



PARENT HANDBOOK

1010 Oak Ridge Road, Orlando, FL 32809

407-801-5727

Welcome to Green Day Early Learning Center

We are happy to have your child here with us at Green Day Early Learning Center. It is our goal to provide an environment of love, guidance and care so your child can grow and develop to his or her fullest potential.

Green Day Early Learning Center is a family owned and operated business. Our students, parents and staff are a very important part of our family, and together we will do everything possible to make sure your child is happy and secure

Please be sure to read the attached Parent Handbook for our policies and guidelines, sign the acknowledgment page and return it to the office.

Sincerely,

Gene Williams

Owner and General Manager

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Mission Statement

Provide our community with a commitment to serve. Ensure that our community is always valued as our clients and family. Provide excellent service while creating a safe, healthy and nurturing environment.

Guiding Principles

- **Compliance** - 100% of the time
- **Safety** - Everyone goes home unharmed
- **Customer Service** - We are here to service you and we strive to anticipate your needs
- **Knowledge** - Seek and share the best knowledge
- **Respect** - Respect each other at all times

Non-Discrimination Statement

Green Day Early Learning Center does not and shall not discriminate on the basis of race, color, religion, creed, gender, age national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients and volunteers

DCF Licensing

Green Day Early Learning Center is licensed through the Department of Children and Families. This agency requires our staff to meet the state standards for childcare employment which is in accordance with the Florida Administrative Code 405-C. DCF will have two inspections of the program each year. Inspectors will arrive unannounced and conduct a thorough inspection of the entire program.

MEDICATION ADMINISTRATION GUIDELINES

State law requires certain procedures to be followed in the administration of medications, and ointments at school. Medication administration authorization forms are located in the office. **Parents are to supply all medications and ointments, in the original container.** All medications will be kept in a locked cabinet in the center's kitchen unless refrigeration is necessary. Expired medications will not be given. All medications not picked up by the end of the month will be destroyed. **Prescription medications require the pharmacy label and must be in the original**

container with a prescription. If your doctor gives you a sample, please request written instructions and information you can give to us regarding the medication. Formal authorization is required. If ordered for four times a day, we will give a lunchtime dose. We will not administer medications that can be given at home before and after school (i.e. once, twice or three times a day).

Non-prescription medications and ointments are to be in the original container. Formal authorization is required. This includes cough drops and Tylenol.

The first dose of medication needs to be taken at home. Children who are prescribed **an antibiotic must wait 24 hours from the time the first dose is taken before attending school.**

Cough and cold medication are given at lunchtime, as needed for a maximum of three days. If the doctor orders antibiotics four times a day, we will give a lunchtime dose only.

Children with temperatures above 101.00, vomiting or having diarrhea at home should not be brought to school. Your child will need to remain home until symptom free (no fever, no vomiting, and no diarrhea) without taking medication to relieve the symptoms for 24 hours. **If an episode occurs at school, they will not be allowed to remain at school.** We will call you to pick up your child; if we cannot reach you we will call your emergency contacts. Students sent home from school must be symptom free for 24 hours before returning to school or must obtain a note from your doctor stating that they have been seen and are not contagious so they may return to school.

Children with rashes, eye drainage, excessive cough or nasal drainage should remain at home unless they have been seen by a doctor and have a note stating that they are free of communicable disease. **If an episode occurs at school, they will not be allowed to remain at school.** We will call you to pick up your child; if we cannot reach you we will call your emergency contacts. Students sent home from school must be symptom free for 24 hours before returning to school or obtain a note from your doctor stating that they have been seen and are not contagious so they may return to school.

Immunization and Physical forms MUST be current and original copies.

We will make you a copy for your records if you desire.

GENERAL INFORMATION (ALPHABETIZED)

Attendance Policy

Each day is a unique teaching and learning experience. Attendance is compulsory unless unavoidable by illness, etc. The full weekly tuition will be due regardless of the number of days attended. Please be sure to call by 7:00 a.m. if your child will not be attending. Students may not be dropped off after 11:00 a.m. Excessive absences may result in your child not being able to adjust to the teacher, other students or to the classroom routine. It may also result in poor developmental achievements. If there are excessive absences, a conference will be requested with the teacher, Director and parents of the child.

