



CONNECTION POINT
EARLY LEARNING CENTER



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A Letter from the Administration

Thank you for considering Connection Point Early Learning Center as a care provider for your child. We take the responsibility of caring for your child very seriously and are dedicated to providing the best quality care available!

We understand that being a working parent can be challenging and difficult at times. That is why we have made Connection Point Early Learning Center a center the whole family will love, providing services that go beyond just the traditional childcare. We strive to provide a safe and nurturing environment where your child can learn and grow in all aspects of their development. We offer faith-based curriculum at every age level to meet your child's growing needs.

Our promise from the very beginning is to be of service to you. It is our desire to be a resource and support for your entire family. Whether you have a prayer request, are in need of a special accommodation for your child, or have another need, please don't hesitate to stop in, give us a call, or even send an e-mail!

As you read through this manual, please let us know if you have questions.

Sincerely,

Laura Petel
Director
lpatel@fccfm.org



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Welcome

Welcome to Connection Point Early Learning Center! We are excited and blessed that you have chosen us to care for your child and want to assure you that it is our mission to provide a faith-based, nurturing environment.

Connection Point Early Learning Center serves children ages 12 months to 5 years. Connection Point Early Learning Center is licensed by the Florida Department of Children and Families, License Number C20LE0182.

Mission Statement

Creating relevant experiences that equip children and families to achieve their full potential socially, spiritually, and educationally.

Purpose

Our purpose is to provide quality childcare to the surrounding community, meeting the needs of families and children from varying backgrounds and abilities. Our faith-based curriculum provides spiritual, physical, social, emotional and cognitive growth opportunities for young children. Our professional educators are committed to nurturing each child with the love and attention modeled to us by our Lord and Savior Jesus Christ.

Philosophy

Our philosophy, as evidenced throughout our curriculum, is that children's individual differences and learning styles are considered as they learn through play and interactions with supportive early childhood teachers to maximize your child's learning potential.

Each child will receive guidance in all areas of their development. The education of your child also includes outreach and fellowship programs for their families. Families are invited to participate through volunteer opportunities in classrooms, attendance in chapel, and other presentations, such as holiday and end-of-year programs.

Family nights, fundraisers, picnics, bible studies, prayer groups and other fellowship gatherings with the staff and the families are sponsored, organized and encouraged by Connection Point Early Learning Center and by First Christian Church.

Parents are encouraged to attend conferences with their child's teacher and engage your child at home with activities that support classroom learning. Teachers provide families with weekly and/or monthly communication about classroom goals and curriculum.

Connection Point Early Learning Center strives to stay ahead of current educational trends and child development needs while maintaining a school atmosphere that teaches children and their families that we are all children of a loving, caring and dependable God. It is our belief that when they graduate from Connection Point Early Learning Center, these experiences will stay with them.

Physically: Our program provides space, equipment and activities to help your child develop gross motor and fine motor skills, as well as balance, agility and coordination.

Socially: Taking turns, respecting others and sharing are necessary social skills for your child to develop. We provide experience for them to do this by peer, one-on-one and group interaction.

Emotionally: We encourage children to express their feelings. Since childhood is a time filled with emotions, we feel it is important to let children know they can express their feelings, both negative and positive, and help equip them with the tools to do this in appropriate ways.

Intellectually: Intellectual development is crucial in early childhood. Our program provides intellectual stimulation through age-appropriate teachings by giving your child opportunities to explore numbers, grasp spatial concepts, practice phonics, recognize colors and shapes, increase speech and language skills and more.

Spiritually: At Connection Point Early Learning Center, we recognize and strive to meet your child's need for spiritual development. Basic biblical concepts are taught using a Christian curriculum and reinforced daily through various media, including bible stories, songs, bible verses and prayer before meals and snacks. Christian staff help to portray good role models for your child in an atmosphere of love, forgiveness and understanding. It is a top priority at Connection Point Early Learning Center.

Goals

Our goals are that all children who enter Connection Point Early Learning Center will build a foundation of faith and a love of learning. When children leave us, they will have developed the necessary skills to be successful in their future schooling.

