

Children's World South Preschools



Parent Handbook 2018

BOARD OF DIRECTORS

Maria Helen Fernandes
Chief Executive Officer

Ross Fernandes
Chief Operating Officer

Ralph Fernandes
Chief Business Officer

Randall Fernandes
Chief Financial Officer

Contractual agreements made with J&J Childcare Inc DBA Children's World South or Children's World of Davie Inc DBA Children's World South will be honored by the respective corporation.

From here forth the before mentioned corporations will be referred to as: Children's World South or Children's World South Preschool or Children's World South Preschools or Children's World or CWS.

A contractual agreement with one of the above mentioned corporations may or may not be honored by the other, with the discretion held by the corporation's board of directors.

We are glad that you have chosen Children's World South for your child's education. We provide quality education alongside a warm, nurturing environment. We are looking forward to sharing experiences with your child and family, instilling the love and passion for life long learning.

We recognize that children are unique, capable individuals full of potential and eager to learn. We are a play based school and provide real life experiences to make learning real and relevant. We are in the process of starting Kindergarten for the new academic year 2018-2019. We are also planning to have an after school program which will cater to the needs of the after school children ages 5-8.

Mission Statement

We are committed to offering a high quality program through unique and multi-sensory activities which ensures that each child's learning potential has been reached. All of our learning experiences are developmentally appropriate for the children's learning abilities.

Philosophy

The goal of our program is to provide the children in our center with a safe, nurturing and learning environment that will benefit the child, parent, and our community. We understand both the concerns of parents and the needs of young children. Both are the foundation of our program. We respect each child as an individual with unique qualities of personality, intelligence, and creativity.

Non-discrimination Policy

Children's World South provides equal opportunity for enrollment and employment to all qualified students and staff without regard to race, religion, creed, color, national ancestry, physical disability, mental disability, medical condition, marital status, sex, or age. If any person or child believes that they have been subject to any discriminating treatment, for whatever reason, they should notify the Director immediately so that we may address and rectify the situation.

Open Door Policy

Children's World South has an open door policy and parents are welcome to visit anytime. If you are a new parent please give your child sufficient time to adjust to the new school routine, to bond with teachers and build new friendships.

Program Discription

Children's World South is guided by frameworks of The Creative Curriculum/ Teaching Strategies to engage children in meaningful developmentally appropriate experiences. The curriculum provides a framework for planning activities and arranging the indoor and outdoor learning environment in support of children's development. We recognize that children learn best via hands-on play experiences; and teachers purposefully design learning opportunities within art, literacy, math, science, building, technology, music, and dramatic-play.

Learning Objectives

The Creative Curriculum/ Teaching Strategies Gold sets 38 objectives for development and learning. These objectives are predictors of school success, and they address all areas of early learning: social-emotional, physical, language, cognitive, mathematics, science and technology, social-studies and the arts.

Excellence in Education

Children's World South is a Gold Seal, 5 Star + quality rated (QRIS), Accredited Professional Preschool Learning Environment (APPLE) in our Fort Lauderdale location. We are now striving towards bringing the same level of quality to our Davie location. These rigorous and voluntary accreditations process attests to the school's commitment to achieving Professional National Standards in excellence. These accreditations help families identify high quality programs for their young children.

Assessment and Screening

Ongoing assessment of children in our program allows us to plan appropriate learning experiences and help all children succeed. Screening is an integral component of a quality program. When screening and assessment are practiced, relevant information is obtained in order to guide the teaching team on creating meaningful experiences which serve children well. Ongoing assessment supports our plan for program and curriculum improvements, adapting teaching practices and modifying the classroom environment. Based on the assessments we will recommend further evaluations through Early Steps for children birth to three or FDLRS three to five years of age or call Early Learning Coalition Behavior Specialist to observation in the classroom.

SCHOOL POLICIES AND PROCEDURES

Classroom routine starts at 8:30 a.m. Your child needs to be in the classroom before or by 8:30 a.m.

AGE GROUP	SCHOOL HOURS
Toddlers and Two's:	7:00 am - 5:30 pm
Preschool:	7:00 am - 6:00 pm
Part Time VPK:	9:00 am - 12:00 pm

Children's World South opens at 7:00 am and closes at 6:00 pm SHARP. A late pickup fee is assessed at \$2 per minute after 6:00 pm and the fee is due at the time of pickup for each child. Toddler and the Two year old classrooms close at 5:30 pm Sharp. Children picked up after 5:30, a late pickup fee of \$2 per minute will assessed for each child. If the school is not contacted by 7:00 pm, we are required by law to contact local police and Childcare Licensing Enforcement.

