



Family Handbook

Early Childhood

Education Program 2018-2019

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PURPOSE OF THIS HANDBOOK

Please use this handbook to familiarize yourself with your child's care, our preschool education program, the procedures and policies which help our program function effectively and with quality. It is your responsibility to read and follow the policies outlined and to ask for help or explanation if needed.

ABOUT OUR PROGRAM

Go Love Academy is a non-profit organization serving families with childhood education based on Christian values. We exist to strengthen our community by supporting you in raising children who are strong in body, mind and spirit. Our mission is to provide high quality childhood education and services to enhance whole child development.

Go Love Academy serves children ages One Year through Five Years from the local community from 7:30am to 6:00pm Monday through Friday. Our programs are licensed by the Florida Department of Children and Families (DCF). At Go Love Academy we believe that it is you, the parent, who has the most influence on your child's development and education. We believe in a strong partnership in order for your child to obtain the maximum advantage from our program. Your help and participation are encouraged. Please become an active participant with the Director, fundraising and volunteering your time in the classroom. We encourage you to talk with your child's teacher and the Director if you have any concerns or questions. Thank you for supporting your child's education and go Love Academy's preschool program.

OUR PHILOSOPHY AND APPROACH

At Go Love Academy, it is our philosophy that every child is precious in God's sight and worthy of our love and respect. We believe that children are born with a desire to learn and we strive to provide developmentally appropriate experiences and activities where all children can succeed in a safe and nurturing environment. We provide inclusive settings for children's various abilities, learning styles and interests.

We believe children learn best through meaningful or guided play and hands-on experiences. Meaningful play fosters a love of discovery and exploration, promotes problem solving and allows for the development of a positive self-image and independence. It also promotes a feeling of community and cooperation with peers. Woven throughout our play-based, child centered program are opportunities for children to develop spiritually, cognitively, socially, emotionally and physically.

Our teachers recognize that parents are the child's first and most important teachers. Teamwork between teachers and parents is critical for a child's success. Children learn best when parents are involved in their educational program. We communicate regularly with parents, both to share concerns and to celebrate successes.

CURRICULUM

Go Love Academy utilizes the Frog Street Press curriculum. Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines.

The cornerstones of the program are:

- An extensive integration of theme, disciplines, and domains

- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline®
- Differentiated instruction
- Joyful approach to learning

Frog Street provides engaging and interactive professional learning that both motivates and educates. Our classrooms provide rich learning environments with age-appropriate, yet challenging play equipment and materials, and learning centers that encourage exploration and discovery, discussion, and child and adult interaction. All teachers and teacher assistants work to develop positive relationships with you and your child. It is the teacher's responsibility to keep you informed of your child's progress and keep the lines of communication clear and open. Teachers will conduct your parent conferences, your child's assessments, and transitions to your child's next educational setting. While we use tablets and computers to help our teachers communicate with our families we are primarily a screen free center for our children.

OUR GOALS FOR CHILDREN

We value the importance of early childhood education in our programs, as well as the staff who work here. The care at Go Love Academy is provided by teaching staff trained in developmentally appropriate practices for children. This means that children are engaged in learning throughout the day, including lunch time, rest time, outside play, etc. In order for children to learn and be ready for school and life, staff must provide a safe and nurturing environment in which children experience activities including sharing, exploring, testing limits, making mistakes and trying again.

Daily activities are designed to provide age-appropriate experiences in the following early childhood developmental areas:

SOCIAL/EMOTIONAL/SPIRITUAL

- Learning love for God and others
- Enjoying school
- Developing a love for learning
- Getting along in groups
- Learning responsible behavior (sharing, cooperation)
- Respecting ethnic, cultural and age differences
- Expressing feelings appropriately
- Gaining positive self-image
- Developing independence, initiative, and trust

