



**Parental Agreement Form**

Please check the "YES" box to indicate your agreement.

Preschool of the Arts at Chabad Naples Jewish Community Center Policy Statements	Yes
1. I give permission to have my child's photograph and/or video footage of my child used for preschool publicity purposes.	
2. I am aware that my child will receive am and pm snacks. I understand that if I choose not to purchase Preschool of the Arts' fresh, hot lunches, I am responsible for sending my child with a nutritious, balanced, peanut-free lunch from home. I know that all packaged goods must have a kosher symbol.	
3. I understand that my child's water cup or bottle must be labeled with first and last name.	
4. I grant my child permission to participate in all activities and to use the equipment at the center.	
5. I know that I cannot drop my child off before 8:30am (unless my child is signed up for precare) and that I will sign my child in by checking in to the Procure system.	
6. I understand that when picking up my child I should be timely, and that I must sign out by checking out with the Procure system. I understand that if I am late to pick up my child, a \$12 late fee will be applied to my tuition bill.	
7. I agree that it is the responsibility of both the parents and the staff to keep an open line of communication.	
8. I will review the parent handbook, and I agree to comply to policies and procedures of Preschool of the Arts.	
9. I have read and reviewed Preschool of the Arts' disciplinary policies and feel them to be effective in handling my child. <i>* please read below</i>	
10. I understand that if after a reasonable period of time my child is not able to adjust to the demands of the group and schedule, or if there are special needs that Preschool of the Arts is not able to meet, I may be asked to provide support such as a therapist or a shadow, which would be incurred as a parental expense.	
11. I understand the significance of parent involvement, and will do my utmost to attend school functions, fundraisers, field trips and family events scheduled throughout the school year.	
12. I grant my child permission to participate in the fire/inclement weather drills.	
13. I agree to have my contact information including address, email address and phone numbers published in the staff/student directory.	
14. I understand that I must send in laundered naptime essentials every Monday, in a Preschool of the Arts bag. (ONLY for children staying until 3 pm excluding Pre-K).	
15. I have read and reviewed the health policies and understand when it is appropriate to keep my child home and to alert the school of any contagious illness. <i>* please read below</i>	
16. I understand that if I withdraw from the program, I must give 30 days' notice in writing or I will be responsible for the full amount of the following month's tuition.	
17. I understand that Preschool of the Arts reserves the right to exclude any pupil temporarily or permanently at any time if the Preschool Director deems such action advisable, either in the best interest of the pupil or the school.	
18. I understand that I must notify the school if my child will be tardy or absent from school.	
19. I understand that my child <b>must be</b> completely toilet trained prior to enrollment in the 3-year-old classroom.	
20. I understand that tuition must be processed on the 1st of the month. I understand that payment made after the 1 <sup>st</sup> of the month or a bounced check will incur a \$35 late fee per week.	
21. I understand that no portion of the preschool tuition is refundable at any time. I understand that tuition paid to Preschool of the Arts cannot be applied as a credit towards any other program	
<b>DCFS Required Documentation</b>	
22. I have returned a health form (3040) and an immunization form (680 or 681).	
23. I have received the Know Your Child Care Facility brochure. (CF/PI 175-24)	

- Sections 7.1 and 7.2, of the DCFS Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3, of the DCFS Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24).
- Section 2.8, of the DCFS Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility.

Your signature below indicates that you have received program information in the checklist above, understand and have completed the Parental Agreement Form and agree to comply with the standards and regulations set forth by Preschool of the Arts.

\_\_\_\_\_  
**Printed** Name of Parent / Legal Guardian

\_\_\_\_\_  
**Signature** of Parent / Legal Guardian

\_\_\_\_\_  
**Date**

## 9.1 Discipline Policy

Preschool of the Arts recognizes that children are unique individuals who behave and learn in different ways. The goal of all classroom management is to help each child become self-regulated. This is viewed as an integral part of educating the young child. Our staff always strives to cultivate positive behaviors in children. The Kindness Curriculum, which creates opportunities for children to practice kindness, conflict resolution and respect, is used by our teaching staff and includes varying activities that instill good character.

