



Pearl Academy Student Handbook

Thank you for choosing a quality child care & preschool program for your child.

This handbook has been prepared to familiarize you with the programs and policies of Pearl Academy LLC. This program has been designed in accordance with the standards of the Department of Children and Families and The Early Learning Coalition of Duval.

The main purpose of Pearl Academy is to provide QUALITY care to all families. Our goal is to provide a safe environment and to enrich the lives of all children by offering positive learning experiences. All children at Pearl Academy are encouraged to grow and develop emotionally, socially, cognitively and physically. We are committed to providing quality care for your child. We encourage family involvement and look forward to giving your child a promising beginning in early childhood development.

Our Vision

The vision of Pearl Academy LLC is to provide the highest quality of services that will help our children become academically and socially strong and to become productive citizens and future leaders.



Our Mission

The mission of Pearl Academy is to provide QUALITY care & education to all families by providing a safe environment and a developmentally appropriate curriculum for all children to learn, grow, explore and demonstrate what they have learned.

Philosophy

We believe that children are to be respected as individuals and provided with opportunities to learn and grow in a supportive environment with caring adults.

We believe that parents are to be respected as the primary influencer in their child's lives, welcomed into the planning and governance of our program and supported in the efforts to improve their families.

We believe that Pearl Academy as a community program should involve the citizens in its operations, maintain an active role in community organizations, and share its information and expertise with others.

Open Door Policy for parents

When parents come to visit, they are encouraged to come and read stories, sing songs, and bring games and activities. Be prepared to get involved by engaging with students and staff. Parents will have immediate access without prior notice to the center.

(ALSO SEE VISITOR/FACILITY TOURS)

HOUR OF OPERATION

Monday - Friday 7am-6pm

VPK 9am-12:45 (Monday-Thursday)

Extended day/wrap around care is available Monday-Friday for your convenience

Yes Friday is included in extended day.

Late Arrivals: NO CHILD WILL BE ACCEPTED IN CLASS AFTER 9:15 without a doctor's note or extreme circumstances.

Late Drop off Fee is \$10 without a Doctor's note

Late Pick up Fee: \$10 FIRST MINUTE AND \$1 EACH ADDITIONAL MINUTE. Late pick up fee is due at the time of pick up or before dropping your child off the next morning.

3 LATE PICKS UP WILL RESULT IN YOUR CHILD'S TERMINATION

We do not want to terminate any child so please pick your child up on time.

REGISTRATION

The following fee is due upon enrollment: Non re-fundable Registration fee per family, and one week of tuition per child.

An annual registration fee is also due each year on the first Monday in August. If registration fee is not paid by the first Friday in August, a \$20 late fee will apply.

UNIFORM POLICY

Uniforms are mandatory and must be worn Monday-Thursday

Uniform consists of a **red collared shirt** and **blue or khaki pants**, shorts or skirt

Any girl wearing a skirt must wear shorts underneath.

Printed shirts with graphics and other types of clothing other than what is listed above is prohibited from Monday-Thursday.

DRESS DOWN FRIDAY

Fridays are dress down days. Students can wear regular clothes. NO CROP TOPS OR BACKLESS SHOES ALLOWED.



ENROLLMENT

For your child's safety and to comply with the state regulations, all health forms and enrollment papers must be completed and on file at the center prior to your first day of attendance.

Once signing our enrollment form, parent/guardian is giving consent for child care personnel to have access to child's records.

The following fees and forms must be submitted at the time of enrollment

1. Registration fee \$75 (non-refundable) This fee can hold your child's spot for no longer than 2 weeks

2. First week's tuition (non- refundable) Due on or before start date
3. Pearl Academy Enrollment Packet
4. Form 3040 Physical Examination
5. form 680 or 681 Immunization Record or Exemption
6. Proof of subsidy (Voucher in portal or a hard copy
7. Proof of VPK certificate (hard copy or email a copy)

Other items needed: A change of clothes, wipes, and blanket for naptime

PLEASE LABEL ALL PERSONAL ITEMS WITH CHILD'S FIRST AND LAST NAME

(Also see school supply list)

Immunization/Physical Requirements

Each child is required by the Department of Children and Families to have on file for each child, a physical examination (Form 3040) and an Immunization record (Form 680). You have 30 days after enrollment to bring in the original forms. Per DCF requirements, any child who does not have the proper medical forms on file will not be allowed to attend until forms are on file and current.

Please Note: Because each child has 30 days to turn in the required immunizations upon enrollment or many have a medical, religious or philosophical exemptions, we must inform you that some children may not have current immunizations.

Any child who has or is at an increased risk of chronic physical, developmental, behavioral or emotional condition and require additional services must have a current **EMERGENCY CARE PLAN** included in the child's file and readily accessible for those caring for that child. Child care personnel caring for a child with an Emergency Care Plan must be trained to recognize and respond appropriately to a medical emergency.

