



# **Parent Handbook**

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**Lake Gibson Child Development Center  
Parent Handbook**

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<b>(TO BE SIGNED &amp; RETURNED TO OFFICE)</b>	

## ***Welcome***

We would like to welcome you to Lake Gibson Child Development Center!!

We believe that we have a very important role in the care of your child and want him/her to feel happy and secure while in our care. We want to give your child a Christian atmosphere where age-appropriate learning will be fun and exciting.

LGCDC admits students of any race, color, national and ethnic origin and does not discriminate on the basis of race, color or national and ethnic origin.

This handbook will explain to you our philosophy and organization of the Center. It will also serve as a quick reference to our daily operations and procedures.

## **Mission Statement**

Our purpose is to offer quality structured programs to help children achieve spiritual, intellectual, social, emotional, and physical growth at their own individual and unique rates.

## **Philosophy and Goals**

A child's total development is affected by the quality of care and education he or she receives. We believe a child should be taught with a love of Jesus, as well as a love for learning. In order to do this, a child must be provided with a positive Christian environment, care and guidance with loving encouragement, and a wealth of interesting experiences. Our purpose is to offer quality, structured programs to help children achieve spiritual, intellectual, social, emotional, and physical growth at their own individual and unique rates.

## **Programs Offered**

***Toddler Program (2 & 3 year olds)*** with scheduled times for indoor and outdoor organized activities, as well as planned curriculum, free-play, creative class activities, reading, story time, and singing.

***Pre-School Program (4 & 5 year olds)*** with a structured schedule and planned curriculum. The

curriculum focuses on hands-on creative learning in all subject areas. With the idea of “the child learns by doing,” the concept of learning centers is incorporated into our curriculum.

**Before and After School Program** with daily and weekly planned activities, games, arts and crafts, homework help sessions, field trips and special events planned for holidays. School transportation is provided, with drivers who are CDL licensed and certified when required.

**Chapel**—Non-denominational weekly Bible lessons and children’s Chapel time are planned for all ages.

## **General Information**

Lake Gibson Child Development Center has been established as an educational ministry of Lake Gibson Church of the Nazarene. Although specific doctrine will not be taught, our facilities provide Christian loving care and teaching for children of our community.

### **LICENSING AND HOURS OF OPERATION**

The center is licensed and certified by the Association of Christian Schools International. Two visits by the association are made each year for compliance audits. Licenses are reissued annually by appropriate agencies. We are open for operation Monday through Friday from the hours of **6:30 a.m.** (NO CHILDREN CAN BE ACCEPTED PRIOR TO THIS TIME) until **6:00 p.m.** The center is closed 10 holidays per year.

### **ARRIVAL DROP OFF REQUIREMENTS**

Our teachers work hard to create very in-depth lesson plans for each day and it is very unfortunate when a child misses an exciting activity. Therefore, we require the following drop off times:

- 2’s, 3’s, and Young 4 year olds - 9:00 am
- Pre-K - 9:00 am
- School Age After School Program - School Age children utilizing our after school program are required to be transported from their school to our center utilizing LGCDC transportation services. All children needing morning transportation must be at the center no later than 7:10 am
- School Age Summer Camp - 9:00 am

If you bring your child in after these hours you will receive a reminder followed by a written warning. After the third occurrence it will be at the director’s discretion to allow your child to attend our program that day. If attendance is denied, standard billing rates will still apply.

If your child is going to be late, we require advance notification prior to your child’s designated arrival time.

### **TRANSPORTATION**

#### **REGULAR PICK-UPS TO AND FROM SCHOOL**

We only perform REGULAR ROUTINE pick-ups at our designated school locations. NO additional runs will be made to provide transportation for children attending after school

activities. This includes, but is not limited to, activities such as tutoring, patrolling and sports activities.

The following requirements must be met for children and parents/guardians using our transportation system.

