weekly format, allowing teachers to choose several activities per day. Lesson plans are designed for personalization, making it easy to craft the curriculum to meet each child's specific needs. Curriculum for ages two, three and four follows a faith based daily activity format that matches the ever changing needs of each rapidly developing child. Each group has a separate activities specific to the educational, emotional needs, interest and activity level of children. Pinnacle provides small and large group activities along with center based ideas wrapped around the teaching of God's love and compassion.

What a privilege we have to teach the love of Christ to our children. Through love, kindness and nurturing we have the unique opportunity to show Christ's love for them. Our staff shows kindness to children in their words, actions and becoming a living model of "love is patient, love is kind..." As they nurture your child in a love that comes only from above, they will help them grow in the Lord.

Our educational program is Creative Curriculum for infants through three-years. It has taken over 30 years to gain the philosophy which rests on a firm foundation of research with addressing new educational insights each year. The curriculum allows teachers to put well researched theory into practice. It provides skills and concepts in the areas of literacy, math, science, social studies, art and technology. It delivers instructional strategies that teachers can use to teach children effectively. It also affords ideas to teachers to help them build partnership with families.

DLM is the curriculum we use for VPK children. It is a holistic, child-centered program that nurtures each child by offering carefully selected and sequenced learning experiences. It fosters social-emotional, intellectual and physical development. The curriculum uses a child's natural curiosity and sense of self to direct learning. DLM uses neuroscience research to build the program. It focuses on children noticing patterns in their day. It also, allows children to see patterns in what they already know and then add new concepts and ideas. Children practice learned concepts to reinforce retention. It is language, math, science, social studies, arts and technology driven. It allows teachers to teach the basics of reading (word wall, sounds, blending) that prepare them to read in kindergarten.

Licensing agency

It is the right of the licensing agency to perform at-will inspections, interviews with children, parents and staff. They will audit children and staff records without prior notice or consent. They have the right to inspect and determine feasibility of medical records or notes from doctors. They also have the ability to ask children not to return if doctor forms (blue and gold forms) are not up-to-date. They observe the physical condition of children including conditions which could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional medically examine the child (ren).

Please be assured that the center has carefully developed systems to ensure the comfort and protection of your child. As the parent/guardian, you can always expect The Peacock's Plume to adhere to all county and state regulations governing safety, nutrition, and child/staff ratios. Our goal is to provide a safe and nurturing environment that may help these goals.

Reporting suspected child abuse and neglect

As caring and concerned child care providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding and help. The Peacock's Plume staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law REQUIRES us to report all suspected cases of abuse and neglect. Parents may ask the director or owner for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive manner.

Should abuse and neglect be suspected, these steps are the usual course of action:

- Staff member will discuss suspicions with the director.

- The director will observe and talk to the child.

- The director may discuss the concerns with the parent/guardian.

- The Peacock's Plume management, will determine if there is a need to notify a child protective agency. The staff member involved is entitled to make an independent report.

- A representative of the agency may visit the child at The Peacock's Plume or a child's home.

To protect our children in our care, we take the following measures:

- All state required staff screening and background checks.

- Observe and evaluate the performance of staff.

- Monitor classrooms, activities and staff through internet cameras and glass classroom doors.

Child guidance and classroom management

The ultimate goal of behavior guidance and classroom management systems is that children learn self-discipline and become good decision makers. At The Peacock's Plume, we use positive approaches to guide children towards these goals.

Our first step is to proactively structure our learning environments so that there are minimal behavior problems. Proactive methods include having multiples of favorite toys, easily accessible materials, providing a balance of child-directed and teacher-directed activities, teachers showing positive behaviors and modeling respectful and appropriate interaction strategies.

When misbehaviors do occur, teachers use a variety of techniques to address the concern. These reactive methods may include:

Distraction- (infant and toddlers) when teachers ignore behavior while involving the child in a more positive choice.

Redirection- which includes helping a child to understand that behavior is not appropriate and focus his/her attention on a more acceptable alternative.

Normal social consequence– Teachers allow normal consequences to occur and help children recognize how their behaviors lead to these consequences.

Conflict resolution– Teachers lead children in conversations with each other to solve social problems that arise in the classroom and to help them understand how their behaviors impact others.

Investigation– Through observation, discussions between family and staff, teachers will work together to determine and correct the root cause of disruptive behaviors.

Children will not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any form of physical punishment is prohibited.

Special information for parents of infants

Infants

Infants are fed, changed and placed in a crib to sleep on demand. Infants are held while being bottle fed and are placed in their cribs only to sleep. They are removed from the crib for feeding, playing, and nurturing during their waking hours. Parents are encouraged to visit the center to feed, play and interact with their infant. Parents are welcome to breast-feed infants at any time.

