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The Chiles Academy

Parent Handbook

“A teacher takes a hand, opens a mind and touches a heart”



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Illness Policy



STUDENTS SHOULD NOT ATTEND SCHOOL IF:

The child has a temperature. The student may return to school after having a normal temperature (below 99.9°F) for at least 24 hours while **not taking any fever reducing medications (ex. Tylenol or Motrin).**

Antibiotics are prescribed. The student may return to school after taking the antibiotics for a minimum of 24 hours and without a temperature over 100°F for at least 24 hours **without taking any fever reducing medications.**

The child is vomiting. The student may return to school approximately 24 hours after symptoms resolve and is able to tolerate a normal diet.

The child has diarrhea. The student may return to school approximately 24 hours after symptoms resolve and is able to tolerate a normal diet.

The child has an undiagnosed rash. A rash may be indicative of many things, frequently of illnesses that are contagious. Therefore, a student will be excluded from school until a physician evaluates and determines the nature and contagiousness of the rash. A note is required from the physician upon returning to school.

The child is diagnosed with a communicable disease or illness. (Ex: Pink eye, flu, pneumonia, strep throat, whooping cough, head lice, chickenpox, impetigo, scabies, hand foot, and mouth). Please see the school nurse before sending your child back to school and bring a doctor’s note stating when the child is able to return.

The child has severe cold symptoms, upper respiratory infection, a persistent cough, a runny nose that they cannot manage by themselves &/or contain with tissues, or other symptoms that would interfere with effective school participation.

Dress Code Safety Information

For the comfort and safety of all children please be aware that each child:

- Must wear closed-toe shoes with rubber soles. No sandals, flip-flops, or platforms should be worn.
- No jewelry is allowed, with exception of small post type earrings.
- Beads can only be worn in a child's hair if they are 3 years old or older.

These items can be a safety hazard to your child and to other children as well. We appreciate your cooperation with our dress code.

Discipline and Guidance

Each child is respected as an individual. Developmental guidance is used to increase self-direction and self-control, with awareness of others.

Our staff uses positive discipline techniques to help guide children's behaviors by setting clear behavior limits and expectations, and by redirecting, and modeling.

If inappropriate behaviors continue the child may be asked to leave the situation for a brief period where the teacher and child will talk.

When behavior does not improve, we will call in the parents/guardian for a conference and work together to come up with solutions.

For more information consult

State of Florida Administrative Code Department of Children and Families Child Care Standards 65c-22
Florida Statue FS 402.305 (12)

Who We Are?

Mission



The mission of The Chiles Academy Child Care Teachers:

“The Early Childhood teachers at The Chiles Academy are committed to providing a professional, positive, nurturing and safe learning environment and a high quality of resources to our children, parents and families.”

Our Goal



To create an environment for children to learn and grow, while promoting and enhancing each family's independence.

Child Care Teachers

Our child care teachers are all certified with either a CDA (Child Development Associate) Certificate, or an Associate's or Bachelor's Degree in Child Development. All our childcare teachers have their CPR and First Aid certification. Ongoing professional development courses are required each calendar year for child care teachers and staff.

Curriculum

The Curriculum we use is **Frogstreet** with monthly themes to present a systematic method for teaching and observing the children. There are six domains: gross motor, fine motor, cognitive, language development, self-help, and social/emotional skills. Most of our activities are set up according to academic level with special attention given to the needs of each child in our care.

Environment

Learning environments are nurturing spaces that support the development of all young children. They include classrooms, play spaces, areas for caregiving routines, and outdoor areas. We offer developmentally appropriate schedules, lesson plans, and indoor and outdoor chances for choice, play, exploration, and experimentation. Our learning environments include age-appropriate equipment, materials, and supplies. We promote a family environment in our classrooms where learning can happen and integrate home cultures and are flexible to support the changing ages, and interests.



Dropoff/Pickup/What to Bring

Children may not arrive any later than **9am** and must be picked up by 5pm (**Late pick up is 5:01pm, late pick-up fee is \$15 per 15 minutes**).

Please label each child's belongings (each item) with his/her name. Please supply one change of clothing appropriate for the current weather.

Each morning please do the following:

- Walk your child to his/her classroom
- Greet staff, sign your child in with date and time.
- Place child's items in his/her cubby
- Only an adult (18 years or older) may sign out your child.
- Other adults picking up your child **MUST** be on the pick-up list and have valid identification with them. Under **NO** circumstances will someone not on your child's pick-up list be allowed to pick up your child.

Make sure to keep childcare office updated with current information, phone number, address, pick-up lists, allergies, or any changes.

Meals

Each day your child will have a nutritious breakfast, lunch, and snack. We follow the nutritious guidelines from the Department of Agriculture (USDA). Menus will be posted in the classrooms.

Note: Breakfast is served until 9am. It is important that your child arrive to class on time so that he/she can enjoy breakfast with their classmates.