- Children must be on time at their designated bus pick up location at their respective schools.
- Parents/guardians must notify the Development Center by 2:00 pm if their child/children will not be attending our after school program, therefore, not requiring the use of our transportation system. Notification after 2:00 pm may result in additional fees.
- Children who miss the bus at their respective schools will have to wait until the end of the bus route for our driver to return to their school to pick them up. Subsequent failures of the child to meet the bus at the appropriate time may result in additional fees being assessed.
- Morning transportation for Middle School Students will depart the center at 8:25 am.

NOTE: See Financial Information section of the Parent Handbook for Additional Fee Assessment Information.

### **REGISTRATION REQUIREMENTS**

Registration is open for children 2 years through 12 years (5th grade) and for Lake Gibson Middle School Students (6<sup>th</sup>-8<sup>th</sup> grade). Our facility is not wheel chair accessible; however, those with minor special needs will be considered based on our capacity to serve the need.

**All enrollment forms must be filled out completely and returned before a child attends the center.**

All children enrolled in the toddler, and pre-school programs must present a birth certificate, valid DCF immunization certificate, and current health examination at the time of enrollment. (See also, *Health and Safety* section of this handbook.)

### **NON-DISCRIMINATION POLICY**

Lake Gibson Child Development Center admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, hiring practices, admissions policies and other school administered programs.

### **STAFF**

We employ responsible, Christian teachers who are dedicated to providing the best care for your child. The staff is well-trained and certified through ACSI/DCF. All staff members are also required to complete annual in-service training, as governed and stipulated by our licensing agencies. In addition, staff members are also CPR and First-Aid certified as required. Supervision of children conforms to ACSI/DCF ratios.

## **FACILITIES**

Our facilities are spacious, well-equipped and clean. The center is designed with the following amenities:

- Separate classrooms for each age group
- Three fenced age-appropriate outdoor playgrounds
- Access to technology including tablets, Nintendo DS, and Nintendo Wii (please note that these devices do not have internet access)
- Designated homework areas
- Designated lunch area
- Designated chapel area
- Additional outdoor amenities
  - Picnic tables
  - Age Appropriate Playgrounds

## **Health and Safety**

### **RECORDS**

Health records will be kept on each pre-school child. Evidence of Current Certification of Immunization (DCF Form DH 680) and Student Physical Exam (DCF Form DH 3040) will be required for continued enrollment. It is the Parent's Responsibility to provide these forms to LGCDC upon notification of expiration. These forms are available at your physician's office. We reserve the right to deny service if these forms are not provided within 30 days of notification.

### **SICKNESS & COMMUNICABLE ILLNESS'**

A sick child is to be cared for away from the center. Any child who is suspected of having any of the following symptoms:

- Communicable illness (such as Chicken Pox)
- A fever (of 100 or above)
- Diarrhea
- Yellow/green nasal secretions accompanied by a fever
- Sore throat with fever or throat spots
- Cough accompanied by fever,
- Chills
- Coughed up mucous,
- Vomiting or nausea
- Eye drainage of any type
- Unusual rash
- Lethargic behavior and/or unusual crying
- Any other questionable symptoms that lead us to believe the child is sick

The child will be isolated in the Development Center office; the parent notified and requested to pick up their children as soon as possible but within 2 hours.

NOTE: If a designated individual has not picked up the child within two hours of notification by the Development Center, a \$1.00 per minute fee will be assessed until the child is picked up.

### **RETURN FROM LEAVE DUE TO ILLNESS**

A good time to come back to school is when:

- Fever has been broken for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- A minimum of 24-hours has passed since receiving initial dose of prescribed antibiotic
- The child is feeling well again and exhibits normal behavior

Head lice (Pediculosis Capitis) continues to be a problem in our community from time to time. If louse or louse eggs (nits) are found, the child will be immediately isolated in the Development Center office and the parent/guardian will be notified to pick up the child as soon as possible but within 2 hours. The child must remain out until all nits are gone and there are no signs of lice left. In order to assure this, the child must be checked by a director or CDA certified staff member before he/she is allowed to stay at the center.