Enrollment

Connection Point Early Learning Center will not discriminate on the basis of race, color, religion, age, sex, disability, sexual orientation, or national and ethnic origin in its education programs, admissions policies, employment and general policies.

Open Door Policy

Connection Point Early Learning Center believes that parents/guardians are a child's first teacher and welcomes parent/guardian participation. Parents/ Guardians are welcome to visit and observe the classroom at any time. Please check in with the Director or person in charge and sign in the visitor's log before entering a classroom. Please be respectful of the children and teachers so class time is not disrupted.

We also invite parents to get involved and assist with special events, fundraising and suggestions for enrichment opportunities. There will also be volunteer opportunities listed in monthly calendars and posted outside your child's classroom door.

Families are invited to participate through volunteer opportunities in classrooms, attendance in chapel, and other presentations, such as holiday and end-of-year programs. Family nights, fundraisers, picnics, bible studies, prayer groups and other fellowship gatherings with the staff and the families are sponsored, organized and encouraged by Connection Point Early Learning Center and by First Christian Church.

¹ See Florida State Performance Standards for school readiness skills

Program and Curriculum

The Connection Point Early Learning Center classroom provides a wide variety of opportunities for children to learn about themselves and their world in a nurturing environment. Various activities are offered to develop your child's skills in the following areas: pre-reading, pre-math, science, art, language and communication, culture and community, food preparation, perceptual and sensory motor, nutrition, dramatic play, problem solving and large and small muscle activities.

Our preschool offers a variety of learning environments, including activities for individual children, as well as large and small group experiences. Balances of teacher-directed and child-initiated activities as well as active and quiet activities are also provided. Connection Point Early Learning Center has highly qualified staff members who create a safe learning environment for children, including those with special needs.

Our classroom activities will vary from day to day. The following is just an example of our daily schedule:

8:20 – 8:45	Children arrive
8:45 – 9:45	Center Time: Children participate in a variety of learning activities at different centers in the room
9:45 – 10:15	Circle Time: Children gather with teachers for singing, finger plays and similar activities
10:15 – 10:30	Snack Time: A healthy snack is served. The children will often help prepare it
10:30 – 11:15	Outdoor Time: Playground play, outdoor games, nature walks, to name a few
11:15 – 11:45	Special Time: Arts and crafts, movement and puppetry
11:45 – 12:15	Story Time
12:15 – 12:30	Wrap-up day and dismissal for those not attending the “school day”
12:30 – 2:30	Lunch and extracurricular classes for “school day” enrollees
2:30 – 5:30	Aftercare

Connection Point Early Learning Center reserves the right to re-assign children with or without cause at any time during the child's enrollment. Parents/Guardians may request re-assignment at any time, yet Connection Point Early Learning Center makes no guarantee of re-assignment.

Hours of Operation

We are open Monday through Friday from 7:30 am to 5:30 pm.

- Before-Care begins at 7:30 am
- Pre-school hours for 1, 2, 3 and 4-year olds are from 8:30 am to 12:30 pm
- School day hours are available for 1, 2, 3, and 4 year olds until 2:30 pm every day and includes a special area class
- Aftercare is available until 5:30 pm.

Our programs are as follows:

- **Before Care:** Meets daily from 7:30-8:30. Children are allowed to bring a light breakfast and can have open play time in classrooms. Students will be divided by age and staff will be assigned based on need.
- **One-Year Old:** 1-year old class meets two, three or five days per week. The children spend this time playing and socializing with each other and their teachers. This class has a maximum of 12 students with two teachers.
- **Two-Year Old:** 2-year old class meets two, three or five days. This is a time for exploring and developing through play. This class has a maximum of 12 students with two teachers to make for a great time of socialization and learning.
- **Three-Year Old:** 3-year old class meets two, three or five days per week. The class begins the year with an emphasis on socialization and then moves into more purposeful learning experiences as the year goes on. Children learn through play, observation and experimentation. An informal assessment on progress will be done twice a year.
- **Four-Year Old** (Voluntary Pre-Kindergarten program - VPK): VPK classes meet five days per week. We prioritize our waiting list and enrollment by those families who agree to be a part of our “extended VPK” program, for which a fee is charged for hours above those paid for by the State of Florida Office of Early Learning. These classes follow the state’s standards and place a strong emphasis on literacy.
- **K-Connect** K Connect is a new program geared toward children who might not be ready for kindergarten due to their age or social/emotional development. Our K Connect class offers an alternative that will help ensure a smoother transition from preschool to kindergarten. We balance exciting learning opportunities and social-emotional, play-based activities that will allow our students to become better