Young children thrive with consistency, therefore, please drop off and pick up your child (ren) at the above listed times.

In order to gain maximum benefit from his/her preschool experience, please see that your child attends each session, unless he/she is sick. It is very important for your child to arrive to class on time. **Parents: you must sign (electronically or manually) your child in and out every day and write the exact time when you drop off and pick up. Children are not allowed to sign as it is a legal document.**

School Closings

Independence Day	July 4, 2018
Teacher Planning	August 15 th , 2018
Labor Day	September 3 rd , 2018
Veterans Day	November 12 th , 2018
Thanksgiving Day	November 22 nd , 2018
Christmas Eve	December 24 th , 2018 <u>Early Release (12:00pm)</u>
*Christmas Day	December 25 th
*New Year's Day	January 1 st , 2019
Martin Luther King Jr.	January 15 th , 2019
President's Day	February 19 th , 2019
Good Friday	April 19 th , 2019
Memorial Day	May 28 th , 2019

****If the holiday falls on a Saturday, the holiday is observed on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.***

Arrival/ Departure

A smooth morning routine helps children build skills, and provides a sense of security. Please keep staff informed about your child's health, moods, eating habits, family situation or anything that might affect your child's behavior at school. We recommend that you establish a routine by walking your child to the classroom, greeting the teacher, helping to put items away in their cubby, assist in hand washing and sit them down for breakfast (if they arrive early, between 7:00-8:00 a.m.) or at table toys.

If your child is having difficulty separating, signal to the teacher for assistance. Feel free to call us later to check how your child is doing.

Please call the school if you are running late for either drop-off or pickup.

If arriving after the classroom's morning meeting has already started (9:05AM), in order to not disturb the meeting, we kindly ask you to please wait in the office for a teacher to escort your child into the classroom. In the event a parent has an emergency contact the office to inform the name of the adult picking up the child. The parent must give the Provider the password listed on the enrollment packet in order for the child to be released.

If an unauthorized person attempts to pick up your child, provider will use the following procedures

- Provider will telephone the parents/guardian and seek verbal permission for the unauthorized pick up. If the parent/guardian cannot be reached by telephone, then the child will not be released.
- Provider will make a copy of the unauthorized person's identification. (We will only accept a valid Driver's License, State ID or Passport). If no identification is produce we will not release the child.

Attendance

In order to gain maximum benefit from his/her preschool experience, please see that your child attends each session, unless he/she is sick. It is very important for your child to arrive to class on time (**8:30 am**). **PARENTS: YOU MUST SIGN YOUR CHILD IN AND OUT EVERYDAY.** Children with excessive absences will be given a warning and eventually asked to be withdrawn from the school.

Tuition

Children's World South utilizes Tuition Express, an automated payment processing system as part of our Procure Software management system which allows us to process tuition and fee payments safely, quickly and efficiently allowing us to spend less time in the office and more time in the classroom.

Weekly or biweekly payments will be billed on Friday in advance for the upcoming week(s) pending the cycle you choose. The first due date will be determined at time of enrollment to match our current billing cycle.

If payment is not made on time or is unable to be charged due to processing issues with your financial institution such as incorrect billing information or insufficient funds, a \$30 late fee will be automatically posted to the account.

Intoxicated Parent/Adult

If a staff member suspects that the adult picking up the child is under the influence of alcohol, drugs or is not able to drive safely, the teacher or Director will request that another adult listed on the pick-up list be contacted to pick up the child. All efforts will be made until another adult can pick up the child and safely take him/her home.

School Bags/ Blankets

Large backpacks are discouraged due to limited space. We ask that parent send their child's blanket, sheet and change of clothes in the Children's World South red bags that are provided at enrollment (free), so that we can fold to fit into classroom cubbies. If you need additional bags you may purchase them for \$2:00.

Toys from home

We understand that morning drop off is hard but let's work together to teach children that toys from home stay at home. Toys brought from home create conflict and disturbance in the classroom as sharing is not an easy task for the children.

Birthday Celebration

Birthdays play an important role in the life of a child. We recognize how important your child's birthday is and therefore encourage you to follow our school policy to make his/her day more special. Please note, if parents wish to provide goody-bags, they may include things such as:-

- A book
- Bubbles
- Pencils and erasers
- You can contact the front office and discuss other appropriate/acceptable things.

