

# Destiny Learning Center Parent Handbook

Destiny Learning Center is a Christian preschool and an outreach of Destiny Church, Naples. We invite you to join us in worship and to consider making our congregation your church family. If you are already an active member of a neighboring Christian congregation, we rejoice with you and affirm your affiliation with that church. However, if Destiny Church, Naples and its Pastors can be of assistance to you in any way, we invite you to stop by the office and seek them out.

**Welcome!** We are delighted to be a part of your family and your child's development. We believe that these few years are crucial to the growth of your child. Our goals are to help your child become a well-balanced individual through our daily schedule of activities, and our Christian values. We are a **play-based learning center**. We desire to enhance your child's mental and physical growth, along with their social and emotional development, through individual care, love, and attention. We strive to provide a quality educational program that challenges and encourages children to achieve their fullest potential. We recognize each child as a unique gift from God to each of his or her parents, and we pledge to always show God's love by our work and deeds. Therefore, each teacher and teacher's assistant has been chosen to reflect the ideas and goals of the school. We teach Christianity, not doctrine in our school. We admit students of any race, color, religion, or nationality.

**Please read this document carefully. By signing the "Parent Acknowledgement" on the last page, you agree that you have read and understood the Parent Handbook and the policies in it.**

## Licensing

Destiny Learning Center is under the direct supervision of Destiny Church Pastors, and Destiny Church Board. It is licensed and accredited by the FCCPSA, (Florida Coalition of Christian Private Schools Accreditation). DCF #X20CO0006

## Staff

Our teachers have experience and special training in early childhood education. They must complete 45 hours of training through the Florida Department of Children and Families, as well additional hours of continuing education each year. The Florida Department of Law Enforcement requires all employees to undergo fingerprinting clearance by the Federal Bureau of Investigation and State agencies. Staff members are trained in First Aid and CPR.

## Staffing Ratios

Infant: 1 staff member for 4 infants  
1 yr. olds: 1 staff member for 6 toddlers  
2 yr. olds: 1 staff member for 11 children  
3 yr. olds: 1 staff member for 15 children  
4 & 5 yr. olds: 1 staff member for 20 children

## Hours

We begin our day at 6:30a.m., and **close promptly** at 6:00p.m., Monday through Friday, except for holidays.

**\*Infant hours are 7:00a.m- 5:30p.m.**

Students are to be signed in their classroom no later than 10:00a.m. If there are special circumstances or appointments, please call or stop by the office to discuss this matter with the Director, otherwise please have your child here no later than 10:00, or please keep them home for the day. (**there will be no reduction in tuition**) It is too disruptive to the class and your child to come in after 10:00a.m. We ask that your child is not in care for more than 10 hours per day.

**Children must be accompanied into the Learning Center by a parent or guardian.** No child will be admitted who walks in by themselves. We also will not older siblings to pick up your child from their class. Please do not let your child carry open containers of snack foods or drinks in or out of the building. They are easily spilled and become a hazard for others. We try to maintain areas to stay neat and clean.

## **Late Departures**

Children left after 6:00p.m. (closing) will be subject to a **fee of \$1.00 per minute. After 5 mins it will be \$2.00 per minute. This is STRICKLY ENFORCED! This fee will be added to your tuition statement, in the case of multiple children- the fee is per child.** Repetitive lateness will not be tolerated.

**Holidays:** The following is a list of holidays that the Learning Center will be closed.

**There will not be a reduction in tuition for closed holidays.**

Christmas Eve

Christmas Day

Day After Christmas

New Years Eve

New Year's Day

Martin Luther King Day

Presidents Day

Good Friday

Memorial Day

4<sup>th</sup> of July

Labor Day

Columbus Day (Staff training day)

Thanksgiving & the day after

## **Inclement Weather**

We will follow the same operating procedures as the public school system under those circumstances. Please listen to your radio or television for such an announcement. We will **not make tuition** adjustments in case of a hurricane or other natural weather related situations.

## **Meals**

Snack: 9:00 a.m.