Pick up Policies and Procedures

Parents are required to handle any center business prior to checking their child out of the center.

AUTHORIZED PICK UP/OR EMERGENCY CONTACT POLICY

Only authorized persons listed on the Authorized person/Emergency contact form are permitted to pick your child up from the center. **A photo ID must be presented at the time of**

pick up. Phot ID can be a passport, driver's license, state identification badge, college identification badge, or and employee phot identification badge.

The following procedures apply:

It is the responsibility of the registering parent to notify the center in writing of all persons authorized to pick your child up from the center. Parents are required to complete the Authorized Persons/Emergency Contact form at the time of enrollment. Only persons listed on this form will be permitted to remove the child from the center. The name, address, and phone number of the authorized persons must be in the enrollment and emergency contact form.

Persons on the authorized list but are unfamiliar to our staff will be required to show proof of identification with a picture ID.

Changes/Updates to the pick up list must be made in writing by the parent or legal guardian on the original form located in the front office.

Individuals must be 18 years of age or older to sign a child 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 other persons on the emergency contact form until someone is reached.

Parents or authorized adults are required to sign the child out on time. (SEE LATE PICK UP FEE). If your child is on a subsidized program with the Early Learning Coalition of Duval, Jacksonville's Children's Commission or Episcopal children's Services, then you will be required to sign your child in and out of the center in our front office. Parent or authorized adult is responsible for supervision of child once they have signed the child out of the center and must walk and supervise their child to the car. Children will NOT be released to older siblings or to a honking horn.

HOLIDAYS AND SCHOOL CLOSINGS

In case of severe weather watches,, Pearl Academy will be closed whenever public schools are closed. We are also closed on ALL NATIONAL HOLIDAYS.

The following are paid holidays recognized by the Center. REGULAR MONTHLY/WEEKLY TUITION IS STILL DUE. Tuition & parent fees do not change. New Years Eve & New Years Day, Martin Luther King Jr Day, Good Friday, Memorial Day, Juneteenth, Independence Day,

Veteran's Day, Thanksgiving Day & the Day after, Winter Break , Spring Break and any other National holiday not mentioned.

Notes & Event Calendars will be posted prior to closing as a reminder.

Center will close during Winter Break, Spring Break & 2 weeks during the summer (one at the beginning of summer and one at the end, just before school starts) No fee is due during summer closure).

It is the parent's responsibility to obtain substitute care during holiday closures.

Pearl Academy reserves the right to close for any reason in which we cannot operate in a safe manner i.e. loss of electricity, water, heat or in extreme circumstances, loss of air conditioning, and medical epidemics. Childcare fees are paid during any of these circumstances.

Emergency & Inclement Weather

In the event of inclement weather where the center will have to close. Parents will be contacted and expected to come and pick up children immediately.

If there is a threat of a natural disaster such as hurricane, tornado, flooding etc, we will follow Public School System for 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 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 still responsible for child care tuition in the event that the center is closed due to natural disaster
- A meeting spot has been designated in the event that the children must be relocated/evacuated from the center. Our meeting spot is located on every evacuation plan in the center and also posted in our main office (for safety of staff this is NOT displayed the internet)

Tuition is due in advance every Monday regardless of attendance

TUITION RATES & INFORMATION

Registration Fee \$75 (Due upon enrollment & once annually on the first Monday in August)

Available Programs

Early PreK age 2: \$700mo or (\$175 per week)

PreK 3 & 4 : \$660mo or \$165 per week

VPK program: FREE

VPK wrap around/extended day \$75 per week 7-6 Part time \$60 7-3:30

*****School Supply List available at www.Pearlacademykids.com****

*******MOST VOUCHERS ACCEPTED*******

Payment Due Dates (For private pay & Parent fees)

ALL FEES are due in advance on Mondays Mornings regardless of attendance. (This includes ELC parent fees)

A drop box is available when the director can not take your payment.

If payment is not received on MONDAY by the end of business day, you will be charged a late fee.

LATE FEE: \$20 first day and \$5 each additional day

Late fees will NOT be waived under any circumstances

***FULL TUITION IS DUE REGARDLESS OF ATTENDANCE**

This includes extended day fees/wrap around fees and ELC parent fees.

In order to secure your child's spot each week, tuition is due in advance regardless of attendance. An online payment option is available.

***If payment (including late fee) is not posted by the Monday of the next week, you risk the possibility of your child being place back on our waitlist.**

Once a child is enrolled in extended day, tuition is due regardless of attendance. This include those days that you decide to pick your child up early. Same weekly rate is due during winter break and summer break. Remember, monthly rate does not change because of holidays & breaks. (See Tuition Agreement for examples)



Forms of Payment

We accept Cash, Money order, and online payments through our parent portal

NO CHECKS

ALL CASH PAYMENTS SHOULD BE MADE TO THE DIRECTOR MRS.N. BAKER ONLY

If Mrs. Baker is not available, a drop box is available in the front office for your convenience.

