



Island Of Adventure  
Child Care Center

**Parent Policy  
& Procedure  
Handbook**

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# **Provider Policies & Procedures**

## **POLICY & PROCEDURES**

### **(Parent Handbook)**

Island of Adventure Child Care Center ("The Island") does not discriminate basis of race, national origin, color, sex or handicapped all are welcome.

### **Hours of Operation**

Hours of Operation: Monday through Friday – 7am to 5:30pm

### **Center scheduled closed holidays**

- New Year's Eve & New Year's Day
- Martin Luther King Day
- Spring Break 2 days TBA
- Good Friday
- Easter Monday
- Memorial Day
- 4th of July
- One Week Summer Vacation (June or July TBA)
- Labor Day
- Thanksgiving and day after
- Week between Christmas Eve and New Year's – TBA

## **Drop off times**

No children will be accepted into the Child Care Facility after 9am. We must keep strict staff to child ratio set by the State of Florida, and if there is a low number of children at the center by 9 a.m., extra staff may be sent home. Unless prior arrangements for Doctor Appointment Etc.... have been made the day before (Oversleeping is not an excuse) no child may be dropped off.

At 9am morning activities begin such as Circle time, Storytime and Art. Late arrivals disrupt the established flow of the children that are participating in these various activities. Teachers carefully plan activities to develop skills in each child to help meet desired benchmarks set by the State of Florida. Late arrivals cause children to MISS OUT and not take advantage of the carefully plan activities. Also, the opportunity to develop their social and emotional skill in the large planned group activities with their peers.

## **Enrollment**

To enroll at "Island Of Adventure" the following must be completed, and signed.

Childcare Application

"Knowing Your Child Care Facility Brochure / "Influenza Virus Brochure / Distracted Adult Brochure

"Disciplinary Practices"

Physical Examination / Immunization Records

Food & Nutrition Policies

Parent Handbook & Policy & Procedures

Parent Financial Agreement and Fee List

Emergency Preparedness Plan

Expulsion Policy

Attendance and VPK Attendance Policy

## **COURT ORDERS EFFECTING ENROLLED CHILDREN**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) ISLAND OF ADVENTURE CHILD CARE CENTER must be provided with a Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with IACCC administration, both parents shall be afforded equal access to their child as stipulated by law. IACCC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, IACCC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

## **Meals**

Breakfast, Lunch, Afternoon Snacks are provided for all children Free of Charge. Breakfast will be served until 8:45 a.m.

## **Open Door Policy**

We have an Open-Door Policy. This means you may visit the center at any time to check on your child(ren) in person or by phone or other varies way provided by "The Island" but, all in person visits should be limited. Please refer to the Centers Hours or Operation. If a child is a new Registrant before any information may be given a verification process will take place to ensure the safety of the child and parent privacy.

## **Attendance and Sign-In and Sign-Out Policy**

### **Private pay (Out of Your Pocket) parents:**

- We encourage you to keep absences to a minimum of 3 days per month as children are learning and excessive absence interfere with their learning process. You are still required to pay per week, as you are paying for a slot and not by the day. When the center is closed for a holiday, you are still required to pay for the week as you are paying for a slot in the Childcare Center and not by the day. SIGNING YOUR CHILD IN AND OUT OF A CHILD CARE FACILITY IS REQUIRED BY THE STATE OF FLORIDA. ONE REASON IS, IF A FIRE OCCURS IN THE BUILDING THE FIRE DEPARTMENT CAN NOT GO BACK AND SEARCH FOR A CHILD THAT IS NOT SIGN IN). You will be charged a DOLLAR(\$1.00) for every time your child is not properly signed in or out correctly.