COGNITIVE/LANGUAGE/PRE-LITERACY

- Acquiring early language and literacy skills, including pre-reading and early writing skills
- Learning numeracy (pre-math) and science concepts
- Increasing curiosity about the world through observation, exploration and experimentation
- Enhancing language skills and self-expression through music, movement, and interactive dialogue between peers and adults
- Promoting experimentation, inquiry, observation and exploration through play

HEALTH

- Modeling good eating habits and nutrition
- Practicing good hygiene habits (including hand washing and toileting)

- Learning to balance adequate rest periods with activity times

PHYSICAL DEVELOPMENT

- Developing large and small muscle skills
- Improving eye-hand coordination and perceptual skills
- Increasing body awareness
- Exploring and participating in rhythm and movement activities

DAILY PROGRAM ROUTINE AND SCHEDULES

BAMBINI & NINOS

Young 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.

For this age group, an important developmental process is toilet learning. In order for children to learn successfully, this is a partnership between your family and our teaching team. Teachers will work with parents to continue to the toilet learning philosophy begun at home. For children not toilet trained, the staff will change diapers as needed every two hours. Parents are responsible for supplying disposable diapers and ointments which are labeled with the child's first and last name.

If a child should have an accident and soils his/her clothes, teachers will escort the child to the bathroom to be cleaned up and provided with a clean change of clothes. The soiled clothes will then be put into a plastic bag labeled with the child's name. The bag of soiled clothes will be given to the parent upon pick-up

Children must be toilet trained to move up into the Three-Year-Old program in order to be developmentally ready for age-related activities.

All of the types of activities described above are planned during the children's day with each classroom having a planned schedule and lesson plan.

WATOTO, KODOMO & KINDER

Preschool children thrive in a program environment that offers a variety of activities in a rich, well-equipped classroom with a consistent, but flexible daily schedule. They depend on predictable routines and look forward to different parts of the day. Learning opportunities are available to them in unstructured and structured formats, including free play times, small and large group activities. The interactions between teachers and children are critical to children's learning, social, self-image and communication skills. Teachers strive to get to know each child's unique strengths and needs so they can provide individualized learning opportunities and guidance in a caring supportive atmosphere.

During free play times, children may select one or more activities in one of the many learning centers prepared for them, such as block-building, dramatic play, arts, music, books, 'manipulatives' (puzzles, building sets) science and nature study, outdoor activities and much more. They may play/work alone, with a friend or in a small group, and with a teacher's guidance or independently. As they finish, they may choose another activity after putting away their materials or toys. Circle time is conducted by the teacher or teacher assistant and may consist of planning or discussing the day's activities or special events in school or the community, sharing experiences and belongings from home, singing songs and sharing an interactive story. Children have opportunities to get to know all

their classmates as they learn new concepts and practice communication and social skills, such as taking turns. Music and movement activities may also be conducted during circle time.

Small group learning activities are planned and directed by teachers related to curriculum topics in the areas of language arts (letter recognition and sounds) mathematics (counting and sorting objects, measuring liquids), science (properties of magnets), art projects, cooking projects and sensory exploration for younger children.

Outdoor play also is an essential part of the day, when children can get vigorous exercise and gain physical strength, coordination and skills through running, climbing, ball play and cooperative games. For younger children this may include walking, exploring the environment and outside activities.

Routine activities such as meals, snacks or rest time, toileting and hand washing are important opportunities for children to learn self-care and social skills, good health habits, and independence.

All of the types of activities described above are planned during the children's day with each classroom having a daily planned schedule and weekly lesson plan.

CHILD ASSESSMENTS

Teacher and teacher assistants make observations and evaluate benchmarks for every child. Concerns are shared with the family during a parent conference. In addition to observations, formal assessments will be done with children who are in our Three Year Old and VPK programs. Parents are encouraged to continue the children's learning activities in the home with stories, outings, songs and helping around the house to teach important skills.

