

# INSPIRATIONS LEARNING CENTER



## Parent Handbook

"When I approach a child, he inspires in me two sentiments: tenderness for what he is, and respect for what he may become."

- Louis Pasteur

Welcome!

We are delighted that you have chosen to become part of our school family and we look forward to working with you and your child in the future.

Providing your child with experiences that will enhance his/her natural desire to learn will be a daily occurrence. Our staff continually strive to instill a love for learning, in each of the children, which will remain with them while they master the necessary skills they need to be successful in school.

Children continue to be a daily inspiration for each of us at Inspirations Learning Center. We, in turn, hope to inspire the children to:

- Wake up each day with a thirst for knowledge
- Talk about their feelings, express their opinions and make wise choices
- Be enthusiastic about learning
- Celebrate their achievements, no matter how big or small
- Focus on their strengths and developing talents
- Find the joy in discovering
- Become confident, contributing members of society
- Develop a love for books and fill their world with reading
- Value and appreciate play opportunities that support different kinds of learning styles
- Turn everyday events into learning opportunities
- Extend respect and empathy to others

Everyone is anxious to meet your family. We are all here to assist you and we look forward to working together as a team to support and meet your child's educational needs.

Pat Quigley

Owner

## **OUR MISSION STATEMENT**

The mission of Inspirations Learning Center is to provide a safe and nurturing learning environment for all of the children while fostering growth in each developmental area leading to success in preschool and beyond.

## **OUR PHILOSOPHY**

We believe that children learn through play. Play-based learning has the potential to foster critical skills, understandings and dispositions which are essential for children's formal academic achievement as well as for their wellbeing. Play is the children's "work" and the most important way that children learn and develop.

Inspirations Learning Center does not discriminate against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability.

## **GENERAL INFORMATION**

Inspirations Learning Center is the culmination of many years of experience in the early childhood education field.

During the 1980's, Pat Quigley was owner and director of Pattycake Preschool and Daycare Center in Daytona Beach for thirteen years. Following the sale of the business, she joined the staff of the Child Development Lab School at Daytona Beach Community College. Shortly after joining the College, she was selected as the director of the DBCC Child Development Lab School and remained in that position for a total of fifteen years. In 2009, she retired from the full-time director position but remained as an adjunct instructor at Daytona State College in the Early Childhood Education program for more than two additional years.

## OUR STAFF

Research shows us that the most important component of a quality early childhood education is the choice of staff. We pride ourselves on our selection of a dedicated teaching staff. The teachers at Inspirations Learning Center are enthusiastic professionals who provide a wide range of play based experiences for teaching children across different content areas.

Please get to know your child's teacher and feel free to arrange for a parent conference at any time throughout the school year.

Continuing education is an important part of professional development. Each staff member at Inspirations Learning Center attends workshops and/or conferences related to early childhood throughout the year.

## CONFERENCES

Conferences will be scheduled as needed and/or upon request. If a parent has a concern or needs assistance with problems related to his/her child or the center, he/she may discuss the issue, if applicable, with the appropriate teacher. If the parent is not satisfied, arrangements may be made for a conference with the director. An appointment will be made for the conference during a time that is convenient with both the director and family.

Note: Parents are asked not to involve the teachers in lengthy discussions during class time. The teachers have children in their care and the teacher's undivided attention must be directed to the children and their activities! We will be happy to make arrangements for a conference during a more appropriate time. Thank you for your cooperation

## ATTENDANCE REQUIREMENTS

It is the policy of Inspirations Learning Center to comply with the guidelines set by Florida Statute 39.604, the Rilya Wilson Act. In accordance with s. 1002.87(8) F.S., Inspirations Learning Center is also required to notify the Early Learning Coalition in writing if a School Readiness child enrolled is absent for five (5) consecutive days with no contact from the parent by the close of the fifth day.

We encourage attendance on a regular and consistent basis in order for the children to reap the benefits of a quality preschool education. It is very important that children arrive to school no later than 9:00 a.m. each day!

When your child is going to be absent, please phone the school to inform us.

## HOURS OF OPERATION

Inspirations Learning Center is open Monday through Friday and operates from 7:00 a.m. to 5:30 p.m. Parents are welcome to visit their child, at any time, during the hours that the learning center is open.

## TUITION RATES

Tuition rates are established on an annual basis. A one-time registration fee of \$75 is due at the time of enrollment. If enrolling more than one child at the same time, a one-time \$100 family registration fee is due at the time of enrollment. There is an annual school supply fee of \$60.00 due at the time of enrollment and each year during the anniversary month of your child's initial enrollment.

Please remember that tuition is to be **paid in advance** and that tuition is charged for all times your child is scheduled to be in attendance. There are no refunds if your child is absent.