Due to food allergy concerns, we ask that you refrain from bringing treats to the school on your child's birthday. Please notify your child's teacher if you wish to bring a special treat like frozen yogurt and fresh fruits. You will supply napkins, bowls and spoons for the party. No balloons are allowed, as it is a safety hazard. Birthday celebrations at school must be kept simple. We are not able to host extravagant birthday celebrations. These should be scheduled for your home or an appropriate setting outside of school. Please refrain from sending candy and toys as certain toys might be considered as a safety hazard (Quality Rating Improvement System - QRIS). **Please remember that we are a nut-free campus.** Your cooperation is greatly appreciated.

Invitations for private birthday celebrations may be distributed at school only if the entire class is invited.

One of the best gifts any parent can give a child is the love of books. Birthday Book Club provides families with an opportunity to celebrate special occasions by purchasing a book that will be permanently placed in the Library.

Family Involvement

The following are some of the opportunities that are already available to you and your family. If you would like to help us expand our list, we welcome your ideas!

Reading	Gardening
Parenting Class (Positive Behavior Support)	Financial Literacy Class
Literacy Chair	School Survey
Volunteering (contact the Director)	Music and Movement Event
Family Picnic	Festivals & Events

We encourage parents to become involved with the **Creative Curriculum / Teaching Strategies Studies:**

Beginning the year	Tree Study
Clothing Study	Ball Study
Recycle, Reuse and Reduce	Building Study
Outdoor Classroom Environment	Weather Study
Zoo Study	Beach Study
Animal Study	Pet Study
Exercise Study	

Teachers in the toddler and two year old room might change the Study based on the interest of the children.

Cultural Sensitivity Policy

Children's World South is committed to diversity and cultural sensitivity. We do not discriminate based on race, gender, religion, or ethnic origin. Many cultural events/traditions are incorporated in our program based on the Investigations. Families who do not wish their child to participate in any celebrations must speak to the Director/ teacher. We will honor the wishes of each family with sensitivity and diligence.

Culture and family traditions are a part of our regular learning experiences. Families are invited to share their culture and traditions, especially foods and recipes that are enjoyed at home and at family celebrations. Please check with director /teacher about children's allergies. We will adopt these ideas into our curriculum and routines. Any food brought from home during celebrations must list the ingredients and this will be posted on the bulletin board.

Communication

We value the important role our families play in the improvement of our program, and once a year we ask our families to provide feedback via a survey. Your participation is critical, and the program's potential for improvement, licensing, and accreditation is closely linked to your perception and experiences within our school. Because quality improvement is a collaborative effort, we kindly ask that you respond to the survey shortly after receiving it. We place a great deal of importance on communication within our school and between home and school. Communication means sharing thoughts, ideas and feelings between one person and another.

Parent to Teacher Communication

- Notify us of upcoming family events or travel plans.
- Inform us of any changes in daily home or school routine.
- Notify us with a physician's note regarding any change in your child's ability to participate in activities.

Teacher to Parent

- Classroom information board is located in each classroom
- Daily Reports (toddlers and 2's)
- Classroom newsletters will be emailed at the beginning of each Study (3's, 4's and 5's)
- Incident/Accident reports will be at the front desk.

Scheduled conferences

Two conferences are scheduled twice a year to discuss your child's progress. Please do not ask a teacher to discuss your child at length as he is brought to class. Teachers will be greeting the children at this time. Feel free to call for a conference with a teacher or the director if a problem arises. When a parent has any concerns please make sure you address it **privately** with the Director.

Parent to Administration

Please notify the school's director of any communicable disease, head lice, contagious or serious illness or hospitalization of your child or of any close family member. Notify us in advance of any planned lengthy absence.

For divorced or separated couples we kindly ask that you provide us with a copy of your current child custody agreement.

If your child has an IEP (Individual Education Plan) submit a copy to the office.

Uniform policy

CWS requires every student to wear the approved CWS uniform which must be obtained from the front desk.

BOYS

Shirt: Red Polo with embroidered CWS logo.

If your child wears an under shirt

GIRLS

Shirt: Red polo with embroidered CWS logo

make sure it is not longer than the uniform shirt and it must be white.

Bottoms: Navy blue pants or shorts. Jeans or black bottoms will not be permitted.

Shoes: Velcro Sneakers are required. (Shoes with laces, open toe/heel footwear such as sandals, crocs ARE NOT PERMITTED). Shoes must be the child's correct shoe size, it cannot fit the child too big as this is a safety hazard.

Accessories: No jewelry is permitted (necklaces, bracelets, wrist bands).

