

Jardin D'enfants Learning center



623 W Lancaster Road Orlando, FL 32809

Phone: 407-770-2036 Fax: 407-770-2964

Email: jardindenfants@cfl.rr.com

Parents Handbook

Written by: Odette Derogene, Director

March 2006

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Welcome

We absolutely love being with children! It is so much more rewarding to watch young children develop and learn while they engage in creative play, than to design yet another widget. There's nothing quite like the feeling you get when a child gives you a hug and says "I like you - you're my favorite teacher. Times like this make all the long hours and frustrating moments worth the effort. We truly hope your childcare experience will be a positive one. With that in mind, we make it our goal to provide your children with the best care possible. This handbook is intended to clarify my philosophy and principles, and describes the conditions under which I agree to provide care. Please feel free to discuss any questions or concerns you may have at any time.

Sincerely,

Odette Derogene / Director

Welcome!

MY PHILOSOPHY OF QUALITY CARE

We, at Jardin D'enfants will strive to provide a safe, comfortable, stimulating, fun, educational environment in our care. Activities will include free playtime, structured playtime, large motor skill playtime, small motor skills activities, story time and theater activities, arts and crafts, music and dance activities, nature and ecology awareness, nutrition, cultural activities, and other educational yet fun activities. We will also provide nutritious meals and snacks, and encourage good personal hygiene skills and manners. The television will rarely be on during regular care hours, and then only to watch educational programs or activities which we personally prescreened to be appropriate for even the youngest viewers. The computer room will be available for all ages to use, but only under supervision. School-aged children may have internet access, upon written parental consent, but again only while supervised.

Our Curriculum

Through a mixture of guided and undirected creative play, children in our care will have the opportunity to learn about color, shapes, textures, numbers, letters, animals, seasons, feelings, senses, nutrition, personal hygiene, manners, basic science and math concepts, and creative concepts such as “pretend” play, art, music, drama, and dance. These may sound like lofty goals for infants, toddlers, and preschoolers, but children can learn all of these things and more through creative play. We do not believe in pushing any child to learn at an accelerated rate, and will not make a child feel pressured to achieve any developmental milestones. By providing the right kind of fun safe environment, we believe that children will learn at their own appropriate pace.

PRE-ENROLLMENT VISITS:

Children benefit from a stable, long-term care environment. Our hope is that these visits will help reduce the number of misunderstandings that can inevitably arise, so we can develop a good working relationship and avoid the need for unnecessary termination of care.

ADMISSION & ENROLLMENT INFORMATION

ENROLLMENT PROCEDURE:

Parents are encouraged to observe the Center. No appointment is needed.

Parent must fill out an application form

Parents must provide all of the required records and forms for each child that is enrolled in Jardin D'enfants.

Placement of children is done according to following considerations:

- 1) Space in Class;
- 2) Sibling in the facility;
- 3) Waiting list;

The facility does not practice racial, religious, or sexual discrimination.

It is understood that the facility reserves the right to dismiss a student, should it find that the parent is unable to follow the policies of the school or if it be found that the student cannot adapt to the program.

PARENT CONFERENCES:

Parent conferences will be scheduled periodically with the parent(s) and/or guardian(s). This will allow you to meet with me in a relaxed environment without the distractions of other children and parents, to discuss things such as your child’s development, discipline strategies, and needs. We would also welcome your feedback on any effectiveness as an educator and care provider, as well as other issues and concerns that may arise. By keeping the lines of communication open, we hope to foster a more stable and enjoyable working relationship with the families we serve.

RATIO:

At Jardin D'enfants we follow the State of Florida regulations and guidelines. For every six one year-old we need one teacher. For eleven two-year old we need one teacher. We believe that children receive the best possible care when these guidelines are followed.

BUSINESS HOURS:

This establishment is open from **6:30 A.M. to 6:30 P.M. Monday – Friday**
Saturday 7:00 A.M – 6:30 PM However, rates are applied based on a 40 hours week.

RATES:

Full time:

12 months to 24 months	\$115.00 a Week
2 years old to 3 years old	\$110 .00 a week
3 years old to 4 years old	\$ 105.00 a week
4 years old to 6 years old	\$ 100.00 a week

Part Time:

12 months to 24 month	\$90.00 a week
2 years old to 3 years old	\$85.00 a week
3 years old to 4 years old	\$80.00 a week
4 years old to 5 years old	\$75.00 a week
Before school	\$55.00 a week
After school	\$55.00 a week
Before & After school	\$75.00 a week

The full time is based on 40 hours a week and Part Time is 24 hours or less. These prices include nutritious Breakfast, Lunch and Afternoon Snacks.

PAYMENT TERMS:

Unless other arrangements are made in advance, charges for the next week's care will be due on Friday. Payment is preferred in cash, however, money orders and personal checks will be accepted when drawn on a local bank. A \$25 service charge will be applied to any returned check to the repayment of any extra bank charges that may incur as a result of the inconvenience. Subsequent payments will need to be made in cash or money order. If you prefer, you may pay once per month, at the beginning of the current month. The monthly payment would be at the same weekly tuition rate multiplied by 52 weeks per year and divided by 12 months.

You will receive a written receipt for each individual payment of tuition and supplies fees. In January of each year, we will provide you with a summary of all fees paid for the previous calendar year. I will also provide you with a proper tax form (W-10) showing my taxpayer ID number and the full amount of any charges for the previous calendar year so you may claim this expense on your taxes.

