

# **Little Village Preschool Family Handbook**



**36540 Via Marcia  
Fruitland Park, FL 34731**

**[Littlevillage123abc@gmail.com](mailto:Littlevillage123abc@gmail.com)**

**352-323-6111**

**Hours of Operation: 6:30 AM- 6:00 PM**

**Communication** is essential as we work together to meet the needs of your child. Please call if you have any questions. We need and welcome your input!

Our goal is to provide a safe, secure environment for your child that fosters physical, social, emotional, and cognitive development. While you are participating in the program, we must develop a partnership between home and school, which benefits the development and growth of your child.

**We ask that you read this handbook in its entirety and feel free to ask questions.**

## **Philosophy**

At Little Village, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open classroom setting. Children are free to choose from age-appropriate activities including art, music, language development, pre-math skills, science and nature and dramatic play. Children develop self-esteem, independence, and problem-solving skills as they make choices and assist in planning the environment and the activities.

Our primary goal is for children to feel safe and secure. Prior to being independent, a child must know that he or she can depend on adults and a predictable environment. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interest. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child. Learning and playing are not limited to the classrooms. Children participate in the outdoor environment each day and the center provide age-appropriate outside play area. The center does not discriminate against anyone, (adult or child, staff, or parent) based on sex, age religion, national origin, color, race, marital status, physical or mental disability and includes children with special needs and makes accommodations required by the Americans with Disabilities Act.

## **State of Florida Mandated Reporters**

All staff of Little Village Preschool are mandated reporters for the State of Florida. If staff sees any unusual or unexplainable marks on a child or hears a concerning comment/story from a child, they are required to report it to the DCF reporting line. Staff will bring their concerns that they have to the director and the decision to call the abuse hotline will be made.

## **Tuition**

Rates are for a child's spot and not based on attendance. If your child is going to be absent, you are required to call the center and notify the director of your child's absence by 9:00am. Tuition is charged on Monday by 10:00 am. Payment is due by drop off Monday morning. If payment is not made, there will be a \$50.00 late fee added to your account on Tuesday. Child may not return until payment is made.

Rates are based on the age of the child and are as follows and subject to change:

### **Registration \$50.00 per child**

1-year-old \$185 weekly  
2-year-old \$170.00 weekly  
3-year-old \$165.00 weekly

4 & 5-year-old \$160.00 weekly  
VPK wrap-around care \$120.00 weekly  
Non VPK days \$15.00 per day added to tuition

**\*\*Tuition is due regardless of vacation, sickness, closure due to inclement weather and holidays.**

Payments are made through Tuition Express. Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically. If your ACH payment is returned to us (declined) a \$25.00 charge will be automatically added to your account.

A \$50.00 registration fee is required per child upon enrollment. There is a \$25.00 annual supply fee due August 1st of every year. Each year in August, you will be required to fill out all new enrollment forms.

## **ELCLC Assistance**

If you are receiving assistance through the ELC, you are required to pay the difference in tuition that the coalition does not cover. You will be told your total fees for each week once your voucher is received from the ELCLC. If your voucher has expired, you will be charged the regular tuition rate per week until your updated form is uploaded by the ELCLC. There will not be a credit made for the weeks you were charged unless your voucher states corrected dates. All fees must be paid in full to receive zero balance to transfer preschools. Your child may only miss 3 days per month. If your child is absent, more than 3 days in a month you must bring in a doctor's note or parents to excuse them. ELC will not pay for any days missed past 3 without a doctor note. You will be responsible for paying for any days they do not reimburse.

## **10 hours per day**

Every child enrolled at Little Village can attend each day no more than 10 hours per day.

EX: Dropped of at 6:30am must be picked up by 4:30 pm that day.

If you child will be here until 6:00pm that day, they can be dropped of at 8:00 am.

## **Enrollment**

The following must be completed to enroll your child at Little Village Preschool

- Enrollment form
- USDA Food Program paperwork
- Child's Immunization Record
- Child's Physical Record

## **Immunization and Physicals**

It is mandatory by the State of Florida that all children entering any Childcare facility must have an up-to-date immunization record and physical. Physicals are due every two years. **All children who enter Little Village must have all forms in prior to first day of enrollment. If shot record or physical expire your child may not attend class until the updated forms are turned in.**

## **Photos**

At Little Village, we take a lot of photos of the children. Almost all our photos are posted on our private Little Village Facebook page. Be sure to read Photo Release on Enrollment Form.