Parents/guardians are asked to complete a Infant/toddler needs and service plan prior to enrollment and update the plan as schedule and needs change.

Infants safe sleeping position

In accordance with the requirements of the State of Florida and recommendations of the American Academy of Pediatrics, we place infants on their back to sleep. Infants sleep in assigned cribs according to their individual schedule. If you request that your child sleep in a different position other than on their back, a physicians note that explains why your baby should not use a back sleeping position is required per state licensing standards.

Diapers

Families whose children wear diapers may use The Peacock's Plume Diaper and Wipe Service. Information for this service can be obtained from the front office. Families supplying their own diapers must provide at least a two day supply of disposable diapers and a container of wipes to accommodate the child's needs. Teachers will write needed supplies on the daily report. Please bring in these supplies within two days. If supplies are not brought in we will supply them at the current rates in the Diaper and Wipe service. Cloth diapers may only be used if a container which traps odors is made available and the diapers are laundered by a commercial diaper service.

Formula and baby food

Families are required to provide a nutritional diet for their infant. All bottles and food containers must be labeled with the child's first and last name. All bottles must have a lid. Bottles can be brought in already made, or if we make please provide nursery water so we can mix. Ready made bottle will be stored in the refrigerator. Unused portions of bottles will be heated one additional time then discarded within one hour of the feeding time unless otherwise requested in writing by the parents. Bottles will be warmed by placing them into a container of water that is no warmer than 120 degrees F. Use of microwave ovens or bottle warmers are prohibited. We ask that you do not leave any bottles, open food or formula at the center at the end of the day. All left over open food items will be discarded at the end of the day nightly cleaning procedure.

Two-year old toilet training procedures

It is best to start toilet training when a child recognizes their diaper needs to be changed. At this point, children may be ready to learn and be able to control their bowels and bladder. Beginning to toilet train too early will cause frustration and fear. Toilet training is recommended for children between the ages of two and three years old.

A child's cues and mannerisms initiate toilet training. These may include:

Verbal requests
Gesturers of pulling down pants
Leading care giver to bathroom
Squirming in place
Pointing gestures
Uncomfortable when wet

Care giver's responsibilities include being sensitive to these cues and mannerisms by:

Asking the child to use the potty
Assisting the child on scheduled visits to the bathroom
Frequent verbal reminders throughout the day
Posting pictures of sequencing potty routines
Communicating with families to establish consistency between center staff and home

This growth period is natural progression of independence. It is not viewed as a time to shame or humiliate a child who may have an accident. All efforts by the child will be positively acknowledged with praise and encouragement.

If a child does have an accident, the care giver, using gloves, will assist in changing the child's clothes. Parents are responsible for bringing at least three changes of underwear, pants, shirts, socks and shoes all labeled with the child's name. For health and safety reasons, soiled clothing will not be washed or rinsed by the center. All soiled clothing will be placed in a sealed bag and returned to parent for pick-up at the end of the day. While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted in washing their hands with soap and water.

Toilet training is an exciting process for both the family and the child. We want to encourage cooperation between the staff and families so we can work together as the child strives for independence. We will make every effort to follow your direction to ensure consistency between home and the center.

Voluntary pre-kindergarten policies

Children who are 4-years-old by September 1

1. Please do not allow children to bring toys to school (except when asked). Toys can get easily broken or lost. The school or teacher cannot have responsibility for any item from home. If any items are found they will be placed in the blue bag to be taken home at the end of the day.
2. Please do not allow children to wear clothing with inappropriate characters, logos, movies or cartoons. Some aggressive characters encourage students to act like these characters and become aggressive with each other.
3. Please only allow children to wear close-toed shoes. Children should be encouraged to run and must have shoes that allow this large motor skill.
4. Jeans, pants or bottoms that are too low and expose private areas or undergarments are unacceptable. We do have some extra clothing for incidents but there is not guarantee we have the child's size. If clothing is not available a call will be made to the parent/guardian to bring appropriate attire.
5. Physical aggression will not be tolerated. Any such behavior toward students, teachers, administration or school property will result in expulsion from the class. A family conference will be scheduled and behavior discussed. Repeat aggression will result in suspension.
6. VPK will start promptly at 9:00a.m. Please be in class by 8:45 a.m. every day. VPK students must follow the state mandated attendance policy in order to get reimbursed from the state for the class. We must report attendance each month. Repeated absences or tardiness will be grounds for the state to cancel your enrollment.
7. If a child will not be in school please call by 8:30 a.m.
8. The teacher will use folders or direct communication to talk to parents/guardians. If there are any questions, concerns or comments please send a note in the folder or talk to the teacher directly.