PLEASE SEE PARENT BOARD ABOUT OTHER FEES, CENTER RULES AND GUIDELINES

Return/Refund Policy: NO REFUNDS under any circumstances.

Tuition is due in advance every Monday regardless of attendance to hold your child's spot in our classrooms.

If you decide to withdraw your child from our program for any reason, a 2 weeks written notice is required. You are responsible for paying your regular tuition rate/ fees as specified in your contract whether or not you continue to bring your child to school in the remaining two weeks.

Tuition is due regardless of attendance: This includes times when a child is sent home due to illness. In the event your child's services are suspended or terminated by Pearl Academy (see expulsion policy for more details) you will be charged a daily rate of \$30 for days care/services were rendered in that week. If you child attended 3 or more days in a week, full tuition will be expected

Curriculum

For 2's & 3's

Pathways for Preschool is a well-balanced program for K2 and K3. Preshcoolers will have lots of fun as they meet daily with their animal friends at the Big Red Barn. Each activity and

concept in the program is research- based and developmentally appropriate. Interactive circle times help children learn, grow and have fun.

For VPK

Footsteps for Fours presents active hands-on learning with a balance of class activities and individual or small group learning centers. Daily math, phonics and prereading lessons are interspersed with age-appropriate music, science, language arts, social studies and handwriting segments. Footsteps for Fours is a 5 -day program designed for use in full or half day programs. It offers flexibility for all types of learners at all stages of learning.



Typical Activities

Basic skills: Letter & sounds, number recognition & counting, colors, shapes, reading & other early literacy activities, hand writing and more.

Group play: Circle time, singing, dancing, play acting, games, reading, stories & music

Free Play: Children have a choice in our different learning centers- blocks, dramatic play, block center, fine motor table, math & literacy tables, science& discovery and more. Computer time and tv time will be educational or theme based and limited to no more than 1 to 2 hours per week.

Language: Nursery rhymes, finger plays, singing, picture visuals to stimulate conversations and to encourage conversations, reading to children, and more.

Dramatic Play: Dress up, role play, puppets & more

Outdoor/Gross Motor Play: (weather permitting) climbing, hopping, riding toy, running, ball play, gardening, trucks etc. Please remember to dress your child appropriately for the weather. When in doubt, dress in layers or bring extra clothing.

Special Days: Includes birthdays/ holiday parties, getting ready for holidays and actual holiday events.

Inclusion: Pearl Academy will include the students with special needs & make accommodations as required by the American Disabilities Act.

Typical Routines: SEE SCHEDULE POSTED IN EACH CLASSROOM

In the event of inclement weather : alternative activities may be scheduled to promote emotional, social intellectual and physical growth. **Television, videos, movies, electronics & computers may also be used during transition times, dismissal times and inclement weather.**

***TV is not a regular occurrence and will BE LIMITED

Communication

Each student must bring a 3 ring binder to school each day. Binders will be used as a means of daily communication between teachers and parents Behavior, homework, memos and notes will be sent home in the binder. We ask that each day be initiated by the parent to let the teacher know that you have checked your child's binder. Feel free to make remarks or send notes to teachers.

Parent/teacher conferences

In the event that a child's behavior or academic progress need to be discussed, a parent/teacher conference may need to be scheduled.

Social Media & Phone Etiquette

I know you might want to send your child's teacher a friend request on social media or have their personal cell number, however it is prohibited.

We'd like to keep all relationships professional and Private lives private.

Effective Ways to communicate with us

- Call us directly at (904) 619-6419 or chat with support staff at www.PearlAcademyKids.com
- Email Center Director at nbaker@pearlacademykids.com
- Create an account on Brightwheel

OR

- Friend us at "Pearl Page: on Facebook. This page is Pearl Academy's business page specifically for current and previous parents. You can view and share pictures of your child and see upcoming events. (DO NOT SEND TEACHERS FRIEND REQUESTS ON THEIR PERSONAL PAGE. EMPLOYEES ARE PROHIBITED FROM BEING FRIENDS WITH PARENTS ON FACEBOOK OR ANY OTHER SOCIAL MEDIA PLATFORM.

Developmental Screening & Ongoing Observations

All students will participate in ongoing classroom observations and developmental screenings at least 3 times a year. A student portfolio will be kept on each child with the goal of tracking the progress of student work, developmental screenings and ongoing observations.

Referral Policy and Procedures For Developmental Screenings

Time frame for screenings: Pearl Academy emphasizes the importance of recognizing potential health concerns early. Each new students enrollee is required to have his or her hearing, vision, speech, language, behavioral and developmental screening within the first forty-five (45) days of enrollment (Must have parent's consent prior to screening)

Purpose of screenings

The screenings are performed to identify potential problems or areas which may require further evaluation. All children receive the same standard screenings.