All cases will follow all ACSI, DCF, county and state health guidelines regarding illnesses which are communicable. Clients will be billed for charges/fees when the child is not at LGCDC due to sickness or communicable illness unless a sick day/vacation day is requested and approved through the day care office.

### **MEDICATION**

We will not facilitate the dispensing of medication with the exception of breathing treatments or inhalers upon written directive from a parent/guardian or an attending physician.

For children in diapers, we will administer a diaper rash ointment with the written consent of a parent/guardian or an attending physician.

We DO NOT administer any other forms of medication.

### **ACCIDENT and INJURY POLICY**

Nonemergency accidents/injuries will be treated with extreme caution and care. Our staff is trained in first aid and CPR procedures. We will provide necessary treatment whenever possible. Parents/guardians will be contacted at the discretion of the directors when accidents and/or injuries occur. If your child is unable to attend the Development Center due to injury, you may use earned vacation/sick days. Accounts will not be credited beyond available vacation/sick days.

All accidents and injuries that happen at the Development Center are documented on an *Accident Report* on the day they occur and filed in the office.

LGCDC accident/injury insurance will be the primary insurance coverage provider, should the parents/guardians not have accident/injury insurance. If the parents/guardians have accident/injury insurance, then LGCDC insurance will become the secondary coverage provider.

### **EMERGENCY TREATMENT**



At the time of enrollment, all parents/guardians must complete an *Emergency Contact and Medical Information Form*. This form is to be completed annually and will be kept on file. Additionally, a *Liability Release* form must be completed. If an emergency situation arises, this form will be used to give consent for emergency medical treatment if the parents/guardians cannot be contacted.

### **SIGN IN and SIGN OUT POLICY**

Every child attending the Development Center is to be signed in and signed out at the front desk by an authorized person each day.

At the time of enrollment, parents/guardians are asked to list persons to whom their child may be released. **The child will not be released to anyone not listed on the *Student Enrollment Form* or the *Emergency Contact and Medical Information Form*. Parents/guardians are to provide the Development Center office with copies of up-to-date court orders about which they feel the Development Center staff should have knowledge.**

Parents who are not willing to abide by this policy to protect their child's safety will have their child's enrollment reviewed by the Development Center Management committee.

### **SECURITY SYSTEM**

Our Security System electronically monitors and video captures all persons entering and exiting the Center. Key cards are available upon request (subject to availability.) Due to the nature of our security monitoring practices, please note the following items:

- Key Replacement fee - \$30
- Security Cards can demagnetize credit cards

### **CELL PHONE POLICY**

All cell phones must be kept in children's backpacks or school bags.

Cell phones may be used at the discretion of the teachers during full day attendance such as school holidays, teacher work days, our summer program, etc.

When in use, cell phones must be placed on airplane mode. No photos, video recording, texting or phone calls will be allowed. If you need to reach your child, please contact the center office.

Cell phones are NOT permitted on field trips.

The center will NOT be responsible for lost, stolen or damaged cell phones.

Any abuse of the above cell phone policy will result in the removal of the cell phone from the child and placed in the center office until parent/guardian pick up.

### **MEALS and SNACKS**

Some parents/guardians bring their child's breakfast with them in the morning. There is not time available in your child's daily schedule for them to eat breakfast after 7:30 am. Your child's breakfast needs to be provided in a disposable bowl, plate or napkin.

We ask parents to provide their child with a nutritious lunch including something to drink. These items should not require heating. If you pack something that needs refrigeration, please purchase an ice pack. A midmorning and afternoon snack will be provided by the Development Center.

### **CLOTHING**

Please dress your child appropriately, according to the weather. Your child will be running, climbing, playing in sand, and working with arts and crafts materials, please dress your Child so that they can use these materials without worry

- No open toed shoes or cowboy boots are allowed
- Sandals are permitted if they are closed toed and are not flip flops
- Shorts should be worn under dresses

Please provide a change of clothing from age 2 through preschool in a zip-lock bag, labeled with the child's name. Please remember to change out clothing to accommodate seasonal weather changes and the natural growth stages of your child.