BEHAVIOR MANAGEMENT AND DISCIPLINE

An important aspect of learning in early childhood is how to interact appropriately with others, control one's own behavior and understand social rules. As children learn about the world and acquire social interaction skills (such as how to approach others and join play), they may exhibit "mistaken behavior" - trying a strategy that's not suitable; they may not be intending to "misbehave". At other times, children may act inappropriately to gain attention for other reasons. In any case, we will not allow a child's behavior to continue if it appears that a child will hurt him/her self or someone else, or that property will be damaged. We believe that children learn acceptable behaviors by modeling the actions of those around them, including parents, teachers and other children.

We expect our teachers to implement this policy with techniques that help children learn positive strategies for interaction and problem-solving, understand the perspectives of others and why the behavior is not acceptable, and to gain self-control. Go Love Academy teachers are trained in and apply Conscious Discipline which includes a variety of constructive techniques, such as redirecting children to other activities, counseling the child in a calm but firm voice about the situation, offering positive alternatives for behavior or gently separating the child from the group for a brief period of time. Physical punishment and humiliation are never permitted at go Love Academy, by staff, children or parents.

Children with significant behavior difficulties, such as repeated hitting or biting other children or staff, will be observed and their behavior documented by staff. Staff may confer at times with a behavioral specialist to help determine cause and possible solutions to inappropriate behavior. Usually, a conference will be requested with parents to discuss possible methods of dealing with problem behaviors once staff has made several observations. Working with a child's behavior consistently at home and school is essential for improvement. Parents and staff must have a shared understanding of the reasons for the behavior and strategies for managing it.

Referral to support services may be made by the teaching staff if unacceptable behaviors continue to occur. Parents may be asked to seek counseling or attend parenting classes as a condition for their child to continue in the child development program. However, we do consider it in everyone's best interest to exclude a child or parent who exhibits a continuing problem that threatens the safety of other children. If we determine that our program is not appropriate for your child, or that you and your child constitutes a safety or legal hazard, we reserve the right to withdraw services.

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. 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. Go Love Academy does not allow our staff to babysit enrolled children.

SCHOOL CALENDAR AND HOLIDAYS

Go Love Academy operates academic-year classrooms and additional year-round classrooms. Go Love Academy follows the Orange County school calendar for the academic year. We also schedule professional development and training days to allow for staff to transition during certain times of the year. A calendar for the year is provided to all parents upon enrollment and is subject to change with prior notice to parents. Please visit our website for more information.

PARENT PARTICIPATION AND INVOLVEMENT

Your direct involvement with your child's classroom will increase what he/she derives from the program. Go Love Academy has an open-door policy to encourage parents to participate in the daily activities whenever possible. Please offer your time, your talents and donations to the classroom, and attend evening or weekend activities with other families. We also require that parents maintain standards of confidentiality toward other families and children enrolled in the program, respecting individual differences and working to help provide a safe and supportive environment for children, families, teaching and administrative staff.

Parent participation in the classroom can be scheduled through your classroom's teacher. One hour per week in your child's classroom can be beneficial to your child as well as help the teachers to create a stimulating and fun environment for all children. If you are unable to participate directly due to scheduling conflicts or other circumstances, you may be able to take materials home or contribute in another way. Please consult your child's teacher for scheduling.

Parent-teacher conferences are held at least twice per year, and teachers are available to meet with you more often at your convenience to discuss your child's progress or address a concern that may arise. We encourage ongoing communication between the staff and parents. Please feel free to ask questions about our program or make your child's suggestions which you feel will enrich your child's experience at school. The parent-teacher conference is a time to learn more about your child's activities in school, developmental process, and ways you can support your child's learning and readiness for their next classroom or developmental group. Private matters regarding child and parent conferences are to be kept confidential.

CODE OF CONDUCT FOR PARENTS

When parents are at Go Love Academy or involved in a Go Love Academy they are expected to:

- Treat children with respect, compassion and empathy

- Support an environment that promotes health and safety
- Model cooperation and communication
- Promote children's self-esteem through positive guidance
- Respect 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 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 that a member of that family is inappropriate and/or threatening to staff or participants in the program. This will be determined by the Director.