adjusted to what is ahead for them in a more structured setting. Our class will be taught by a seasoned educator with kindergarten classroom experience as well as experience with this same age group. We encourage you to call to schedule a tour as this program will fill up quickly.

All classes include Center Time, Circle Time, Snack Time, Outdoor Time, Story Time and weekly Chapel Time to form a well-rounded educational experience for your child.

Holiday Calendar

Connection Point Early Learning Center closely follows the public school calendar, with some exceptions, and will be closed for the following holidays:

- New Year's Eve/Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Week
- Christmas Eve
- Christmas Day

We are closed for most of August for planning, training and cleaning. We are also closed for up to two weeks in December and a week in the spring. A full calendar of Connection Point Early Learning Center closure dates will be provided upon enrollment.

² The Voluntary Prekindergarten Education Program – or VPK – prepares early learners for success in kindergarten and beyond. VPK helps build a strong foundation for school using educational material corresponding to various stages in a child's development.

To be eligible, children must live in Florida and be 4 years old on or before September 1 of the current school year. Effective July 1, 2016, parents whose children are born between February 2 and September 1 of the calendar year may postpone enrolling their 4-year-old until the following year when their child is 5.

Tuition Rates and Fees

A non-refundable registration fee of \$ 150.00 is required at the time of registration.

Monthly tuition is due on the 15th of each month. Tuition charges will be emailed out monthly through QuickBooks. If tuition is not paid by the 20th of the month, your child will not be allowed to return until the full payment is made. A \$25.00 late fee will be added thereafter. After two non-sufficient funds or credit card decline occurrences, only cash or money order will be accepted for all future payments.

Please keep Connection Point Early Learning Center updated on any changes you make to your email address to ensure your invoices arrive in a timely fashion.

Other Charges:

Late Pick-up:	\$1.00 per child per minute (due at pick-up time)
Late Payment:	\$25.00
Returned Check:	\$25.00 plus any additional fees incurred
Declined Credit Card:	\$25.00 plus any additional fees incurred
Refund of Credit Balance:	\$5.00 administrative fee
Field trips and Special Events:	Varies depending on admission, staffing and transportation costs. Usually \$1-\$10

For our preschool to operate efficiently, it is necessary that tuition accounts are always kept current. Our staff is hired with the assumption that a specific number of children will be attending our preschool. When parents meet their financial obligations to our preschool in a timely manner, it enables our preschool to meet its obligations.

Due to the structure of our program and capacity/ratio regulations, there are no credits or allowances for sick days, missed days or vacation. Fees will not be pro-rated during off weeks or holidays. These are much needed, paid days off for our staff.

Arrival and Departure

Arrivals: Consistent attendance and prompt arrival are essential. Doors will be opened at 8:20 am for our preschool time and learning begins upon entering the classrooms. Children have specific routines that they will follow in class each morning and we encourage them to become independent in the routines within a few weeks of starting.

Please accompany your child to their classroom in the morning and sign your name and the time of arrival in the appropriate sign-in book. We appreciate your communication of anything that may be helpful to the teachers for the day, such as how your child slept the night before, any family news that may cause emotions for your child, etc. Children should be dropped off by 8:45 am so they receive the full benefit of the program and to prevent interruptions. Please do not drop your child off between 11:00 am and 2:00 pm. If your schedule varies, please see the Director for special arrangements.

At 8:45 am we will close the front and classroom doors. You are considered tardy after 8:45 am and will be required to sign in at the office. Your child will have to wait in the office until the appropriate time to interrupt the class in progress and they will be escorted to class by a Connection Point Early Learning Center staff member. Late arrivals to class are disruptive to the learning process and should be avoided.