Appropriate attire will be maintained at all times. Based on our Missions Statement to promote spiritual maturity to our children, and to endeavor to promote modest, un-offensive attire, we reserve the right to request a child to change into more appropriate clothing at the discretion of the directors. Inappropriate attire includes but is not limited to the following:

- Clothing with offensive wording including but not limited to, slang, alcohol, racial or ethical slurs, words or phrases containing sexual content
- Any article of clothing that shows an excessive amount of skin such as, short shorts, mid drift tops, halter tops, low rise pants, etc.

### **WATER ACTIVITIES**

To provide a safe, modest and un-offensive appearance for all of our children the following guidelines will need to be followed in providing your child's attire for these activities:

- One piece bathing suits only (any girl attending an activity with a two piece swim suit will be required to wear an appropriate T-shirt provided by the parent, at all times)
- Trunk style suits are required for boys
- Flip flops, crocks, water shoes or similar aquatic shoes may be worn during the water activity ONLY. Regular shoes will be required at all other times throughout the day.
- Please provide your child with a towel and appropriate sun screen. Please note that our staff is not allowed to apply lotion sun screen to your child, therefore, please instruct them how to appropriately apply the sun screen you have provided based on the manufacturer's directions. Spray on sun screen may be applied by LGCDC staff. If our staff notices signs of potential sun overexposure, they will take steps they feel appropriate to try to protect your child. All children have varying levels of sun tolerance, please ensure the SPF rating you provide accommodate your child's tolerance for sun exposure.

- There will be NO sharing of sunscreen or towels.

### **NAPTITUDE**

Naptime is observed for all children ages 2-Pre K. Time varies dependent on the age of the children and class assignments.

### **BITING POLICY**

Excessive biting will be addressed and can lead to suspension and termination of service.

NOTE: Suspensions do not result in a reduction of weekly service fees.

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### **POTTY TRAINING POLICY**

LGCDC requests that two year olds be potty trained by 3 ½ years of age. LGCDC considers a child potty trained if they experience no more than two accidents within five consecutive days of attendance.

The LGCDC potty training policy is as follows:

- At 42 months of age we require your child to be completely potty trained defined as no more than two accidents within five consecutive days of attendance.
- Six to eight weeks before your child turns 3 1/2 (42 months of age) we will send you a letter informing you of your child's current level of progress.
- If your child is not showing signs of progress toward complete potty training by 42 months of age, a second letter will be sent notifying the parents/guardians that they have an additional two weeks to complete the potty training process. If the process is not completed within the additional two week grace period, the child will be requested to withdrawal from the Development Center.

NOTE: Any child older than 36 months, who is not completely potty trained, will be assessed the higher 2 year old weekly rate, until the child shows evidence of being completely potty trained as defined by LGCDC.

## **CLASSROOMS**

- LGCDC uses Pinnacle, a faith based curriculum which is approved through our licensing and state agencies.
- Please note that some classes may have a classroom pet.

## **DISCIPLINE APPROACH**

Children need to be taught appropriate behavior. Positive reinforcement produces desired behavior; however, sometimes negative consequences may be necessary. A positive approach with emphasis on self-control and positive self-image will be used to discipline children. Discipline must always be done with dignity, keeping in mind the feelings, emotions, needs, and value of the child and the development center. Children will not be subjected to discipline which is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. Additionally, positive reinforcements are needed for children as well for appropriate behavior. This helps children focus on good conduct.

LGCDC STAFF WILL USE THE FOLLOWING DISCIPLINARY TECHNIQUES TO ADDRESS INAPPROPRIATE BEHAVIOR...