POLICIES AND PROCEDURES

Reminder to parents: it is your responsibility to read and follow the policies and procedures explained in the following sections. Please note that SMOKING and PETS (other than classroom pets) are never allowed on the premises (medical alert dogs are the exception).

ATTENDANCE

Attendance is taken every day at the time of the child's arrival. It is requested that the children be in their classrooms by 9:00am to fully be able to participate and engage in the day's instruction/circle time and activities. If a child is to be absent from the program, the guardian should call prior to the child's usual scheduled arrival at the facility.

For participants in the VPK program, attendance reports are submitted to the State of Florida. Excessive tardiness or absence (over 20% of total hours) may result in dismissal from the program.

ARRIVAL AND DEPARTURE

Guardians and designated adults must sign their child in and out via the biometric fingerprint check-in station when they enter Go Love Academy for drop-off or pick-up. Guardians should escort their child into their assigned room at the beginning of each day and pick their child up at the end of each day. Children will not be permitted to leave the facility with an unauthorized adult.

At drop-off we encourage you to spend a few minutes in the classroom with your child before you leave for the day. Never leave your child unattended. Please inform the teacher of any special circumstances that may affect your child during the day (e.g. poor night's sleep, upsetting event at home). A child who appears to staff to show signs of illness may be excluded from class and will have to be taken home. We do not administer medications.

Sign-out at the end of the day and let your teacher know that you are taking your child home. Take a few minutes to look over your child's work and talk with the teacher about your child's day. Please do not leave your child unattended once you have signed out. 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 card will not be permitted to take your child from the facility. *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. 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.

MEALS AND SNACKS

Depending on your child's hours of attendance, he/she will be provided a morning snack. An afternoon snack will be provided for those attending beyond 2:00pm. Guardians are required to provide each child with their own water bottle (labeled with first and last name) and a nutritious lunch. Meals requiring refrigeration must include an icepack in the meal container. Please do not send any meals with your child that will require heating. The facility does not heat meals. Staff members assist children with hand washing, containers, utensils and cleanup. Sharing of food among children is not permitted. Meals and snacks must meet minimum requirements for food components and quantities under the USDA Child Care Food Program.

Foods that are associated with young children's choking incidents must not be served to children under 4 years of age; such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is similar in shape and size of the trachea/ windpipe. Food for toddlers must be cut into pieces ½ inch or smaller to prevent choking.

Allergies to foods, chemicals or other environmental issues (such as nuts and pollen) should be listed on our Allergens and Special Dietary Needs Form. Please include any reactions and treatments of the allergies. This information will be placed on a master list and confidentially posted in food distribution areas, the front desk and classroom area. Staff will be informed of children's allergies and instructed to avoid these products.

Occasionally children will be invited to participate in activities involving the consumption of food such as cooking or a birthday celebration for a classmate. Parents may choose to withhold permission to participate in these activities.

BIRTHDAYS AND SPECIAL EVENTS

Birthdays and holidays are special times for children and for our program. We encourage you to take part in the celebrations if you wish by bringing a treat (food item) for all of the children in the classroom. Please talk with your child's teacher in advance to find out what is appropriate to bring. Let the teachers know if it is your wish for your child not to celebrate events due to religious, cultural or other reasons. If you prefer that your child not participate in a planned activity (such as Halloween, birthdays, or Valentine's Day), please make other arrangements for the care of your child. Our teachers respect individual diversity. We will do our best to make your child comfortable in the classroom regardless of their participation in celebrations.

Children are invited to celebrate their birthdays at school. Guardians are always welcome at their child's birthday celebration. We are also delighted to help guardians celebrate other events at the center arranged in consultation with the teacher and administration.

If guardians choose to bring a birthday treat we prefer a treat that is nutritious and healthy. All foods brought into the Academy *must be store bought according to state regulations.*

- No homemade foods are allowed to be served to the children (for allergy and regulatory purposes)
- Goody bags must be age appropriate so choking hazards will not occur.

It is our policy not to exclude any children in the room from the celebration, so it is important that party items brought in by guardians are provided for each child.