We will not be responsible for lost jewelry

Bottoms: Navy blue pants shorts or skorts. Jeans or black bottoms will not be permitted.

Shoes: Velcro Sneakers are required. (Open toe/heel footwear such as sandals, ballerina, and Crocs ARE NOT PERMITTED) Shoes must be the child's correct shoe size; it cannot fit the child too big as this is a safety hazard. Due to safety issues no accessories like beads, barrettes or bobby pins will be permitted in your daughter's hair. No necklaces, bracelets or wrist bands will be allowed.

Winter: navy blue sweat pants or navy blue pants, navy blue sweater

Afterschool care students during winter/ spring/ summer and days off from elementary school must wear camp school shirts with logo and navy blue/black bottoms to our program every day (no jeans please).

Parents who bring their children without school uniform and/or worn out school uniform will be required to purchase a school shirt or navy blue bottom at the front office. Payment will be debited from card immediately.

Diapers

Parents are required to bring four diapers daily. (We do not accept the big pack of diapers as we lack the space for storage)

A box of wipes (You will be informed on the daily report if wipes are needed)

Classroom Necessities

Please provide an extra set of uniform shirt and pants to be kept in your child's cubby in case of accident. Parent must bring crib sheet and thin blanket every Monday and take it home for laundry every Friday. **This is a Broward County Childcare Licensing Ordinance.** Every time you forget to bring sheets or blankets, your child will be provided a sheet and blanket and these items will be charged to your card on file.

Discipline Policy

We, at Children's World South, understand that in preschool, children are developing social, emotional, language, cognitive and motor skills. They are taught appropriate behavior techniques which encourage self-control and cooperation, and build self-esteem and self-direction. We use

positive role modeling, redirection, calming strategies (“safe place”) peace making skills and problem solving. Corporal punishment is prohibited.

We are now a PBS (positive behavior support) school. This year we are fortunate to be part of this grant through the Children’s Service Council of Broward County and our parents and staff receiving trainings (six for the staff and six for the parents) and materials for the school. Two PBS coaches are assigned to come to the school Mondays and Fridays from 8:00a.m – 2:00 p.m. to provide support and help model and implement strategies in the classroom. They are also available to help and provide guidance to parents, if required.

Should challenging behaviors persist, we will inform parents (guardians) and a conference will be requested. Our policy is to work with the family as a team to ensure consistency. If necessary, staff will provide families with resources for additional professional support.

If inappropriate behavior continues, or does not improve after all methods have been attempted, parents will be asked to withdraw the child from the school.

In addition to the Conscious Discipline Approach to teaching self-control, conflict resolution, character development and social skills, children can learn the following six-step process to resolve conflicts with other children. Each step is also a general interaction strategy that can be used in many situations to encourage positive behavior.

Six Steps in Conflict Resolution

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children’s feelings.
3. Gather information.
4. Restate the problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to give follow-up support

Health Information

Children’s World South promotes a safe and healthy learning environment. It is your responsibility to keep your child’s health records current. Failure to keep records current may result in termination of care. Your child must have a physical examination every 2 years. Immunizations must be renewed by the date indicated on your child’s individual shot record.

The center does administer medication to the children. Parents must bring medication to the front office and complete an authorization form # 5. When your child is ill and needs medication inform your doctor that your child attends child care so they can adjust the dose accordingly. The child’s name must be listed on the medication. Date, time and dosage will be recorded on a medication log. Medication or Nebulizer treatment will be administered in the afternoon only.

If your child becomes ill during the day you will be called to pick the child up. Please note that your child must be **picked up within 1 hour of the center calling you.**

Should an accident or medical emergency involving your child occur, you will be notified at once. If your child needs emergency care, they will be transported to the nearest hospital. Emergency medical and transportation authorization must be on file.

Please keep your child at home if your child exhibits some of the following signs of communicable diseases:

Fever
Nasal Discharge (Yellow/Green)
Skin Rash
Pain
Lice

Frequent Coughing
Vomiting
Diarrhea
Pink eye/ Conjunctivitis

All students will be randomly checked for head lice throughout the school year. In the event that your child is found to be with nits/ head lice, a phone call will be made to the parents for immediate student pick up. Students will not be permitted to return to school until they have received full treatment for head lice, which includes the removal of all dead nits.

There are no exceptions to this rule, THIS IS A BROWARD COUNTY ORDINANCE. This is to protect the health of your child and all the children in our program. After your child has been ill, re-admittance to the program will only be granted after being symptom free for 24 hours. PARENTS MUST REPORT TO THE DIRECTOR/FRONT DESK BEFORE CHILD CAN GO TO THE CLASSROOM.