We have implemented *Conscious Discipline*, created by Dr. Becky Bailey. Conscious Discipline defines discipline not as something you do to children, but something you develop within them. Preschool of the Arts teachers learn to discipline without permissiveness, aggression or guilt. Classrooms are safe havens where children learn to manage their emotions, set personal boundaries and resolve conflicts in a way that creates closer, more loving relationships.

Discipline at Preschool of the Arts will take the form of positive classroom management. To accomplish our goal, the following techniques are used daily:

**Prevention & Positive Reinforcement:** Providing a daily routine, a sense of security and constantly praising and reinforcing appropriate behavior.

**Setting Limits:** Simple rules are established and consistently followed. A poster with five simple class rules is always displayed in the classroom.

**Problem Solving:** We encourage each child to verbalize and use logical reasoning and consequences as the means of solving the problem at hand. Problem solving by giving a choice to the child who is experiencing a difficulty allows the child to be part of the decision-making process and usually yields positive results.

**Safe Spot:** In every classroom, we have designated a “Safe Spot”, a non-punitive space used in times of upset as teaching moments so children can practice active calming. The easily accessible spot provides children with some time alone and acts as a self-regulation center filled with visual aids and tools that help children regulate their feelings.

**Removing Child from the Situation:** After all positive techniques have been tried, the last alternative is to remove the child from the situation until the child has relaxed and calmed down and is capable of returning to the group cooperatively.

When behavior problems occur, we will look at our routines, the environment and the individual needs of each child to help overcome the behavior. Our teachers are trained to use a calm tone of voice and to avoid giving negative attention. Children at Preschool of the Arts will not be subject to physical discipline or discipline that is severe, humiliating or frightening. Discipline is never associated with food, rest or toileting.

Your child is expected to meet an acceptable standard of behavior as set by the teacher. You will be informed if your child’s behavior falls below standard. If, after a reasonable period of time, a child is not able to adjust to the demands of the group or the class schedule, or if there are special needs that Preschool of the Arts is not able to meet, we may ask for additional support including but not limited to a speech, physical or occupational therapist and/or a shadow which will be at the parents’ own expense. As a last resort, we reserve the right to end child care services anytime for any reason.

## 9.2 Biting Policy

Biting is developmentally appropriate and can be expected to occur in a toddler and young 2’s classroom. Children may bite for a variety of reasons, rarely with the intent to hurt another child. Young children may bite for any of the following reasons:

- Teething: chewing on something relieves the discomfort and stops the pain momentarily.

- Sensory Exploration: The “Oral Mode,” an important style of learning for infants, continues into the toddler years.
- Cause and Effect: Children are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- Self-assertion: This is probably the most common reason. Biting is a way to express frustration when a child does not yet have the language skills to do so.

Our staff acts to reduce the number of biting incidents by providing numerous sensory activities, redirection, opportunity to explore cause and effect and offering options and alternatives to reduce and handle frustration. When a child is bitten, that child is immediately comforted, and ice is applied to the bite. The site is washed with soap and water. The biter is told very firmly, “It is not okay to bite. Biting hurts very much.” Depending on the severity of the situation, the biter is either redirected to another area of the classroom or the parents are called to take the child home for the duration of the school day. Experts suggest that the biter should not be given positive or negative attention regarding the specific situation.

Consistent with children’s rights and privacy policies, parents are not told the name of the biter. Parents of the biter are informed and work together with the teachers in hope of preventing further incidents of biting. In repetitive cases, more serious measures will be taken, and we will ask for a shadow at the parents’ expense.

We recognize how upset parents may be when they learn that their child has been bitten; however, we also recognize that biting is a normal component of child development that children quickly outgrow. It is our hope that these situations do not occur, but if they do, you have our assurances that they will be handled appropriately.

### **9.3 Children’s Playground Rules**

POTA is pleased to open our state-of-the-art playground for our families to enjoy with their children during the following hours:

- 8:30-9:00am Before the school day begins
- 3:00-3:30pm After general pickup
- 3:30-5:00pm Playground closes to the public. Open exclusively for aftercare students.

Please remember to always watch you children on the playground during free play - you are solely responsible for their care during this time. We request that you please be mindful and respectful to our playground rules anytime you are enjoying our facilities.

