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***Holy Name of Jesus Catholic***

***Early Learning Center***

**Parent/Student Handbook**

*Holy Name of Jesus Catholic School united by the Holy Eucharist shepherds the whole child to live Gospel values, pursue academic excellence, and serve others.*

**Holy Name of Jesus Catholic Church Holy Name of Jesus Catholic School**

**3050 North Highway A1A 3060 North Highway A1A**

**Indialantic, Florida 32903 Indialantic, Florida 32903**

**Pastor: Fr. Scott Circe 321-777-6368**

 **Principal: Kathleen Falk**

**Welcome**

Welcome to Holy Name of Jesus **E**arly ​**L**​earning ​**C**​enter. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day, for your child, as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions.

**Center Hours:**

**Monday through Friday 7:30 AM to 5:00 PM**

**Summer Hours: 8:00 AM to 4:00 PM**

**Letter from the Principal**

Dear Families,

Welcome to the community here at Holy Name of Jesus Early Learning Center. The mission of Holy Name encourages a child-center environment where the needs of our students are met in an excellence based educational program infused with the Catholic faith. This handbook will serve as a guide to parents, students, and faculty in order to establish standards and expectations established by the school community to fulfill this mission.

Our goal is to provide a learning environment where students excel academically and spiritually. This handbook offers information about the procedures and policies of Holy Name of Jesus ELC to help both parents and students. These policies have been implemented to ensure that the learning center runs smoothly and so that your child can learn in an environment which promotes success. This handbook does not cover every possible situation and is subject to change. The final interpretation of the policies and procedures presented in this handbook rest with the school administration.

Please take the time to read over the policies contained here. It is Diocesan policy that you indicate you have read this document by signing and returning the last page. If you have any questions, feel free to contact administration.

Kathleen M. Falk

Principal

 **Disclaimer:**

The purpose of this handbook is to serve as a source of information for parents, students, and faculty of the Early Learning Center. HNJ Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and families sufficient notification of change whenever possible.

**Section 1 Philosophy & Beliefs**

**1.1 Our Philosophy and Mission Statement:**

At Holy Name of Jesus Early Learning Center, our philosophy of education is demonstrated in our dedication to teaching and caring for the whole child in a Christian environment. We believe in providing a firm foundation on which a quality Catholic education can be built, allowing children to grow in their awareness of God, themselves, and the world around them.

***Holy Name of Jesus Catholic School, united by the Holy Eucharist, shepherds the whole child to live the Gospel values, pursue academic excellence, and serve others***

**1.2 Beliefs:**

At Holy Name of Jesus Early Learning Center, we believe that:

* Each child is a unique gift from God and should be treated as such.
* Respectful, caring bonds with children and their families are the vital foundation for a wonderful early childhood experience.
* Parents are a child’s first and most important teacher.
* Children are thinkers, reflecting about their world.
* Purposeful play is a way of learning and a significant element of early childhood development.
* Structured and unstructured periods enable children to learn at their own rate.
* Encouraging children to make choices allow for the practice of individual decision-making.
* Children learn through the process of their efforts.

**1.3 Open Door Policy:**

Holy Name of Jesus Early Learning Center maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center.

In situations where there is custody or domestic issues the following will apply:

* The Center must be provided with the most recent certified copy of the court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse.
* The Center will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures)
* If there is not a copy of a court order or a copy has not been provided to the Center, then both parents will have equal access to their child. By law the Center may not deny access to a child by a parent without a court order.
* If there is a verbal or physical conflict the Center will contact the police.

 **Section 2 Fees**

**2.1 Tuition:**

Fees are based on reserved time and not on actual time that a child spends at the Center. Tuition is paid weekly. There will be no reduction in the basic rate should a child not be in attendance at the Center for the contracted time. Parents will also be billed for all days including holidays, sick, emergency closings, teacher training, and vacation days. Current tuition rates are posted at the Center’s front desk. All tuition payments are to be made electronically via Brightwheel.

* Parents will set up their pay through Brightwheel after the student is enrolled and an invitation is received.
* All tuition payments will be paid the Friday prior. Payment is considered late Monday; a late fee may be assessed.

