

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 goal is to help your child become a well-balanced individual through our daily schedule of activities, and our Christian values. 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, the Board of Elders, and Destiny Learning Center Advisory 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. We prefer students to be signed in their classroom preferably by 9:00a.m. We understand that there are days that your child may arrive later than 9am, and that is ok. But please understand the teachers will begin "class" at 9am and your child may miss out on activities if they arrive after 9am. If there are special circumstances or appointments, please call or stop by the office to discuss this matter with the Director. Teachers will be notified by the Director. 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 allow 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**. **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

4th 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 am toddlers/ 9:30 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, or 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 \$4.75 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 do 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 20% discount on tuition.

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>	<u>Part Time/Daily Rate</u> *(UPON AVAILABILITY ONLY)
Infant (6 weeks- 11 months)	\$207.50	* \$.00
One's (12 months- 23 months)	\$197.50	*\$55.00
Two's (24 months- 35 months)	\$187.50	*\$55.00
Three's (36 months- 47 months)	\$177.50	*\$55.00
Four's (48 months- 59 months)	\$167.50	*\$55.00

Destiny Pre-K (4 by Septmber 1st for upcoming year) \$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.

1's:	\$100.00
2's:	\$100.00
3's:	\$100.00
4's & Pre-K	\$100.00

Scholarships

Scholarships are available through funding from The ExEL Foundation. (www.ExELFOUNDATION.org) Please see Director for more information.

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, Debit Card or Credit Card (master card, visa or discover).

Late Payments

A late payment fee of \$25.00 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.

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.***

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. Please do not allow your children to enter codes on the touchpad or 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.

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.

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 place 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 aide 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 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.

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.

(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 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.

Child's Name

Parent or Guardian 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.