### **Early Learning Coalition Parents**

- The ELC gives you a total of 3 excuse days per month without doctor's note to miss. The Early Learning Coalition gives you a total of up to 10 excuse days per month with doctor's note or special circumstances beyond your control documents such as, court-ordered visits or hospitalization. After you have exceeded the total number of days allotted by the ELC, you are then required to pay out of pocket for those days not covered by ELC. When the center is closed for a holiday you are still required to pay for the week or days as you are paying for a slot in the Childcare Center and not by the day. Also, those closed days are still being paid for by the ELC as paid holidays for the provider to secure your slot. Signing your child in and out of child care facility is required by the State of Florida and Early Learning Coalition with whom you have signed a contract. You must sign your child in upon arrival at "The Island" and at time of departure your child must be signed out. If you fail to sign your child in and out there will be a charge of a Dollar every time your child is not signed in or out correctly. ONE REASON YOU SHOULD STRIVE TO MAKE SURE YOU CHILD IS SIGNED IN IS, IF A FIRE OCCURS IN THE BUILDING THE FIRE DEPARTMENT IS NOT REQUIRED AND CAN NOT GO BACK IN TO SEARCH FOR A CHILD THAT IS NOT CLOCKED-IN.

### **School Readiness Parents**

School Readiness parent are given a right and responsibility from *The Early Learning Coalition* when they receive their voucher. Parents must follow these rules. It is the responsibility of the parent or guardian of School Readiness children to renew their voucher. If a voucher expires while child is in care the account will be charged the full-time rate for childcare until

the voucher is renewed, or the child will be terminated from care. It is the responsibility of the parent or guardian of School Readiness children to inform the Early Learning Coalition of Florida's Heartland of any changes in their work status, and or any other changes that may affect the status of the voucher issue for their child. Parents/Guardians of School Readiness child (ren) that have Rilya Wilson Act enrollee's must contact "The Island" each day the child is absent.

## **VPK ATTENDANCE POLICY**

Parents / Guardians of child(ren) enrolled in a VPK class must comply with the VPK Attendance Policy. Because VPK is a state-funded program, there are rules and regulations set forth by the state that both the provider and the parents / guardians must follow. The FREE number of hours in this PROGRAM is 6 (six), from 7:40am to 1:40pm, Monday -Friday. These Hours or days only vary during non-instructional days, exceptional days or situations beyond Island Of Adventure Child Care Center or its Affiliates control.

Please read the information below.

1. **SIGN IN / ATTENDANCE VERIFICATION Daily:** Your child must be clocked/signed in upon arrival and clocked/signed out at dismissal every day by the adult who drops off and/or picks up. Arrival and dismissal time must be recorded at the time the child enters/exits the classroom.

Monthly: At the end of each month, you will be required to sign a "Parental Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

2. **ATTENDANCE / ABSENCE:** Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program. Our VPK Program hours are from 7:40 a.m. to 1:40 p.m. Monday through Friday.

If your VPK child is absent please send written documentation (reason for absence, doctor's note, etc.) to the main office. VPK students should meet the attendance requirement set by the state (80% of the program year). If this is not met, then he/she may be dismissed from the program.

3. **LATE PICK UP:** Parents are responsible for the pick-up of their child(ren) in a timely manner. The **FREE VPK PROGRAM ENDS** at 1:40pm and child(ren) are to be picked up at 1:40pm as these are the HOURS. However, Island Of Adventure Child Care Center gives a FREE Grace



Period to Parents of 20 additional minutes after the FREE VPK Program has ended at 1:40pm. This extends the Pick-up time to 2:00pm.

Because this is FREE Extended Time, if abused it WILL rescinded. After 1 (one) late pick up violation, the child(ren) may be enrolled in Afterschool Program where Fees will be applied or Late Fees will be applied, due the following day.

4. TRANSFER: Each child is allowed one transfer during the VPK Program. Should you decide at any time after the start of the VPK program to reenroll your child with another provider, it is the parent's responsibility to notify the Early Learning Coalition of Florida's Heartland. And a (2) week notice must be given to Island Of Adventure Child Center before reenrollment.

## **Voluntary pre-kindergarten VPK**

The earliest a VPK student may be dropped off is at 7:30 a.m. and picked up no later than 1:50 p.m. to avoid late fee charges.

