



# PARENT HANDBOOK

## POLICIES AND PROCEDURES

**EDUCATION \* REPUTATION \* LOCATION**

**1801 Plunkett Street  
Hollywood, FL 33020  
954-367-6075**

**1308 S. Federal Highway,  
Hollywood 33020  
954-736-9000**

PARENT HANDBOOK FOR SUNSHINE STATE ACADEMY  
TABLE OF CONTENTS

	Policy No.
Mission Statement	1
Welcome	2
Program Philosophy	3
Hours of Operation	3.1
Licensing Information	4
Governmental Licensing Information	4.1
Accreditation Information	4.2
The Florida Gold Standard	4.3
AISF – Sunshine State Academy 2	4.4
Enrollment	5
Tuition	6
Payment Schedule	6.1
Late Payments	6.2
Subsidized Care	6.3
Scholarship Program	6.4
Multiple Child Discounts	6.5
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or other children	9.3
Smoking	9.4
Not abiding by Safety Policy	9.5
Confrontational Interactions with Employees, other parents And Associates of SUNSHINE STATE ACADEMY	9.6
Violating the Confidentiality Policy	9.7
Parents Right to Immediate Access	10

Dismissal	11
Withdraw	12
Court Orders Effecting Enrolled Children	13
Arrival Procedures	14
Notification of Absence	14.1
Pick Up Procedures	15
Late Pick Up	15.1
Persons appearing to be impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-up Forms	15.3
Photo Release/Television Policy	16
School Calendar	17
Emergency and Inclement Weather Closing Information	18
Curriculum Information	19
Daily Schedule of Activities	19.1
Class Assignments	19.2
Staff to Child Ratios	19.3
Nap/Rest Time	19.4
Educational/Personal Care Supplies Needed	19.5
Birthday and Holiday Celebrations	19.6
Parent/Teacher Conferences/Communication	19.7
Graduation	19.8
Discipline	20
Toys from Home	21
Dress Code	22
Children	22.1
Parents	22.2
Field Trips	23

Parent Participation/Volunteering	24
Health and Safety	25
Pre-Enrollment Requirements	25.1
Children with Severe Allergies	25.2
Communicable Disease	25.3
Biting	25.4
Dispensing of Medication	25.5
Fire/Emergency Drills	25.6
Alternate Safe Location	25.7
Incident/Accident Reports	25.8
Foods Policy	25.9
Peanut-Free Policy	25.10
Firearms and Weapons Policy	25.11
Staff Employment by Client's	26
School Contact Information	27
Acknowledgement Page	28

SUNSHINE STATE ACADEMY

POLICY: MISSION STATEMENT

POLICY NO.: 1\_\_\_\_\_

\*\*\*\*\*

At Sunshine State Academy, we believe that a positive experience during the early years of a child's life provides the foundation for a lifelong love of learning. We inspire children to develop emotionally, socially, and intellectually in a setting that fosters individuality, curiosity and a passion for learning.

To support this philosophical approach, we provide a learning environment that is carefully designed to foster children's natural interest where our teaching staff is trained on how to implement a child-centered based curriculum, and nurture the spontaneity that emerges from discovery and exploration that encourages strategic thinking and problem solving in a safe and secure environment.

At Sunshine State Academy, we provide a wide range of high quality, socially-rich, state-of-the-art, comprehensive learning programs a place where children will experience happiness as they learn and grow.

SUNSHINE STATE ACADEMY

POLICY: WELCOME

POLICY NO.: 2

\*\*\*\*\*

Welcome to Sunshine State Academy----A World of Wonder.

At Sunshine State Academy, we provide a wide range of high quality, socially-rich, state-of-the-art, comprehensive learning programs a place where children will experience happiness as they learn and grow.

Sunshine State Academy first opened its doors in the State of Florida in 2013. The preschool begun as a small facility which grew to serve over 250 children.

Sunshine State Academy's administration made leaps in integrating technology to communicate with families, along with enrichment programs that allow children to enjoy such activities as mathematics, music Art and Science labs.

Our educational environment where the teaching staff is highly educated with Master, Bachelor or Associate degree, as well as a high volume of previous experience in Early Child Education.

Part of our success with the program is we encourage parents/families to become active participants in the educational team.