* 1. **Late Payment Policy:**

Tuition is due on Friday of each week. If your tuition is not paid in full by Monday open, a late fee of $15.00 will be added to your child’s account. If fees continue to go unpaid that week your child will be placed on a DO NOT ACCEPT list Friday afternoon.

* 1. **January Registration Fee:**

A $50.00 non-refundable registration fee is payable at the time of enrollment and annually. Registration fees are not refundable under any circumstances.

**2.4 Late Pick UP Fees:**

A late fee of $5.00 will be assessed for children who are not picked up by the Center’s closing time of 5:00 PM and an additional late fee of $1.00 per minute. Services can be terminated if this continues to be a problem. If a child is not picked up by 5:30 PM and every attempt to reach an authorized adult has failed, Holy Name of Jesus Early Learning Center will be forced to contact the sheriff’s office to report abandonment.

**2.5 Holidays & Professional Development Closures:**

Tuition does not change for weeks that include holidays. Holiday closures for the Early Learning Center will be communicated at the beginning of each calendar year in writing/email. We will also post at the ELC entryway. Courtesy reminders will be posted each month in the entryway and in the parent newsletter. The ELC will close at times for Professional Development. All closures will be posted at the center and are subject to change based on the calendar year.

**2.6 Attendance:**

Because you are paying for your child’s spot in our program, full tuition is charged each week whether your child is present or not.

**2.7 Vacation:**

Children can have 2 weeks of tuition vacation each calendar year (affective from registration to reregistration). Tuition will be billed at ½ their normal rate for the week. Written notice is required at least one week prior to the planned vacation. Vacation weeks are deemed Monday-Friday. Any other time of absence (planned or unplanned) will be billed at their normal rate.

**Section 3 Attendance at Holy Name of Jesus Early Learning Center**

**3.1 Arrival at Holy Name of Jesus Early Learning Center:**

Parents are required to sign their child into the Center using the Brightwheel App or clipboard. Arrival procedures happen in the entryway of the ELC.

**Instruction begins at 8:30 AM each day.**

**All children are expected to be checked in by 8:30 AM.**

**3.2 Special Requests**: ​

Parents must follow the policy for Administering Medication if the child is to receive medication during the day. This should be taken care of during arrival time. Parents are requested to notify administration and/or your child’s teacher if there are any special needs or instructions for the child’s day. Special requests must be submitted in writing and may include but are not limited to health issues, family situations, alternative pick up person, early pick up time, or any other issues the center should be aware of to best meet the individual needs of the child.

**3.3 Absences:**

Parents are requested to notify the ELC by 8:45 if their child is going to be absent. This notification will assist the ELC in anticipating daily attendance. Notifications can be made via Brightwheel for daily absences. If your child is going to be gone 3 or more days please email or fill out form at the ELC office.

**3.4 Reporting Illnesses**: ​

Parents are requested to notify administration and/or staff if their child has a communicable disease so that parents of children in the classroom/center may be notified. Only information about the communicable disease will be shared. The center will follow the center’s Confidentiality Policy and procedures. The center conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the center if staff deems the child is too ill to attend or is contagious.

**3.5 Termination/Withdrawal from Holy Name of Jesus Early Learning Center**: ​

The center reserves the right to terminate child care services at any time, with or without cause. Child Care services may be terminated for willful destruction of property, if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the Center Staff, insufficient funds that are not repaid promptly, refusal to follow center policies. Two weeks written notice is required from parents that are withdrawing their child from the center. Parents are responsible for any fees if proper notification is not provided. Any past due balances are due on the last day of enrollment. Balances remaining after 30 days will be referred to the center’s collection agency. In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this two-week period. To re-enroll, normal registration/supply fees will apply. The child will then be considered for enrollment upon space availability.

 **3.6 Pick-up Policy:**

Parents or authorized adults are required to sign the child out of the center at the front desk or through the Brightwheel app. The parent or authorized adult is responsible for supervision of the child once the child has been signed out of the center and must walk their child to the car. Parents are requested to handle any center business (payment, conferences with the director, etc) prior to checking the child out of the center.