For the safety and benefit of the children, please review our playground rules with your child. These rules are listed outside on the playground and are referred to by the staff as they provide gentle reminders to the children:

- Keep your hands to yourself.
- Walk around the swing area.
- The fence, posts and basketball hoop are not for climbing.
- Toys, sand and water stay near the sensory table.
- Climb the stairs and slide down the slide.
- Feet first on the slide.
- The water fountain is only for drinking water.
- Tricycles and scooters all travel in the same direction around the track.
- Tricycles and scooters should be parked back in their spot after use.
- Help clean up.
- Shoes must be worn on the playground.

### **9.4 Aggressive Behavior**

Children do not always have the verbal skills necessary to express anger, frustration, sadness, hurt, or fear. Sometimes these emotions may be expressed through aggressive behavior, which includes hitting, pushing, and/or

biting. As the child grows older, with help and guidance, he/she will learn to react to aggressive behaviors with appropriate verbal responses.

A sensitive aspect when handling aggression is dealing with the other adults involved. If your child bites or hits, you may feel embarrassed even if you acknowledge that the behavior is not an uncommon phenomenon in young children. If your child is the victim, you may feel anger at the teacher, the other child's parents, or the other child for the hurt caused to your child. Please do not deal with this situation spontaneously or on your own. The staff at Preschool of the Arts is experienced and ready to help in these circumstances.

If an aggressive behavior occurs, an incident report explaining the situation will be sent home to each child involved. Parents are encouraged to call the school office to speak with their child's teacher if they have any questions or concerns regarding the incident. In the case that three incident notes are sent home to report aggression at school, a meeting will be scheduled with your child's teacher and further intervention may be recommended (see **4.13 Behavioral Difficulties**). When deemed necessary by the school staff, parents of a child that has displayed aggression repeatedly may be called to take their child home for the duration of the school day.

## **HEALTH POLICIES**

### **7.1 Florida State Health Forms**

In compliance with state law, families are required to submit the state of Florida Student Health Examination and the State of Florida Certificate of Immunization form at the time of enrollment. If a family does not have current forms, you must provide documentation of a scheduled appointment with a physician in order to enroll at POTA. Please check the forms to see until what date they are considered current. The POTA office will monitor children's forms and remind parents if and when they are close to expiring. No child may attend school without currently valid forms.

At the time of enrollment we must have on record a current health form and immunization record which is to be completed by your child's doctor. Health forms (yellow sheets) are current for two years and the immunization forms (blue sheets) must state the expiration date.

Any child with health conditions requiring additional services must have a current Health Care Plan signed and approved by a physician included with their enrollment that remains in the child's file and is readily accessible for those caring for the child.

### **7.2 Peanut/Nut Aware Environment**

We are a peanut/nut aware school. In order to maintain the safest possible environment, we strive to maintain a **strict no peanut/nut policy**. A significant increase in nut allergies has been noted in our school population. In some cases, an allergic reaction can be triggered by skin contact with nut products as well as by eating foods containing nuts or nut oils. Please make sure to wipe your child's hands and face before entering the classroom.

Please do not send any food that contains peanuts or nuts, particularly peanut or nut butters. Please check the ingredient labels on all products to make sure there are no peanuts or nuts in the products you send to preschool.

Please ensure that your child completes any snack that contains nuts before entering the school building. Caregivers should be reminded not to provide children with a nut-based snack during pick-up until they exit the building.

### **7.3 Health Guidelines**

The health of your child is important to you as well as to our staff. It is your responsibility to determine that your child is physically well enough to come to preschool. If your child has any of the following symptoms, please keep your child home:

- Child has a fever or has had one during the previous 24-hour period.

- Child is within the first 24-hour period of taking an antibiotic.
- Child has a colored nasal discharge.
- Child has a constant cough.
- Child has a cold with nasal discharge that requires attention in excess of three times in 20 minutes.
- Child has symptoms of a possible communicable disease (pink eye, diarrhea, flu, etc.).
- Child is fussy, cranky, or tired and generally not behaving in normal disposition.

Rest at such times may prevent the development of a serious illness.