Fees and tuition are due in the form of ACH recurring payments via bank account, credit card or debit card. We do not accept cash or checks. Tuition is due on the Friday preceding the week of service. Tuition is charged automatically from the account we have on file. There will be a \$35.00 charge for declined payments and/or returned ACH payments.

## LATE FEES / WITHDRAWAL FROM PROGRAM

A late pick-up fee of \$15.00 for the first fifteen minutes/ \$25.00 each additional 15 minutes (or part thereof) if my child/ children are not picked up by 5:30 PM

There will be a \$35.00 charge for declined or late payments and/or returned ACH payments due to insufficient funds, over limit accounts, closed accounts, or locked accounts. It is your responsibility to update your ACH account information in your file, *before* the day of payment processing, in the event your current account is unable to be charged that week. This \$35.00 decline/late fee will be automatically charged to the account we have on file, along with the initial amount of the payment attempted to be processed.

## DISCOUNTS AND TUITION ADJUSTMENTS

**Sibling Discount\*** - There is a sibling discount of 10% off tuition. Your child's sibling must be currently enrolled in order to receive the discount.

**College Discount\*** - A 15% discount off tuition is available for children whose parent(s) is/are currently a student or member of faculty or staff of a local participating college. To find out if your college qualifies for our discount program, please contact our school's Director. In order to activate your discount, you must provide proof of college affiliation. The college discount is not valid until proof of affiliation is provided. College discounts are not retroactive.

\*Only one discount will be applied to an eligible family's tuition account. Families receiving School Readiness funding are not eligible for any tuition discounts in addition to their School Readiness funding tuition adjustment.

## DISMISSAL CRITERIA

The following criteria shall be used in consideration of dismissal of a student:

- If corrective actions concerning a problem situation are recommended by the Inspirations Learning Center staff, parents must be willing to respond in a reasonably cooperative manner. If a workable solution is not agreed up-on, dismissal of the child from Inspirations Learning Center may be necessary.
- A child who is picked up after their scheduled pick-up time two (2) times may be dismissed from the program.
- Non-payment of tuition for more than one (1) week is a cause for dismissal of a child from Inspirations Learning Center.
- If child is absent for two (2) weeks and their tuition has not been paid; the child will automatically be discharged from enrollment. The parent(s) will need to re-enroll their child by paying the \$75.00 registration fee and any outstanding balances before their admittance.
- If ACH and/or recurring payments are declined more than one (1) time, the child will be withdrawn from the program until all outstanding tuition and fees are paid in full.
- A minimum of one (1) week notice is required in the event that it becomes necessary to withdraw your child from our program.

## INCLEMENT WEATHER AND SCHOOL CLOSURE POLICY

We will announce school closures due to inclement weather or other causes on our Facebook page and via email when possible. Emails from school are sent to the email address associated with your MyProcure account. In the event our school must close due to inclement weather, storm damage, and/or other causes beyond our control, there will be no interruption in tuition charges. We have limited placements available at our school and tuition is charged based on securing your child's place at school; it is not charged based on attendance. VPK students participating in wrap-around care will be charged according to the Volusia County Schools' district calendar.

## HOLIDAY CLOSURES

Inspirations Learning Center will be closed for the following holidays:

New Year's Eve

New Year's Day

Martin Luther King

Day Memorial Day

Fourth of July

Labor Day

Thanksgiving

Day

Day after

Thanksgiving

Christmas Eve

Christmas Day\*

\*During the Christmas holiday, school will be closed for approximately five days surrounding the Christmas holiday. These dates vary each year depending on when Christmas falls.

Tuition remains the same during holiday weeks. Fees continue to be due as assessed.

## LOST ARTICLES

We are not responsible for any articles that are brought into the school that may become lost or misplaced; this includes clothing and/or toys. On the rare occasion that something may be misplaced, we will make every effort to assist you in trying to locate the missing article. Please plan to label any clothing that your child may bring into the school.



## OUTDOOR ACTIVITIES

At various times throughout the year, the children may be escorted outside, in the vicinity of school grounds, to participate in activities such as picnics, walks, holiday events, etc. If for any reason, you do not want your child to participate in one of these activities, please notify your child's teacher in writing.

## BIRTHDAYS /SPECIAL OCCASIONS

Birthdays are very special events and we are happy to celebrate them with your child. If you would like to send a special treat to school for your child to share with his/her friends, please let the classroom teacher know.

Please remember that birthday treats must be purchased—no "homemade" cakes, cookies, etc., may be brought into school.

## FOOD BROUGHT INTO SCHOOL

Please do not send any of the following items to school: nuts of any kind, hard candy, or popcorn.