Connection Point Early Learning Center is required to maintain daily attendance records. Please contact the Director or your child's teacher as to any absence for illness, vacation or otherwise no later than one hour prior to your child's normal drop-off time.

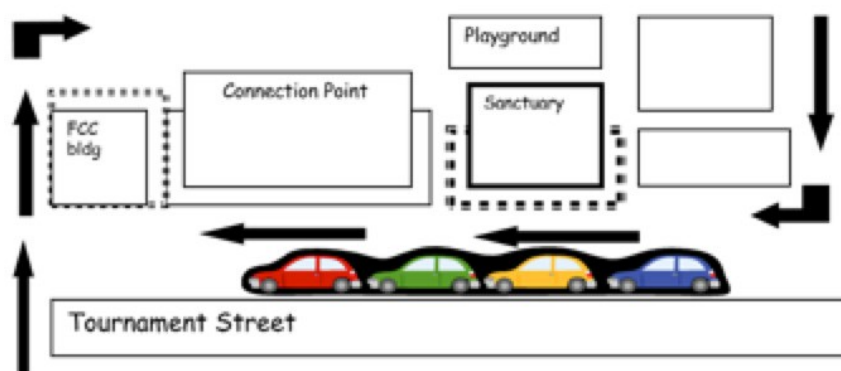
Departures: Please remember that your child depends on you to be there at pick-up time. Of course, if there is an emergency, please call and let us know and we will help in any way we can.

For your child's safety, Connection Point Early Learning Center has established a car line procedure for dismissal. Please enter the premises on Tournament Street and have your car sign visible on your dashboard. A Connection Point Early Learning Center or First Christian Church staff member will call your child's name and the 2 cars behind you. The teachers and assistants will be in the sanctuary building to collect the children whose names have been called and assist them into their cars. Please **DO NOT GET OUT OF YOUR CAR**. If your child needs help buckling the seat belt, please pull up past the pick-up point to do so as not to hold up the line. Please exit onto McGregor Blvd. Thank you for your help with our car line procedure.

We certainly understand that emergencies happen. Please speak to the Director or administrative assistant before taking your child from the line or playground. If you must pick up your child early, please notify us in writing the day before or day of. Picking up early from class disrupts the learning of all students and is discouraged. If you must pick up before our carline, you must stop in the office to sign your child out and a Connection Point Early Learning Center staff member will walk to the classroom to get your child. Consistent early pickups are discouraged and will need to be discussed with the Director.

No child will be released to an unauthorized person. Authorized persons are indicated on the enrollment application and you authorize Connection Point Early Learning Center to release your child to any authorized person on such enrollment application. To authorize additional individuals on a one-time or emergency basis, you must provide a written and signed note. A photo ID will be required at the time of pick-up.

Note that pick-up for school days will follow this same car line procedure. If you are picking up any time after 2:30, please park and enter to the front doors to pick up your child.



Food and Nutrition Policy

Connection Point Early Learning Center does not serve lunch. Children who stay through the designated lunch time are asked to bring a lunch from home. All lunches require an ice pack or other chilling device, as there is not adequate storage space for lunches in the refrigerators. Please provide variety in your child's lunch; this increases the interest in eating and lunchtime. We ask that you pack a lunch that can be eaten at room temperature as heating lunches is not an option.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Treats will be reserved for a dessert when an adequate amount of their lunch has been eaten.

All food items to be consumed by your child must be labeled with your child's name. Connection Point Early Learning Center does not permit children to share or exchange food items. For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

A mandatory Permission for Food-Related Activities & Special Occasion Food Consumption form can be found on our website. Please print and return this form to the Connection Point Early Learning Center office

Dress

Children should wear clothing that is durable, comfortable and easy to manage by your child. We go outside daily, so please dress children accordingly. Children must wear sneakers each day which have support and allow freedom of movement for climbing, skipping, dancing and running. A complete change of clothes labeled and placed in a Ziploc bag is necessary for each child in case of spills or accidents. Please mark any personal possessions with your child's first and last name.

Toys/Items from Home

Please have your child keep their personal toys at home to avoid any lost or broken toys, or difficulty sharing of a beloved item. There will be special occasions for "show and tell."