Lunch: See individual classroom schedule

Snack: 2:00 pm toddlers/3:00 p.m.

Parents will need to feed their children breakfast before coming to school. You may bring an **easy item** for them to eat in class. The center will provide healthy morning and afternoon snacks. A weekly snack list is available for your review upon request. Any allergies or dietary requirements need to be noted in the students file, so adjustments can be made. Students may bring a sack lunch or purchase a Hot lunch from Bob Evans restaurant at \$5.25 per day (M-Th) Pizza at \$3.00 on Friday. Menus are provided for you to select your choice of items and must be turned back into the office by Friday of the prior week. If a child is sent to the Learning Center without a sack lunch, we will feed your child the meal that is being offered on the catered lunch menu for that day. The additional charge for the meal will be added to your child's tuition for the following week.

## **Tuition**

We offer a 5% discount for siblings. Discount will be given on oldest child enrolled, only one per family. I understand that I may withdraw at any time by notifying Destiny Learning Center two weeks in advance. Withdraw is effective the Friday of the week of written notification. I understand that if I fail to give a two-week notice, I am still responsible for the two weeks tuition at the rate you are paying when you withdraw. Destiny Church Members are given a 15% discount on tuition. First Responders are given 15% discount on tuition. Destiny Learning Center reserves the right to raise tuition annually in August.

**The following fees are due upon registration.**

- **Non-refundable first week of tuition**
- **\$75 non-refundable registration fee (applied per family one time)**
- **\$100.00 Supply fee**

<u>Age of Student</u>	<u>Full Time (5 Days)</u>
Infant (6 weeks- 11 months)	\$207.50
One's (12 months- 23 months)	\$197.50
Two's (24 months- 35 months)	\$187.50
Three's (36 months- 47 months)	\$177.50
Four's (48 months- 59 months)	\$167.50
Destiny Pre-K	\$142.50

### Supply/Books Fees

An annual book fee will be assessed for each child according to age. Fee will be charged each September or at enrollment time. We use the Read It Once Again and Essentials Preschool Curriculum for ages 1-3 years of age, Essentials Preschool Curriculum and Footsteps for Fours curriculum for the 4 and 5 year olds. All ages \$100.00

### Payment Terms and Methods

**All tuition must be paid in advance. Tuition is due by 9:00a.m., Monday morning for the coming week.** Payment forms are Cash, Check (AUTO ACH DEBIT), Debit Card or Credit Card (master card, visa). There will be a 3% fee added for using a credit/debit card.

### Late Payments

A late payment fee of \$35.00 will be assessed for tuition payments not received by Tuesday at 6PM, unless special arrangements are made with the Director. Destiny Learning Center reserves the right to dismiss any student for nonpayment at anytime.

### Returned Checks

A returned check fee of \$40.00 will be applied for any returned checks each time the check is submitted for payment. If this happens more than twice you will be required to pay cash or by credit card.

### Payment Contract

Tuition is based on enrollment, not attendance. ***You must pay your contracted rate whether or not your child is in attendance. This also includes any holiday the Learning Center is closed. Or If your child is sick or you choose to keep them home for any other reason.***

All scheduled days must be paid for. There is no credit for sick days and part time students may not change their days.

Part time students must observe their scheduled days. **Due to demand, part time enrollment may not be available at all times.**

We reserve the right to request changes to be made to part time students due to full time enrollment. At that time you will be given the opportunity for full time enrollment.

After one full year of attendance at the Learning Center, full time students (5 days a week) are allowed 5 days of scheduled vacation. Days do not carry over from year to year thus must be used within the fiscal year. There are no vacation days for part time students. Vacation days must be used consecutively and not split up. If your child is on vacation more than the allotted days, normal tuition rates will apply.

### Parent's Responsibility

Parents are to bring their children in, clock in with their pass code. **Your pass code is to not be given to ANYONE else.**

Please do not allow your children to enter codes on the touchpad or press the button to exit. These are for adults use only.

The children will not be released to anyone other than persons listed on the authorized signers list. Proper ID will be required for any person picking up the child other than the parent or the persons listed on pick up list.