## **Children's Items**

We are not responsible for items brought to the center. Each child has a cubby where their belongings are kept. Please make sure ALL their belongings are labeled. We do our best to keep track of their items, but we are not responsible for lost items. Please do not send your child to school with toys or toy weapons of ANY type, money (especially coins), gum/candy, cosmetics, electronics, jewelry, etc. Our responsibility is to the child not miscellaneous items brought in.

## **Confidentiality Policy**

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

## **Divorce/Guardianship Issues**

In situations in which parents are divorced, the parents will be required to provide the school with court documents outlining the details of the divorce agreement and the rights of each parent. Paperwork will be kept in the child's file to be referenced when needed.

## **Drop Off**

The center is open from 6:30 A.M. To 6:00 P.M. Monday through Friday. Children must be dropped off by 9:00am so that they may participate in all activities planned. The only exception would be if you had a doctor's appointment. A doctor's note must be presented to come in no later than 11:00. **We reserve the right to send your child home due to excessive tardiness. Child will not be admitted after 9:00am without a doctor's note.**

To assure the safety of your child, you are required to sign your child in and out each day, preferably using ProCare. Make verbal contact with a teacher for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone. Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to leave. Prolonging your goodbyes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity. If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Feel free to call at any time to check on your child. Please check your child's cubby & folder each day for messages, artwork, or other take home items.

## **Late Pick-Up**

If you are running late, please call the center by 5:30. Late pickup fee starts at 12:21 pm for VPK and 6:01 pm for full day children. The late fee will be assessed as follows.

**-12:21-12:30 & 6:01-6:10- \$10.00 flat fee due if child is picked up during this time**

**-After 12:30 & 6:10- \$1.00 per additional minute that you child is here.**

-EX: If your child is picked up at 12:35 or 6:15 late fee will be \$15.00

If you child is picked up at 12:25 or 6:05 late fee will be \$10.00

## **Authorized Pick Up**

**Your child will be released only to those persons listed on your enrollment form. We cannot release a child to anyone under the age of 18 and or anyone who does not have a government ID.** Please let family and friends, who occasionally pick up, know that government identification is required. Please notify the office if there are any changes in pick-up plans, arrangements, or changes on the authorization form. Children can only be released to adults on the pick-up list. Children will not be released to any individual who appears intoxicated or impaired. These security procedures are to prevent unauthorized persons from removing your child from Little Village.

## **Parent Involvement**

Little Village is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. There is also a parent bulletin board in the center that may have special notices for parents. Please remember that drop-off and pick-up times are extremely busy periods in terms of transitions and adjustments. These periods may not always be the best time to discuss your child's progress or growth especially if he or she is standing with you. You may address questions or concerns by calling the office and leaving a message for the teacher.

## **Transitions**

As your child grows and matures, he or she will transition from one classroom to another. Here at Little Village, we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move.

## **Nutrition**

Little Village participates in the USDA food program. We provide nutritious breakfast, lunch and snack following the USDA guidelines. We serve breakfast between 8:30-8:50. Please make sure your child is in the building before 8:45 to receive breakfast. Lunch is served between 11:30-12:00. Afternoon snack is served between 2:30-3:00. The USDA requires us to give all children milk with breakfast and lunch. The USDA requires a doctor note stating if child is lactose intolerant. If you do not have a doctor's note, then we are required to offer the children milk.

No outside food is permitted in the school unless it is a party day. Menus are posted at the front door on the parent bulletin board.

## **Birthdays**

At Little Village we love to celebrate your child's birthday with them! If you wish to bring in cupcakes for your child's class, please be sure to let your child's teacher or the director know a week in advanced so the celebration can be scheduled into their day. Store bought cupcakes are the only treat allowed to be brought for the children to celebrate. If you are bringing invitations to be passed out for a birthday party one must be brought in for each child in that classroom to be passed out at school.

## **Babysitting**

Occasionally parents may ask teachers to babysit. Little Village does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

## **Outdoor Play**

It is required by the state that, weather permitted, all children go outside for at least 30 minutes a day. Please send your child in clothing that is appropriate. **We ask that your child wear closed toed shoes.** Sandals, jellies, and flip flops are not allowed to be worn at school as they hinder a child's ability to fully participate and create safety hazards. You may provide water shoes that follow these shoe guidelines for water play days in the summer.

## **Clothing**

We encourage you to dress your child in comfortable clothing, please do not dress your child in their best outfits because they could get messed up while painting, gluing, playing outside etc. For their safety have your child wear closed toe shoes with rubber soles that can be securely ties. Do not send your child to school with sandals, boots etc.

Please be sure to send in one complete change of clothes in case of accident or emergency. This will include a pair of shoes and socks. If your child is potty training, we will always need a minimum of 3 outfits in their cubby. If you child does not have a change of clothing and the need arises you may be called to bring one. Please make sure you label all clothing including sweaters, sweatshirts, and jackets. Little Village is not responsible for lost items.

