



PARENT HANDBOOK

701 Cypress Gardens Blvd.
Winter Haven, FL 33880
863-845-5099

7:00 AM – 5:30 PM

Owner/ Academy Director: Lindy Price
Academy Assistant Director: Samantha May

ACADEMY PARENT HANDBOOK

Mission Statement

We desire to provide a high quality educational experience to the children and families of Winter Haven and the surrounding communities.

We seek to minister to the whole person assisting with physical, social, mental and spiritual development. We strive for excellence in academics, spiritual training, physical activities, music and arts. We desire to minister to persons of all races and economic status. We endeavor to express a living example of the love modeled for us by our Lord and Savior, Jesus Christ, to everyone in our community through Cypress Academy Preschool.

We are a Christian Preschool with the basic belief that Jesus is the Son of God. We will be incorporating character building and Biblical truths into our daily lessons. Children who attend on Fridays will also take part in Chapel. Chapel activities will include prayer, singing and Bible stories. We will also pray before meals and snacks each day.

At Cypress Academy Preschool, we will model four Biblically based concepts (listed below) to be our general rules in teaching children how to respect others and treat them with kindness. We use the Wee Learn Curriculum. It will be at the discretion of the individual teacher to provide positive reinforcement to children who follow these rules.

Cypress Academy Preschool Rules:

1. Help People (“Be kind and compassionate to one another.” Ephesians 4:32)
2. Share With Others (“Do not forget to do good and to share with others.” Hebrews 13:16)
3. Listen (“Let the wise listen and add to their learning.” Proverbs 1:5)
4. Love Each Other (“Do everything in love!” 1 Corinthians 16:14)

ENROLLMENT

Enrollment Information

We must receive specific enrollment information regarding the care of your child. The information may include, but is not limited to, health records, immunization forms (blue card), transportation and emergency information. All information must be current.

Non-Discrimination for Enrollment

Cypress Academy Preschool does not discriminate against race, sex, national origin, religion, or disability concerning admission.

Enrollment and Tuition Fees

Enrollment fees are payable upon registration and are non-refundable. These fees serve to insure your child's placement, in addition to covering the costs of processing the application for admission. These fees are determined according to your child's classroom needs and additional supplies.

Tuition is paid weekly and is due on Fridays for the following week. If your fees are not paid in full by Monday at 5:30pm, you will be charged a \$30.00 late fee charge and your child will not be permitted to return until the fees have been paid. If tuition is not paid by the Friday of that week, your child's spot in the program will be forfeited and will be replaced by another child from the wait list. Classroom space cannot be held or reserved without proper payment. Cypress Preschool Academy reserves the right to increase tuition due to unforeseen increases in expenses.

ALL TUITION IS NON-REFUNDABLE

As the enrolling parent I agree to pay tuition by Monday of each week, prior to rendered services and regardless of holidays, vacations, emergency closure, storm/weather closure, facility utility closure, and absences.

We accept tuition via credit card or bank account using Smart Care

****We do not accept cash or checks****

Health Requirements & Immunizations

By state law, parents must provide a, up-to-date paper copy of your child's **Certificate of Immunization** showing adequate protection against several diseases. You will also need a current **Physical Form** that must be updated every 2 years. This information can be obtained from your local Health Department or from your private physician.

We must have an up-to-date Certificate of Immunization on file at all times. It is our policy, that no student may start school unless we have an adequate Certificate of Immunization on file. Cypress Academy Preschool management reserves the right to deny the admission of any child who has an illness or disability deemed harmful to other children or our staff. No child with a communicable disease will be permitted to attend.

Custodial Parents

We are committed to protecting all children in our care. If the child does not live with both natural parents, evidence of court ordered custody must be presented at the time of

enrollment. A copy of the court ordered custody decree will be maintained in the child's permanent file.

Priority Enrollment

All families of a current student have priority enrollment when registering another child.

June Pre-Enrollment

Pre-registration is required and paid annually to reserve your child's space in our school for the upcoming year. This enrollment fee covers the same items as in the new enrollment paragraph above. Upon registration, a classroom space will be reserved for your child. Should it become necessary to remove your child for any reason, including the summer months, prior to the beginning of the fall program, your space will be forfeited and filled from our waiting list.