We ask you to please not bring your child to the center with a fever. A fever is the body's way of letting you know that something is wrong.

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, a letter will be sent home to the parents of children who may have been exposed. We need to consider the well-being of all children, staff and families.

First Aid

State and Broward county regulation limit the amount of First Aid that the school can provide. The staff is limited to the use of soap water and band aids.

Food Policy

Breakfast from home will be served to your child between 7:00 – 8:00 a.m. If your child arrives after 8:00 a.m. breakfast will not be served, the parent must feed the child breakfast at home. All our teachers must be in their classrooms promptly at 8:30 a.m. to begin their day.

If any child has food allergies, the parent must notify the office staff upon registration and bring a doctor's note and fill out the Medical Statement for Children with Disabilities and Special Dietary Conditions. It must also be written on the enrollment packet. Monthly menus are posted on the parent bulletin board and in each classroom to make parents aware of the variety of choices available to the children. A copy of the Menu will also be emailed regularly.

Closings

Our center follows the School Board of Broward County for school closings. When a Hurricane Warning has been issued, the Pre-school will be closed. If this happens during the day, parents need to pick up their children promptly.

Hurricane

Here at CWS we follow The Broward County School Board Hurricane evacuation plan. When a hurricane warning has been issued CWS will closed. You can call the school and a message will notify you if the center will be closed or open. If the warning occurs when children are attending, parents will be notified to pick up their children immediately

Tornado/ Sever Thunderstorm

Children will assemble in the aftercare room. In conjunction with The Broward County School Board, our staff will listen to the radio broadcast. If power is available we will look at alerts or weather condition by internet or television news. Depending on how severe the weather a decision will be made if the center will be closed and parent will be notified to pick up their children.

Flood

In conjunction with The Broward County School Board, our Director will listen to radio broadcast for news forecast and if flood warning is in effect parent will be notified to pick up their child immediately.

Fire Drill

We practice fire drill once a month. All children will evacuate the building through designated marked fire exits either through the front door or the back doors to the playground. Teachers take attendance to make sure all children have been evacuated safely. The Director will check each room/bathroom to make sure that no child is left behind.

Lock Down

Our Directors and Executive Staff receive emergency alerts from the Broward Sheriff's Office, Broward School Board, and local municipalities. If an alert comes in that warrants a school lockdown we will begin the campus lockdown procedure.

We have to keep all space available for emergency vehicles and personnel. Therefore when the school is placed under lockdown we ask that you do not enter the school property.

Do not pull into the driveway

Do not park in our parking spaces

Do not stand outside the building

Do not park in an adjacent lot and stand along our property line

During a lockdown nobody is allowed to enter or exit the building

-You will be allowed to enter the school grounds once the all clear signal has been given.

In extreme circumstances we will release the children only if a law enforcement officer is present on the premises.

Keep in mind:

-There is no time limit to how long a lockdown can last, and if needed the school will remain under lockdown after business hours.

-If you go to one of our schools during a lockdown remember the area surrounding the school is considered unsafe, and for your safety we ask that you go to a safe place to wait until we can begin dismissal.

Smoke Free Environment

Smoking is prohibited within the early childhood facility and in all outdoor areas.

Cell Phones

Children's World South has a strict NO CELL PHONE POLICY

Parking

The space in front of the main door is a fire exit; please do not park in front of it.

During the peak drop off/pick up time please be sensitive not to park for a long period of time and not to block the front entrance. Occasionally we may have to remind you to move your car. If you want to speak to your child's teacher or have conference during peak time please park at St. Jerome's and walk to the school. Also during open house, parent trainings or other events parking will be at St. Jerome's church.

Child Abuse Hot line

All staff at CWS is mandated by law to report if they suspect any type of abuse or neglect.

The following are for **PARENTS ONLY** :

- Key pad at entrance
- Green exit button
- Hand sanitizer

Sign in/out sheet signature (Please do not allow your child to write on the sheets as they are legal documents according to Broward County Ordinance)

**SEE NEXT PAGE FOR
ACKNOWLEDGEMENT AGREEMENT**

Children’s World South Preschools

Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for the Child Development Center. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting/licensing entities, best practices for child care service providers. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Children’s World South web site at www.childrensworldsouth.com/parentdocuments. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the schools front desk. Furthermore, I recognize that it is my responsibility to contact the CWS Director or CWS Board of Directors for any questions I might have about the contents of the Parent Handbook now and in the future.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Child(ren) Registered in Program