**3.7 Authorized Pick Up/Emergency Pick Up:**

Only authorized persons listed on the Authorized Persons for Pick Up form are permitted to have access to your child and to remove your child from the center. The following procedures apply:

* Parents are required to complete the Authorized Persons for Pick up and emergency form at time of enrollment.
* Only persons listed on this form will be permitted to remove the child from the center.
* Persons on the authorized list but are unfamiliar to the staff will be required to show proof of identification with a picture I.D.
* Changes/updates to the Pick-Up list must be made on the original DCF form located in the office.
* Individuals must be at least 18 years of age in order to sign a child in or out of the center.
* In an emergency, the center will contact the parents first. If the center is unable to reach the parents, the staff will call the persons on the listed form until someone is reached. It is the parent’s responsibility to ensure that an authorized person is available to pick up the child on time. If a parent or authorized adult appears to be under the influence of alcohol and/or drugs the staff will attempt to contact the other parent or authorized adult on the pickup list. Holy Name of Jesus Early Learning Center does not have the right to deny the parent access to their child but the staff will contact the police immediately if the center is not able to contact the other parent or authorized adult to pick up the child.

**SECTION 4 – PARENT INVOLVEMENT**

**4.1 Parent/Guardian Volunteering:** ​

Holy Name of Jesus Early Learning Center has an Open Door policy with all parents of enrolled children. Parents are not only welcomed, but also highly encouraged to volunteer in their child’s classroom. All visitors are required to sign in at the front desk before proceeding to the classroom. The Discipline Policy (see 5.15 &

5.16), Standards of Conduct (see 5.17), and Visitor Policies (see 5.18) will apply to all volunteers at all times. Siblings of children in the program may not attend when a parent is volunteering in the classroom. Parents may be asked to help with certain tasks such as cutting out items for the classrooms, sharing information about their job or hobby or culture, chaperoning on field trips, donating items, and reading to a group of children.

**4.2 Take Home Activities:**

Although Holy Name of Jesus Early Learning Center does not assign “homework” for preschoolers, we do send home suggested activities to enhance the learning taking place in the classroom.

**4.3 Parent/Guardian Teacher Conferences:**

All parents/guardians are invited to attend scheduled formal parent/teacher conferences to review your child’s progress and needs and set goals for the child. Conferences will be scheduled two times throughout the year for preschool children. Other conferences may be scheduled as needed or as requested by parents or teachers.

**4.4 Parent Surveys**: ​

Holy Name of Jesus Early Learning Center is interested in your feedback. Anonymous parent surveys will be distributed at least once per year. Your responses will ensure we are meeting the needs of our families.

**4.5 Parent/Guardian Rights and Responsibilities:**

We believe that parents have rights and that their concerns are reasonable and important.

A Healthy Learning Environment

* + Parents have the right to know that their child will be safe at school, both physically and emotionally.
	+ Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age and that each child will be treated as an individual.
	+ Parents have the right to know that the staff is experienced and trained in child development.
	+ Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

Clear, Courteous Communication

* + Parents have the right to be treated with courtesy by all members of the staff.
	+ Parents have the right to participate in meaningful parent-teacher conferences to discuss their child’s school progress and welfare.
	+ Parents have the right to visit schools and classes.
	+ Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue

Information on School Policies

* + Parents have the right to information on academic requirements of the school program.
	+ Parents have the right to inspect their child’s record and respond to any statement.
	+ Parents have the right to be informed of and to appeal school policies.
	+ Parents have the right to be informed of and to appeal administrative decisions.

Your Responsibilities are to:

* + Be involved in your child’s education and learning.
	+ Let the teacher know you are concerned and interested in your child and his progress.
	+ Set goals with the teacher and share in decisions about your child’s care.
	+ Share information about the child and home that may affect behavior.
	+ Discuss problems and concerns with the teacher first.
	+ Show appreciation for teachers.
	+ Continually upgrade your parenting skills and understanding of children.
	+ Volunteer to assist the teacher in some way.
	+ Follow the childcare program’s policies, reread contract, and parent manual regularly.
	+ Keep your child home when sick unless sick care is provided.
	+ Read to your child and spend time talking and playing together.

**SECTION 5 – HEALTH & SAFETY**

 **5.1 Child Abuse and Neglect**: ​

Holy Name of Jesus Early Learning Center has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is **1-800-96-ABUSE.**

**5.2 Confidentiality of Records**: ​

The Center maintains the policy that all records of children and families are confidential.