Obtaining results

We will invite parents to attend a parent teacher conference twice a year to discuss screening results. Child's progress and potential concerns will be discussed during parent teacher conference.

Referral Process

If the parent or teacher feels there is further evaluations needed, we will need consent to refer your child to ELC of Duval's Inclusion department for further evaluations. Child Find also provides a free evaluation option.

Follow up referral

We will continue to follow up with referral until your child received adequate assistance. Staff will also provide parent with activities and resources to use at home to assist with development.

Accountability Procedures (Safeguards to protect against misidentification)

Teacher will be sure to add First Name, Last Name & Date of Birth to all screenings to protect against misidentification of each child

Activities (Take Home)

Sample activity suggestions should be developed with staff and families related to the results and provided to parents.

DROP OFF & PICK UP POLICY

Arrival/Drop off time

All students must be dropped off NO LATER THAT 9:15 AM (Unless you have a doctor's note)

A late drop off fee of \$10 will apply without a doctor's note unless you have a written agreement with director

VPK students that are NOT enrolled in extended day will NOT be accepted before 9am

Students wearing pull ups should arrive to school in a DRY pull up

Payments are always due in advance every Monday at the time of arrival. (see late fee policy)

Sign in/Sign out

All children must be signed in and out by a responsible ADULT every day.

All voucher students MUST sign in & out daily using a FULL LEGIBLE SIGNATURE.

If a VPK or School Readiness parent does not sign in or out per the requirements, then they will be held responsible for reimbursing those days.



RELEASE OF CHILD

Students will ONLY be release to a responsible ADULT that is listed on the emergency contact form. For extra safety precautions and to prevent unauthorized persons from removing children, A picture ID will be required.

Pearl Academy reserves the right to prohibit any person that appears to be intoxicated or otherwise impaired from removing a child from the facility.

Dismissal/Pick up time

All full time students must be picked up no later that 6pm

VPK no later than 12:45 unless enrolled in extended day

Late Pick up fee is \$10 first minute and \$1 each additional minute

Late fee is due at the time of pick up or not later that the following morning when the child is dropped off to school.

3 LATE PICK UPS CAN RESULT IN YOUR CHILD'S TERMINATION.

ALL PARENTS/GUARDIANS MUST REMAIN IN THE WAITING AREAD DURING PICK UP TIME

This is not the time to visit or socialize with teachers. Please respect the fact that our staff is usually very busy with activities and games and also spend this time cleaning up and preparing classrooms for the next day. Remember parent volunteers and visitors are ALWAYS welcome any time before 4pm.



ATTENDANCE POLICY

Pearl Academy LLC will be operating a Voluntary Pre-Kindergarten (VPK) program for 3.75 hour a day for 4 days a week for total of 144 days. All families will receive a calendar showing scheduled days off during the operation year period.

Attendance during the scheduled instructional days is of utmost importance to remain in our VPK program. Not only is school funding linked to attendance, but also the child's success up entrance to kindergarten. You will be required to sign and comply with the following policy on attendance and tardiness to remain our VPK program.

Tardiness: Arrival for the VPK program is between 9am -9:15am. VPK arrivals should be signed in at the front office. The earliest time arrivals will be accepted is 9:00am and all children are expected to be in place and ready to start the day. Arrivals after 9:15 am are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late" but more that twice a month will not be acceptable and my be cause for termination from our VPK program

ABSENCES: Daily attendance in our program is necessary for optimal learning, however your child will be allowed (3) absences per month. Any absence beyond those 3 days will require a written note from the parent for the following reasons.

- Illness or injury of the child or child's family member requiring hospitalization
- Physician or Dentist appointment
- Infections disease or parasitic infection
- Compliance with court order (e/g visitation or subpoena)
- Special education or related services for the child's disability
- Observation of a religious holiday, service, or event
- Family Vacation, not to exceed 5 excused absences per program year

Please note: Absences of 5 consecutive instructional days will be considered a withdrawal from our VPK program at Pearl Academy LLC. Withdrawals from our VPK program will not be eligible for re-enrollment. Pearl Academy will allow one 5 day absences during the 144 day instruction period. Documentation must be submitted in advance. Explain the reason for the 5 day absences and be signed and dated by a child's legal custodial parent/guardian.

Verifying your child's attendance and absences: The Pearl Academy staff will ask you to stop by our office/ classroom at the end of each month to verify your child's attendance. You will be given a form to review and confirm your child's recorded attendance for the month.

Food & Nutrition Policy

NO OUTSIDE FOOD IS PERMITTED with the exception of holidays & special events.

Children are not permitted to bring candy, drinks or other outside food into the building.