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Birthdays and Special Occasions

Connection Point Early Learning Center recognizes the excitement that surrounds your child's birthday, yet we try to keep birthdays low key. At school, we make a birthday crown and present it to the child at Circle Time. If a Parent/Guardian chooses to send a snack to school, we ask that it remains simple, store-bought and in original packages (cupcakes, juice bars, cookies, etc.). Please contact your child's teacher as to the appropriate amount of treats to bring. Also, you are invited to join us on your child's birthday.

The last Wednesday of every month at 11:45 am is our special Birthday Chapel in the sanctuary. This is a Special Time for your child to be recognized and prayed over by our Pastoral staff. Your child is also given a special bracelet to show that they have had their birthday blessing. All are welcome to attend this special time.

Connection Point Early Learning Center celebrates all types of holidays. Connection Point Early Learning Center makes every effort to incorporate religious and cultural traditions and uses this opportunity as a method of educating your child about the religions and traditions in our culture.

Health Requirements and Immunizations

Each child is required to complete a pre-enrollment packet. This packet is to be returned to Connection Point Early Learning Center prior to your child's first day of enrollment. All children are required to have an up to date immunization record on file.

Immunizations may be waived for certain reasons. Parents are required to have a written statement and a form from the health department exempting your child from immunizations on file so that Connection Point Early Learning Center can maintain compliance with licensing regulations.

All children are required to have a physical examination form in order to attend Connection Point Early Learning Center. The physical examination form, indicating your child's fitness to attend Connection Point Early Learning Center, must be

completed by a licensed healthcare professional and returned to the office within the first 30 days of enrollment.

Daily Requirements: No child should attend when visibly ill. Keep your child from Connection Point Early Learning Center if any of the following symptoms are present:

- Fever of 100° or above. Your child should be fever free WITHOUT medication for 72 hours before returning to school
- Severe or constant coughing or constantly running nose
- Pinkeye
- Unusual spots or rashes
- Vomiting or diarrheas within 24 hours of start time. Your child should be vomit- or diarrhea-free for 72 hours WITHOUT medication before returning
- Head lice, ringworm, or other contagious conditions. Children that are found to have lice or eggs will be sent home and head checks on all children in the preschool will be done. Parents will also be notified. A child identified with head lice will not be permitted to return unless verification of treatment has occurred, and no nits/eggs are present. Verification of treatment includes a product box top or empty bottle and a head check in the front office before returning to class
- Unusual fatigue or lethargy

If we witness any of these symptoms in your child, we will call and ask you to take your child home. They will remain in the office area away from other children until you can arrive. Please note that due to COVID-19 CDC recommendations we will ask that your child not return to school before 72 hours has passed and you have not administered any medication OR 24 hours has passed and you have a doctor's note.

If a child tests positive for COVID-19 they will need to be quarantined for 14 days and can return with a doctor's note at the end of that time. The entire classroom will be closed for 72 hours depending on the date the child was last in attendance. If a parent or another family member who lives in your home tests positive for COVID-19, the child enrolled must quarantine for 14 days and may return to school if they are symptom-free and either has a negative test result or a doctor's note.

If a teacher tests positive, the classroom will close for 72 hours and the teacher will remain in quarantine for 14 days and must test negative after those 14 days to return to school. The classroom will re-open after 72 hours with a substitute.

We ask that you monitor your child for symptoms. Children who have parents or close family members awaiting test results must stay home until a negative is received. This period will begin on the date of exposure or at the onset of symptoms. If tests are negative and no symptoms appear, children can return to school.

If your child should become ill at school, we will call you or your emergency contact. It is imperative that we always have current emergency information. If we cannot reach you, your child will be kept isolated from other children until you pick your child up. If immediate medical attention is imperative, we will utilize the notarized emergency treatment form, which you will have provided, to obtain medical care for your child. Parents will assume financial responsibility for all medical transportation and treatment.