Parents and Guardians are required to clock VPK students in upon arrival and out upon departure certifying the child has attendance the program that day. For our VPK students to be successful, the following items are suggested:

- 2/500 sheet pack of copy paper
- dry erase markers
- Glue & Glue Sticks, Index Cards
- color pencils, Hand Sanitizer
- Markers, Zip Lock bags(Gallon)
- crayons only the eight primary colors
- Scissors, Kleenex
- 1 inch binder with outside pockets.

## **Emergency Preparedness Plan**

In case of inclement weather such as Hurricanes, Tornados, Tropical Storms, Etc. if Island of Adventure feels that it jeopardizes the safety of the children or the staff we will not hesitate to close for the safety of all involved. Other uncontrollable situation that may require us to close during our normal business hours, we'll contact Parent/Guardian before closing. Contacts will be made by the following methods: Notice posted on the Front Door, Telephone, Text, E-mail, Emergency Contact, Family member. Island Of Adventure generally follow the Hardee County School District schedule for closing due to inclement weather and it is also broadcasted on our local News Channel.

If an emergency arises that make it necessary to evacuate for an extended period of time, we will make our way to the Southwest vacant field adjacent Higher Ground Int'l Ministry. If weather doesn't permit we will evacuate to Higher Ground Int'l Ministry Sanctuary located at 1258 West Main Street, Wauchula, FL.

In an Emergency such as Hardee County shut-off for water leak & water outages, power outages, etc. parent will be notified for emergency pick-up as the center must remain in compliance with State of Florida requirements for the safety of the children. If closure was due to water outage, The City of Wauchula will issue a Boil Water Notice, the center will require that all parents bring bottles water for your child to drink upon re-open & 3 days following.

Fire Drill are conducted on a monthly basis.

Here at "The Island" any situation that would jeopardize the child(ren) safety "The Island" reserves the right without notice to act in the child or children best interest.

## **POWER OUTAGE OR BOMB THREAT PROCEDURE:**

If there is a Bomb threat the daycare staff and children will immediately evacuate the building if it is safe. Staff will take the children to the open field close road. If, within one hour, the fire department determines that the daycare is safe to enter, we will return to daycare. If, after one hour, it is still unsafe to return to the daycare, parents will be called to pick up their child. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child. Staff may call/message/text, parents at any time to pick up their child if their ability to maintain the child's safety is in question.

If Power-Outage occurs the will allow one hour for restoration. If the power isn't restored within the one parents must be called per DCF.

## **Shelter in Place**

Emergencies sometimes may require we Shelter in Place . We may use any room or interior space for the purpose of providing temporary shelter from a partial hazards. If this is the case, the following procedures may be followed: 1. Gather all children inside. 2. Close and lock all windows and doors; locked windows seal better. 3. If there is a danger of explosion, close blinds, shades or curtains and keep children away from windows. 4. Turn off heating, cooling, fans or ventilation systems , anything that can or may ignite and cause a spark. 5. WE WILL NOT allow anyone to enter or leave the building until emergency personnel has determine the area is “all clear”. So parents/guardians DO NOT try to pick children up until incident is over for the safety of the children and staff.

## **Lockdown– Active Shooter**

Lock Down procedures is for situations that may result in harm to persons inside the child care center, including but not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or any situation deemed harmful at the discretion of the director/Person-in-Charge or Public Safety Personnel. The These Person’s shall announce the “lock down” over the designated system. A signal using a pre-selected code word.

In this situation, all children may or may not be kept in classrooms or other designated safe locations depending on the threat danger level . Staff members shall may sure the children when leaving the classroom, move together or separately which ever is best. Staff shall secure center entrances and ensure that no unauthorized individual leaves or enters the center. Staff and children shall remain in the Designated location/safe area, locking the door or doors, turning off the lights, and covering the windows if applicable. Staff shall encourage children to get under tables, behind cabinets, etc., and, if possible, engage in quiet time or things that promotes quiet with the children until “all clear” is announced. Parent or authorized representative shall be notified of a “lock down” situation at the centers discretion.