SUNSHINE STATE ACADEMY

POLICY: PHILOSOPHY

POLICY NO.: 3

\*\*\*\*\*

WHY WE ARE UNIQUE:

1. We offer a new clean state of the art facility
2. Security access entry
3. Loving safe environment
4. Houghton Mifflin Harcourt Curriculum which includes lesson based on the Sunshine State Standards
5. Multi-Lingual Program
6. All teachers are highly-certified.
7. Low student-teacher ratio
8. Two freshly prepared meals, plus a snack (prepared by a licensed caterer)
9. State of the art playground
10. Cool covered play area
11. Flexible Hours of Operation 7:00am-6:00pm
12. Exceptional Home-School Connection

SUNSHINE STATE ACADEMY

POLICY: HOURS OF OPERATION / AGES SERVED

POLICY NO.: 3.1

\*\*\*\*\*

The Center is open year-round from 7:00am to 6:00pm, five days a week, except for the days listed on the calendar in which we are closed.

Ages Served –

Year-round Ages: 1 year old to 5 years' old

School Year – Kindergarten through 3rd grade

We follow Broward County School Calendar  
during Emergency and Weather Alerts.



SUNSHINE STATE ACADEMY

POLICY: LICENSING INFORMATION

POLICY NO.: 4

\*\*\*\*\*

- 4.1 Sunshine State Academy 1 - License Number: 46511  
Sunshine State Academy 2 - License Number: 46605
- 4.2 Accredited Professional Learning Environment  
APPLE number P5855    APPLE number P5868
- 4.3 The Florida Gold Standard
- 4.4 Sunshine State Academy 2 - --- AISF Accredited.

SUNSHINE STATE ACADEMY

POLICY: ENROLLMENT

POLICY NO.: 5\_\_\_\_\_

\*\*\*\*\*

Enrollment at SUNSHINE STATE ACADEMY is open to children from 12 months to 3<sup>rd</sup> grade. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in SUNSHINE STATE ACADEMY by completing the Enrollment Application and paying the Registration Fee of \$250 and the Security Deposit of \$300. The Registration Fee is NON-REFUNDABLE and security deposit will be credited for last week of tuition IF a 30-day written notice is given.

Initial enrollment is contingent upon receipt of the completed enrollment application, application screening, signed fee agreement, registration fee, security deposit, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

SUNSHINE STATE ACADEMY reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at SUNSHINE STATE ACADEMY is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of SUNSHINE STATE ACADEMY as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify SUNSHINE STATE ACADEMY immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

SUNSHINE STATE ACADEMY

POLICY: TUITION

POLICY NO.: 6

\*\*\*\*\*

SUNSHINE STATE ACADEMY accepts ACH DEBIT THROUGH THE BANK ONLY. Receipts will be given for tuition payments made when requested. NO CASH PAYMENTS will be accepted. Payments options are as followed: 4 weeks, 3 months, 6 months or annually.

There will be a \$35 fee charged for tuition payments returned by the bank. A \$50 late fee will be applied to any tuition that has not been paid after 3 days of due date.

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in SUNSHINE STATE ACADEMY. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Tuition DOES NOT include fees for field trips and -curricular activities such as

- Art
- Dance
- Math
- Music
- Soccer
- Theater
- Tutoring classes

Tuition also does not cover any Winter/Holiday Show or Graduation/Mother's Day Show.

Tutoring/Group Classes may be paid by cash, check or money order by the First Friday of Each month. ACH will not be used for Afterschool activities.