CLOTHING AND NAP EQUIPMENT

Dress your child for comfort and for active play. It is likely that your child will come home with dirty, painted or torn clothes at times. Clothing is the responsibility of the parents as children's freedom to

play and learn is more important to us than clean, neat and tidy clothes at the end of their day. Children are required to bring a change of clothes to keep at the facility. This will ensure that your child will have dry clothes available after water play or an accident that may occur during the day.

Provide tennis shoes or other closed toe shoes so that your child may climb and run safely. Please be sure your child's shoes and clothing fit well, as poorly-fitting shoes and clothes can cause accidents. For safety reasons, open-toed, plastic (jellies), backless shoes, slippery soles and flip flops are not recommended.

Label the inside of your children's jackets, sweaters, gloves and hats with permanent ink or name labels. We encourage children to care for their clothing, but we do not take responsibility for clothing that is lost at the center. Occasionally, your child may wear another child's clothing or shoes home by mistake. If this should happen, please return the clothing the next day.

All children in Bambini and Ninos must either take an afternoon nap or rest quietly on cots that we provide. Parents are responsible for providing two crib sheets that are labeled with the child's name. These will be sent home for laundering weekly. If your child has a special toy/pillow or blanket, they are welcome to bring them.

CHILDREN'S PERSONAL BELONGINGS

Upon registration, each child will be given a Go Love Academy tote bag. Storage space is limited so we require children to only use the provided tote bag. Backpacks are not permitted. Personal items will be stored in children's cubbies when not in use. Items in a child's cubby are limited to what will "fit" in their tote bag.

Candy, gum, money, balloons and violent toys (such as guns) must be left at home. We will not be held responsible for lost jewelry, toys or other personal items. Children often take small things home with them to remind them of their school. If you find any small toys, Lego's puzzle pieces or other items that belong to the school, please help your child return them to his/her classroom.

INJURIES

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets will be treated by the teacher or director. Go Love Academy utilizes an incident report to document all first aid and ailments which is to be completed within one hour of the incident. The form is then signed by the teacher, Administrative Staff, and guardian. If the child's symptoms persist, guardians will be asked to pick up their child.

In the case of a major medical emergency (such as seizures, broken bones, puncture wounds etc.) the child's guardian will be called immediately. 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.

ALL face and head injuries require immediate parent notification. These include bumps, falls, scratches, or injuries to teeth or lips.

PREVENTION OF ILLNESS

Young children in group settings tend to be exposed to colds and other contagious illness 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. GLA shall ensure that all specified equipment, items or surfaces (including floors and walls) 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 at least monthly or more frequently as needed to maintain cleanliness in each classroom.

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, toileting, 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.

POLICY REGARDING SICK CHILDREN

If a child becomes sick or is seriously injured while at the center, parents will be notified immediately. The following conditions will require immediate pick-up of your child:

1. Two incidents of diarrhea
2. Two incidents of vomiting
3. A temperature of 100.4 or higher
4. Suspicion of contagious illness (rash, bumps, discharge from eyes)

If your child needs immediate medical attention and you cannot be reached by phone or cannot come to the center in a reasonable time, a staff person will call 911 for immediate medical attention. 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 the 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.

To reduce the spread of illness and maintain the health of all children at the center, we may temporarily exclude your child from attending the center. Please refer to the following section for information on the types of illnesses that we cannot support at the center, as well as the criteria for returning.

In addition to the illnesses referenced in the section that follows, we may require health care provider clearance for other illness at our discretion.