Parents are required to have shoes on their children and provide a change of clean clothes, labeled appropriately. Shoes should cover and protect the feet and allow for safety in running and playing. Tennis shoes or sneaker are encouraged. A crib sheet and blanket should accompany the child Monday and will sent home each Friday for laundry purposes. Diapers, Pull-ups and Wipes must be provided by the parent. Bringing toys or movies from home is discouraged. If a child does bring play items or movies from home, we cannot be responsible should they be lost or damaged. We will hold the items in the office and you can get them up at pick up time. ☺

**Medical forms (blue & yellow): Children must be current on all immunizations and physicals.**

The **original** blue and yellow forms provided by the child's physician must be placed in the child's file. Children without current immunization and physical records will be sent home and unable to return until such time these forms can be secured.

**As required by the State of Florida, a State issued Birth Certificate must be placed in your child's file for the duration of enrollment.**

### **First Aide, Communicable Illnesses and Medications**

In case of an emergency and/or accident, we will administer first aid and if deemed necessary will summon emergency transportation and contact the parents. In case of minor accidents, parents will be informed at pick up unless otherwise requested. Any medication including over the counter medication to be given, must be in the original labeled bottle along with a **written prescription for the physician**, dosage amount, and time to be given as required by the State of Florida.

All children will be observed for signs and symptoms of a communicable illness, resulting in the child being sent home or kept home for the duration of the contamination period. Children should be free from all symptoms **\*without medication\*** for 24 hours before returning to the Learning Center. You will be given a paper to sign if you should have to pick your child up for an illness agreeing to keep them out for at least 24 hours to where they are symptom free without medication.

Children will be sent home for the following: Diarrhea (more than 2 episodes), severe coughing, difficult or rapid breathing, yellow skin, 101.1F temp, conjunctivitis (pink eye), infected skin patches, dark urine, grey or white stools, vomiting, lice, scabies, or other signs of parasites, unusual spots or rashes, sore throat with difficulty swallowing.

### **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

➤ ***Immediate Causes for Expulsion***

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

➤ ***Parental Actions for Child's Expulsion***

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Destiny Learning center.
- A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.

➤ ***Child's Actions for Expulsion***

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

**Permission to apply Sunscreen**

I give permission to Destiny Learning Center to apply Sunscreen to my child [redacted]. I understand I am responsible for supplying sunscreen with my child's name written on the bottle. We will notify you if your child is running low. Sunscreen will only be applied on water play days, unless you request otherwise.

[redacted]  
(parent signature)

[redacted]  
(date)

**Photo Release**

As the parent of a child/children at Destiny Learning Center, a Ministry of Destiny Church Naples, I agree to the following:

- I understand that my child (ren) whose name(s) are listed below may be photographed at Destiny Learning Center, a Ministry of Destiny Church Naples during normal daycare hours, field trips, or activities.
- I understand that these photographs may be used in school newsletters or mounted on the Destiny Learning Center, a Ministry of Destiny Church Naples website and/or Facebook page or any social media page.
- I give permission for my child (ren)'s photographs to be mounted on Destiny Learning Center, a Ministry of Destiny Church Naples, Facebook page, or newsletters. (When names are added, only first names will be used.)

The following are the names of my children attending Destiny Learning Center, a Ministry of Destiny Church Naples:

[redacted]

- Yes, I confirm that I have read and understood the above, and agree to have my child (ren)'s photos mounted on the Destiny Learning Center, a Ministry of Destiny Church Naples website, Facebook page, or newsletters.
- No, I do not wish to have my child (ren)'s photographs published

Name (please print) [redacted] Signature: [redacted] Date: [redacted]

**Diaper Cream/Ointment Permission**

Child's Name: [redacted] Date: [redacted]

I give the staff at Destiny Learning Center permission to use [redacted] on my child for diaper rash when needed per the discretion of the Staff. I have used this product previously without any adverse reaction to my child's skin.