Please notify the school at once if your child has a communicable disease. Keeping your child at home will allow him/her to recuperate with quiet rest and your special TLC. In addition, this will protect the well-being of other children and our staff members. Please do not leave any voicemail messages regarding your child's health. Preschool of the Arts will notify parents via email of any confirmed communicable disease occurring in children or staff so that parents can take precautionary measures. A child who has had a communicable illness may return to school with a doctor's note or when symptoms are no longer present. Please do not send your child to school until they have been fever/vomit/diarrhea free for a 24-hour period.

If your child becomes sick during school hours, exhibits any of the aforementioned symptoms or is just not feeling up to par and not enjoying the day, we will set up a safe and comfortable isolated area where your child can rest until you arrive.

For the safety and wellness of other students and staff, a parent or guardian must pick up the sick child in the amount of time it would take for the parent to drive from their home or work. If you cannot be reached, an emergency contact on your registration form will be contacted.

It is imperative that you notify the school immediately regarding changes in your home telephone, cell phone, or work number; this will enable us to contact you immediately in the event of an emergency. Please keep nannies/sitters phone numbers up-to-date as well.

#### **7.4 Medication**

Preschool of the Arts does not routinely administer medicine, creams or lotions. Most medications can be given to a child in the morning, after school or before bedtime. Under certain circumstances and with parental and/or doctor authorization, medication may be administered. Sunscreen, diaper creams, and insect repellent may be supplied for children and applied only with parental permission. A medication release form along with directions must be supplied to Director's office.

Prescription and non-prescription medication brought to the child care facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a pharmacy label stating the name and contact information of the physician, child's name, name of the medication, expiration date and medication directions. All prescription and non-prescription medication must be dispensed according to written directions on the prescription label or printed manufacturer's label and maintained at the appropriate temperature.

Forms for this purpose will be available through the Preschool Director. ALL medication, prescription and non-prescription, must be cleared through the preschool office, and the proper documentation must be submitted with the assistance of the office staff. When medication is given at school, it will be kept in the Preschool Director's office for safety reasons and only the lead teacher or the Preschool office staff will administer the medication. We strongly recommend that a child who requires an epi-pen store two at school, so that in the case of an emergency we have immediate access to this important medical intervention. **NO medication can be dropped off in the classrooms without being cleared by the office first.**

## **7.5 Accidents/Emergencies**

Staff members have been trained in First Aid and CPR. In the case of a minor injury (minor cuts, scrapes, bumps, or bruises) your child's teacher will use First Aid. An email will be sent to parents/guardians immediately following the incident as well as an Unusual Incident Report will be completed by the witnessing teacher and signed by the teacher, parent and the Preschool Director. If a child reacts dramatically (a lot of crying) the teacher will make an earnest attempt to call the parent during a quiet moment or break. Please realize that by state law we are unable to apply any first aid cream, Neosporin or anti-itch cream. In case of serious injury or illness, you will be called immediately. Teachers and administrative staff will use the emergency numbers you provided the school.

**In the event of an emergency**, the following protocol will be followed:

1. An attempt will be made to notify the parent.
2. If the parent cannot be reached, an attempt will be made to notify the emergency contact.
3. If the emergency contact cannot be reached, an attempt will be made to communicate with the child's physician.
4. If deemed necessary by the attending teacher and/or director, paramedics will transport a child to an appropriate health care facility. You will be expected to assume responsibility for any incurred expense.

## **7.6 Hygiene**

Frequent hand washing is the most effective method for controlling the spread of infectious disease. When arriving at school, parents must wash the child's hands regardless of time of arrival. Children will be encouraged to practice good hygiene habits while at school. Children will be guided by teachers to wash hands with soap and water before and after meals or snacks, after coming in from outside, after using the toilet and before engaging in any cooking activity.

## **7.7 Head Lice & Body Infestation**

Head lice or other infestations are generally not a threat to our health but can be a nuisance. When the school is aware of lice or other bodily infestations, an email informing parents will be sent out immediately. Control of head lice or other infestation is a shared responsibility of both parents and the school. You can help limit the problem by checking your child's head regularly. If lice or nits are found, the school **MUST** be notified. A child who has had head lice will be permitted to return following a treatment and lice check by the Preschool Director or her agent. A child must be free of nits (even dead ones) prior to his/her return to school.