Illnesses & Criteria for returning to Center

Abdominal pain which is persistent and continues 2 or more hours

Criteria for return to center *when symptoms no longer present

Boil, abscess or cellulitis

Criteria for return to center *When lesion(s) are covered and drainage is contained in covering/bandage

Chicken Pox/Varicella

Criteria for return to center *When all sores have dried and crusted, usually after six days

Conjunctivitis eye discharge or pink eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department

Criteria for return to center * when fever or behavior changes are no longer present and symptoms of red, watery eyes are resolved

Coughing (severe including Croup)

Criteria for return to center *When symptoms are no longer present

Cytomegalovirus (accompanied by fever)

Criteria for return to center * When fever has been resolved

Diarrhea-including conditions with diarrhea symptoms (campylobacter, Yersina, Giardiasis, Rotavirus)

Criteria for return to center* when the stool of diapered children is contained by the diaper, even if the stools remain loose, and when toilet trained children do not have toileting accidents OR when stool frequency has reduced to fewer than two stools above normal for that child, even if stools remain loose, and when toilet trained children do not have toileting accidents OR when stool frequency has reduced to fewer than two stools above normal for that child, even if stools remain loose

Diarrhea-if bloody or caused by Cryptosporidium-

Criteria for return to center*-Health Care Provider clearance required

Diphtheria

Criteria for return to center* Health Care Provider clearance required

E-coli(0157:H7)

Criteria for return to center *Health Care Provider clearance required

Fever >100°F(armpit or ear accompanied by signs or symptoms of illness or behavior change (we will follow state licensing and health department requirements if fever is defined differently)

Criteria for return to center* When fever is below 100* F (armpit or ear) without the use of fever reducing medicines

Fifth Disease (Human Parovirus) accompanied by fever or behavior change or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system; children with these conditions may shed large amounts of virus and may appear ill

Criteria for return to center- When symptoms are no longer present

Hand-Foot-and Mouth Disease (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change

Criteria for return to center *When the child has stopped drooling and does not have exposed open sores

Head Lice/Nits or other infestation

Criteria for return to center * When all signs of lice/ nits or other infestations are absent for a period of 24 hours

Hepatitis A

Criteria for return to center * Health Care Provider clearance required

Hepatitis B

Criteria for return to center *Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage

Herpes Simplex accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change

Criteria for return to center *when the child has stopped drooling and does not have exposed open sores

Human Immunodeficiency Virus (HIV/AIDS)-

Criteria for return to center *Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage

Impetigo

Criteria for return to center *when 24 hours have passed since topical, oral, or other systemic antibiotics were started, if the sores can be kept clean and dry and if they can be completely covered

Influenza/Flu (including HINI and H5NI accompanied with fever)

Criteria for return to center* child's fever and signs of fever must be resolved for 24 hours without the use of fever reducing medications

Lyme Disease(or other tick-borne diseases accompanied by fever)

Criteria for return to center* When fever is no longer present

Measles

Criteria for return to center *Health Care Provider clearance required

Meningitis (bacterial or viral)

Criteria for return to center *Health Care Provider clearance required

Mononucleosis accompanied by fever and or behavior change

Criteria for return to center* when fever is no longer present

MRSA

Criteria for return to center *Health Care Provider clearance required

Mumps

Criteria for return to center *Health Care Provider clearance required

Pertussis (whooping cough)

Criteria for return to center *Health Care Provider clearance required

Pneumonia if accompanied by fever, severe coughing, rapid breathing, or behavior change

Criteria for return to center* when symptoms are no longer present

Ringworm (Tinea)

Criteria for return to center* After treatment has been started

Roseola (Human Herpesvirus 6) accompanied by fever

Criteria for return to center* when fever is no longer present

Rubella

Criteria for return to center *Health Care Provider clearance required

Salmonella

Criteria for return to center *Health Care Provider clearance required

Scabies

Criteria for return to center *Health Care Provider clearance required

Shigella

Criteria for return to center *Health Care Provider clearance required

Strep Throat or other streptococcal infection

Criteria for return to center* 24 hours after initial antibiotic treatment and when fever is no longer present

Tuberculosis

Criteria for return to center *Health Care Provider clearance required

Vomiting-more than two times in a 24-hour period or accompanied by fever

Criteria for return to center*24 hours after last vomiting incident

We value your child's health and recognize that preventing the spread of infectious diseases is a very important part of quality child care. To help us prevent the spread of infectious diseases parents are required to call the center immediately to report contagious conditions. We will email exposure notices to our families when we discover that children may have been exposed to a contagious illness at the center. Please read these notices, since you will need to watch for symptoms in your child and may want to consult with your doctor regarding your exposure if you are pregnant.