VPK is a very important time in which we get the child ready for kindergarten. Please allow them to find their hook, and hang up their own coat/bag. Allow them to walk into the classroom on their own and turn in their homework folder. This independence prepares them for elementary school. Even though we are responsible to teach educational concepts the social education is just as important.

Custody/parents/guardians

It is The Peacock's Plume policy not to interfere with the custody relationship of a child's parents. As such, we assure that both parents/guardians have rights to pick-up/drop-off, visit or request documents. If that is not the case, it is the parents/guardians responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents/guardians. The Peacock's Plume will follow the last dated court documents without prejudice to either parent/guardian. The Peacock's Plume asks that parents/guardians keep the center, staff, and other children out of legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in dis-enrollment. If one of our employees are called into court to testify your account will be charged the regular daily rate for that employee.

Weather emergencies

The center will follow Hillsborough County Schools direction for school closings. Should severe weather conditions make it necessary or a center to close early, you will be notified by so you can make proper arrangements. It is your responsibility as a parent/guardian to ensure your child's emergency contact information is correct. We ask that you contact the center to ensure that it is open during inclement weather.

Emergency evacuation

Evacuation drills are held each month at The Peacock's Plume. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick up your child if closing is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children. Please wait until the drill is over to ensure your child is checked in/out properly and accurately.

Baby-sitting policy

The Peacock's Plume prohibits its employees from making independent child care arrangements with center families. However, in the event that you enter into an arrangement with a employee to baby-sit for your family outside of employment hours understand that this may result in termination of the employee. Also, The Peacock's Plume can not be held responsible for its employees away from the center, outside their working hours, and will not be liable for their act or omission when they are not on The Peacock's Plume property.

Termination of enrollment by The Peacock's Plume

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child, other children in the class and the well being of everyone at the center. Every effort will be made to correct a situation before a final decision is made such as moving a child to another class, redirecting behaviors, providing choices, separating children or other interventions.

Termination of enrollment may be a result of the following:

- Abuse of other children, staff or property by a child or parent/guardian
- Continued violation of The Peacock's Plume policies by child or parent/guardian
- Disruptive or dangerous behavior by a child or parent/guardian
- The centers inability to meet the needs or the parents/guardians expectations
- Non-payment of tuition

This is a partial list and The Peacock's Plume reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

Animals at the center

Animals may be present at the center and in the classrooms. They may include fish, hamsters, Guinea pigs, turtles, frogs, butterflies, ants, dogs, cats or any other animal the teacher wishes to have in their classrooms. Teachers will use these animals to teach responsibility and kindness. All animals will be treated by a veterinarian (if possible), have proper shots, follow all state regulations and a health certificate will be on file (if required).

Internet viewing

The Peacock's Plume has internet cameras for your convenience. You may only use these camera's in a lawful manner. You may view your children while they are in classrooms. Children will not be visible at all times as they leave their classrooms for activities such as outside play or group activities in other rooms. All parents at our center will be using the same access to view children but will only be able to see their child's classroom. Do not leave the cameras on when you are not watching. This will tie up access and could be a security risk. Access is not guaranteed and there may be times when internet viewing is not available.

Family involvement and communication

The Peacock's Plume has an open-door policy for our enrolled families. You may observe your child in the classroom through our observation doors or on our closed circuit monitoring system. We know it is important for you to have an understanding of your child's activities through shared experiences with your child and open communication with the teacher. On various occasions, we take pictures in the center to share or use in programming, planning, marketing and public relations. You may see them in various types of advertising, on public television, in newspapers, magazines, electronic or digital communication. In signing this policy agreement, you give The Peacock's Plume and its affiliates permission to copy write and/or publish or use these images for any lawful purpose. They may be used in conjunction with your child's own name or a fictitious name.

Informal conferences are held at anytime by appointment. Your communication and involvement are important and will enhance the child's learning experience.

Parents/guardians will be notified of significant occurrences, communicable diseases and other problems that affect children. The notification will be done by postings, direct communication, a letter or a phone depending on the circumstances. You will receive weekly or daily information from your child's teacher, outlining your child's activities and routines. This information includes observation regarding length of naps, food, activities, diaper changes and toilet training progress. It also includes an overview of classroom activities and any special notes from your child's caregiver.

Our goal is to treat each child and family with understanding and respect while being responsive to individual needs and expectations. The intent of the family policy handbook is to provide information that is both helpful and usable, strengthening The Peacock's Plume partnership with you. We appreciate cooperation with The Peacock's Plume policies.

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Updated 7/2016