



Handbook

HRS License Number C090RO253
4851 S. Apopka-Vineland Rd.
Orlando, FL. 32819
407.876.1155
www.st.lukes.org/cdc

Welcome to the St. Luke's United Methodist Child Development Center. The program is open to all children, regardless of race, color, nationality or ethnic origin. Each child has an opportunity to develop physically, intellectually, emotionally, socially, and spiritually.

Our relationship with you and your child is a partnership. The handbook, monthly newsletters and calendars are an integral part of communication with parents. Feedback, suggestions, comments and concerns are welcome.

The Center offers two different programs:

*Parent's Day Out Classes (8 to 35 months as of September 1)

*Preschool Classes (3 and 4 years old as of September 1)

Our Programs are consistent with the Orange County Public School Calendar. Classes will not be held on days scheduled for teacher planning, student or legal holidays. If weather conditions requires Orange County Schools to be closed, the Child Development Center will also be closed. Additionally, the Center will be closed if HRS safety/health requirements cannot be met due to uncontrollable circumstances.

The Child Development Center is a **smoke free environment**. Smoking is prohibited inside and outside the buildings.

Financial Policies

Registration and Supply Fees

The non-refundable registration fee must be submitted with your child's registration form. If you need to withdraw your child from the program, two weeks written notice is required.

Supply fees for Parent's Day Out and Preschool classes are to be paid on or before the first day of school.

Field trips for Preschool classes will be held on St. Luke's campus. The Field Trip fee is to be paid on or before the first day of class.

Overtime Charges

A late fee of \$10.00 will be assessed if your child is picked up later than 12:10 p.m. If you will be late, please notify the CDC Office (407-876-1155), if you will be late.

Tuition

Tuition is due on the first of each month. You may submit tuition to the CDC Office via check, money order or online automatic payment. Tuition received after the 7th of the month will be subject to a \$10.00 late fee. There is no reduction or refund of tuition due to absence for any reason.

Policies and Procedures

Allergies

A Medical Authorization Form and your child's allergy medication are kept in the CDC Office.

Attendance Policy

For children attending the Parent's Day Out or three-year-old Preschool classes, please notify the CDC office if your child is absent due to illness, appointments, or family events. State of Florida attendance rules for VPK students are described in the VPK section of this handbook.

Authorization to Pick Up

Children will be released only to individuals authorized in writing by a parent/guardian. "Child Release Forms" are available at the office. No exceptions are allowed.

Child Drop Off/Pick Up

St. Luke's allows 10 minute parking in the circular drive. Handicapped parking is also available. For additional parking, please use the parking lots.

Parents are responsible for dropping off and picking up their children at the classroom. Parent/ guardian signatures are required on daily Sign-in and Sign-out Logs. In accordance with Orange County Public Schools protocol, the Child Development Center staff is not permitted to remove children from their parents at drop off.

Conflict Resolution

If you have questions about your child, classroom strategies, or parent/teacher communication, please contact the Director.

Discipline

Classroom rules provide guidelines for discipline. Positive reinforcement, redirection, and encouragement allow the child to develop self - control. Pictures of daily routines are displayed in the classroom. We do not spank or physically punish children. In the event a child's behavior is not acceptable, a parent conference will be scheduled.

Enrollment Forms

When registering a child, the following forms are required by to State licensing regulations.

- *HRS Physical Examination and Immunization Form (provided by your physician)
- *Influenza Virus Brochure (available at www.st.lukes.org/cdc)
- *Medical Authorization and Release for Emergency Care Form (available at www.st.lukes.org/cdc)
- *Video/Photograph Permission Release Form (available at www.st.lukes.org/cdc)
- *HRS Checklist Form (available at www.st.lukes.org/cdc) acknowledges that you have reviewed the following documents:
 - *Child Development Center Parent's Handbook. (www.st.lukes.org/cdc)
 - *Children and Disciple Policy
 - *HRS Child Care Facility Brochure
 - *No Smoking Policy

Health and Immunization Forms

You will be notified when your child's Health and Immunization form(s) expire. State licensing regulations require that updated forms be received by the CDC **Office on or before the expiration date**. If you are unable to provide the forms by the expiration date, your child will not be able to attend school.

Health and Safety of Your Child

Your child's health is of major importance to all of us. Your child will be sent home if any symptoms of illness are apparent or appear during the day.

