

## Soleil Early Learning Academy Parent Handbook: 2020/2021

### Our Philosophy

Our day care is an extension of your home - a place where your child can grow and learn through a variety of physical, social, emotional and intellectual activities. We are dedicated to early childhood and your child's needs as an individual and peer within a group.

At Soleil Early Learning Academy, we place emphasis on love, nurturing and developmental activities for infants and toddlers. Our educational programs focus on learning through FUN, EXPLORATION, and CHOICE of activities throughout our curriculum and learning center.

We are committed to providing an environment that fosters independence, confidence and self-esteem among children. As a working parent, you deserve the best for your child - this is our commitment to you.

Soleil Early Learning Academy is an Equal Opportunity Employer, and selects the best matched individual for the job based on job related qualifications, regardless of race, color, creed, sex, national origin, age or other protected groups under state, federal or local Equal Opportunity Laws.

### Hours and Calendar:

Soleil Early Learning Academy is a preschool serving ages 12 months through age 8 years. We are open Monday through Friday from 8:00 a.m. until 6:00 p.m. We also offer Saturday, Parent's night out from 5:00 p.m. till 9:00 p.m throughout the school year.

### Holiday

We will be closed on holidays and days listed below, however; full weekly tuition is still due:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day
- Soleil Early Learning Academy will be closed the week of Christmas and will reopen after New Year's Day;  
Closing dates: Wednesday, 12/23/2020 -1/1/2021

If one of these holidays falls on a weekend, the holiday will be honored either the Friday before or the Monday after.

**Tuition and fees:** There is a non-refundable registration fee per family due at the time of enrollment. Registration fee and cleaning fee are due annually in August for each school year. There is also an annual tuition increase in August of each school year.

**Philosophy:** Our preschool is an extension of your home - a place where your child can grow and learn through a variety of physical, social, emotional and intellectual activities. Growing from a home daycare, we strive to continue with our home daycare values and traditions. We value having mixed age groups learn together with a Montessori philosophy. Children are given the choice to choose their educational interests, with the guidance of teachers assisting them along the way. We also provide structured learning activities to ensure that children are fully prepared for any type of elementary school learning environment. We are dedicated to early childhood and your child's needs as an individual and peer within a group. At Soleil Early Learning Academy, we place emphasis on love, nurturing and developmental activities for infants, toddlers and preschoolers. Our educational programs focus on learning through FUN, EXPLORATION, and CHOICE of activities throughout our curriculum and learning center. We are committed on providing an environment that fosters independence, confidence and self-esteem among children. We are a family owned and operated and feel it is important to offer an open-door policy and line of communication with our families. As a working parent, you deserve the best for your child - this is our commitment to you.

**Brightwheel communication:** We offer Brightwheel communication to all of our parents so you can stay connected to your child all day! When enrolling, you will be given directions by email to download Brightwheel onto your cellphone. Brightwheel has many features such as messages and calendar. Parents can message their child's teacher. Please understand that the teacher may only check messages once or twice a day, as they are busy with all of the children in the classroom. The calendar gives you dates of upcoming school events, workshops, Pajama Parties and school closings. Only parent/guardian of child are able to see child's information and daily timeline. Parents are welcome to invite grandparents and other relatives to join Brightwheel and be a part of the child's day. Parents can log on to [www.mybrightwheel.com](http://www.mybrightwheel.com) and send email invitations for relatives to join.

#### **Payment Options:**

**Brightwheel payment:** We offer Brightwheel payment as a convenience for our parents. Parents can log onto [www.mybrightwheel.com](http://www.mybrightwheel.com) and create an account. Brightwheel payment is a bank to bank payment option. There is a convenience fee of .60 per transaction for this service, which the parent pays. If parents choose to use Brightwheel payment, only auto draft payments will be accepted. Brightwheel payment date is set for Wednesday to withdraw funds. It takes two business days to process the payment and pay the school on time by Friday. If Wednesday is a holiday, payment will be issued on Tuesday. Brightwheel also offers a "one-time payment." However, we do not accept this payment option on Brightwheel and only accept recurring weekly payments on Brightwheel because a one-time payment option submitted after Wednesday at 6pm will likely not be received by Friday. Tuition that is not received by Friday will be issued late fees.

**Other payment options:** Parents can choose to pay with check or cash on Friday morning at drop-off which pays tuition for the following week. Payment must be made at drop off, as tuition is deposited that day by late morning. Credit card payment can be made with additional 3% convenience fee charged.