[redacted]  
Parent's Name

[redacted]  
Date

**Administer Medicine**

We do not administer medication or apply medication without a signed Doctor's note or prescription. We do understand that a child may receive a bug bite or get a small scrape from time to time. For this reason, we will apply 2 medications. We will ONLY use the brands listed below. There will be NO substitutions. Any other medication will require a signed Doctor's note.

Antibiotic Ointment (Any Brand)/ Benadryl itch Relief stick

I, [redacted] allow Destiny Learning Center to apply Antibiotic Ointment (Any Brand) in the event of a scrape/ minor cut and Benadryl itch Relief stick in the event of a bug bite to my child, [redacted].

[redacted]  
(parent signature)

[redacted]  
(date)

## **Discipline Policy**

Destiny Learning Center staff are absolutely NOT permitted to use any form of physical punishment. Staff will not single out a child for ridicule, threaten to harm a child, humiliate a child, frighten a child, or with-hold food or water. They will not use harsh, demeaning or abusive language in the presence of a child. We will apply the following behavioral techniques:

- ♥ Giving Choices   ♥ Problem Solving   ♥ Natural and Logical Consequences
- ♥ Redirecting   ♥ “Break Time” – time to cool off

Discipline does not mean punishment. It means teaching a child how to be safe, how to behave on their own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the center. Here are some positive ways the staff will help channel children’s emotions and in handling misbehavior:

- ♥ Redirection   ♥ Empathy   ♥ Reminding   ♥ Praise   ♥ Reinforcement
- ♥ Talking to child   ♥ Limit choice’s   ♥ Use humor

**Sometimes a child just needs some time to relax or calm down. As a last resort we will have the child “take some quiet time.” It is one of the ways to handle a situation and allow the child to regain control of his/her actions and feelings. We will respect their feelings and let them know that what they are feeling is ok- but it is the way they express it that we want to help them control. We will communicate to them that we are not upset with them, but with their actions.**

**I understand the above discipline policy and by signing below I agree to this policy**

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Director’s Signature

\_\_\_\_\_

Date

**I have received a copy of “Know Your child Care Facility”.**

CHILD’S NAME(S): \_\_\_\_\_

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date

**(THIS PAGE MUST BE NOTORIZED)**

**Parent's Agreement**

I agree to pay the amount due in advance; based on payment terms set up at time of enrollment, for the time my child is enrolled. I understand that I may withdraw at any time by notifying Destiny Learning Center two weeks in advance. Withdraw is effective the Friday of the week of written notification. By signing below, I agree that if I fail to give a two-week notice, I am responsible for the two weeks tuition at the rate you are paying when you withdraw. I understand If this is not paid Destiny Learning Center will proceed with collection for the account.

I have read the policies of Destiny Learning Center and agree to abide with the regulations set forth by them, including the obligation to confer with the Director of the Learning Center if I have any questions or problems. By signing below, I agree I have read the Sickness/Medication Policy and the Expulsion Policy. I have read and signed the Photo Release, Sunscreen Permission, Administer Medicine, Policy Discipline Policy, Diaper Cream Permission and That I have read and received a copy of both, "Know your child care facility" and the "Distracted Adult" Flyer.

\_\_\_\_\_

Child's Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Republic, State of Florida

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
ID Type/Number



**Policy for students of Teacher's- YOU MUST BE A TEACHER WITH LEE COUNTY OR COLLIER COUNTY- THIS IS ONLY FOR TEACHERS**

The following will go according to dates that have been set per the County the parent works in.

The child will be enrolled fulltime for the school year. This is to start one week before school starts each year to remain in full time care through Friday of the last week of school. During summer break, the parent agrees to send the child 2 days per week to keep the child in a routine. These days will be set and agreed upon between the parent and Director. These days cannot be changed once set.

There will be no payment due for: 1 week for Thanksgiving break (only in the event there is **a full week off** from the County the parent works in), for 2 weeks for Christmas break, and for 1 week for Spring break. There will be no other vacation time offered. All other holidays and closures will be considered paid holidays for the center, as normal for all families.