6.1 ACH Debit Schedule

<p>ACH DEBIT 7/20/18 – 7/23/18</p> <p>COVERS:</p> <p>7/23/18 – 7/27/18</p> <p>7/30/18 – 8/03/18</p> <p>8/06/18 – 8/10/18</p> <p>8/13/18 – 8/17/18</p>	<p>ACH DEBIT 2/1/19 – 2/4/19</p> <p>COVERS:</p> <p>2/04/19 - 2/08/19</p> <p>2/11/19 - 2/15/19</p> <p>2/18/19 - 2/22/19</p> <p>2/25/19 - 3/1/19</p>
<p>ACH DEBIT 8/17/19 – 8/20/19</p> <p>COVERS:</p> <p>8/20/18- 8/24/18</p> <p>8/27/18 – 8/31/18</p> <p>9/3/19 - 9/7/18</p> <p>9/10/18 – 9/14/18</p>	<p>ACH DEBIT 3/1/19 – 3/4/19</p> <p>COVERS:</p> <p>3/4/19 -3/8/19</p> <p>3/11/19 – 3/15/19</p> <p>3/18/19- 3/22/19</p> <p>3/25/19 – 3/29/19</p>
<p>ACH DEBIT 9/14/17 – 9/17/18</p> <p>COVERS:</p> <p>9/17/18 – 9/21/18</p> <p>9/24/18 – 9/28/18</p> <p>10/1/18 – 10/5/18</p> <p>10/8/18 – 10/12/18</p>	<p>ACH DEBIT 3/29/19 – 4/1/19</p> <p>COVERS:</p> <p>4/01/19 - 4/05/19</p> <p>4/08/19 - 4/12/19</p> <p>4/15/19 - 4/19/19</p> <p>4/22/19 – 4/26/19</p>
<p>ACH DEBIT 10/12/18 -10/15/18</p> <p>COVERS:</p> <p>10/15/18 – 10/19/18</p> <p>10/22/18 – 10/26/18</p> <p>10/29/18 – 11/02/18</p> <p>11/5/18 – 11/9/18</p>	<p>ACH DEBIT 4/26/19 – 4/29/19</p> <p>COVERS:</p> <p>4/29/19 - 5/03/19</p> <p>5/06/19 - 5/10/19</p> <p>Last Week of VPK 5/13/19 - 5/17/19</p> <p>5/20/19 -5/24/19</p>
<p>ACH DEBIT 11/9/18 – 11/12/18</p> <p>COVERS:</p> <p>11/12/18 – 11/16/18</p> <p>11/19/18 – 11/23/18</p> <p>11/26/18 – 11/30/18</p> <p>12/3/18 – 12/7/18</p>	<p>ACH DEBIT 5/24/19 – 5/27/19</p> <p>COVERS:</p> <p>5/27/19 - 5/31/19</p> <p>Last Wk. of School 6/03/19 - 6/07/19</p> <p>6/10/19 - 6/14/19</p> <p>Camp Begins 6/17/19 – 6/21/19</p>
<p>ACH DEBIT 12/7/18 – 12/10/18</p> <p>COVERS:</p> <p>12/10/18 – 12/14/18</p> <p>12/17/18 – 12/21/18</p> <p>12/24/18 – 12/28/18</p> <p>12/31/18 – 1/4/19</p>	<p>ACH DEBIT 6/21/19 – 6/24/19</p> <p>COVERS:</p> <p>6/24/19 - 6/28/19</p> <p>7/01/19 - 7/05/19</p> <p>7/08/19 - 7/12/19</p> <p>7/15/19 – 7/19/19</p>
<p>ACH DEBIT 1/4/19 to 1/17/19</p> <p>COVERS:</p> <p>1/07/19 - 1/11/19</p> <p>1/14/19 – 1/18/19</p> <p>1/21/19 – 1/25/19</p> <p>1/28/19 – 2/1/19</p>	<p>ACH DEBIT 7/19-19 – 7/22/19</p> <p>COVERS:</p> <p>7/22/19 - 7/26/19</p> <p>7/29/19 - 8/02/19</p> <p>8/05/19 - 8/09/19</p> <p>8/12/16 - /8/16/19</p>

## 6.2

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at SUNSHINE STATE ACADEMY; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

6.3 SUNSHINE STATE ACADEMY accepts VPK for 4yr old program. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at SUNSHINE STATE ACADEMY. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. If a child is absent or late more than 10 times they will be withdrawn from Sunshine State Academy's VPK Program and you will be responsible for the full tuition.

6.4 SUNSHINE STATE ACADEMY offers a SIBLING child discount for one or more siblings enrolled during the same school year. The 2<sup>nd</sup> child will receive a 10% discount, 3<sup>rd</sup> child receives a 5% discount and 4<sup>th</sup> child receives a 5% discount. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

6.5 If you choose to take a vacation, regular tuition fees are still due as Sunshine State Academy will be open for business. Payment of fees will hold your child's space. If you do not make the regular tuition fees your space will be released, and you will NOT be guaranteed a spot upon returning from your vacation.

SUNSHINE STATE ACADEMY

POLICY: CONFIDENTIALITY

POLICY NO.: 7

\*\*\*\*\*

Within SUNSHINE STATE ACADEMY, confidential and sensitive information will only be shared with employees of SUNSHINE STATE ACADEMY who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as SUNSHINE STATE ACADEMY strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with SUNSHINE STATE ACADEMY.