******WE ARE A NUT FREE ENVIRONMENT**** PLEASE NO NUTS OR FOODS CONTAINING NUTS ON PREMISES**

Pearl Academy will provide 3 Nutritious meal a days .

Meals Provided: Breakfast Lunch & a pm snack will be provided for all full time students

Meal Service Times

Breakfast 8am-8:45am

Lunch 11:15-12:30

Snack 2:30-3:00

NO OUTSIDE FOOD PERMITTED FOR MEALS (unless you have a doctor's note for food allergies)



Special Diet/food allergies

If there is anything that your child can not eat, please make sure that our office and your child's teacher is aware. If there is a need for dietary supplements a physician's note and emergency care plan is required to be placed in your child's file.

Food allergies require a written statement from your child's physician and will be placed in your child's file and posted in his or her classroom.

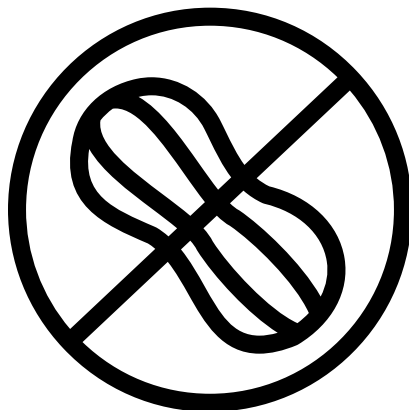
Please read & sign food consumption consent form at time of enrollment.



Birthdays & Special Events

We will all OUTSIDE food for birthdays & special events. Parent can bring store brought items such as candy, cookies and various treats during parties, holidays and special events.

PLEASE NOTE THAT WE ARE A NUT FREE ENVIRONMENT and NO PRODUCT containing nuts should be brought on our premises. **SORRY NO HOME MADE BAKED GOODS ALLOWED.** (We will allow food baked on site)



Any parent that does not wish for their child to consume outside foods must put it i writing. You must also inform the staff of any food allergies that your child may have.. You must also bring a doctor's note and emergency care plan informing our staff of any food allergies/restrictions and emergency care instructions.



Field Trips

Any field trip that is scheduled by Pearl Academy will require a signed permission slip

All field trips will require a BAG lunch (No lunch boxes or sodas allowed)

Any child that has medications that will be attending a field trip must have the medication release form filled out prior to the filed trip and medication must be in the original container with child name and prescription details on the container/box. In any event that you do NOT wish for your child to participate, parent/legal guardian will provide a written notice to Pearl Academy within 48 hours of the event or activity.

Records & Forms

Under the laws of the state of Florida, the parents are required to provide a child's immunization record and physical signed by the child's physician. the state also requires that this information be kept up to date and in the provider's student files.

A signed Emergency Medical Treatment form must be submitted to the provider prior to the first day of administering any mediation.

A daily field trip/ Outside activities permission slip must be signed by parent or legal guardian in order to attend any field trip or outside activity.

Health and Safety

While at Pearl Academy, your child is under constant supervision, however minor injuries might occur during play. When this occurs, the necessary first aid will be performed and appropriate accident/incident forms must be filled out for your to read and sign. Parent/legal guardian will be notified if you child sustains a serious injury or becomes ill.



Potty Training Policy

All students are expected to be independent and expected to use on their own.

Let's define a potty trained child

A potty trained child is a child who can do the following

- 1) Be able to TELL the adult when they have to to the potty BEFORE they have to go. He or she must say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their pants and underwear and get them back up without assistance.
- 3) Be able to wipe themselves after using the restroom without assistance
- 4) Be able to wash & dry hands
- 5) Be able to postpone going if they must wait for someone who is in the restroom to get finished or if we are outside and away from the restroom

If your child is not potty trained, ask about our potty training fee. (Child must be in pull stage)



Illness/Sick Child Policy

For health & safety reasons, we will NOT accept children who show signs of inadequate personal hygiene, fever diarrhea, severe cold, unusual rash, or communicable disease. Your child must have a doctor's note to return to school following any of the illness listed in this section.

We urge you to keep your child at home in the event of most illnesses. It is vital that you let us know if your child is diagnosed with having a communicable disease. This is to ensure the safety of your child as well as others.



PLEASE KEEP YOUR CHILD HOME IF HE OR SHE DISPLAYS ANY OF THE FOLLOWING SYMPTOMS

1. **A fever of 101.5 or more or has had a fever in the past 24 hours**
2. **A constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea .**
Manager's discretion will be used in cases of vomiting.
3. **A communicable disease. A communicable disease will have some or all of the following symptoms: sniffles, red eyes with a discharge, sore throat, headache and abdominal pain, accompanied by a fever. Please notify the Director immediately if your child does have a communicable disease. Your child must be on antibiotics for 24 hours (or had 3 doses) before coming back to the center.**
4. **Redness of the eye or eyelids accompanied by a discharge (pink eye)**
5. **Severe itching of the body or scalp (lice). There must be no sign of nits for your child to return to school**
6. **Sore throat**
7. **Unusual spots, bumps or rashes any where on the body**
8. **Mouth Sores with drooling**

A phone call to let us know why your child is absent would be appreciated. Children with a fever cannot return to our center until 24 hours AFTER the fever is less than 99 degrees. Children with diarrhea cannot return to our center until they have had a normal bowel movement. If your child has one diarrhea bowel movement, you will be asked to pick your child up . Children with a serious illness will NOT be allowed to return the center without a written approval from a pediatrician.