**5.3 Emergency Closing and Inclement Weather:**

If the threat of a natural disaster such as hurricane, tornado, flooding, etc., is imminent, we will follow the Brevard County School System for closure guidance. Once the storm passes and is out of the area, we will assess the Center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

* + The center must have power and any physical damage must be repaired
	+ There must be available staff in the center to provide appropriate and required staff to child ratio.

Parents are responsible for child care tuition even in the event that the center is closed due to natural disaster.

**5.4 Child Incident/Accident Procedures:**

We take all precautions to insure the safety of your child while under our care. However, in the event that a child is hurt at our center, the following procedures will be followed:

* The child’s teacher and/or staff member who observed the incident will fill out an Incident/Accident report.
* An Incident Alert will be sent out through Brightwheel. (Depending on the extent of the injury, parents maybe called.) A parent call will be made in all incidents that include a head injury or a biting incident.)
* Parents will be asked to review and sign the incident report and sign. Parents will be provided with a copy of the form.
* In the event of an emergency, 911 will be called and parents will be notified immediately.

**5.5 Child Health Services:**

Holy Name of Jesus Early Learning Center is required by the Department of Children and Families to have specific information on file for each child, including a physical and an immunization record. All forms are due to complete the enrollment process. Holy Name of Jesus Early Learning Center does not accept religious exemptions.

**5.6 Medication Administration:**

All medication administered by the center staff must be authorized by the child’s parent or guardian by first completing an Administration of Medicine form. Only medicine that has been prescribed by a doctor may be given at the center. All medicines must be in the original container. If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, must be attached. Parents are strongly encouraged to give all medications at home. Medication is stored in a locked in the medication box at the office. Sunscreen and diaper creams are stored in the locked diaper table in classroom.

**NO MEDICATION MAY BE PLACED IN THE CHILD’S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**

**5.7 Illness Procedures:**

Parents/Guardians are expected to inform staff if their child becomes ill from a communicable disease and of any other health/safety concerns.

If a child shows symptoms of illness while at the ELC, a Health Check is initiated on Brightwheel along with a paper Illness Report. An update will follow within a 30 minute window; indicating next steps for care. If the symptoms dictate a child needs to go home, the child will isolate away from the other children and need to be picked up as soon as possible. The Illness Report will be given to parents at pickup indicating the specific terms for their return. We reserve the right to ask for a doctor’s note in order to return.

**Parents/Guardians will be contacted to pick their child up from the ELC immediately if the following symptoms or conditions are present:**

* + Fever- Fever is defined as having a temperature of 100.4 degrees F or higher
	+ Diarrhea - runny, watery, or bloody stools
	+ Vomiting - two or more times; or accompanied by other symptoms
	+ Severe or continuous coughing
	+ Eye discharge - thick mucus or pus draining from the eye, or pink eye
	+ Difficult or rapid breathing
	+ Ear Discharge
	+ Excessively runny nose; especially if changes in color
	+ Skin irritation or patches; especially if changes in size, color or temperature
	+ Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
	+ Head Lice (including nits)
	+ Conditions that commonly require parameters from a physician detailing when a child may return include, but are not limited to, chickenpox, strep throat, scabies, impetigo, meningitis, and Hepatitis A and COVID 19.
	+ Child is irritable, continuously crying, or requires more attention than staff can provide without jeopardizing the health and safety of the other children.
	+ Any other unusual signs, symptoms, or conditions.

**5.8 Dress Code**: ​

We request that children arrive at school in comfortable, easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. **Please label all clothing items with the child’s first and last name.**

For the safety of the children, we do not allow open-toe shoes, flip flops, or sandals either in the classroom or during outdoor activities.

**In case of accidents, we request every child keep several changes of clothing at the center. When your child is toilet training, they will need extra changes of clothing.**

**5.9 Meals**: ​

All food, snacks, and drinks are to be provided for your child. Food cannot be warmed up or refrigerated for your child.**.** Food should be ready to serve, including cut to bite sized pieces. Ice packs should be used to keep items cold. Thermal containers should be used to keep items warm.

We log all daily food intake on Brightwheel. A balanced food plan is required for all children. We follow MyPlate (outlined on myplate.gov) which supports serving children appropriate portions of protein, dairy, vegetables, fruits and grain. We understand that children this age are developing their tastes and may be picky eaters. Staff will work together with families to ensure that every child has a balanced diet and will provide a healthy supplement if that food group is not sent in with the child.