**Illness:** Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent or other authorized person arrives.

**List of communicable diseases/illnesses that are not to enter daycare:**

- **Coughing:** cough with any fever, persistent or severe cough causing the child to become red or blue in the face or to make whooping sound, or barking sound (Croup).
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one (1) abnormally loose stool within a twenty-four-hour period)
- Had a fever of over 100 degrees Fahrenheit within the past 24 hours.
- **Temperature of one hundred (100) degrees Fahrenheit**
- In addition, any child who has a persistent cough or sore throat, fever of 100 or higher, vomiting, diarrhea, rash, eye infections, or head lice will not be allowed to come to school and will be permitted to stay at school. It is at the Director's discretion to request a Doctor's note that child is able to return to daycare. This is to ensure that the child is not contagious and prevents the spread of sickness to other children.

If there are any of these symptoms or any question of contagions, you will be called to pick up your child. You will have two (2) hours from the time you are called to pick up your child. **Repeated failure to pick up within the two hours or consistently bringing a sick child to school can be grounds for dismissal.**

**Medication:**

We cannot by law, administer any medication unless prescribed by a physician. Please note the following:

1. All medications must be in their original container, dated and labeled with the physician's name, child's name and directions for administering.
2. Medication must be accompanied by a medical permission form. This form can be obtained in our office and must be signed by parent/ guardian. Permission form must be given to Director, not teachers.
3. All medications, stimulants or other drugs will be plainly labeled and stored in a locked cabinet or lock box in the refrigerator.
4. Over the counter medications such as Tylenol, Motrin and cough syrups must have a prescription label on the bottle, not on the box.
5. If your child is on a nebulizer, (breathing machine) we must have written instructions as to administration from your child's physician.

Topical non-medicated physical barrier lotions, ointments and creams such as diaper rash cream, sunscreen and insect repellents are not considered medications. The center will administer them only if labeled by the parent with the child's name and directions for use. Parents will need to sign a consent forms. If you would like insect repellent applied, it must be a combination sunscreen/ bug spray. We will not apply insect repellent only. Please do not include any form of medication in your child's backpack.

**Clothing/Personal belongings:**

It is encouraged that your child bring a favorite blanket or a nap time buddy. This will remain in his/her cubby at all times. Also, send two full changes of clothes: shorts, shirt, socks, underwear and one pair of shoes for any potty-training child. Please send your child in comfortable, practical shoes and lace less shoes for children 3 and under. We recommend Velcro shoes. Please, no flip flops or heels. Please leave all toys at home. The Only Exception will be on "show and share days." Again, please label any items brought for show and share. We encourage only nonviolent toys for this occasion. If a teacher feels an item is inappropriate the child will not participate in the event that day and the item will be sent home with the parent. Examples: toy knives, darts, toy guns and movies not G-rated.

**Diapers, wipes and baby products:**

Parents are responsible to provide all diapers, wipes, diaper rash creams, baby powder for their child. Please label your child's name onto each item. All diapers are put into individual cubbies for each child with their name on it. Writing child's name on each diaper isn't necessary.

**Wipes donation/ Shared wipes policy:** All parents are required to give the school a box of 12 packages of fragrance free/hypoallergenic baby wipes upon enrollment and in August of the new school year. These wipes are used for wiping the children after meals and snacks.

**Food and drinks:**

The center will provide morning snack, afternoon snack and a catered lunch on a daily basis for ages 1 and up. If parents do not want a particular lunch, we ask that you notify us a week or earlier before so we do not order a lunch for your child that day. This will avoid loss of money and wasted food. Unfortunately, if the school is repeatedly (5 incidents) not made aware a week in advance that a child will not be eating the catered lunch, the school will no longer provide the catered lunch to the child. Going forward the parent will be responsible for sending a lunch for the child. There is no discount on tuition for not partaking in the school's meal program.

Additionally, the school does not order extra lunches. If the school is notified that the child will not be eating our catered lunch on a particular day, no lunch will be ordered for them. If the parent forgets to send a lunch for their child, the parent will be contacted to bring a lunch for their child.

Our parents have the option to send a lunch and snacks for their child in a lunch box with ice pack or thermos. Your child's lunch will be placed into their personal cubby until mealtime.

**Children with food allergies:** We are a "nut free" school. However, there are several other food allergens that can harm a child. This is a partnership between staff and parents to ensure children's safety. As teachers are trained to pay close attention to children's allergies, we require parent's partnership reading the food menu. The food menu will be given to all parents on a monthly basis. If your child has a certain food allergy, you are required to send lunch and snacks for your child. Again, if your child will not be partaking in any meals, please notify the school at least one (1) week in advance.