Communicable Diseases: Children will be excluded from participation at Connection Point Early Learning Center if they exhibit symptoms of any communicable disease. They will not be permitted to return to Connection Point Early Learning Center until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return. Connection Point Early Learning Center reserves the right to refuse to allow a child to return if the Director or designee believes your child to be too ill to participate.

If your child will be absent due to illness, we request that you notify Connection Point Early Learning Center. This enables our faculty to keep track of any illnesses. This information will only be shared with the Connection Point Early Learning Center faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director so that parents of children at Connection Point Early Learning Center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Connection Point Early Learning Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from Connection Point Early Learning Center.

Children with Severe Allergies: For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment or when the allergy is discovered. This form must be

filled out by your child's physician and the Parent/Guardian and must be updated as needed with any changes. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of your child's allergy.

If a child at Connection Point Early Learning Center has a peanut allergy, we will make every effort to inform parents in the class and check all labels on food that come into Connection Point Early Learning Center. Parents of a child with a peanut allergy may be asked to supply alternate snacks so the child can still actively participate in class.

Medication Policy

Connection Point Early Learning Center will only dispense over-the-counter and prescription medication that is in original, labeled containers and is accompanied by a doctor's note with explicit dosage and administration instructions. Connection Point Early Learning Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found by the sign in sheets. Medication Forms, doctor's notes and medication should be delivered to your child's teacher.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Toileting

As part of our two-year old classes, teachers will work with parents to begin "toilet learning" with the children. If your child is still in diapers or "pull ups," please send a supply, along with wipes, each day to class.

It is required that all children are out of diapers and pull ups by the time they enter our three-year old program. We cannot accept children in these classes that are still dependent on pull ups or diapers. Accidents will happen, and we will handle them discreetly. Many toilet accidents are prevented if children can unbutton or unbuckle pants and belts without a struggle. Please make sure we always have a change of clothes for your child.

Educational/Personal Care Supplies Needed

Connection Point Early Learning Center requires that all parents/guardians supply certain items for their child to participate in our program. The supply list will be given to you upon enrollment. Teachers may ask for additional supplies as the year progresses. Parents/Guardians with children in diapers and/or potty training are required to supply an adequate supply of diapers and wipes each week. If you are unsure of what amount is appropriate, please contact the Director. Parents/ Guardians are also required to maintain 1 or 2 seasonally appropriate changes of clothes on site. Please be reminded that potty-training children will need more changes of clothes during this time. Children that attend Connection Point Early Learning Center during lunchtime are required to bring a lunch.

Field Trips

Connection Point Early Learning Center occasionally supplements the in-class curriculum with off premise field trips for VPK. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost and mode of transportation. Accompanying the notification, teachers will also include a permission slip to be completed, signed and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the teacher. Connection Point Early Learning Center provides required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Connection Point Early Learning Center sponsored trip, unless parental approval is received.

Discipline Policy

Proverbs 10:17 tells us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.”

It is our desire for children at Connection Point Early Learning Center to be the salt and light in the world, showing the way to live and not leading others astray. A very important part of the preschool experience is helping children learn how to get along in the world, interacting with other children and following the direction of an adult other than a parent or family member. A caring and positive approach will be taken regarding behavior management and discipline. The staff will focus on the positive behaviors of our children and reinforce those behaviors as often as possible. Our goal is to help children develop self-control and accept responsibility for their actions.

Our discipline procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group (Quiet place/Safe place) (one minute away for each year of age).
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns. (Incident report)

There are three distinct types of behavior that we will report to parents.

Disruptive Behavior: A child who is being disruptive, is disrespectful to people or property, lying, interrupting speakers, making excessive noise or not listening.

³ F.A.C. 65C-22.006(4)2 requires notification in writing to parents of the disciplinary practices used by the childcare facility.

Abusive Behavior: A child who is being abusive is hitting, kicking, punching, biting or stealing. He or she is being abusive when destroying property, or being unkind, threatening and/or using obscene language.

Dangerous Behavior: A child who is endangering himself, herself or others, is one who runs away from the staff or group, or who cannot follow safety recommendations on the playground or in the building. Any behavior that requires the teacher to be devoted solely to one child for an extended period of time endangers the other children in the group and is therefore considered dangerous.