In the very rare circumstance that a contagious outbreak occurs causing most of a classroom to be out sick at one time, the program reserves the right to close a classroom, to maintain the health and well-being of other children/staff at that center.

CHILD ABUSE REPORTING

In order to ensure the well-being of children in or 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 about reported child abuse. Guardians may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF.

MEDICATION ADMINISTRATION POLICY

GLA requires that parents/guardians assume the responsibility of administering any necessary medications their child may require and informing the teaching staff what they have been given prior to drop-off. We further expect that the first dose of any new medication given at home be observed at home so that side effects (i.e. drowsiness, diarrhea, etc.) can be identified and communicated to us prior to care. We discourage use of "over the counter" medications that only treat symptoms of illness, when a day or two of rest at home might be what is needed most.

EMERGENCY PROCEDURES

In the event of a natural 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. Fire and safety drills are conducted regularly with the children so they will know how to respond and follow instructions in emergency situations.

EVACUATION PLAN

Should the need ever arise that our school requires evacuation, our main destination is Sunridge Middle School, 14955 Sunridge Blvd. Staff will escort the children to the meeting spot next to the dumpster, then proceed to the sidewalk bordering our property to the West/Front. We will follow the sidewalk North, then turn Right/East on Sunridge Blvd and proceed to Sunridge Middle School. Teachers will bring their attendance clipboards and keep count of all children. Directors will have all parent contact information and will notify you of the situation. Parents will pick children up at the main entrance of Sunridge Middle School.

If that evacuation route has been determined unsafe, our second alternative is to go to the Southeast corner of the property and await assistance from emergency personnel.

INCLEMENT WEATHER

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/or text messaging and posted at the location. 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 because of inclement weather.

We are equipped with a severe weather warning system located in the office. In the event of a tornado or severe storm during school hours, all classes will assemble in the Niños Classroom (two year olds).

SECURITY CAMERAS

Video cameras are placed in every classroom, as well as the grounds (outside the school) for internal GLA use. These cameras have been set up to ensure the safety and security of all the children in our care. Camera footage is never released, and there are no cameras or recording devices in private areas, such as restrooms. Camera footage may be used internally for incident review, coaching, and safety precautions.

ELIGIBILITY 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 to be finalized and before your child may attend. Each child must have a complete 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 approved form. If a child's immunization record expires during the school year, the child may not attend until an up-to-date record is provided.

An established number of slots are available within each age group. A waiting list is maintained, and guardians are informed when a space is available that fits the child's schedule. 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. For the child to be placed on the waiting list, the non-refundable registration fee must be paid.

GLA reserves the right to adjust the priority based on the needs of children and/or their age grouping. Applications are accepted by the following priorities:

- Siblings of currently reenrolled families
- Children of staff not assigned to guardian's classroom
- Oasis Church Families
- Other applicants

SCHEDULING

All children are placed on a fixed classroom schedule Monday-Friday with times designated between the hours of 7:30am and 6:00pm.

Your child may only attend on the days they have class. If you need to change your child(ren)'s schedule, please see the director. If space is available, your schedule will be revised, and a new tuition agreement must be signed. If you wish to bring your child on a non-class day or stay for extra hours, please see the Director to determine availability. Please be advised that there is an additional charge for extra hours/days. Keep in mind, extra hours or additional days cannot be guaranteed. Please see the Director for rate information.

TUITION AND FEES

TUITION

Tuition is calculated on a school year/annual basis and divided into ten equal monthly payments. Tuition is billed in advance on the 1st of each month and payments are due on the 8th of each month. Fees are based on a school year's operating budget and consideration for holidays is already included. Accordingly, fees remain the same regardless of holidays. Guardians must pay for the days in their child's class schedule whether they use them or not. No make-up days will be given.