- Verbal warning.
- *COOL DOWN TIME OUT* -Child may be directed to sit or stand at a location designated by the teacher and not participate in scheduled activities for a period of 1 minute multiplied by their age.
- Loss of a privilege such as special activities including field trips, video games, etc.
- Supervised trash pick-up on the playground
- Inappropriate behavior incident will be written up on Behavioral Report and given to the parents/guardians for review and signature. A copy of the report will be maintained and kept in child's file.
- Sent to the Development Center office for behavioral guidance and instruction
- Directors will request a conference with the parents
- The child will be suspended at the discretion of the directors. The length of the suspension will be determined by the directors based on the nature of the offense. At the time of the suspension the directors will provide a written explanation of the suspension.

NOTE: Suspensions do not result in a reduction of weekly service fees.

The Development Center Directors and Staff, at their discretion, will utilize one or more of the above mentioned techniques in the discipline of your child.

In a case of serious misconduct, the Directors reserve the right to recommend to the Development Center Management Committee that the child be withdrawn from the development center immediately.

The following actions, but not limited to, will result in automatic withdrawal:

- Firearms & weapons
- Possession of drugs or narcotics

Automatic withdrawal is not limited to the above mentioned items. The Development Center reserves the right to ensure the safety and well-being of all children and staff, therefore, if the Directors deem the situation necessary they can at any time invoke a mandatory withdrawal.

## **CLASS SCHEDULES**

Each classroom has the classroom schedule posted. The schedules are designed to be developmentally appropriate, allowing time for physical, spiritual, social, and intellectual growth. They are specifically designed with our curriculum philosophies and characteristics in mind.

## **FINANCIAL INFORMATION**

### **PAYMENT AGREEMENT**

Before parents enroll a child with the center, they are required to sign a payment agreement. The agreement is kept on file in the center's office.

### **TUITION**

Tuition is quoted at time of enrollment and is determined based on class placement, not the age of the child. Beginning on the date your child is enrolled at LGCDC and ending at the time of withdrawal, tuition must be paid for EVERYDAY of enrollment, the ONLY exception being earned vacation/sick days.

NOTE: Tuition payments are due on Friday prior to the week of service. Tuition payments received after 6:00 pm the following Monday, will be considered delinquent. Refer to delinquent payment policy.

### **SCHOOL HOLIDAY RATE ADJUSTMENT**

For those days that the Public School system specifies as a Holiday, elementary students attending the Development Center will be charged a full day rate.

### **MULTICCHILD TUITION DISCOUNTS**

The youngest child is charged the full tuition rate. All subsequent children will receive a 10% discount for their individual rates.

### **REGISTRATION**

There is a non-refundable annual registration fee due initially upon enrollment. Each August, a new registration fee will be assessed. If you have been with the center for less than one year at the time of annual assessment, your fee will be prorated based on the date of your initial enrollment.

NOTE: All fee balances will be forfeited if the child is withdrawn. Fees will be due in full at the child's reenrollment.

### **SUPPLY/CURRICULUM**

There is a Supply/Curriculum fee due upon enrollment. This fee is to help cover the cost of curriculum and the supplies needed for the year. If circumstances prevent your child from attending LGCDC after completing the enrollment process, this fee will be refunded to you.

Each August, a new supply/curriculum fee will be assessed. If you have been with the center for less than one year at the time of the annual assessment, your fee will be prorated based on the date of your initial enrollment.

### **LATE PICK UP**

A Late Pick Up Fee in the amount of \$1.00 per Minute will be assessed per child, after 6:00 pm. The fee will be applied to the parents/guardians account and due with your next week's tuition. You will be asked to sign a late pick-up form indicating your arrival time and total minutes after 6:00 pm.

NOTE: At 6:30 pm, if the Development Center has not received notification by the parents/guardians regarding pick up arrangements, the Development Center office will review the options that are available for finding care for the child/children.

