

# **Apollo Preschool Parent Handbook**

**Phone: (321) 752-1161**

**E-mail: [apollopreschool@bellsouth.net](mailto:apollopreschool@bellsouth.net)**

**Website: [www.ApolloPreschool.com](http://www.ApolloPreschool.com)**



***The center that cares!***

## Introduction

Welcome to our Preschool, childcare, and after-school care center. Our main interest is to provide your child with a loving environment with consistent education.

Our Director is Tammy Fears, and she has been the Director of this center since 1979. As a mother herself, she understands the needs of the parents and is always striving to provide an enriching and nurturing environment for the children at our center.

Our Teachers have been with us for years and are educated and experienced in the teaching of young children. They care a great deal in making the environment loving and consistent for all the children.

Now that we have informed you about us, hopefully, we will get to know more about you. We feel our center is a second home and that is how we would like your children to feel. This handbook is not etched in stone; we are here to work with you and your family. If you encounter a problem or concern, please let us know. Raising children is best done when we work together.

We encourage all families to come and meet us and participate in an orientation prior to enrollment. This gives us time to show you the classrooms, meet the staff, and review our center's policies and procedures.

## Curriculum

The center's curriculum reflects the needs of the children. We offer opportunities for creative expression, constructive play, social interaction, communication skills, and physical development. We encourage decision-making and responsibility. The children are given the freedom to explore, experiment and make choices. Self-esteem and individuality are nurtured while providing children with a sense of belonging, acceptance, and love.

## Staff

Our staff is carefully screened, selected, and trained because we know that the quality of an early childhood program is determined by the staff's approach to learning. Our staff members are selected on the basis of their training, experience, and their desire to work within the philosophy of our center. We place high expectations on our teachers and provide and encourage them to further their professional development through continuing education.

## Hours and Holidays

The hours of operation are from 6:30 AM to 6:00 PM. No child will be admitted prior to this time. Children should be closely accompanied by their parent from the car into the building and left under the supervision of a care-giver.

There will be a late fee assessed after closing time of \$1.00 per minute after closing. The fee goes directly to the teacher that has remained and is due at the time of pick-up.

We will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, Good Friday, and Martin Luther King Day. Tuition is due for these holidays.

## Licensing

Our center is licensed by the State of Florida and meets or exceeds regulations set by the minimum standards in child care. The center undergoes periodic health, fire, and licensing inspections. Parents are asked to cooperate with the center in carrying out all governmental laws, rules and regulations affecting the operations of the center.

The main areas we need help with are keeping up with shots and signing in and out on a daily basis. Please pay close attention to these two areas.

We also have a Gold Seal Accreditation awarded from the Florida Association of Childcare Management!

## Health

At this center, we take every precaution to protect your child against illness. However, most children experience infections and illnesses throughout the year. In such cases, we will isolate your child and provide a comfortable place for him/her to rest. We will then notify you to pick up your child. You will be expected to pick up your child as soon as possible.

Any child excluded from attendance will not be allowed to return to the center during the same day. Children who have been ill and missed school or have been sent home the previous day, will only be readmitted after a morning health check.

If your child is absent due to illness, it is imperative that the office be notified.

## Immunizations

In accordance with the State licensing requirements, we require that each parent submit a doctor's certificate and immunization record upon the child's enrollment. These records must be updated as your child receives immunizations.

## Medicine

If your child is required to take medication at the center, a parent must complete the medication authorization form before any medication will be dispensed.

State Licensing requires that medication be in its original container and clearly state the following information: the child's name, doctor's name, prescribed dosage, and date. When dropping off medications, please leave the medications with the Director or Assistant Director. This will ensure that the medications are placed in our lock box and all paper work and dosage instructions have been discussed.

Medicines will be administered at 11:00 AM and 3.00 PM. If they require a morning dose, please administer at home before coming and then we will administer the lunch dose and afternoon dose if necessary.

Please remember to take medicine home at night unless you have more at home.

## Emergency / Accident Procedures

In the case of accidental injury, we will make an attempt to contact either parent. If the parent cannot be reached, we will call the child's physician, and then the other emergency contact numbers. If the injury is serious, we will call for a paramedic immediately. The child's physician and or ambulance paramedics will make the decision for treatment.