**Foods that are considered choking hazards will not be served. These include but are not limited to: nuts, hard/baby carrots, whole grapes, hotdogs, nugget pretzels, chips, pre-cubed or string cheese, popcorn**

**5.10 Dietary Restrictions and Allergies:**

Please note any special dietary needs or allergies for your child’s paperwork as well as notifying administration and/or your child’s classroom staff.

**5.11 Discipline**: ​

Conscious Discipline is the behavior modification system used at the ELC. We use a variety of strategies to help children work from a place of calm in order to identify problems and solve them. Our goal is to implement specific techniques into our daily routines that children can pull from when they have times of emotional upsets. We practice breathing strategies, read books, role play, and use games to reinforce our Conscious Discipline ideas. Staff, parents and volunteers are encouraged to use strategies while working with children at the ELC. Information will be sent home periodically

**5.12 Discipline Ideals:**

* 1. ***Plan ahead to prevent behavior problems***- Anticipate problems that may occur and provide intervention​ or directions in advance.
	2. ***Establish clear and simple expectations for SAFETY that are age-appropriate***- Consistent reminders help reinforce limits
	3. ***Be a model for the desired behavior***- Be what you want the children to be
	4. ***Help children to learn problem solving skills*-** Give them the language they need to communicate​ feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
	5. ***Be attentive and kind*-** The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
	6. ***Reinforce positive behavior*-** Remember to focus on the specific behavior you wish to see repeated
	7. ***Overlook small annoyances*-** Sometimes when a behavior is overlooked, not reinforced by attention, it​ disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
	8. ***Offer positive alternatives to a negative behavior*-** If a child’s behavior is unacceptable, suggest and help guide to alternative choices
	9. ***Safe Spots & Time-Ins* -** When a child is too upset to talk or listen, it may be necessary to have the child use a “safe spot” or “time-in” with a teacher. The teachers stay with the child to discuss what happened and to help the child regain composure. WE DO NOT USE TIME OUT
	10. ***Implement Personal Behavior Intervention Policy when necessary*** -​ These plans will be established with guidance from classroom teacher, parents and director.

**5.13 Discipline Terms & Guidelines**: ​

* 1. Safe Spots: Teachers and other pre-identified spaces are used for helping children calm so they can solve problems. Safe Spots have materials included to identify and work through feelings. We also use Safe Spots for children to use teethers or pacifiers if needed.
	2. Time Ins: The ELC does not typically use “time out.” Instead a Time In keeps the child close to the teacher for direct supervision and possible limitations with play. Time Out may be used only if stipulated in an individual child’s behavior plan by a licensed mental health consultant.
	3. Physical punishment. The use of physical force with children is prohibited. This includes pulling by the​ arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.

* 1. Threatening. Children will not be intimidated with words of impending physical punishment or phone calls to parents or other ultimatums.
	2. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children in a negative way. ​
	3. Withholding of meals, snacks, or water. Children will not be denied food, water or any other basic need​ as a means of discipline.
	4. Denying a rest. Children will not be denied rest as a means of discipline. ​

**In the event that a child is exhibiting extreme challenging behaviors:**

* + Provide Safe Spot or keep child with a teacher
	+ Give reminders to use strategies to help child calm. If child is unable to calm after 5 minutes or behaviors escalate (spitting, destruction of property, actions that intend/cause harm to others etc) administration and/or a staff member will be notified to assist.
	+ The administration and/or staff member will attempt to solve issues in the classroom
	+ If necessary, the child may be removed from the classroom and taken into the ELC office area. Parents will be notified and a speedy response is expected.
	+ If the child is unable to regain control within an appropriate period of time, the parents or authorized persons will be contacted to pick up the child.
	+ If children have continuous or extreme outburst (such as hurting others or the destruction of property) a Parent/Teacher Conference will be called ASAP and a Personal Behavioral Intervention will be established

**5.14 Standards of Conduct:**

Holy Name of Jesus Early Learning Center has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged however; the “Standards of Conduct” must be adhered to at all times.