Outside of SUNSHINE STATE ACADEMY, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of SUNSHINE STATE ACADEMY, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of SUNSHINE STATE ACADEMY are strictly prohibited from discussing anything about another child with you.

## SUNSHINE STATE ACADEMY

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

\*\*\*\*\*

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of SUNSHINE STATE ACADEMY are considered mandated reporters, under this law. The employees of SUNSHINE STATE ACADEMY are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at SUNSHINE STATE ACADEMY take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of SUNSHINE STATE ACADEMY cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

SUNSHINE STATE ACADEMY

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

\*\*\*\*\*

SUNSHINE STATE ACADEMY requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of SUNSHINE STATE ACADEMY is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of SUNSHINE STATE ACADEMY but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

SUNSHINE STATE ACADEMY IS A PRIVATE SCHOOL AND HAS A NO TOLERANCE POLICY FOR BEHAVIOR, whether the behavior is from the parent or the child. Your child will be removed immediately if your or their behavior is not acceptable.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time, shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH SUNSHINE STATE ACADEMY:

Threats of any kind will not be tolerated. In today's society SUNSHINE STATE ACADEMY, cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.



### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT SUNSHINE STATE ACADEMY:

While SUNSHINE STATE ACADEMY does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### 9.4 SMOKING:

For the health of all SUNSHINE STATE ACADEMY employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of SUNSHINE STATE ACADEMY. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of SUNSHINE STATE ACADEMY. Please be particularly mindful of SUNSHINE STATE ACADEMY entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures

are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF SUNSHINE STATE ACADEMY:

While it is understood that parents will not always agree with the employees of SUNSHINE STATE ACADEMY or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

SUNSHINE STATE ACADEMY takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with SUNSHINE STATE ACADEMY. Any parent who shares any information considered to be Confidential, pressures employees or other parents for information which is not necessary for them to know, will be in violation of the Confidentiality Policy.

SUNSHINE STATE ACADEMY

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

\*\*\*\*\*

Parents of a child in our care can access to their child whenever they are in care at SUNSHINE STATE ACADEMY, as provided by law. You are not permitted to enter the hallway door without a staff member. You will be walked into the classroom with a member of the administrative team. You are not permitted to walk through the halls or classroom without an administrative or teacher present.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) SUNSHINE STATE ACADEMY must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with SUNSHINE STATE ACADEMY, both parents shall be afforded equal access to their child as stipulated by law. SUNSHINE STATE ACADEMY cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, SUNSHINE STATE ACADEMY suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. SUNSHINE STATE ACADEMY staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director, and are allowed in the child care facility only at the discretion of the Director. An employee of SUNSHINE STATE ACADEMY will accompany visitors at all times, throughout the center.

SUNSHINE STATE ACADEMY will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to access policy, as well as state and federal regulations, SUNSHINE STATE ACADEMY cannot have a child at the school when the child's parent is prohibited access. SUNSHINE STATE ACADEMY will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

SUNSHINE STATE ACADEMY

POLICY: DISMISSAL

POLICY NO.: 11

\*\*\*\*\*

SUNSHINE STATE ACADEMY reserves the right to dismiss any child at any time, with or without cause.

The teacher will assist the child in gathering their belongings at the time of dismissal and walk the child to the foyer to meet their parent. The parents are required to leave school property in a calm and respectful manner, immediately. SUNSHINE STATE ACADEMY will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by SUNSHINE STATE ACADEMY.

SUNSHINE STATE ACADEMY IS A PRIVATE SCHOOL AND HAS A NO TOLERANCE POLICY FOR BEHAVIOR, whether the behavior is from the parent or the child. Your child will be removed immediately if your or their behavior is not acceptable

SUNSHINE STATE ACADEMY

POLICY: WITHDRAW

POLICY NO.: 12

\*\*\*\*\*

30 DAY written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to school property following the last day of enrollment at SUNSHINE STATE ACADEMY. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at SUNSHINE STATE ACADEMY, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee of ADDITIONAL TIME ADDED.