Withdrawal

No portion of your tuition paid or outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from school. Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the school office. This enables the office to notify parents on our waiting list that may be interested in filling your child's reserved classroom space. Prepaid tuition is non-refundable. We reserve the right to dismiss any student, should it be deemed necessary, at the sole discretion of the Academy Director.

Disenrollment

1. After all attempts of working with your child in the classroom, if it is in the best interest of your child and the school to remove your child, a one-week notice will be given.
2. If a child is continually causing harm to him/herself or others, the child will be disenrolled immediately if the behavior does not improve.

DAY-TO DAY PROTOCOL

Beginning of School

We ask that parents exercise patience during the first few weeks of school. There are many new faces and personalities, and some temporary adjustment problems may arise. This is quite normal and generally will pass as your child becomes accustomed to new surroundings, teachers and classmates. Listed below are a few pointers that are helpful during this transition period:

1. Going to school for the first time excites some children, but frightens others. Explain to your child what to expect a few weeks before school begins...**BE PATIENT AND TRY TO GENERATE ENTHUSIASM ABOUT THEIR NEW SCHOOL!**
2. Do not make the start of school a daily topic. Do not let older children at home tease the younger children about school.
3. If you have an occasion where your child will not be going directly home after class, make sure he or she understands the arrangement beforehand.
4. Good-byes are best said at home or in the car on the way to school. Remember your child looks to you for strength, so your attitude and approach are especially important in the development of your child's healthy attitude towards school.

Supplies

Included in registration fee.

Backpacks and Bags

Bags/backpacks from home are not permitted in the classrooms or on school property. A small lunch box is the only thing permitted. Please send a change of clothes with your child on their first day in a large, enclosed zip lock bag with the child's name printed on the front. We will store them in a cubby. If you have an infant, a small cooler bag is permitted to go back and forth with bottles/food each day.

Toys

Children may not bring toys to school, as this causes problems. Special toys may be lost or broken.

Water

Each child that is over the age of 12 months has access to PUR filter water in a water jug with accessible cups throughout the day.

Proper Dress

We ask that all children wear clothes that are comfortable and machine washable. Our curriculum involves an outdoor program, so proper shoes and attire are required (open-toed shoes, flip-flops,

"cowboy" boots are NOT permitted). While we attempt to protect their clothes during arts & crafts and play periods, children sometimes have accidents. After all, "kids will be kids!"

Please label your child's sweaters, jackets, hats, etc.

Each child must keep a change of clothes or two in their school cubby. If your child uses these clothes, please wash them and return them to school the following day. These will need to be updated and changed throughout the seasons.

Check-In & Check-Out

We use an electronic system for check-in and check-out called Smart Care. It is the responsibility of the parent or the authorized person that is dropping off or picking up to make sure to sign in and out using this system.

Arrival

Parents/Guardians must sign children in on the Smart Care kiosk at the front desk each morning and must accompany each child to his/her classroom. We cannot take responsibility for any child whom an adult has not accompanied to his or her classroom. All children must be at school by 8:30am unless they call to let the school know they have an appointment.

Authorized Persons

It is important the registering parent notify the school in writing, of all persons authorized to pick up the child. Anyone picking up your child should be prepared to show proper photo ID before the child will be released. For divorced parents, it is important that the registering parent indicate on the enrollment application that they have a legal custody decree. Cypress Academy Preschool must have a copy to prevent either parent access to the child. For security purposes we have the doors to the academy locked at all times.

Late Pick-Up

Parents who pick up their children after our regular closing hours of 5:30pm are charged \$1.00 for each minute they are late. This fee is payable to the school and will be added to your Smart Care account immediately. **We do not accept cash or checks.** There will be a one-time grace, but with each following occurrence the late fee will be charged. If you know you are going to be late, please call the school office to notify them immediately.