Please see restrictions on other potential choking hazards below:

- Grapes must be cut in half. Please do not send whole grapes to school.
- Apples must be sliced. Please do not send whole apples to school.
- Hot dogs must be cut in half lengthwise.
- Meat must be cut into very small pieces; no large chunks of meat please.
- Raw carrots must be cut into "sticks".

\*\*\*\*\*

UNDER NO CIRCUMSTANCES MAY ANY PEANUT OR TREE NUT PRODUCTS BE PERMITTED ON THE PREMISES. MANY CHILDREN ARE ALLERGIC AND CAN HAVE A SEVERE REACTION WHEN NUTS ARE INGESTED AND/OR EVEN IN THE IMMEDIATE VICINITY. WE APPRECIATE YOUR COOPERATION AND UNDERSTANDING WITH THIS SERIOUS MATTER.

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## SICK POLICY

Our school operates for well children and staff, only. Children should be fully able to participate in all activities, including outdoor play. Parents need to provide appropriate changes of clothing so children do not become either chilled or overheated. Light sweaters or jackets should be made available as well. Please make sure that everything is labeled with your child's name.

Children with symptoms of communicable disease or illness are isolated as soon as possible. A staff member remains with the child at all times, until the parent or designated adult arrives to pick the child up from school.

### **We will not serve children with:**

A fever of 100°F or above

A skin rash that has not been identified in writing from a physician who has seen the rash

Diarrhea and/or vomiting for two or more times in the same day

Evidence of head lice or other parasites

Severe coughing

Green or yellow nasal discharge

Testing positive for the flu

### **Children may be readmitted to school:**

With a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others,

If visibly free from communicable disease

Free from fever, vomiting/diarrhea for 24 hours while on a normal diet

After a minimum of one week after a positive flu test

## **SICK POLICY (continued)**

The school retains the right to continue to exclude a child despite a physician's statement if that statement contradicts Inspirations Learning Center's policies.

A child displaying signs of illness should be kept home until all signs and symptoms have disappeared. We realize that this may impose a hardship on you. However, a sick child will not be able to participate fully in the daily activities and risks infecting others in attendance.

Ill children need to be picked up from school as soon as possible, after the family has been contacted by school staff. This should take place within an hour of the initial contact time. Inspirations Learning Center maintains written instruction from the parent(s) and/or guardian(s) for school staff to follow in arranging for necessary immediate treatment in the case of an emergency. If parent(s) or person(s) designated to be contacted in the event of an emergency cannot be reached; the Inspirations Learning Center staff will contact those individual(s) and/or physician designated on the child's records by the parent(s).

## **MEDICATION**

Parents are encouraged to plan the administration of medication to their children at times when they can take care of it personally. In the event that this is not possible, the staff of Inspirations Learning Center will administer the medicine only if a parent signs the necessary permission form available at the school. All medication must be personally handed to the teacher with a completed authorized form. Diaper cream, sunscreen and insect repellent are considered medications and require the necessary signed authorization to administer. Medication not being administered at Inspirations Learning Center may not be left at the center.

Medication received at the center must be in the original prescription container and accompanied by the "information medication sheet" provided by the pharmacist.

The information medication sheet informs others of related medication information as well as a list of possible adverse reactions.

## IMMUNIZATION REQUIREMENTS

Upon admission into the program at Inspirations Learning Center, a current Florida Student Health Exam and a Florida Certificate of Immunization must be provided to school. These forms must both be kept current. Religious exemption from immunization must be confirmed by the Volusia County Health Department on the appropriate form, including the proper signatures.

The exemption form may be picked up at the Health Department.

**\*\*\* NOTICE TO ALL PARENTS AND GUARDIANS: At any given time, there may be one or more children in your child's class who may not be immunized. \*\*\***

## SPECIAL NEEDS OF CHILD

Any special need, including allergies, diet, physical limitations, etc., of the child shall be reported to the Inspirations Learning Center personnel, in writing, by the pediatrician, parent(s) or guardian. The same shall be kept on record in Inspirations Learning Center's office.

## RECORDS

The children's records are confidential. Inspirations Learning Center agrees to protect the confidentiality of the children (and their family) enrolled in our center. A signed confidentiality agreement is executed and located in every Inspirations Learning Center employee's file upon employment. Before any information is released to individuals, other than the Inspirations Learning Center staff, a release of information form must be signed by the parent(s) or guardian.

Records are maintained and stored in the school office for audit purposes for a period of five (5) years from the date of the last School Readiness or VPK reimbursement, or the last day of the child's enrollment.

## RECORDS UPDATE

All records pertaining to the children must be kept current. Any changes in address or telephone are to be reported to Inspirations Learning Center staff immediately. Please make sure to notify us in the event there are any changes in your child's "Child Release Agreement" form, which is the form that specifies the individuals authorized to pick up your child from school.