Please Keep Your Child Home if he or she:

- *Has a fever or has had one during the previous 24 hour period.
- *Has had diarrhea during the previous 24 hour period.
- *Has a cold that is less than four days old.
- *Has a heavy nasal discharge.
- *Has a constant cough
- *Is fussy and generally out-of-sorts.
- *Is just tired. Rest at such times may prevent the development of illness.
- *Has symptoms of a possible communicable disease (i.e., sniffles, reddened eyes, rash, sore throat, headache, abdominal pain, or diarrhea).

Please notify the center if your child is diagnosed with a communicable disease.

Your Child May Return if:

- *A cold is over, but a minor nasal drip remains.
- *Your child has been on an antibiotic for at least 24 hours and has been cleared by your physician.

Injuries or Illness During School

In case of injury or illness, you will be contacted. The Director will make the necessary decision concerning the care of your child. Emergency Medical Authorization Form will be maintained in the child's file. Please notify the Center of changes in phone numbers and other pertinent information on your child's registration form.

Snacks and Birthday Celebrations

A mid-morning snack is provided for Parent's Day Out classes. Preschool classes are required to bring their own **healthy** snack. Please inform the Center if our child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Snacks (cookies, mini-cupcakes or mini-muffins) must be store bought and may not contain peanut butter or nuts.

Child Development Center Programs

Parent's Day Out

Parent's Day Out classes offer parents quality care for their children during the weekday hours. Children eligible to enroll must be at least 8 months of age and less than 3 years of age as of September 1. The number of days children may attend varies from one to three days depending on age.

Hours: 9:00 a.m. to 1:50 p.m.

We offer the following classes:

Toddler I (8 to 16 months)

Toddler II (17 to 27 months)

2's Plus (28 to 35 months).

Snacks and Birthday Celebrations

A mid-morning snack is provided for Parent's Day Out classes. Please inform the Center if your child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Snacks (cookies, mini-cupcakes or mini-muffins) must be store bought and may not contain peanut butter or nuts.

What to Bring:

Diaper bag should include at least 4 diapers for the day, wet wipes, and two changes of clothing. Label all items with first and last name.

Lunch and drink will be provided by parent each day. Label all containers, utensils, and cups with first and last name. Due to choking hazard, grapes and hot dogs are to be cut lengthwise, and then into smaller pieces.

1" Thick Nap Mat is required for Toddler II and 2's Plus Classes. Your child can bring a favorite blanket or lovey. Due to State regulations, sleeping bags are not permitted.

Please leave your child's toys at home. The Center cannot be responsible for them.

Preschool

The Preschool program focuses on the development of your child's social, intellectual, and spiritual growth. A developmentally-appropriate curriculum will help meet the individual needs of the child. Readiness skills in the areas of gross motor, fine motor, language development, math, science, and reading are included in daily activities.

Preschool classes are available for children at least three years of age and less than five years of age as of September 1. **All children must be potty-trained.**

Hours: 9:00 a.m. to Noon

Class Options: Monday/Wednesday/Friday
Tuesday/Thursday

Clothing

Children should wear comfortable clothing that they manage themselves. Closed-toe shoes are required for playground safety.

CDC Tote

CDC Tote should be brought to school each day. Please leave your child's toys at home.

Snacks and Birthday Celebrations

Preschool classes are required to bring their own **healthy** snack. Cooking opportunities are provided in the classroom. Please inform the Center if our child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Snacks (cookies, mini-cupcakes or mini-muffins) must be store bought and may not contain peanut butter or nuts.

Voluntary Prekindergarten Education Program

St. Luke's Child Development Center is an approved provider for the Voluntary Prekindergarten Education Program. The VPK program is a five-day per week, 9:00 a.m. to Noon, Kindergarten readiness program funded through the State of Florida.

Attendance

The "80/20 Attendance Rules" applies to our VPK classes. Children are allowed a total of 20% absences for the school year. After three consecutive days of absence, documentation is required.

CDC Tote

CDC Totes are available for purchase. No backpacks.

Snacks and Birthday Celebrations

VPK classes are required to bring their own **healthy** snack. Cooking opportunities are provided in the classroom. Please inform the Center if your child has any food-related allergies.

Birthdays are celebrated with special snacks provided by the parent. Snacks (cookies, mini-cupcakes or mini-muffins) must be store bought and may not contain peanut butter or nuts.

Preschool Extended Day Program

The Extended Day program (12:00 p.m. to 1:50 p.m.) begins in September. Lunch boxes are to be labeled with child's first and last name. Due to possible choking, grapes and hot dogs are to be cut lengthwise, and then cut into smaller pieces.