The Center Director will notify the parents in if the new schedule is available. A schedule change will not be considered to be final until a new fee arrangement is agreed upon. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

SUNSHINE STATE ACADEMY

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN    POLICY NO.: 13

\*\*\*\*\*

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) SUNSHINE STATE ACADEMY must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with SUNSHINE STATE ACADEMY administration, both parents shall be afforded equal access to their child as stipulated by law. SUNSHINE STATE ACADEMY cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, SUNSHINE STATE ACADEMY suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, SUNSHINE STATE ACADEMY is obligated to follow the order for the entire period it is in effect. Employees of SUNSHINE STATE ACADEMY cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. SUNSHINE STATE ACADEMY will report any violations of these orders to the court.

# SUNSHINE STATE ACADEMY

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

\*\*\*\*\*

Sunshine State Academy doors open at 7am. No child will be permitted into the building before 7am.

Upon arrival at SUNSHINE STATE ACADEMY, the parents or the adult dropping the child off must sign the child into the computer located in the foyer area. Children will then be escorted by an employee to their designated classroom. Children are required by law to be supervised always while in the child care facility.

SUNSHINE STATE ACADEMY discourages parents from sneaking out of the center. The professional employees of SUNSHINE STATE ACADEMY are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

## 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00 a.m. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 10 occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the

diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. SUNSHINE STATE ACADEMY will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center 9:00 a.m. so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

#### 14.2 SCHOOL'S RIGHT TO REFUSE ADMISSION

SUNSHINE STATE ACADEMY reserves the right to refuse admission to any child at any time with or without cause.

SUNSHINE STATE ACADEMY strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at SUNSHINE STATE ACADEMY if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.



SUNSHINE STATE ACADEMY

POLICY: PICK UP PROCEDURES

POLICY NO.: 15\_\_\_\_\_

\*\*\*\*\*

Parents or other authorized adult are required to sign their child out of care on the computer located in the foyer. Once a parent signs their child out, the child will be called by the Center Director's and the child will be brought to the foyer to meet the parent. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day. Parents must go through their child's book bag daily.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day.

15.1 LATE PICK-UP:

You are considered late after your scheduled pick up time. Whether it is 12 pm, 1pm, 3pm, 4pm or 6 p.m. There is a \$1.00 per minute late fee which will be applied and paid directly to the director/teacher. This payment is to be made in cash and paid immediately to the director/teacher who is with your child.

A child's services will be terminated should the child be picked-up late on ten occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

## 15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of SUNSHINE STATE ACADEMY will contact local police, and/or the other custodial parent should a parent appear to the staff of SUNSHINE STATE ACADEMY to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, SUNSHINE STATE ACADEMY staff will delay the impaired parent if possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of SUNSHINE STATE ACADEMY to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of SUNSHINE STATE ACADEMY will contact the child's parents, local police and Child Protective Services to notify them of the situation.

## 15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, during events, may at one time be asked to pick-up their child from SUNSHINE STATE ACADEMY. In an emergency, the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide ex. Government issued photo ID, Password and Government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

SUNSHINE STATE ACADEMY reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

SUNSHINE STATE ACADEMY

POLICY: PHOTO/TELEVISION POLICY

POLICY NO.: 16

\*\*\*\*\*

Photo Release

The Staff at SUNSHINE STATE ACADEMY takes many pictures of the children throughout the year to illustrate for you and them the many activities in which the children are engaged. The children's names are not used when the pictures are displayed outside of Sunshine State Academy.

These photos are used for our Website, Facebook and all social media sites.

Television Policy

Please be aware that your child is not allowed to watch any television during the school hours of 7:00am to 5:00pm. The T.V. is turned on at 5:00 pm in all classes during dismissal time. All video programs are educational and approved by DCF and are based according to theme of the month which is included in the Lesson Plans for each class. All children are given the option to either watch a video or do an art activity.

SUNSHINE STATE ACADEMY

POLICY: SCHOOL CLOSURE DAYS

POLICY NO.: 17



2018-2019

Toddlers/Preschool

Labor Day -----Monday, September 3, 2018  
Yom Kippur-----Wednesday, September 19, 2018  
Veteran’s Day ----- Monday, November 12, 2018  
Thanksgiving -----Thursday, November 22, 2018  
Day After Thanksgiving -----Friday, November 23, 2018  
Holiday Break -----December 24, 2017 to January 1, 2019  
Presidents Day -----Monday, February 18, 2019  
Good Friday/Easter -----Friday, April 19, 2019  
Memorial Day -----Monday, May 27, 2019  
Independence Day ----- Thursday, July 4, 2019

Kindergarten & Elementary

Labor Day -----Monday, September 3, 2018  
Yom Kippur----- Wednesday, September 19, 2018  
Veteran’s Day ----- Monday, November 12, 2018  
Thanksgiving -----Thursday, November 22, 2018  
Day After Thanksgiving -----Friday, November 23, 2018  
Holiday Break -----December 24, 2017 to January 5,2019  
Presidents Day -----Monday, February 18, 2019  
Spring Break -----March 25, 2019 to March 29, 2019  
Memorial Day -----Monday, May 27, 2019  
Independence Day -----Thursday, July 4, 2019

SUNSHINE STATE ACADEMY

POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION

POLICY NO.: 18

\*\*\*\*\*

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by EMAIL.