IN THE CLASSROOM

Breakfast/Lunch/Snack- Food Policy

As a part of our daily schedule, we provide breakfast ,lunch, and afternoon snack. All meals are prepared on site from a monthly menu which will be sent to you via SmartCare at the beginning of each month. All meals will be offered to each child daily, if there is a component of the meal you may substitute within the same component using the My Plate Guide. We do not allow any type of chocolate, sugar drinks, or candy. We ask that you substitute protein with an alternative protein, vegetable with an alternative vegetables, and fruit within an alternative fruit.

Celebrations

If you would like to bring in snacks for special events, please contact your child's teacher prior to bringing the snack into school. All food brought to the academy must be store bought and in original, unopened packaging. We do not allow any food prepared at a personal home.

Rest Periods

There will be a quiet time in the school each afternoon for all children. Depending on their age, children are expected to rest quietly on mats or engage in quiet activities. This gives those who need to sleep the opportunity to do so.

Limited Use of TV

Consistent with our education-based curriculum, our policy is as follows:

The viewing of television is limited to the use of selected age-appropriate program films and is not offered on a regular basis. Alternative activities will be provided for children who do not wish to view the video or TV selection.

Discipline Policy

Physical or verbal abuse is not tolerated. The only acceptable forms of discipline that our teachers use are redirection, positive reinforcement, and the occasional use of "time-out". The guidelines we use for children in "time-out" are one minute for each year of their age (i.e..., one-year old = one minute, etc.) This will be accompanied by a discussion with the child regarding the unacceptable behavior.

Inclement Weather

Safety for the children and staff will be our prime consideration whether or not school will be open. Should the weather be inclement and you are in doubt whether the school will be open, please listen to the local radio or TV station. If local schools are closed, our school will be closed also. Due to closure of inclement weather tuition will still be charged; the parent/guardian is responsible to pay all fees during this time.

Emergency Procedures

Emergency drills (such as fire) are held monthly to acquaint your child and our staff with emergency and evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

Suspected Child Abuse or Neglect

By law, the Academy Director and staff must and will advise all appropriate local and state agencies of any suspected child abuse or neglect of any child attending our school.

Illness

Children who become ill may not remain at school, nor will an ill child be admitted. No child with temperature above 100 F will be allowed to remain at school. If a child becomes ill during the day, a parent will be notified to pick up the child immediately. The child must be picked up within one hour of being sent home. An ill child will be separated from the other children and will remain in the Director's office until the parent arrives. Children who have been exposed to or have contracted serious communicable or infectious diseases may not return to school until the disease is no longer contagious. A doctor's certification may be required.

Children must be free of abnormal temperatures (100 F or above) for a minimum of 24 hours and show no signs of illness when returning to school. If your child is sent home from school for illness, they may return prior to 24 hours if they have a doctor's note stating the child is not contagious or if the symptoms are allergy related.

We will notify you if your child is exposed to a communicable or infectious disease while in school. We must be contacted when your child is exposed to communicable or infectious disease outside of school.

YOU MAY NOT bring a child who has:

- Had a fever within the past 24 hours
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears, profuse colored nasal discharge
- A communicable disease

Medical Emergency Protocol

Should your child be involved in an accident while he or she is in the care of the school, you as the parent will be notified immediately. If a parent can not be reached, an EMS will be called. If the school finds it necessary to contact emergency medical personnel, you as the parent will assume full responsibility for payment of such medical services. Any needed transportation will only be made by a parent or an ambulance.

In the event an incident of any significance occurs at school (social or medical), a written report will be filled out and will need to be signed by the parent. This incident report will contain specifics about what occurred and what actions were taken. It will be completed by the witnessing staff member and will need to be signed by the parent. A copy of the report will be kept on file in the school office.

Medication

Cypress Academy Preschool does not administer medication of any kind, with the exception of life-saving types, such as an epi-pen. If your child is prescribed an antibiotic, please make sure that it is prescribed in a manner that allows you to administer solely at home.

Cypress Academy Preschool administration and staff will not administer medication through a Nebulizer machine. If a child needs treatment during school hours, it is the responsibility of the parent or guardian to make arrangements for someone to administer the treatments. The child will need to be removed from the classroom during such treatments.