Abusive or dangerous behavior cannot be tolerated and therefore may result in immediate and strong action. This applies to field trips, special events, our regular day and Afternoon Explorers!

These behaviors will be addressed in an incident report. This will be completed to document any inappropriate behavior and will need to be signed by a parent and returned to the teacher. After the third incident report, your child will be sent to the office if the behavior continues and he or she will be sent home. The parent, teacher and Director will need to come up with a plan at this time to help your child manage his/her behavior. If your child's behavior continues to be disruptive, abusive or dangerous, it may be necessary for your child to be sent home for a longer time period to be determined OR to be removed from Connection Point Early Learning Center all together.

Biting: Connection Point Early Learning Center recognizes that biting is a developmentally appropriate stage of development. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations that provoke or elicit this behavior so it can be prevented in the future. The staff will use the behavior management procedures outlined in this section of this handbook, as well as observe your child to determine what provokes or elicits this inappropriate behavior. Parents are expected to assist staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity

Incident Reports

Should your child be involved in an incident or accident at Connection Point Early Learning Center, a staff member will complete an Incident Report. The Incident Report will be placed in the child's parent cubby.

Parents or persons designated to act "In Loco Parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at Connection Point Early Learning Center during the course of the day.

Withdrawal from our Program

Thirty days written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for up to two additional weeks.

Connection Point Early Learning Center reserves the right to dismiss any child from the program at any time, with or without cause. Parents will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file less any unpaid balances. Any balances due after the 30-day period will be referred to the school's legal counsel for collection.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to Connection Point Early Learning Center following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Mandatory Reporting of Suspected Child Abuse

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected or abandoned by a parent, legal custodian, caregiver or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. The employees of Connection Point Early Learning Center are considered mandated reporters under this law. The employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the law, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We, at Connection Point Early Learning Center, take this responsibility very seriously and will make all warranted reports to the appropriate authorities. As mandated reporters, the staff of Connection Point Early Learning Center cannot be held liable for reports made to the Department of Children 10019 Families which are determined to be unfounded, provided the report was made in "good faith."

Firearms and Weapons Policy

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on Connection Point Early Learning Center property for any reason. Violation of this policy will result in immediate dismissal from Connection Point Early Learning Center.

Emergency Procedures

Connection Point Early Learning Center conducts fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

Inclement Weather/Emergency Closings

In the event of an emergency closing due to weather or an occurrence out of the control of Connection Point Early Learning Center, we will enact the phone tree. You will be contacted by your classroom teacher or office staff with pertinent information regarding the closure. The Director or Administrative Team will utilize social media outlets to advise parents as well. For non-related weather closures (i.e. if Lee County Public Schools closes

for an extended period of time for unforeseen reasons) we cannot guarantee we will be able remain operational. This policy stems from financial ramifications incurred from low attendance and being able to provide the necessary staff to work. If we would need to close for longer than 5 days, those first 5 days are non-refundable. Refunds for additional closure days will be issued at a rate of 50% of tuition payments and may be returned in increments. Refunds cannot be issued for health-related absences due to class closures.

We will follow the decision of the Lee County Public Schools regarding closing due to weather. We may not follow their schedule for opening schools after a weather-related event. We will base our decision on the safety for staff and Connection Point Early Learning Center families, as well as the safety of our learning environments. We will communicate through social media, emails and phone calls in this regard.

Hiring Staff for Private Babysitting

Parents may employ Connection Point Early Learning Center staff if both client and staff member maintain confidentiality regarding Connection Point Early Learning Center matters, as well as a professional relationship on and off-site.

Connection Point Early Learning Center reserves the right to terminate any staff member and/or client that violates the aforementioned policy. Parents may hire staff at their own discretion and Connection Point Early Learning Center is released from all liability.

Employment refers to any relationship outside of the Connection Point Early Learning Center's services which involves an employee of Connection Point Early Learning Center to interact with a current or former client of Connection Point Early Learning Center. Such relationships include, but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

Custodial Parents

We are committed to protecting all children in our care. If your child does not live with both natural parents, evidence of custody must be presented to Connection Point Early Learning Center. A copy of the court ordered custody decree will be maintained in your child's file at Connection Point Early Learning Center.