Pearl Academy reserves the right to override a physician' note if your child still exhibits some of the above symptoms.

Should your child become ill during the day, you will be notified as soon as possible. Parents are required to promptly (within an hour) pick up their child from the center. Parents that are unable to pick up their child within a timely manner will need to have an authorized person on your child's emergency contact list to come pick the child up. It is your responsibility as a parent to update your enrollment form if needed. In the event of a serious illness or injury and we are unable to contact you or any person on your enrollment / emergency contact form, the paramedics will be called and your child will be transported to an emergency facility

Parents are requested to notify Center Director if their child has a communicable disease so that parents of children in the classroom can be notified. Only information about the communicable disease will be shared. The center will follow the center's confidentiality policy and procedures to protect your child's identity.

Please inform us of any existing cuts, bruises, or bumps when your child arrives to school.

DAILY HEALTH CHECKS

Daily health checks are conducted upon arrival.. If a child shows visible signs of scrapes cuts, bumps or bruises, we will ask you to sign off on our health and safety log. In the event that a child is absent due to illness, tuition is still expected. To secure each child's spot, tuition is due regardless of attendance.

Medication

A physician must prescribe all medication given to a child at Pearl Academy LLC. The parent will be required to fill out a **Medication Release Authorization** form. All medication must be in original container, indicating the child's name, name of medication, expiration date, amount , dosage and length of time medication is distributed. These forms must be updated every Monday.

All medication must be kept in office. NO over the counter medication will be given unless a written physician's prescription is presented with the medication. Again, the correct dosage and must be on the physician's prescription.

It is the parent/legal guardian's responsibility to pick up medication from the front office. Any expired medication that is not picked up by the expiration date will be discarded. If any medication is kept at the center on an as needed basis, such as a nebulizer, the medication form is valid until medication expires.

Your child's FIRST DOSE of the day must be given at home.

MEDICATION will only be given out at 11 am & 3:30 pm so please adjust your schedule accordingly. Any child that has severe allergies must have an EPI-PEN and Benadryl on site.

Medical release forms must be on site with the epi-pen and Benadryl with a physician's note. All medications must be in their original container with label.

WITHDRAWALS and LEAVE OF ABSENCES

If your child's behavior is unacceptable, he or she may be disciplined by redirection or taking a "time out" from activities that may be triggering the behavior. If the behavior is a continuing problem, the director will schedule a conference. Suspension or termination form

Pearl Academy could result if the unacceptable behavior cannot be corrected in a timely manner.

Parent withdrawal: Parent must provide written notice at least 2 weeks in advance when withdrawing a child. In the event that a child is withdrawn without 2 weeks notice, you the parent will be billed for 2 weeks of tuition to cover a withdrawal fee.

Leave of absence: ALL SPOTS ARE SECURE

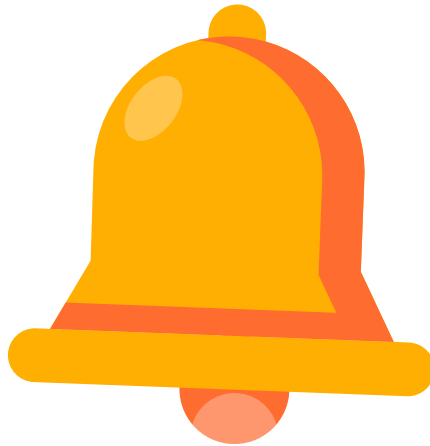
We will reserve you child's spot in our program even when he or she cannot attend. Therefore payment is expected for each week your child is enrolled, regardless of attendance.

Abuse and Neglect

All staff involved with caring for the children in Pearl Academy LLC are Mandated reporter of Child Abuse and Neglect.

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment or neglect.

Call 1-800-96 ABUSE or report online at <https://dcf.state.fl.us.abuse/report>



Guidance and Discipline Policy

Discipline is the effective management of children's behavior with the goal of self disciplined children. The management's technique to be used in any particular situation will be based upon consideration of the particular situation and individual child. All staff, volunteers and parents will use positive guidance and refrain from any punishment tied to food or toileting. Corporal punishment is not permitted.

Positive guidance methods listed below.