In case of a small accident (scraped knees, etc.), the staff will administer first aid treatment. All such accidents will be reported on an Accident Report Form and signed by the parent. This report will contain the nature of the accident, how and when the accident occurred, and the first aid treatment procedures followed by the staff member. Copies of this report are available anytime upon request. Parents are responsible for all medical expenses and cost that are incurred during an accident or injury.

In the event of inclement weather conditions or in other emergencies, the center will adhere to the Brevard County School District's instructions which will be announced on local radio and TV stations.

## Apollo Preschool Handbook

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Tornado and Fire Drills are practiced during the year. In the event that weather becomes severe during operating hours, the center will attempt to notify parents by phone to pick up their children.

Since emergency situations can never be expected, it is imperative that all home and office numbers be kept current. If both parents are planning to be away from their regular office numbers during a particular day, please notify the office of a temporary number where you may be reached.

### Policy on Intoxication or Impaired Individual

Apollo Preschool has the right to not release your child to you if you appear intoxicated or impaired. We will use your contact list if this situation arises.

### Arrival and Release

Parents need to sign their children in upon arrival and sign them out upon departure each day. Parents should accompany their child to the designated area or classroom and leave their child in the care of a staff member. All children must arrive by 9:00 AM daily (VPK 8:30 AM). Call us if you have any appointments that would require late arrival. Children will only be released to a parent or person authorized by parents on the appropriate enrollment forms.

Persons authorized by parents to pick up the child will be required to present their driver's license for identification. It is the parent's responsibility to keep the authorized names current.

If a person other than those listed on the enrollment form is to pick up your child, we **must** have authorization in **writing**. Your child will not be released to anyone that is not listed on the enrollment form or authorized by your signature. Even though persons listed on the enrollment form are authorized, please let us know at all times if someone other than a parent will be picking up your child. This will enable us to prepare the staff and the child, and it also keeps your child safe while in our care.

### Education and Guidance

Interactions between the children and the staff provide opportunities for children to develop an understanding of self and others. These interactions are full of warmth, personal respect, individuality, positive support, and responsiveness. The purpose of all guidance is to help children become increasingly self-managing and socially responsible.

## Apollo Preschool Handbook

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We are committed to helping children learn to express and manage their feelings, cooperate with other children, and negotiate their conflicts. Only positive, non-punitive methods are used to achieve this goal.

The staff fully recognizes the limitations of a young child's ability to manage emotions and control reactions. When restrictions are necessary, they will be clearly defined and consistently maintained. At no time will a child be physically punished, threatened, or intimidated. Instead, we rely on the techniques of diverting attention to constructive pursuits, compromising/arbitrating differences, and encouraging children to seek alternatives within the boundaries of their ability.

In some instances, in order to help a distressed child regain self-control, the child will be removed from the situation and allowed a private time to quiet himself. Then a reassuring adult will seek to help the child reenter the classroom activity.

### Television /Video Policy

We limit the use of television. We primarily use it for short transitions or for educational purposes only.

### Financial Policies / Tuitions

Tuition is due on Mondays, or the 1st day of attendance that week. There are no deductions for absences and holidays. If the child's tuition is not paid and received in full by Monday, you will be charged a **late fee** of \$10.00. If you do not have tuition by Tuesday morning, please keep your child/children with you until you can make arrangements to pay.

Families enrolling more than one child will receive a **10% discount** on the 2nd child's fees.

There is a \$30.00 charge for **returned checks**. Recurrent returned checks will result in cash-only terms.

All Holidays are paid regardless of attendance. We pay our teachers, who have significant tenure, Holidays so our expenses remain constant.

If Schoolers have a day off from school, please add the additional fee for the day at the center.

Tuition's, fees, and terms are subject to change with one month's notice.

## Registration

The **registration fee** is a one-time payment, due at time of enrollment. The registration fee is \$65.00 for one child and \$75.00 for a family. The semi-annual supply fee is \$30.00 per child. The **semi-annual supply fee** is due every August and February. The supply fee is used to replenish the supplies used in the daily education of your child. This fee goes directly to buying new supplies.

To complete the enrollment process, please be sure to bring in the completed forms for your child listed on our enrollment checklist form.