## **Diapers**

In terms of containment and absorption, disposable diapers are used in group care situations, cloth diapers are not permitted. Please send in a full pack of diapers & wipe each week. Check daily report for items needed for your child each day.

## **Potty Training**

Potty training will begin in the two-year-old classroom, parents must be actively potty training at home for training to begin in classroom. During potty training your child will be required to wear either pull-up, training underwear or normal underwear at all times. Parent must provide the teacher with plenty of changes of clothes, extra shoes, and socks. Please be sure to speak with your child's teacher if you see that your child is ready to start potty training. Children will not move up to the three-year-old class until there are successfully using the potty.

## **Dis-Enrollment**

Parents are required to give **two weeks' notice** when withdrawing children from the center. Termination without notification may result in denial of future services or for ELC parents, you will not be given a balance transfer paper until ALL payments are made current. You will be charged for the last two weeks.

**\*\*Children who miss five consecutive days without contacting the center will be in jeopardy of being terminated for attendance and non-payment\*\***

## **Voluntary Pre-Kindergarten-VPK**

Little Village will be operating a Voluntary Pre-Kindergarten (VPK) for 3 hours a day 5 day a week for 180 days. All enrolled families will receive a calendar showing the scheduled days off. Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is Little Village funding linked to attendance, but also the child's success upon entrance into kindergarten.

**Tardiness:** The instructional days starts at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arrival child well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and will be cause for termination from the VPK program.

**Late pick-up:** The VPK programs ends at 12:00 p.m. daily. A late fee will be added to your child's account for pick-up after 12:20 p.m.

**Absence:** Daily Attendance in the VPK program is necessary for optimal learning, however, you will be allowed 3 absences per month. Any absences beyond those required a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest.
- Physician or dentist appointment.
- Infectious disease or parasitic infection.
- Funeral service, memorial service, or bereavement upon the death of the child's family member.



- Compliance with a court order.
- Special education for related services for the child's disability.
- Observance of a religious holiday or service.
- Family vacation, not to exceed % excused absence per program year.

**Please Note:** Absences of 5 consecutive instructional day will be considered a withdrawal from the VPK program at Little Village Preschool. Withdrawals from VPK program will not be eligible for re-enrollment. Little Village will allow one documented 5-day absence and dated signed by the child's legal custodial adults.

**Verifying your child's attendance and absences:** A form will be shown to you at the end of each month for you to review and confirm your child's recorded attendance for the month. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Lake County direct payment for the month's VPK program for your child to Little Village, and that you continue to choose Little Village to provide your child's VPK programs for the upcoming month.

## **Illness**

According to State Licensing Standard, **a child must be illness free 24 hours before returning to the center without administering medicine. If the child returns before then, a doctor's note must be provided.** Please do not administer a fever-suppressant and bring your child. This is unfair, not only to your child, but also to the other children and teachers.

Listed below are criteria for excluding ill or infected child from the center.

1. A temperature of 100 degrees (f) or more is present.
2. More than 1 abnormally loose stool in 24 hours
3. If vomiting is present.
4. Any indication of rash, which may be contagious.
5. Any indication of contagious disease (chicken pox, etc.)
6. Presence of head lice, fleas, ticks, or any other parasites. (Will remain out of school for 24 hours)
7. Discharge from the eyes
8. Difficult or rapid breathing
9. Yellowish skin or eyes
10. Exposed, open lesions
11. Severe coughing causing the child to become red or blue in the face, or to make a whooping sound

If your child becomes ill while at the center, you will be called to pick them up.  
**Someone MUST pick up the child within 1 hour of being called.**

You will be notified should your child be exposed to any contagious disease.

**The following will also be in effect:**

- Chicken pox will not be permitted unless they are all dry and crusted.
- Impetigo will not be permitted unless the child has been on medication for 24 hours
- We have a no nit policy along with lice.
- Pin worms must be treated before the child returns to school.
- Strep throat must be treated with medication for 24 hours before the child may return to school.

Little Village reserves the right to request a doctor's note be sent in for your child to return to school.

**Medication**

Little Village WILL NOT administer over the counter medications without a doctor's note. We will administer prescription medication only between the hours of 10:00 and 3:00 only. The medication needs to be in the original container with the child's name, the physician's name, and directions for administering the medication on the container. A medication form needs to be filled out by the parent or guardian before the medication can be administered. Little Village reserves the right to refuse admittance of any sick or re- admittance if we feel it would put others at risk.