1. Plan ahead to prevent behavior problems

2. Establish clear and simple rules that are age appropriate
3. Be a model for the desired behavior
4. Help children to learn problem solving skills
5. Give hugs and positive encouragement
6. Reinforce positive behavior with praise
7. Overlook small annoyances
8. Offer positive alternatives to a negative behavior
9. RE-direct or divert the child
10. Help children see behavioral consequences
11. Provide renewal time (1 minute for each year of life)

In the event that a child is exhibiting extreme challenging behavior, we will follow these behavioral prevention procedures

1. Provide renewal time by removing child from situation
2. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation, the teacher is to stay with the child in the classroom to discuss what happened and to help the child regain composure. If necessary, the child may need to be removed from the classroom.
3. If the child is unable to regain control within 30 minutes, the parent or authorized contact person may be contacted to pick up the child
4. **Any behavior that is considered disruptive or harmful to the well being of staff or other students will NOT be tolerated and will result in immediate termination.**

Uncontrolled or unruly behavior will result in your child's termination

Pearl Academy reserves the right to terminate any student for at any time for any reason.

Parent/Guardian Rights and Responsibilities

Parents Rights

Your rights as a parent/guardian in the program include

1. *To be recognized as your child's primary educator*
2. *To be treated with respect by the staff of Pearl Academy*
3. *To be welcomed in your child's classroom. You may visit the center at any time during hours of operation (See visitor section)*
4. *To receive information and guidance from the program about your child's progress & development, including regular progress reports from your child's teacher.*
5. *To participate in discussions about your child's progress and setting goals for your child's learning and development*
6. *To take part in decisions regarding your child's center. Your ideas and suggestions will be valued and you will have opportunities to share them with staff and other parents. Opportunities include Parent Teacher Association meetings, parent workshops, trainings and events.*
7. *To be informed about all community resources concerned with education, health and improvement of family life.*
8. *To review and ask for clarifications of policies and procedures*

Parent Responsibilities

Your responsibility as a parent/guardian includes

1. Ensure your child attends the program consistently and on time to support his or her development
2. To learn as much as possible about the program and to participate in major policy decisions
3. To accept Pearl Academy as an opportunity in which you can improve your life and your children's life
4. To take part in the classroom and a observer, a volunteer or a paid employee and to contribute your services in whatever way you can toward the enrichment of the total program.
5. To provide parent leadership by taking part in elections to explaining the program to other parents and to encourage their full participation.
6. To take advantage of programs designed to increase your knowledge about child development and your skills for possible employment.
7. To ensure your child is up-to-date on all required medical and dental needs
8. To work with teachers, support staff and other families in a cooperative manner.
9. To ensure that Pearl Academy remains a SMOKE FREE environment. No smoking on premises (including e-cigarettes)
10. To report misconduct of any kind to the school owner or director immediately. Failure to report misconduct to the owner or director can result in potential harm, illness or death. Potential Penalties for not reporting misconduct could include suspension of staff, termination or expulsion of all parties involved.



Standards of Conduct

As a parent or legal guardian of a child enrolled at Pearl Academy LLC, the parent/guardian is expected to abide by the program's Standards of Conduct.

Pearl Academy has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on the premises. It is expected that all parties will follow these guidelines of Pearl Academy Student Handbook. We strive to provide a safe learning environment for you and the child. Volunteering in the classroom is encouraged however, the "Standards of Conduct" must be adhered to at all times.

1. Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion or disability
2. Follow program confidentiality policies concerning information about children, families and other staff members.
3. Children will not be left alone or unsupervised while in the center

4. 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.
5. Any threatening physical contact or verbal abuses towards individuals connected to Pearl Academy, other parents or volunteers will NOT be tolerated.
6. Pearl Academy is SMOKE FREE environment. NO Smoking, alcohol or drugs of any kind permitted on premises.
7. Pearl Academy prohibits theft, firearms, alcohol, explosives, and any illegal substance on the premises.
8. Harassment or causing disharmony of any kind will not be tolerated.
9. Pearl Academy reserves the right to terminate a child at any time.
10. Parents will always communicate with Pearl Academy staff in a respectable manner.

Reporting Misconduct by Instructional Personnel & Administrators

All employees and administration have an obligation to report misconduct by instructional personnel and school administrators which affect the health, safety and welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. **Reports of misconduct of employees should be made to the owners of Pearl Academy LLC.**

Reports of misconduct committed by administrators should be made to the owners of Pearl Academy LLC.

Failure to report misconduct to the owner or director could result in potential harm, illness or death. Potential Penalties for not reporting misconduct could include suspension of staff, termination/ expulsion of child etc.



VISITORS/FACILITY TOURS

Walk in tours : Monday - Thursday 9am-4pm Friday tours by appointment only

All tours are given by the center director or assistant director.

All tours after 4pm will require an appointment.

Visitors are discouraged to visit after 4pm. It's disruptive to students and teachers as they are busy with activities such as planning for the next day, cleaning, and student departures.