School Pictures

We will be providing quality, custom photography programs throughout the year that will be available for you to purchase.

PARENT EXPECTATIONS AND INFORMATION

Parent Conduct

When you enter Cypress Academy Preschool you can expect to be greeted by friendly and helpful people. Likewise, we expect parents to be equally friendly and pleasant when visiting Cypress Academy Preschool. We want the children's environment to be peaceful, joyful, and free of stress.

In the event that a parent would ever threaten or be harmful to any Cypress Academy Preschool child, staff member, or the Cypress Academy Preschool property, it would be grounds for immediate termination for that family from the Cypress Academy Preschool family and its programs.

Parents agree to immediately notify the school office in writing of any changes in telephone numbers, addresses and/or persons authorized to pick up the child, etc. so our files remain current.

Parents As First Teachers

We respect parents as the First Teachers to your child and we will keep you involved in your child's development through daily reports and parent conferences in the Fall and Spring. These parent conferences are where your child's teacher will discuss their observations and assessments of your child. If at anytime you want to have a parent meeting it can be arranged with your child's teacher.

Complaint Procedure:

If you should have a problem with anything that is taking place with your child, we ask that you first speak directly to the teacher. If you are not able to resolve the situation with the teacher, the Academy Director and or the Assistant Academy Director is always available to speak with you about any questions or concerns you may have.

Visitation to the School

Cypress Academy Preschool has an "Open-Door Policy" and parents are welcome to visit and observe in the classroom at anytime. We ask that such visits be limited to twenty minutes and that parents remain as inconspicuous as possible to avoid disrupting the children or the teachers. All parents and/or visitors must sign in at our office prior to going to the classroom. We ask you to save any questions until you return to the office. This will help limit class interruptions.

Parent Volunteers

Parent volunteers are parents who become involved in the school life of their children by offering their time, services and resources to benefit the school and its students. Parent volunteers are used in many ways to supplement and enrich our school programs. They help with field trips, in the classrooms during special events, and share their professional backgrounds or their heritage with our students, etc. All parents volunteering in the classroom on a regular basis are required to complete a background screening. No parent will ever be left with the children without their teacher being present. Please let

your teacher and/or the Academy Director know how you can help throughout the school year.

WE APPRECIATE YOUR HELP!

Annual Productions

Each class enjoys preparing a special production for their parents and family members. Your child's teacher will notify you of the specific dates and times. Upon pickup of your child from their classroom on production days, you will also have the opportunity to review teaching materials and to meet our teachers and other parents from your child's class.

Cypress Academy Preschool Holiday Schedule

The school will be closed on the following dates:

- Labor Day
- Professional Development Day Fall (TBA each year)
- Columbus Day
- Fall Festival-Noon Dismissal
- Thanksgiving Holiday 2pm Dismissal
- Thanksgiving Day & the Friday after
- Christmas Eve (or day before if Christmas Eve is on a weekend)
- Christmas Week
- New Years Eve Holiday 2pm Dismissal
- New Year's Day
- Martin Luther King, Jr
- Presidents Day
- Professional Development Day Spring
- Good Friday
- Easter Monday
- Memorial Day
- Fourth of July holiday Week

Cypress Academy Preschool Special Events

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| • Donate a Book Week | September |
| • Parent Conferences (15 min) | September |
| • Fall Fundraiser | September |
| • Fall Festival | October |
| • Thanksgiving Lunch | November |
| • Fall Book Fair | November |
| • Christmas Party | December |
| • Valentine's Party | February |
| • Spring Book Fair | February |
| • Parent's Conference (15 min) | April |
| • Spring Parties/Egg Hunts | April |
| • Teacher Appreciation Week | May |
| • Preschool Graduation | May |
| • Summer Camp | June - August |
| • Current Family pre-registration | June |

I have read and understand the Parent Handbook for Cypress Academy Preschool. I have also had the opportunity to ask questions, and agree to abide by its rules.

Parent #1 Signature _____

Email address: _____

Parent #2 Signature _____

Email address: _____

Date: _____

**Please sign and return to the school office prior to the first day for your child’s file.
Thank you!**