**WE ARE NOT AUTHORIZED TO GIVE MEDICINE TO REDUCE FEVER.**

**Discipline**

Little Village does not use any form of physical punishment. Children are not subject to harsh treatment, humiliation, abusive language, or punishment related to napping, food, toilet usage or snack. If a child's behavior is unacceptable, the child will be redirected to other activities and may have to call the parent to inform them of the behavior.

**Behavior**

- Teachers will log behavior issues on Little Village incident report forms. A copy of each incident report will be given to the parents to sign and discussed. Parents are expected to further address the issues with their child at home.
- If a child exhibits violent or aggressive behavior, the child will be sent to the director's office. Depending on the age and the severity of the incident, the child may be allowed to return to the classroom if the situation is diffused. (This will be allowed no more than two times in one day)
- If the child's aggressive behavior continues the same day the child will be sent to the director office again, and the parent will be called to pick up their child.

## **Biting**

When a child bites the following procedure will be followed.

- Isolate the child first from the other children and if continues the child will be brought to the office
- Parent will always be notified either through an incident report or a phone call
- If severe biting is involved the child will be dismissed for a period.

## **Accident Report Forms**

If your child has an accident that requires any type of attention or first aid you will be notified with an accident report. You will be advised of what happened, where it happened and what action was taken. Please sign at pickup and a copy will be given to you.

Should an accident require emergency medical treatment, the child will be taken to the hospital on file, unless the paramedics say otherwise. The parents will be contacted immediately to meet the staff member and the child at the emergency room. If neither parent can be reached, we will call the next emergency contact designated on the child's enrollment packet. When you sign your child's enrollment packet, you are authorizing us to implement the plan described above.

## **Expulsion Policy**

Unfortunately, there are some reasons we must ask that a child be removed from our program either on short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

### **We reserve the right to expel a child/family due to:**

1. Nonpayment
2. Parent Miss-conduct/ disrespect towards staff and or children
3. Excessive Behavior Problems involving children, teachers or themselves being hurt
4. Excessive tardiness
5. Excessive absences
6. Failure to provide immunization or Physical Forms
7. Failure to follow Little Village rules
8. Failure to complete necessary paperwork including but not limited to enrollment form, shot and physical forms, USDA food program forms, any ELC forms

### **Definition of inappropriate and unacceptable behavior:**

Such behavior may include (but not limited to):

- Aggressive, physical, or verbally threatening actions directed at another classmate or staff
- Profane or abusive language (does not have to be directed at another individual)
- Refusal to comply with teacher's instructions or request
- Treating Little Village property with lack of respect
- Self-destructive behavior
- Other behavior determined by the Director to be unacceptable

**If the child is sent home 3 times due to continued behavior, the following will be implemented:**

- Your child will be placed on a probation period of 2 weeks. If your child has anymore incident notes written up in that 2-week period, a parent will be called to come pick the child up and the director will discuss the next step which may include expulsion from our program. In most cases, we can accommodate up to a week period while the family is looking for another arrangement.

## **Emergency Preparedness**

Staff are prepared and trained to deal with a variety of emergency situations. During all circumstances, teacher will remain calm and stay with the children. In the case of a weather-related emergency, such as a tornado warning, children will be evacuated to the designated yellow and purple building or cafeteria. In case of flood, children will be taken to safest building structure. In cases of structural damage to the building, staff will follow the directions of our evacuation policy. In cases of emergency medical situations and missing children, 911 will be called immediately. Suspicious individuals and cars in the vicinity will require immediate lockdown of the building. Police will be notified of potential parental custody disputes and abduction threats. 1-800-962-2873 will be called when there is a concern of child abuse and neglect. In any case the school will need to shut down, the director will call parents.

**Little Village follows Lake County School Emergency closings days for inclement weather.**

**In case we were to have to relocate the children in an emergency, we will locate them to:**

**Holy Trinity Episcopal Church  
2201 Spring Lake Road  
Fruitland Park, FL 34731**

**Closed School Days:** During the following holidays, the Little Village Preschool will be closed. VPK students may have additional days off based upon the Lake County public-school calendar. If you wish to have your VPK child attend during those days, please notify your child's teacher.

<b>New Year's Day</b>	<b>January 1<sup>st</sup></b>
<b>Good Friday</b>	<b>Friday before Easter Sunday</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Independence Day</b>	<b>July 4<sup>th</sup></b>
<b>Labor Day</b>	<b>First Monday in September</b>
<b>Thanksgiving Day</b>	<b>Fourth Thursday in November</b>
<b>Christmas Day</b>	<b>December 25<sup>th</sup></b>

**Thank you for enrolling at Little Village. We look forward to having you and your family be a part of our Little Village Family!**