LATE PICK-UP:

School hours are 6:30 AM Until 6:30 PM all children must be picked up by this time. A late fee of \$ 2.00 for the first five minutes and \$ 1.00 for additional minutes there after. **ANY CHILD THAT IS LEFT AFTER 7:00 PM WITHOUT JARDIN D'ENFANTS BEING NOTIFIED, DCF WILL BE CONTACTED.**

CHILD PICK UP:

Children will be released only to the custodial parent or legal guardian & the persons listed on the enrollment form. The only exception will be if parent notifies the facility in writing with signature. The person picking up the child will be required to provide a driver license for ID purposes.

TRANSITION TIMES

Transition times can be stressful for some children. In the morning they may not want to say good-bye to you and at pick up time they may not want to go because they are involved with a fun activity. This is a natural occurrence and may vary with your child's age and developmental stage. To ease the situation I encourage parents to take a minute to help their child feel comfortable and to adjust by offering positive statements. A parent who shows reluctance to depart only makes the transition harder for their children. Although parents should never sneak out without saying "good-bye" to their children, a brief good-bye usually works best. Crying will usually stop a few minutes after you depart. Whether you plan to stay for a while when during transition times or you prefer to keep transition times short, it is important that you establish a consistent routine and stick with it. You are always welcome to stay and chat about your child's day, but please do this in the waiting

room or office, rather than the foyer, so that your child doesn't get upset expecting you to leave immediately.

Children of all ages adjust to transitions differently. Most do not like to be too rushed, or to wait too long once they are ready to depart.

When leaving, please **DO NOT ALLOW CHILDREN TO RUN OUT TO YOUR CAR WHILE YOU ARE STILL INSIDE!** Our safety rule is "No one outside without a parent or guardian with them." This is a shopping plaza, cars are flying by and we do not want any serious incident to happen.

VISITS AND PHONE CALLS DURING REGULAR CARE HOURS:

Parents or guardians are welcome to drop by unannounced at any time during the hours their children are in our care. Please be aware, however, that children often do not really benefit from these visits. Many children will cry or act "clingy" during pick-up and drop-off times, but will quickly adjust and start playing happily once Mom or Dad are out of sight. Having such irregular additional visits often serves only to interrupt the child's comfortable routine, and can lead to increased distress during regular transition times.

DISCIPLINARY POLICY:

Under no circumstances will a child be disciplined by using threats, verbal or physical abuse. Nor will food be used in any relation to discipline.

Jardin D'enfants will use constructive discipline and the use of "Thinking Chair" to help modify the behavior of your child, and positive reinforcement approach. Dangerous and hurtful offenses include hitting, biting, kicking, pushing, hair pulling, throwing objects at someone, climbing on an inappropriate structure, willful destruction of property, tantrum throwing, and not following reasonable requests. These relatively offenses will be handled as described above, depending upon the child's age and developmental stage and notify parents or guardian.

We understand that corporal punishment by teachers or substitutes is prohibited by Law and is required to report evidence or knowledge of suspected Child Abuse or Child Neglect to the proper Authorities.

FIELD TRIPS:

On occasions, field trips to the Library, Zoo, Science centers, Parks and etc... will be made, parents will be notified in writing for permission purposes, as well as verbally, and will be advised of any cost (if any is applicable) in advance. **We will always welcome your assistance and participation during field trips or other special fun events, though this will be purely voluntary.**

SICK CHILD:

The facility cannot accept any child with any of the following illnesses:

Temperature over 101-F, Diarrhea, Vomiting, Lice, Pink Eye, Chicken Pox, Runny Nose with green and/or yellow mucus as those are signs of infections, Difficulty Breathing, Yellow Skin or Eyes, and any other contagious diseases.

Should your child becomes ill after arriving to school, parent will be notified immediately. No medication will administered without a sign statement form from the parents (form will be made available upon request) and medication must be prescribed with the original label, name of the doctor, name of medication, pharmacy information, and directions of how medication is to be administered

Should your child become ill during the evening hours, and you have plan to keep him/her home the next day, a courtesy call will be greatly appreciated for planning purposes, please call the school at 407-770-2036 and leave a message on our voicemail systems.

DRESS CODE:

Proper dress attired is required; please dress your children according to the weather, pants and jackets during the winter and shorts during summer. No open toes or strap heel shoes are permitted, closed shoes only.

Jardin D'enfants advised parents not to put any expensive jewelry on their children for we will not be responsible for any lost personal items.

TOYS:

Please no toys at school. Jardin D'enfants will not be responsible for any lost toy or expensive game. One small soft stuff animal allowed for knap time.

VACATIONS, HOLIDAYS & SICK DAYS:

Jardin D'enfants will be close on the following days:

Christmas Day
Memorial Day
Fourth of July Day
The Friday after Thanksgiving Day

New Years Day
Labor Day
Thanksgiving Day
Martin Luther King's Day

SUMMARY:

Children are tender, curious, wonderful beings who need a safe and enriching environment to grow and thrive. Jardin D'enfants and staff will do our best to ensure the safety, comfort, health, and happiness of all children in our care at all times and will present them with the opportunity to learn at their own pace. In order to meet these goals, we will make sure that our staff members are up to date with their continuing education and training. We will also strive to keep the lines of communication open between both parents and staff. Please feel free to discuss your needs for any improvement you think might be in the benefit of your child.

I, the undersigned, hereby understand and agree to follow the rules and guidelines set up by **JARDIN D'ENFANTS**. I also understand that violation of any of these rules will be just cause for dismissal of child from school. I also understand by signing below, I am verifying that I have received, read, and understand the "**Parents Handbook**"

Child's Name

Parent/Legal guardian (print name)

Signature of Parent/Legal guardian