VPK students are allowed up to 3 days of unexcused absences. Anything more requires a doctor's note. VPK begins promptly at 8:30 a.m. and ends at 11:30 a.m. It is imperative that your child arrive to school on time to reap the benefits of our curriculum.

Birthdays

Birthdays are a special occasion for young children. We encourage and welcome parents to send in fruit or cookies. In accordance with the Health Department, we are not allowed to serve homemade goodies. The students will share these treats with their classmates during snack time. Please notify the teacher in advance if you would like to send in special treats. Invitations to parties outside the school may be handed out at school if every child in the class is invited. Otherwise, invitation should be sent by mail to prevent any hurt feelings.

Child Abuse Policy

Under Florida Law (Chapter 415) all child care employees and teachers are among those professions legally mandated to report child abuse and or neglect to the Department of Children and Families. It is our policy at Green Day Early Learning Center to follow up on every incident, which is in any way suspected.

Change of Clothes

Each student should have a change of clothes in a gallon size Ziploc bag placed in their cubby. If a student has an accident at school, the teacher will assist them in changing and will place the soiled clothes in the Ziploc bag to be sent home. Please be sure another set of clothes is put back in your child's cubby the next day. **If a student has an accident and does not have clothes to change into, the parent will be notified and asked to bring them new clothes.** Potty-training classrooms require at least 3 changes of clothes to be in their cubby at all times.

Conferences

Telephone conferences are scheduled when a teacher believes it is important, or if parents request to have one. If you wish to talk to a teacher, please call the office and leave a message.

If a telephone call cannot solve the situation, the teacher will schedule a conference. Please follow the above procedure and please do not engage the teachers in discussion during class when attention needs to be with their students.

Curriculum

Green Day Early Learning Center uses Frog Street and Creative Curriculum. These programs are based on the philosophy that children learn best through hands-on activities that address the needs of the whole child (socially, emotionally, physically and cognitively). In addition, each program reflects the belief that children need a balance of child-initiated and teacher-facilitated activities each day. This approach is grounded in sound child development theory and appropriate practice. Themes are used to introduce information and learning takes place as a child explores and manipulates real objects and events.

Discipline and Guidance Policy

The use of corporal punishment is never permitted at Green Day Early Learning Center. We are committed to building children's social and emotional development through the implementation of a positive guidance and discipline strategy. Our approach is based on research and developmentally appropriate practices. To ensure our teachers are well-trained, and receive ongoing support. Please refer to separate discipline policy.

Drop off and Pick Up Guidelines

All students should be dropped off and picked up by a parent or authorized person over eighteen years old. NO student should be allowed to walk to class alone. Please enter the building through the main lobby and sign your child into ProCare. A photo ID will be required if someone different picks up your child. Students MUST be signed in and out on a daily basis in the main office.

Emergency Phone Numbers

All student files should contain at least two alternate emergency phone numbers in case something happens to a student and parents cannot be reached by phone. If there are any changes in these numbers, please notify the school of the new information immediately. It is imperative that current numbers are on file at all times.

Fire and Tornado Drills

Green Day Early Learning Center will conduct monthly fire drills and at least two tornado drills to ensure student's quick, safe exit from the building in case of fire or other hazards. The continuous ringing of the fire alarm signals the drill. Teachers will have instructed their students in proper procedures. Students should follow these quickly and quietly. Fire drill routines are posted in every room.

Grievance Policy

We at Green Day Early Learning Center strive to keep a harmonious relationship with parents, students and staff. Should you have any concerns pertaining to our facility or staff, please notify the Director. The Director will discuss the situation with you and make arrangements to set up a roundtable discussion with the necessary staff to resolve the situation.

Holidays and Vacation

Green Day Early Learning Center will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after, Christmas Day. If a holiday should fall on a Saturday, we will be closed on that Friday. If a holiday falls on a Sunday, we will be closed on the following Monday. There is no reduction in tuition for these holidays. One week vacation will be given after the first year of enrollment. Vacation weeks will not be carried over from year to year. Please complete a vacation request form at least two weeks in advance of your vacation.

Hours of Operation

Green Day Early Learning Center is open from 6:30 a.m. until 6:00 p.m (with the exception of our infant room which opens 7:00 am until 6:00) Monday through Friday, with a maximum of 10 hours per day. After 6:05 p.m. there will be a late fee of \$10.00 and then \$1.00 per minute thereafter.