**Breakfast:** Breakfast will not be provided by Soleil Early Learning Academy. Parents can either feed their child breakfast at home or send breakfast with their child and they can eat breakfast at school until 8:30 a.m. Please drop off your child at a reasonable time so they have time to eat their breakfast and not rushed to eat. Parents are responsible to send to school a "no spill cup" and snack cup for your children. Please indicate your child's first and last name on their cups. These cups will be sent home daily for washing. Please remember to send your child's cup back every morning.

**Children's pictures:** Children's pictures taken at school will serve the purpose of keeping parents connected with their child through Brightwheel. With Brightwheel as our school source of communication, all pictures are eligible to be posted on Brightwheel and shared with other families who are a part of the school.

**Drop off and pick up:**

An adult must escort children in and out of the building. The latest children can be dropped off is 9:30am. Children are only permitted to be dropped off after 9:30am in the event they had a doctor's or dentist appointment. Parent must provide doctor's/dentists excuse note. Children will be marked absent by 9:30am. No exceptions. Parents or Guardians must accompany their child and check them in and out each day. Please be prepared to show photo identification. Children will be released only to those persons whose names are registered with the school. If someone other than the parent or Guardian is to pick up the child they must be listed on the signed child release form. Please notify the director if this is to occur. In the event of divorce or separation, we must have in our files a notarized court order that prohibits a non-custodial parent from removing the child from our school. Without a court order we cannot prevent the non-custodial parent from removing the child. For safety purposes please turn off your car and lock the doors while dropping and picking up your child. Please bring personal items such as your wallet cell phone and purse inside with you. The center will not release a child to an adult who appears intoxicated or impaired in any way.

**Parent/ Teacher communication:**

Parents please understand that during class time it is vital that the teacher and the assistant focus a 100% on the children. Our staff is more than happy to assist you and check on your child if needed. You can also message your teacher through Brightwheel. Please understand the teacher will only check messages and reply to them twice a day. It is not a guarantee that they will check and respond to messages at these times, as they may be too busy to answer messages. Please follow along with Brightwheel to be a part of your child's day.

**Meetings:**

Due to our busy mornings of drop off and our busy parking lot, we ask that meetings ( conversation of five minutes or more) with our teachers and director take place at closing hours between 4pm and 6pm. If the teacher or director is not closing that night and you wish to speak with them, please contact the school by email at [soleilacademy1@gmail.com](mailto:soleilacademy1@gmail.com) to schedule a date and time for a meeting.

**Late pick up:**

As our staff also have families, it is only fair to be prompt in picking up your child by school close of 6:00pm. Parents will be charged a late fee of \$1 per minute per child starting at 6:01 p.m. Consistent lateness more than 3 times in a contract year will be grounds for dismissal (without notice of an emergency or extenuating circumstance). If there is an Emergency, please call the school if there is an emergency.

**Immunizations/ medical examinations:**

Florida state law requires you to supply the center with your child's current medical records including verification that they are up to date on all immunizations. These forms must be brought to the center prior to your child's first day of enrollment. A physical must be updated every two years. It is your responsibility to keep your child's file updated. If the Florida Department of Health visits the center and inspects the files, as they do four times per year, your child will be asked to leave immediately if their file is not up to date. They will not be allowed back at school until their file is up to date and tuition will continue to be due.

**Birthdays:**

Birthdays are such a special time for children. We encourage the parents to participate in a birthday party for your child. If you wish to have a party for your child, you may bring any special food item as long as there is enough for all children in the class. Food items must be store bought and state ingredients on the package. This regulation is strictly enforced by the state of Florida. Food items must be nut free. We are a nut free school. We recommend cupcakes, cookies, brownies or cake. Parents and siblings are welcome to attend!

**Naptime:**

Each full day child is provided with a cot for nap time. Parents are required to provide a fitted sheet for their child's cot. We recommend sending two cot sheets as sheets can be easily soiled. We ask you write your child's name on the fitted sheet with a sharpie . All sheets will be sent home at the end of the week for washing. Please return the following school day

**Safety Sign Off:** A copy of "Getting in and Getting out", Rilya Wilson Act, "Know your childcare facility" and the DCF Influenza form is included in your enrollment package. By signing this handbook, you are acknowledging that you have received these copies.

**Full time/ part time programs:**

Parents please understand that if you are signed up for a particular program there are no makeup days for your days absent. If you are part time enrollment of Tuesday and Thursday family, there is another family that is taking the Monday, Wednesday and Friday space. Therefore, there are no "makeup absent days" and families can't drop in when needed. Also, if you are part time and wish to be full-time you will be notified when a space is available. You cannot switch your schedule from week to week depending on your needs. Your enrollment days are stated in your contract.

**Change of enrollment:**

A 10 business day notice is required for change of enrollment. If you wish to change your contract schedule from fulltime to part time or vice versa, a 10-business day notice is required for changing your contract schedule. Change of enrollment can only be done if the opening is available.