## Vacations and Absenteeism

If a child is enrolled in the full time program and is absent from the center for five consecutive days, Mon-Fri, the parent may pay one-half the regular tuition after the first year of enrollment. The child is allowed two free weeks of vacation after the first year of enrollment. They may use this anytime during the year except New Years, Thanksgiving, and Christmas. These holiday weeks will be full tuition whether your child attends part-time, full-time, or no time.

## Employees

This center spends considerable time, effort, and expense in recruiting and training employees to provide high quality service to parents. Parents should recognize this and further acknowledge that if a parent were to hire an employee of this center, the center would be forced to spend additional time, effort and expense in recruiting and training new employees. This cost cannot be explicitly determined. Should a parent during the time of their child's enrollment or twelve months thereafter, employ any employee of this center the parent shall pay to this center as a procurement fee, not as a penalty fee, the sum of one thousand dollars (\$1,000).

### Parent Involvement

Parents are welcome to visit the center at any time. No appointment is necessary. At any time during the year if a parent would like a conference, just call. We have an open door policy and welcome the concern and input of all parents.

We love parents to chaperone fieldtrips and participate in any programs, however, we limit visitation in our VPK classroom due to the structure and rules that program requires. Visit us on the web at <http://www.ApolloPreschool.com> and Facebook at <http://www.facebook.com/Apollo.Preschool>.

### Clothing

Children should be dressed in simple, washable clothing that they can easily handle for toileting and outdoor play. Pants with suspenders or tight belts are difficult for children to handle and should be avoided. The children will be playing outdoors almost every day, including cool days. Each child needs appropriate clothing such as sweaters, long pants, or a coat if necessary.

Each child needs to have an extra set of clothing at the center in case of an accident. All items should be clearly labeled with the child's name.

### Birthdays / Special Holidays

We realize that birthdays are a special time for your child. We want to share in your child's enjoyment and therefore offer the following suggestions. Parents who wish to bring refreshments for a party should make arrangements in advance with us. In addition to birthdays, the center celebrates many other special occasions and parent notices will keep you informed.

### Toys from Home

Children are not allowed to bring toys, guns, gum, money, candy, etc., to the center. If it is not something the child wishes to share, then problems arise between other children in the class. A child may bring a "security" item for nap-time. We ask that you put names on all items that you bring into the center for "Show and Tell." Apollo Preschool is not responsible for toys that may be misplaced or broken.

## Food from Outside

Breakfast is over at 7:45 AM so please eat at home before leaving or arrive early enough so the child may eat at the center. We cook a balanced meal for lunch each day. The meal/snack menu is posted on the bulletin board in the front office every month.

Parents with a baby should bring plastic labeled bottles for your child. We will provide formula and baby food. We also provide an afternoon snack.

Our center participates in a "Blessing" prior to lunchtime. The blessing is as follows:

"Thank you for the world so sweet.  
Thank you for the food we eat.  
Thank you for the birds that sing.  
Thank you "God" for everything."

## Naptime

All children have a scheduled rest period. Children are provided mats/cots that are labeled with their names and sanitized regularly. Your child is required to bring their own blanket or thin sheet for this rest period.

## Discharge of Child

As a last resort, the center reserves the right to discharge a child in the event the child's behavior or the parent's behavior is detrimental to the center. The center requires a two-week notice when a child will be moving or leaving the center for any reason.

## Photographs

Your child will be photographed at special events or classroom activities throughout the year. These pictures are sometimes given to the parents, placed in the classroom for display, posted on the Facebook page, or included on the Apollo Preschool Website.

If you do not want your child's picture taken, please ask to sign a form stating you would like to opt out.

### Transportation

Apollo provides before/aftercare to area elementary schools. We also provide transportation to and from local fieldtrips during the year for our school age program. Parents are notified 2 weeks in advance for any fieldtrips or type of transportation Apollo will be providing. When participating in this program you are granting permission for Apollo Preschool to transport your child. All trips are posted in the office where the sign-up sheet is posted.

*We hope to have a long term relationship with you and your child so always remember to let us know if you have any questions or concerns. Thank you for choosing Apollo Preschool for your childcare needs!*

# Apollo Preschool

## Parent Handbook Consent Form

**I agree to the terms and policies of the Apollo Preschool Parent Handbook.**

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

**Please return this form to Apollo Preschool to complete your child's enrollment.**