Lost and Found

Please label all of your child's jackets, shirts, pants, shorts, blankets, cups, pacifiers, etc.. This will help us in returning them if misplaced. Articles not claimed within 30 days will be given to a charitable organization.

Lunch and Snacks

We serve two snacks during the day at 8:30 a.m. and again at 2:30 p.m. Lunch will be served at 11:30 a.m. Students brought in after these hours will need to be fed before coming to school. Menus will be posted on a monthly basis, outlining the lunches and snacks for that month. If your child has specific allergies, please inform their teacher so it can be documented on the classroom allergy sheet.

Nap Time

After lunch each day your child will have a rest period. We will provide a sanitized cot. Parents are asked to furnish a small blanket with your child's first and last name clearly labeled on it. The blanket will be sent home every Friday to be laundered and asked to be returned on the following Monday.

Newsletters

Monthly newsletters to update you on current and upcoming events will be available in the office.

Referrals

We are proud of our Learning Center and we hope you tell your friends about us! If your friend registers a full-time student after the 6th month of his or her enrollment you will receive one week FREE tuition!

Refund Policy

Registration fees are non-refundable. A two week notice is required if you will be withdrawing your child from the center. You will continue to be charged for tuition if you do not give notice.

Returning Students

To maintain enrollment status, qualifying students will be given the opportunity to re-enroll each spring with notification and appropriate forms being provided by the administration. Re-enrollment forms will be given out, and a designated period of time will be allowed for returning the necessary forms. At the conclusion of the designated period of time, the privilege to reserve available spaces cannot be guaranteed.

Structure of Fees (Payment Plan)

Please refer to separate Structure of Fees Form. Weekly payments are prepaid and due on Monday of each week. Payments over one week past due must be discussed with the school Director prior to attending class. A .25% fee may be assessed on overdue balances.

School Closure

In the event of severe weather, such as a hurricane, we will follow the course taken by Orange County Public Schools. Please listen to your local radio or television broadcast for school closures.

Student Pictures and Photography

Student pictures will be set up through a professional photographer at least once a year. On occasion, we make take a picture of your child in a group setting and or with their art work during a special event or evaluation. Should this be a problem, please notify the front office.

Tardy Regulations

It is extremely important that parents instill the value of being punctual to their young child. It is disruptive to the teacher and class when students arrive late. Excessive tardiness will lead to a Parent, Teacher and Director Conference. We urge the parents to cooperate in this vital area by having their child to the classroom on time. Please remember consistent tardiness may also be embarrassing to the child to come into class consistently tardy.

Toys

It is very disappointing when a special toy is broken or lost, therefore, please instruct your child to leave their toys at home. Occasionally the teacher will have a special Show & Tell Day and will send home a note outlining what the student may bring in. Please do not allow your child to bring any type of sword, gun or weapon to school even for Show & Tell.

Visitors

Parents are welcome to visit campus any time. We require that you please sign in and out through the front office before visiting with the children so that we know who is on campus at all times.

Withdrawal and Dismissal Procedures

Written notice is required at least two weeks prior to withdrawing your child from Green Day Early Learning Center. We reserve the right to dismiss any child for any reason that we deem necessary, such as inappropriate behavior, failure to pay tuition, etc. We expect children to conduct themselves appropriately and abide by our discipline policy. Termination would occur only as a last resort.

Volunteer Parent Aides

We always appreciate the cooperation and help we receive each year from our parents both in the classroom and during special events. We ask that when you are assisting in these areas that you follow the teacher's dress code and do not wear shorts, halter tops, etc. We want to thank you for your cooperation in this matter. Please make sure to sign in and out through the front office.

Yearly Assessments

We utilize a system known as "Portfolio Assessment" on each child. The observation tool will enable us to monitor your child's growth and development. This information is strictly confidential and will only be shared with you, the Director and teacher.



DISCLAIMER AND SIGNATURE

I hereby acknowledge the receipt of this Parent Handbook, and understand that Green Day Early Learning Center has the right, without prior notice, to modify, amend or terminate policies, practices and other institutional programs within the limits and requirements imposed by law.

Student Name: _____ Date of Birth: _____

Name of Parent/Guardian/Caretaker: _____

Signature: _____ Date: _____