**Breaking contract:**

In the event that a family needs to withdraw their child from the school and break contract, a 10-business day written notice, which is effective the next upcoming Friday will take place. The 10-business day notices are based on Friday through Friday. The parent will pay one-week tuition during the 10-business day notice. The last week's tuition (paid upon enrollment) will pay the child's last week. There are no refunds on the registration fee, cleaning fee or last week's tuition, including if the child is not in attendance during the two week notice.

**VPK:** We offer VPK during the school year, starting August 2020. Our VPK hours are Monday-Friday from 9am-12pm for children who turn 4 years old by September 1<sup>st</sup> of the VPK school year. We do not offer VPK during the summer. Parents who had their child enrolled during the VPK school year, can enroll their child during the summer and pay the 4yr+ old non VPK rate. It is the parent's responsibility to apply for the VPK voucher and turn into school. It is the parent's responsibility to verify child's attendance on a monthly basis. VPK is a total of 540 instructional hours. Therefore, not all school days are VPK days. Non-instructional days and weeks are regular tuition for full day enrollment.

**Discipline policy:**

Our staff understands that children are learning how to express and control their emotions. Therefore, we believe in positive reinforcement as discipline. We encourage children to use their words instead of their actions in an undesirable situation. When discipline measures become necessary, we try a gentle reminder first. If the behavior continues the child will be redirected to another activity until they are able to release their emotions in a positive manner. Time out will be used as a last resort. The child will not be isolated from the group but will be refrain from joining in the activity. The appropriate length of time will be approximately one minute for every year of the child's age. Soleil Early Learning Academy will in no way discipline through physical punishment or in any other frightening or embarrassing manner. Parents will be notified of the behavior and will be encouraged to continue positive reinforcement at home. We do however, reserve the right to remove the child from our school if extreme and/or inappropriate behavior continues to disrupt the classroom. This includes temporary suspension and permanently expelled from school.

**Injuries:**

Written permission for emergency care or treatment must be on file with the center. This should include name address and telephone number of the child's physician hospital and to responsible adults who can be contacted and the event we cannot reach the parent or Guardian. Our Center's layout is geared towards safety with a 6-foot fence around the entire perimeter. We also have video cameras panic bars on the exit doors and knowledgeable staff on safety measures. However, we all know that accidents happen. Should your child be involved in a serious accident at the school, we will notify you immediately and will follow your specific instructions regarding steps to be taken. Minor accidents will be treated and you will be notified when you pick up your child. A written report will be kept on file of all incidents or accidents.

**Tuition responsibilities during an emergency closing:** Parents will be responsible for one-week tuition for each emergency closing. It is possible to have more than one emergency closing in a school year. Emergency closings include but are not limited to; disease pandemic, hurricane, tropical storms, acts of terrorism. We have this policy to maintain payroll, rent and operating expenses.

**Hurricane closing:** If a hurricane is approaching and our county is placed into a "hurricane warning" we will be forced to close.

**School opening:** Our school will reopen as soon as we meet the Department of Health requirements, which is complete power for the school, running water and free of debris and damage free. The director will update Brightwheel with updates and the school answer machine will indicate when the school will be opening. Please call frequently to get school updates from the school answer machine. If our facility has no power and no phone service, we will post notes on the outside of the school when we have an opening date. We will not be able to call all families to let them know when we will be open. It is the parent's responsibility to check with the school regularly.

**Additional care: Saturday, Parent's night out:**

On a Saturday evening, Parent's night out if offered from 5pm-9pm is \$50.00 for 1 child and \$65.00 for siblings (2). The care includes dinner, usually a pizza party with one or two sides. Parents are welcome to send snacks that are not free.

With additional care, payment is due upon reservation. Please understand that there are no refunds with cancellations. We have this policy because our teachers are scheduled in advanced for the additional care and refunds would affect teachers' pay.

**Absences:** Parents should notify the school as soon as possible if their child will be late. All children need to arrive before 9:30am so they have the opportunity to participate in planned activities and outside playtime. Children should not arrive after 9:30am. The only exception to arrive late is doctor's/dentist appointment. Parent must provide doctor's/dentist excuse note for entry. If the child is arriving after scheduled meal and snack times, please feed your child before sending them into school.

**The provider may amend its enrollment agreement, policies and procedures by giving the parent(s) / guardian(s) a copy of the new or changed policies at least two weeks before they go into effect.**



**Parent handbook sign off:**

I have read the Soleil Early Learning Academy parent handbook and agree to the terms.

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Child or children's name(s):

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Parent signature

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Date

We want to welcome you to Soleil Early Learning Academy. Please contact the Director if you have any questions.