### **TRANSPORTATION FEES**

Transportation fees may be assessed for the following:

- Parents who fail to notify the Development Center by 2:00 pm that their children will not be utilizing our after school program will be subject to a transportation fee based on the following notification process:
  - 1st failure to notify will result in the Parent/Guardian receiving a written reminder
  - 2nd failure to notify will result in the Parent/Guardian receiving a written warning
  - 3rd failure to notify will result in a \$10.00 Transportation Fee being assessed to the Parents/Guardians account
- Parents/Guardians of children who are continually late to their designated pick up area may be subject to a Transportation Fee of \$10.00 at the discretion of the Development Center directors.
- Parents/Guardians of children who continually miss the Development Center Bus will be subject to a transportation fee based on the following notification process:
  - 1st occurrence will result in a verbal warning to the child and a written warning to the Parents/Guardians
  - 2nd occurrence will result in a \$10.00 Transportation Fee being assessed to the Parents/Guardians account
  - 3rd occurrence will result in contacting the Parent/Guardian to pick up their child at school. If the Parent/Guardian request the Development Center bus to return to pick up their child, they will be assessed a \$20.00 Transportation Fee

### **DELINQUENT PAYMENT FEES**

- Payment of all assessed fees is due on FRIDAY prior to the week of attendance.
- Payments made after 6:00 p.m. on the following Monday will be charged a \$10 late fee.
- Payments that have not been made by Friday, the week of attendance could result in a denial of service. This includes all late fees and penalties that are due to LGCDC.

While LGCDC wishes to work with each parent in making any necessary financial arrangements, the Development Center will strongly pursue any delinquent accounts. All costs incurred for collection will be added to the delinquent account. The LGCDC Board of Directors expects all clients to pay for services rendered, as specified, in the same spirit and good faith in which the service and childcare are given by the Development Center.

If a parent/guardian disagrees with the assessment of a delinquent fee or late charge, they may provide a written notification to the Development Center Management Committee for review. The written notification must be submitted within one week of the fee being assessed. The Management Committee will review the circumstances surrounding the fee assessment and will notify the parent/guardian of its decision. The decision of the Management Committee will be based on the Development Center policies as stipulated in the Parent Handbook. All fees will remain in place during the review process and will be due within one week from the date the notification is given to the parent/guardian.

### **NSF CHECKS**

There will be a \$25 charge for each check written to the center for non-sufficient funds. The fee will be billed to the parent's/guardian's account. If the center receives two or more NSF checks within a 6 month period, the center will only accept cash payments, money orders, or cashier's checks from the parent/guardian.

### **COLLECTION POLICY**

Accounts for which payment has not been received in full by 6:00 pm Monday, of the current week of service, will be considered past due. If payment in full is not received by the following Friday at 6:00 pm, the Parent/Guardian will receive a written notice of Non Service that will commence on the following Monday.

The Development Center will discuss with the Parent/Guardian a possible payment agreement that may be extended at the discretion of the Development Center Directors.

If the Parent/Guardian have not entered into a payment agreement and has not contacted the Development Center within one week of the denial of service notice, the directors will be forced to withdrawal the child/children from the Development Center. It is our procedure that unresolved past due accounts be turned over to the Centers Collection Agency.

## **YEAR END TAX FORMS**

A year-end tax form will be provided for all accounts paid in full.

## **CHILD VACATION AND SICK DAY BENEFITS**

After the first 6 months of continuous enrollment, each child is entitled to 10 vacation/sick days per year.

- The year will begin after the first 6 months of enrollment and continue for one year from that date. (Ex. If you enrolled your child August 9, your vacation year begins the following February and continues until February of the next year.)
- The Vacation/Sick Day request form needs to be completed and returned to the Development Center Office as soon as possible. Credit will not be applied to the account unless this form has been completed, signed by the Parent/Guardian and returned to the Center.
- Vacation/sick days can only be used for the absence of a child

- Parents/Guardians will not be paid, reimbursed, or otherwise credited for any unused vacation/sick days.
- Vacation/sick days DO NOT carry over year to year
- Public school holidays are not considered vacation days. Parents/Guardians will be billed, as usual, for public school holidays, unless that time has been requested as a vacation day(s).
- If Parents/Guardians desire to take their child/children on an extended leave of absence with no vacation/sick days available, a withdrawal will be required. Re-enrollment will be allowed if space is available. The six months continuous enrollment period will restart as of the date of re-enrollment to determine vacation/sick day availability. All applicable enrollment fees will apply.
- After vacation time has been earned, if you choose to change your child's status to part time, you may use any already earned vacation time. However, no more vacation time will be earned while at part time status. In the event that you choose to change your child's status back to full time, you must fulfil another six months at full time status at which time your vacation time will start over.