* + Respect and promote the unique identity of each child and family. Refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
	+ Follow program confidentiality policies concerning information about children, families, and other staff members.
	+ Supervise children at all times. Children will not be left alone or unsupervised while in the center or under the center's care.
	+ Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out or the denial of basic needs are prohibited.
	+ Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers.
	+ Refrain from smoking on the premises and during all center or parent activities. Holy Name of Jesus Early Learning Center adheres to a "Smoke Free Environment."
	+ Refrain from illegal activities while on the premises or in attendance at center activities. Holy Name of Jesus Early Learning Center prohibits theft, firearms, alcohol, explosives and illegal substances on the premises and during all center or parent activities.
	+ Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

**5.15 Visitor Policy:**

All volunteers and visitors shall check-in at the ELC office area for check-in and obtain permission for the visitation and a visitor's pass. Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian are to be arranged in advance by administration, office staff, or teaching staff.

Only persons with legal authority to do so shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children, and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

* + Any parent, volunteer or visitor who is disruptive, threatening or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved in a professional manner.
	+ If the person refuses to relocate or continues to act in an inappropriate manner, the person will be asked to leave the premises. If the person refuses to leave, staff will notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to property.
	+ Any person who believes that he/she has wrongfully been asked to not return to the property, must first leave the property as requested, but may subsequently appeal the decision in writing to the Center Director.
	+ A final decision will be made and the person will be notified in writing that he/she may not return to the property except under expressed conditions.
	+ Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person or property violate criminal statutes.

**SECTION 6 – CLASSROOM ACTIVITIES**: ​**6.1**

**6.1 Curriculum**: ​

Our teachers use an approved, age appropriate curriculum. (Beyond Learning) when creating their lessons. Our curriculum is theme and “play based” and focuses on developing the whole child. Florida Standards are implemented into weekly planned activities and experiences. A weekly lesson is submitted to the school principal and the office manager. Lesson plans are also posted weekly in each classroom.

**6.2 Field Trips**: ​

We will invite professionals and utilize the school grounds to help give the children in-house field trips. We will notify families within 24 hours of an in-house field trip. If you do not want your child to participate, please notify your child’s teacher and/or office manager of your decision.

**6.3 Toys from Home**: ​

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day’s activities. Your child’s teacher will inform you about these “Show-N-Share” days.

**6.4 Assessment and Parent/Teacher Conferences:**

Teachers intentionally watch children in their natural play to observe abilities and milestones in development. Staff set up environments to foster skills and coach them in their process. In collaboration with our curriculum we use an Early Childhood Assessment as recommended and approved by DCF. The assessment information will be completed twice a year by teachers and once a year by parents/guardians.

Skills assessed range in the child’s initiative, attachment/relationships and self-regulation with children of the same age.

* Group individual ratings are recorded by teachers in autumn and spring
* If child starts after group observations, they receive an initial rating within 45 days after their start date
* To ensure we are seeing the whole picture, parents will input the middle rating based on their child’s home life and experiences
* Assessment of each child will be recorded at least twice per academic year. Each time an update is made new goals and plans will be made, based on the children’s individual needs. Plans for individualization will be kept with the current lesson plans.
* Assessment results will be shared with parents during Parent-Teacher Conferences at least twice during the school year. Optional letters with results may also be shared. Individualized goals will be established during the conference.

**6.5 Transitioning Children from Class to Class:**

Students will be placed in their age appropriate class. Each August children will be moved onto the next class level available. We will strive to make as smooth a transition as possible for the child, the parents, and the teachers. Transitions are dependent upon classroom availability and readiness of the child.

**6.6 Transitioning to Holy Name of Jesus Catholic School Program:**

In May or June of each year, Holy Name of Jesus Early Learning Center will provide activities to aid in a smooth transition. These activities may include one or more of the following: the distribution of HNJ registration and transition packets, a visit to HNJ School, and a mini-workshop for parents.

**Administration reserves the right to amend the Parent Handbook, as needed, to meet the needs of our students, families, and school community.**

**SECTION 7 – RECEIPT OF PARENT HANDBOOK**: ​

 **7.1 Receipt of Parent Handbook**: ​

\_\_\_\_\_\_\_\_\_\_I have received a copy of Holy Name of Jesus Early Learning Center Parent Handbook and agree to abide by the policies.

\_\_\_\_\_\_\_\_\_\_ I have completed a Parent Orientation to go over any questions or concerns I have regarding my child’s care.

Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_