REGISTRATION FEE

The registration fee is an \$150 annual nonrefundable fee that is due upon enrolling and every February thereafter. VPK families do not have to pay the annual registration fee *unless* they opt to have wrap-around care, in which case the annual registration fee will apply. Returning families registration fee will be assessed at \$100. Additional siblings are charged at \$50 for each additional sibling.

SUPPLY FEE

Supply fees are based on the number of days your child attends each week. This fee covers consumable supplies such as paper, markers, paint etc, non-consumable items such as books and equipment and all snacks. This fee is evaluated and adjusted annually.

LATE PICK-UP FEES

Parents will be allowed a 15-minute grace period picking up their child. After 15 minutes a late fee of \$20 will be assessed and an additional \$1 for every minute after the child's designated pick-up time unless previous arrangements have been made. State law requires the center to contact the police if a guardian cannot be contacted and they are 30 minutes late picking up a child after the facility is closed. Continued late pick-up can lead to termination of services at Go Love Academy's discretion. Transportation to and from Go Love Academy is the guardians' responsibility.

ADDITIONAL FEES

Some additional fees may be assessed for extracurricular activities and special classroom events.

BILLING CONCERNS

Billing concerns are handled by the appropriate administrative staff. Guardians are encouraged to request a copy of their billing statement from the front desk or by emailing golovedirector@gmail.com.

WITHDRAWAL

Parents requesting withdrawal shall submit a 14-day written notice to the Director, 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 on a timely basis-non-payment or excessive late payment of tuition
- Aggressive or abusive behavior by a parent or child, either physical or verbal (i.e. threats, slander or obscene language) toward children, staff or other personnel. The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom or school. This includes vulgarity, intimidation, harassment or violation of child care licensing regulations
- Failure to adhere to GLA 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 a 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 requiring eligibility
- The child has needs which we cannot adequately meet with our current staff resources
- The child's behavior threatens the health and safety of him/herself, the other children or staff

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.

PARENT CONCERNS

Our vision is to provide a high-quality, safe, and stimulating environment for your children. In order to meet that vision, we need your involvement and feedback. We take your concerns and feedback very seriously and make every effort to address issues within our Center. We also welcome any new ideas or positive feedback.

Parents who have a concern regarding GLA should follow the following procedure:

- Meet with the classroom teacher initially to resolve any classroom specific conflict
- If you are uncomfortable or unable to resolve the issue with the teacher, contact the Director
- Next contact the Director of Operations

RIGHTS OF THE LICENSING AGENCY

GLA is administered by a qualified group of educators. The Director holds a current and valid Director's credential from the State of Florida.

GLA is a nonprofit child care center licensed by the Department of Children and Families, State of Florida (FS402.26-402.319). We meet all requirements of this licensing process and are open to visits by licensing personnel and guardians. The license is renewed annually. Representatives of the

Department of Children and Family Services may check the status of children's records, including their confidential files during unannounced visits to the facility. It is essential that all documentation for child(ren) be complete and current as instructed by Child Care Administration Code, 65C-22.

In addition, our Program strives to provide quality child care services beyond the Child Care Licensing Standards. Our ongoing commitment is to continue to evaluate and commence self-study of our child care services to achieve the highest endorsement of quality in the child care industry.

LICENSING INFORMATION

Go Love Academy
607 Avalon Road
Winter Garden, FL
34787

Phone: 407-905-4932
email: goloveacademy@gmail.com

Federal Tax ID: 82-1723333

School Director: Paula Katutis
Director of Operations: Barbara Doornbos
Pastor: William Karshima

Hours of Operation: 7:30 am- 6:00pm
Days of Operation: Monday through Friday

DCF License number: C09OR1026

DCF Ratios

- Children age 12 to 23 months 1 to 4-6
- Children age 24 to 35 months 1 to 6-11
- Children age 36 to 47 months 1 to 10-15
- Children age 48 to 59 months 1 to 10-20