Please ask us for the proper form when/if it is necessary for you to change any of the information.

## DAILY COMMUNICATION

Communication with families is very important to us. Please know that the entire staff is dedicated to keeping you informed of any information that concerns your child. Likewise, we ask that you inform us of any changes that may affect your child's behavior at school. Families are also kept informed by posted notices in and around the classroom, notes home, a monthly newsletter and parent/teacher conferences as needed and/or requested.

## SIGNING IN AND OUT

Every family is assigned a Family PIN code and password when you enroll your child(ren) into school. These numbers may be shared only with people authorized to pick up your child(ren) from our facility. In the event you would like separate, unique numbers for one or more individual(s) authorized to pick up your child(ren), you may request it from our Director. If at any time you feel you need to change your PIN code and password for security purposes, please see our Director and a new set of numbers will be assigned to you.

Parents are responsible for bringing their child(ren) into the school building and checking their child(ren) in on the computer at the check-in/check-out station using their unique Family PIN code and password. Parents may then escort their child(ren) to his/her classroom to assist with hand washing. When you pick up your child(ren), be sure to check your child(ren) out using the computer at the check-in/check-out station before you leave the building. **Children must be signed in and out each day on the attendance tracking computer. This is a very important part of our daily process and it must be followed.**

### **SIGNING IN AND OUT (continued)**

A Child Release form, signed by the parent(s), legal guardian, or custodian, which designates a person or persons to whom the child shall be released, is to be completed for each child enrolled in the center and kept on file in the office. Any updates

At no time shall a child be released to an unauthorized individual.

### **PHOTOGRAPHY AND VIDEOTAPING**

Children enrolled in Inspirations Learning Center may be photographed or video recorded during the time they are attending our school. Parents and guardians permit their children's photos to be displayed with the understanding that the photographs/recordings are the property of Inspirations Learning Center. Parent(s) or guardian(s) may, at any time, revoke permission for their child to be photographed or video recorded by notifying the Inspirations Learning Center Director in writing.

### **DISCIPLINE POLICY**

When the term discipline is used, we are specifically referring to a process of teaching and not punishing. Teaching in the context of discipline suggests that we are helping the young child to understand what is acceptable and what is unacceptable about his/her behavior as well as to encourage the child to behave in a positive manner. Our philosophy is to provide a comfortable learning environment where children can be inspired to learn and to feel good about their accomplishments. Discipline is teaching a child to think about his/her feelings, express those feelings appropriately, and learning to be in control of his/her actions. Respect and empathy will be demonstrated by everyone at all times.

The Discipline Policy at Inspirations is based on the "Conscious Discipline" program by Dr. Becky Bailey. Children are empowered through language and are encouraged to see themselves as valued, positive and accepted. Children are introduced and encouraged to use a variety of skills that lead to self-control in a nurturing environment. Conscious discipline includes implementing a Safe Place and "School Family" among the classroom structures and leads to a relationship-based, community model school.

## DISCIPLINE POLICY (continued)

Conscious Discipline includes four essentials:

1. Beginning each day the "Brain Smart" way
2. Physical structure within the classroom
3. Predictable routines
4. Nurturing routines

It is our belief that each child is a STAR at Inspirations...

The Brain Smart way includes four activities to begin the day with:

- \* Activities to unite
- \* Activities to connect
- \* Activities to disengage stress
- \* Activities to commit

The Brain Smart way is based on scientific research about optimal brain function and mind- body states. Together, these activities prime the brain for optimal learning.

Children, as well as staff members, are encouraged to be a STAR each day...

S - Stop

T - Take a deep breath

A - And

R - Relax!



## DRESS FOR CHILDREN

Plan to send your child to school dressed for success. A day in preschool is filled with many play activities including painting, using clay, mixing colors, and much more. We will encourage children to be careful and often provide smocks, however, clothing stains can often result from a busy, active day at school. Please read the suggestions that follow.

**Clothing** - Refrain from sending children to school in new or expensive clothing. The children should be involved in discovering, exploring, and playing and not worrying about getting clothes "dirty".

**Dresses** - When/if your daughter chooses to wear a dress to school, please be sure that shorts are worn under the dress.

**Jewelry** - Jewelry for children can be extremely delicate and easily broken or lost. If possible, please keep all of your child's jewelry at home where it is safely stored and available for special occasions.

**Shoes** - Children have daily experiences on the playground where climbing, running, and jumping occur. Shoes should be comfortable, close-toed, fastened with laces or velcro and include rubber soles. Without a doubt, sneakers are the best choice for children during the school day.

We appreciate your assistance with the above suggestions. All recommendations are made in the best interest of the children. Thank you.