## **MISCELLANEOUS INFORMATION**

### **FIELD TRIPS**

Specific information related to offsite field trips will be provided to the Parents/Guardians in a reasonable amount of time prior to the field trip.

We encourage Parents/Guardians to participate as chaperones on our trips. Parents/Guardians will be responsible to cover all their associated costs and will be required to remain with the Development Center group for the entire event.

### **PARENT CONFERENCES**

The center encourages parent/teacher conferences for discussion regarding your child's progress or special needs. Feel free to call the Development Center office to schedule a conference. If you have any questions or concerns please contact the Development Center Director.

### **PARENT VISITATION**

Every parent/guardian is welcome to be a visitor in his/her child's classroom. LGCDC has an open door policy.

### **CHILD NEGLECT AND ABUSE**

Under Florida Law, a child care worker is required to report any suspicion of neglect or abuse to the proper authorities immediately.

### **TOYS, CANDY, GUM, MONEY**

- Toys are only allowed at the discretion of the teacher and availability of space.
- No gum is allowed
- Elementary children are allowed to bring money for sodas during lunch or snack or for special activities.



### **SIPPY CUPS AND PACIFIERS**

- Sippy cups are allowed only at breakfast time and with lunches.
- Pacifiers are not allowed at the Development Center.

### **BIRTHDAY PARTIES**

Parents/Guardians are allowed to make birthday arrangements for their child's classroom. Arrangements must be communicated and approved by the Directors one week in advance.

The Development Center will not be held responsible for invitations distributed for private birthday parties.

### **STUDENT WITHDRAWALS**

LGCDC reserves the right to deny child care to anyone and to have any child withdrawn from the center at any time without prior notification. LGCDC further reserves the right to review all accounts and make recommendations accordingly.

Parents may withdraw child/children at any time by notifying the LGCDC in writing two weeks in advance. **If two weeks' notice is not given, credit balances on account will be forfeited.**

### **DENIAL OF ENROLLMENT**

LGCDC reserves the right to deny child care to anyone, at the discretion of the directors, who has previously been enrolled at the center.

### **LGCDC HOLIDAYS**

The Development Center will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Eve Day
- Christmas

NOTE: LGCDC may be closed on Friday or Monday should the holiday be observed on a Saturday or Sunday.

All clients will be billed for these holidays. Parents/guardians may request an earned vacation credit for these days.

### **INCLEMENT WEATHER**

During the school year, we will follow the Polk County School System closure decisions prior to and during a storm event. During the summer months, we will follow the Polk County Government Office closure notifications prior to and during a storm event.

After the storm has passed, we will assess the situation and re-open accordingly. The billing policy for such closings will be the same as for holidays. Parents/Guardians may request an earned vacation credit for these days.

## Handbook Agreement

I have received and read a copy and explanation of the Lake Gibson Child Development Center's Parent Handbook, and I agree to abide by the fees, tuition payments/financial agreements, policies, procedures, included in the handbook (subject to change without prior notification). Child/children of parents/guardians/responsible persons who cannot or will not sign any and all forms, documents, etc. will not be enrolled in LGCDC

Parent/Guardian/Financially Responsible Person

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public State of Florida

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

## RECEIPT OF DCF PAMPHLET “KNOW YOUR CHILD'S DAY CARE CENTER”

This is to certify that I have received and read the DCF pamphlet "Know Your Child's Day Care Center" from Lake Gibson Child Development Center.

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Signature

Date

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Name of child

**PLEASE RETURN THIS PAGE ONLY TO THE  
DEVELOPMENT CENTER OFFICE.**