SUNSHINE STATE ACADEMY follows the Broward County Schools for closing and weather information.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than: ie. 60 school days. If the closure extends beyond: ie. 60 school days, parents will have their tuition REDUCED as per the billing schedule.

SUNSHINE STATE ACADEMY

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

\*\*\*\*\*

SUNSHINE STATE ACADEMY has developed a unique curriculum based on Houghton Mifflin HARCOURT approved Sunshine State curriculum that strengthen the skills and talents of each child. The curriculum will provide a great knowledge and skill base that goes beyond the English language and promote multi-lingual abilities that through research-based studies, have shown to develop higher IQ levels. Classrooms are organized using Sunshine State Standards which facilitate the learning process across key curricular areas such as:

Math, Reading, Writing, Science, Social Studies, Art, Literacy and Physical Education.

At Sunshine State Academy, our pedagogical and general objective is to provide a range of high quality, rich, state-of-the-art, and comprehensive learning techniques that promote growth in all areas of development, and surpasses the needs of our children and their families in our community. Sunshine State Academy provides a democratic atmosphere with respect for diversity and of participation within a multi-cultural setting. Knowing that individual knowledge is only partial; and that to obtain our objectives, everyone's point of view is relevant within a framework of shared values.

Uses best Practices:

Sunshine State Academy educational programs provide principles of good teaching and our early childhood educators provide each child with choices, challenges, and opportunities that nurture feelings of competence and promote growth in all domains.

Sunshine State Academy respects individual differences and recognizes that all children develop at their own pace and in accordance with their own unique learning style. Using collaborative strategies in working with all children, including children with exceptionalities, and incorporating hands-on materials that are age-appropriate enhances all "five senses" for different types of learners to absorb and retain information. We believe it is the process that gives our children knowledge emphasizing on the positive solutions analyzing with "higher order" thinking skills as they take responsibilities for their own actions.

We recognize through research specific learning strategies and teaching practices which we implemented into our program: Vygotsky's theory of "scaffolding" to adjust the needs

of instruction in response to the child's level of performance or situation and "Piaget's child-centered method where children make sense of their world through active exploration and manipulation of objects.

Other practices we provide:

Collaboration and Conferring:

Our teachers frequently step offstage and facilitate classroom discussions. This allows the children to learn from each other. It's also a great opportunity for teachers to formatively assess (through observation) how well children are grasping new content and concepts.

Feedback:

How do our children and parents know that they are moving forward? We utilize a consistent feedback and reporting system. Daily reports are implemented thru the TADPOLES system, which provides detailed description of classes, projects and special events which includes videos and pictures of the child. This feedback helps our families learn more about their child's classroom and provides a clear picture of what their child's day is like. Our families also have a chance to provide feedback to the teacher, so they can adjust the learning process, materials, and instruction accordingly.

#### 19.1 STAFF TO CHILD RATIOS –

- Children age 12 to 23 months: 1 to 6
- Children age 24 to 35 months: 1 to 11
- Children age 36 to 47 months: 1 to 15
- Children age 48 months to 59 months: 1 to 20
- Children age 60 months (5 years old) or older: 1 to 25

#### 19.2 NAP/REST TIME – Children under the age of 5 (kindergarten) will have a rest time between 1pm and 3 pm.

#### 19.3 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED –

If your child will be napping with us, you must provide a small blanket (it must fit inside Sunshine's Drawstring bag) crib sheet and small pillow.  
Diapers, Creams, and Wipes as needed.



#### 19.4 BIRTHDAY/HOLIDAY CELEBRATIONS

Party Celebration time is from 3:30pm to 4:30pm this includes:

3:30pm to 4pm main activity (singing songs, playing games)

4:00pm to 4:30pm is Cake celebrating time. Happy Birthday! (no candles)

Parents please arrive 15 minutes prior to the party to make all the needed preparations.