In situations where there is a custody or domestic issue, the following will apply

- The center must be provided with the most recent certified copy of court orders and any amendments to the order, custody order, restraining order or a protection order form abuse.
- The center will follow the orders of the court. Deviations from the court order will only be made if they are in writing
- Instructions from the custodial parent (s) joint custody will require both signatures.
- If there is not a copy of a court order on file at the center, then both parents will have equal access to their child. By law the center cannot deny access to a child by a parent without a court order.
- If there is a verbal or physical conflict at the center, we will contact police department.
- Please schedule Court ordered visitation outside of school hours

VOLUNTEERS

All volunteers are welcome at any time to help with story time, music, art projects, special events, cleaning and daily chores etc. however,

- All volunteers & visitors shall check in at the designated area and obtain permission for the visitation and a visitor's pass.
- Visitation of a non enrolled child unaccompanied by his/her legal guardian is prohibited.
- Only persons with legal authority to do so (such as DCF or law enforcement) shall be allowed to question a child on the property without consent of the child's parent or legal guardian. Because staff, children and parents should at all times feel that the school & work environment is safe and not hostile., all visitors of the property shall comply with all policies while on the premises and shall conduct themselves in a manner that is not disruptive, threatening or abusive. (also see Standards of Conduct)
- Any parent or volunteer who is disruptive, threatening, or abusive will be asked to leave the premises immediately.
- If the person refuses to leave or continues to act in an inappropriate manner, child care personnel will notify law enforcement.
- Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement should any person on the property violate criminal statutes/laws.
- Any person who volunteers MUST sign a DCF volunteer affidavit and follow all DCF guidelines regarding volunteers. A volunteer that volunteers more than 10 hours in a

month will be required to complete a criminal background check and sign an affidavit of good moral character on file

- **Personal belongings:** Please leave your personal belongings at home or locked in your vehicles. All personal belongings, such as purses, backpacks, tote bags etc., should be left in your locked vehicle because adults often carry sharp objects, medications and other hazardous materials that should be kept out of reach of children.

Parent/Guardian Conference Information

All Parents/ guardians are invited to attend a scheduled formal parent/teacher conference to review your child's progress and needs and to set goals for your child. Conferences will be scheduled 3 times a year.

EXPULSION POLICY

Unfortunately, there are some instances where we have to ask that a child be removed from our program either on short term or permanently. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate activities & supervision.
- Staff will always use positive methods and language when disciplining children
- Staff will praise appropriate behavior
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control.
- Child's behavior will be documented and/or recorded if permission to photograph form is signed.
- Child's documented behavior and recordings will be maintained in a confidential manner.
- Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion
- The director, classroom staff, and parent/guardian will have conference to discuss how to promote positive behaviors.
- We may Recommend an evaluation by local school district or behavioral specialist

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting expulsion. The Parent/guardian will be informed regarding the length of the expulsion at the director's

discretion. The parent/guardian will be informed about the expected behavioral changes in order for the child to return to school. (at director's discretion)

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay tuition/ habitual lateness in payment or pick up
- Failure to complete required forms including updating the child's immunization/ health forms
- Verbal abuses to staff, students, or any other person affiliated with Pearl Academy.
- Parent threatens physical harm or intimidating actions towards staff members or any other person affiliated with Pearl Academy.
- Parents performing any acts considered to be harmful to the reputation of Pearl Academy, its staff members or any other persons affiliated with Pearl Academy.
- Failure to adhere to rules and regulations and Standards of Conduct set for in student handbook.

CHILD ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time,
- Unexcused/disrespectful behavior or language/threat towards students or staff
- Uncontrollable tantrums, angry outburst, or foul language
- Ongoing physical/verbal abuse to staff or to other children
- Unable to toilet train
- Causing harm/injury to self, other students or staff

***Pearl Academy reserves the right to suspend or terminate child for any reason.**

Return/Refund Policy: In the event your child's services are suspended or terminated by Pearl Academy (see Expulsion policy for more details) you will be charged a daily rate of \$30 for the days care/services were rendered. If your child attended 3 days in that week, full tuition will be expected.

Discrimination

Pearl Academy LLC does not discriminate against anyone (adult or child, staff or parent) on the basis of sex, age, religion, national origin, color, race, marital status, physical or mental disability or veteran status.

***All parents, visitors & volunteers must sign documents in our handbook stating that you have read and agree with all policies, procedures and Standards of Conduct in the Pearl Academy Student Handbook. (See enrollment packet)**

***Handbook and tuition agreement form: Please be sure to sign our handbook agreement/ tuition agreement to verify that you have read and agree to comply with all policies and**

procedures in Pearl Academy' Student Handbook. All documents mentioned are included in our Enrollment Packet.

Thanks again for choosing Pearl Academy.



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