Confidentiality of Records

A child's records are open only to the Connection Point Early Learning Center administration, the child's teachers, an authorized employee of State Licensing and the child's parent or legal guardian and you consent to such disclosure(s).

Questions/Concerns

Newsletters and calendars are sent home each month. Please read these carefully and save them to refer to during the month to keep up with what your child is doing in class. Your child will be designated a "Snack Day" on the class calendar. If for some reason you cannot bring snack that day, contact your child's teacher.

Please remember that a crisis at home affects your child's behavior at school. Let us know the joyous happenings, the upsetting experiences, the important changes in the home, which may affect behavior. These will be held in confidence but will help teachers to understand your child's behavior. Also, let teachers know what a child has been told about an impending birth, serious illness, being adopted, or recent death. This will help us hold intelligent, informed and helpful conversations with your child.

Please like us on social media and join our private Facebook group! You can also read blogs and other important details at www.cpointelc.com

First Christian Church

If you do not have a church home, we invite you to check us out! On Sundays we offer separate FirstKids programming for ages Birth-5th Grade. For service times and more information, call the church office at (239) 334-0316 or visit our website, www.fccfm.org. You can also follow us on Facebook at www.facebook.com/fccftmyers. See the bulletin board in the Connection Point Early Learning Center hallway for activities and events.

Acknowledgement of Receipt of Parent Handbook

I/We, the parent(s)/legal guardian(s) of _____
acknowledge that I/We have received a copy of Connection Point Early Learning
Center Parent Handbook and have been given the opportunity to read the Parent
Handbook and ask questions about and understand the policies contained therein.
Furthermore, I/We agree to abide by the policies set forth in the Parent Handbook.

I/We understand that the policies described in the Parent Handbook are not
conditions of enrollment, and the language does not create a contract between
Connection Point Early Learning Center and the parents. Connection Point Early
Learning Center reserves the right to alter, amend or otherwise modify these
guidelines, in its sole discretion, without prior notice.

Parent/Guardian

Date

Print Name

Parent/Guardian

Date

Print Name

Connection Point Early Learning Center

Date

Print Name

Connection Point Early Learning Center
Handbook and Policy Agreement Form

Child's Name: _____

Parents are asked to indicate below their agreement to several school policies. This includes sharing information regarding your child's health records. The health records of your child are kept confidential in the Connection Point office. The health records are shared with those Connection Point staff who are involved with your child during their attendance in our program (teachers, office staff, extended day, as applicable).

- ____ 1. I/We agree that my child's health records are shared within Connection Point teachers and staff, as applicable to my child's involvement in the program.
- ____ 2. I/We understand that the notarized Release for Emergency Care Form, which includes any allergies my child may have, would be shared with emergency medical personnel in the event of an accident or health concern related to my child.
- ____ 3. I/We give permission to consult the child's physician/health resource in case of emergency if the parent/guardian cannot be reached.
- ____ 4. I/We understand that no other persons will have access to these records unless I sign the center's Consent to Release Confidential Information Form.
- ____ 5. I/We consent to visibly posting my child's food allergy information, his/her medical plan (steps the physician has outlined in the event of a reaction), along with my child's picture, to ensure that all Connection Point staff are aware of his/her special needs.
- ____ OR N/A
- ____ 6. I/We have received a copy of the DCF "Know Your Child's Day Care Center" brochure.
- ____ 7. I/We have received a copy of the center's Discipline Policy.
- ____ 8. I/We have received and acknowledge the DCF Influenza Virus brochure.
- ____ 9. By signing this form, I/we have read, signed and agree to abide by the guidelines contained in the Connection Point Early Learning Center Parent Handbook, including Parent Code of Conduct Policy, Parent/Teacher Conferences/ Communication Policy, and Discipline Policy.
- ____ 10. I/We have read and agree to the policies contained in the Connection Point Early Learning Center Parent Handbook.

SIGNATURES REQUIRED BY BOTH PARENTS AND/OR GUARDIANS

Signature: _____ Date: _____

Signature: _____ Date: _____