##### WHAT TO BRING TO THE PARTY?

Birthday Hats

Plates, Cups, Napkins

Birthday Cake (ONLY Vanilla Cupcakes)

Apple Juice ONLY

Should you have a request please call the front desk prior to arriving.

#### 19.5 PARENT/TEACHER CONFERENCES/COMMUNICATION

We have 2 scheduled parent teacher conferences each year. Fall and Spring.

Should you feel it necessary to have additional conferences please feel free to call the office to set up an appointment.

## 19.6 GRADUATION

It is the Policy of BROWARD COUNTY SCHOOLS, NOT SUNSHINE STATE ACADEMY THAT CHILDREN ARE TO BE MOVED UP as follows:

Children who are 1 years of age on or before September 1, 2018  
Will be in the age group of kids 1-2 years old from September 1, 2018 to September 1, 2019.

Children who are 2 years of age on or before September 1, 2018,  
Will be in the age group of kids 2 – 3 years old from September 1, 2018 to September 1, 2019.

Children who are 3 years of age on or before September 1, 2018,  
Will be in the age group of kids 3 – 4 years old from September 1, 2018 to September 1, 2019.

Children who are 4 years of age on or before September 1, 2018,  
Will be in the age group of kids 4 – 5 years old from September 1, 2018 to September 1, 2019.

Children who are 5 years of age on or before September 1, 2018,  
Will be in the age group of kids 5 to 6 years old from September 1, 2018 to September 1, 2019.

Children who are 6 years of age on or before September 1, 2018,  
Will be in the age group of kids 6 to 7 years old from September 1, 2018 to September 1, 2019.

This is a policy of Broward County and there will be NO bargaining regarding the group which children will attend.

Parents sometimes want children to be in an older class, forgetting that socially/emotionally children are not ready to be in an older class.

SUNSHINE STATE ACADEMY

POLICY: DISCIPLINE

POLICY NO.: 20

---

Program's Philosophy on Child Discipline:

Sunshine State Academy takes a positive approach to discipline by emphasizing what is right and acceptable behavior through a loving and caring environment. Unacceptable behavior is dealt with in a calm, confident manner which does not disturb the total class,

The following steps are taken by Sunshine State Academy's Staff

1. Child will be re-directed in a positive manner.
2. Administration will work with the child and teacher in the classroom setting.
3. Parents will be called if the behavior is not corrected requesting a parent conference.
4. If behavior continues the child will be dis-enrolled from the program.

SUNSHINE STATE ACADEMY

POLICY: TOYS FROM HOME

POLICY NO.: 21

\*\*\*\*\*

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by SUNSHINE STATE ACADEMY staff for safety and appropriateness, and may be prohibited at the sole discretion of SUNSHINE STATE ACADEMY.

SUNSHINE STATE ACADEMY is not responsible for lost, broken or stolen toys that should not have been brought to school.

SUNSHINE STATE ACADEMY

POLICY: DRESS CODE

POLICY NO.: 22

\*\*\*\*\*

22.1 CHILDREN

Clothing: EVERY CHILD IS REQUIRED TO WEAR THE UNIFORM SHIRT. YOUR CHILD WILL NOT BE ACCEPTED TO THE SCHOOL IF CHILD IS NOT WEARING A UNIFORM WITH CLOSED TOED SHOES. Sandals with Socks are not considered close-toed shoes.

Children are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center always. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center always. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. SUNSHINE STATE ACADEMY is not responsible for lost or damaged items of clothing.

### Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, SUNSHINE STATE ACADEMY will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending SUNSHINE STATE ACADEMY.

SUNSHINE STATE ACADEMY is not responsible for damage to or loss of and articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at SUNSHINE STATE ACADEMY, or involved in any SUNSHINE STATE ACADEMY sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

### Jewelry:

While volunteering in the classroom or at any SUNSHINE STATE ACADEMY sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

SUNSHINE STATE ACADEMY

POLICY: FIELD TRIPS

POLICY NO.: 23

\*\*\*\*\*

Sunshine State Academy preschool does not leave the school property.

Any type of field trip activities will be on done in-house and  
on the school property.

Elementary School children leave the school property

SUNSHINE STATE ACADEMY

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

\*\*\*\*\*

Parents are invited and encouraged to be involved in their child’s school activities. There are many ways in which parents can participate and volunteer at the child care center.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks and fingerprints as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

SUNSHINE STATE ACADEMY reserves the right to make Volunteer assignments. SUNSHINE STATE ACADEMY does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.



# SUNSHINE STATE ACADEMY

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

\*\*\*\*\*

## 25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at SUNSHINE STATE ACADEMY. This is per our licensing regulations. If you have chosen not to have your child immunized, then you must present a waiver from the State of Florida. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend SUNSHINE STATE ACADEMY. The Physical Examination Form, indicating the child's fitness to attend SUNSHINE STATE ACADEMY, must be completed by a licensed healthcare professional and returned to the Center Director by the first day of enrollment.

## 25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases SUNSHINE STATE ACADEMY from liability for administering treatment to children with severe allergies and

taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided SUNSHINE STATE ACADEMY exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

SUNSHINE STATE ACADEMY follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. SUNSHINE STATE ACADEMY reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day. A fever is defined as a temperature reading on a thermometer of at least 99 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24 hours' period. Children may return to the program when normal bowel movements and after 48 hours.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. SUNSHINE STATE ACADEMY will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### 25.4 BITING

SUNSHINE STATE ACADEMY recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of SUNSHINE STATE ACADEMY].

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of SUNSHINE STATE ACADEMY cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended

that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25.5 DISPENSING MEDICATION

SUNSHINE STATE ACADEMY will NOT dispense over-the-counter medication. There is no exception to this policy. Medication that is prescribed by a doctor that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions will be dispensed. SUNSHINE STATE ACADEMY will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found at the front desk. Medication Forms, doctor's notes and medication are to be turned into the front desk.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## 25.6 FIRE/EMERGENCY DRILLS

SUNSHINE STATE ACADEMY conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents **MUST** wait with in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 30 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency are expected to have patience with the staff as they are trying to

maintain order during an often hectic and dangerous situation. If the center is during a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

#### 25.7 ALTERNATE SAFE LOCATION

Should the administration of SUNSHINE STATE ACADEMY or any emergency services personnel determine the building which houses the child care school to be too dangerous to be occupied, the staff and children will be taken to across the street to the other school building. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 30 minutes of the telephone call.

#### 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be given to you at the end of the day. You will sign the report and a copy will be made for you to take home.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time will result in your child's exclusion from the program until such time as the Report is returned signed.

## 25.9 FOODS

SUNSHINE STATE ACADEMY provides, breakfast, lunch and a late afternoon snack. All meals are considered healthy. Meals are included in the school tuition.

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

SUNSHINE STATE ACADEMY never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

SUNSHINE STATE ACADEMY prohibits any food item in glass containers as well as aluminum cans. These can be safety hazards for the children and staff.

SUNSHINE STATE ACADEMY will not heat up food that is brought in from home. You must send food in a thermos or container.

## 25.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the program.

SUNSHINE STATE ACADEMY

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

\*\*\*\*\*

The staff of SUNSHINE STATE ACADEMY is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for employment. Parents who employ SUNSHINE STATE ACADEMY staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of SUNSHINE STATE ACADEMY will have their employment with SUNSHINE STATE ACADEMY terminated.

Employment refers to any relationship outside of the school's services which involves an employee of SUNSHINE STATE ACADEMY to interact with a current or former clients of SUNSHINE STATE ACADEMY. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

SUNSHINE STATE ACADEMY

POLICY: SCHOOL CONTACT INFORMATION

POLICY NO.: 27

---

SUNSHINE STATE ACADEMY

1801 Plunkett Street

Hollywood, FL 33020

954-367-6075

Fax Number: 954-404-9275

SUNSHINE STATE ACADEMY 2

1308 S Federal Highway

Hollywood, FL 33020

954-736-9000

Fax Number: 954-362-4447

Email: [admin@sunshinestateacademy.com](mailto:admin@sunshinestateacademy.com)

Website: [www.sunshinestateacademy.com](http://www.sunshinestateacademy.com)

Facebook <https://www.facebook.com/sunshinestateacademyhollywood/>





I/We, \_\_\_\_\_, the  
parent(s)/legal guardian(s) of \_\_\_\_\_,

acknowledge that I/We have received a copy of SUNSHINE STATE ACADEMY's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between SUNSHINE STATE ACADEMY and the parents. SUNSHINE STATE ACADEMY reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_