## **Supplies**

- **Diapers**

Island Of Adventure does not provide Diapers or Wipes this is the sole responsibility of the Parent.

Infant and Toddlers Parents Only, if your child wears any of these items: diapers, pull-ups and wipes remember it is your responsibility to make sure your child has an adequate supply available here at the center at all times.

PULL-UPS must be the re-attachable kind.

- **Change of Clothes**

Everyone needs one set of changing clothes,

Soiled items at Center discretion will be bagged and returned or discarded.

- **Bedding Supplies**

2 blankets for Nap Time. This is DCF requirement.

- **School supplies**

Students will need the following to:

- 2/500pk copy paper
- Dry erase markers,
- Glue
- Kleenex
- Markers
- Crayon (Basic eight)
- Scissors
- Hand Sanitizer, Index Cards
- 1pk Construction Paper
- 1in Binder w/outside pockets

1 T-Shirt

## **Medication**

“The Island”, will not be given medication prescribed by physician with daily regiments, parents are welcome to come and administer medication. The only medication that will be allowed to remain at the Center are those lifesaving meds such as Epi pens, etc. Please do not leave meds in the diaper bags or give medication to the child to be taken by the child. If you have given your child medication prior to dropping them off, please notify Center. *Not sharing this information puts your child at risk and the attending staff member is unable to properly care for your child.*

## **Health and Safety**

If your child is Sick, please keep them home. According to the *Florida Child Care Standards* we are to report the condition to the parent and the child shall be removed from the center as soon as possible. The Child may not return to the "The Island" unless symptoms are no longer present. *Your child must be symptom-free for 24 hours before returning to Child Care Center this means no Tylenol/Motrin /etc... during these 24 hours.*

Your child becomes ill while at "The Island" we will isolate the child. We will attempt to contact you by the number or Numbers made available by you on the enrollment form. In the event the Parent/Guardian cannot be reached, we will attempt to contact the Emergency Contact Persons listed on the application or those added to the system via Smartcare system. You must keep all the name, address, and phone number of persons authorized by you the (Parent/Guardian) to take the child from the center in case of illness, accidental injury or regular pick-up current. The child will not be released to any person other than those listed on the Child Enrollment Form unless other wise authorized. *Identification will be required when picking up a child if our staff does not know or recognize the person.*

## **Sick children and injured**

If your child has been running a fever of 100 degrees or is running a fever at drop-off, diarrhea vomiting, severe rash, green discharge or drainage of the ears you will not be permitted to leave your child. If your child is still under the care of a physician please bring a note from The Physician stating the child date of return.

In the event of a serious injury during Center hours such as extremely high fevers, broken bones, gash is in skin, etc.. parent will be called first, if a parent or emergency contact cannot be reached Emergency Medical Services (EMS) will be called. A staff member will accompany the child to local hospital (Advent Health Hospital) until family can arrive.

## **Biting**

Due to the health and safety of all the children, Biting cannot and will not be tolerated. Space will be given to redirection of behavior but, if behavior persist child will be TERMINATED. We are not always privy to the children health history as parent do not always divulge this information. Communicable diseases could be spread through biting. So, we ask that if your child (ren) are biters, before enrolling please correct this issue for their safety.

## **Lice**

Children who are recognized as having lice or lice Nits, parent will be called and child will not be allowed to return until they are lice or Nit Free.

## **Jewelry**

No Jewelry should be worn that promotes hatred or symbol that would cause harm to the children. All interpretation of symbols or Jewelry worn is subject to Island Of Adventure interpretation of said jewelry.

## **Center Parties and Birthday Parties**

Holiday parties, Water Activities and Fun Days Etc.... are offered by the center. Parents will be notified of these events, which also include photos of various activities, by signing the Enrollment Application Form you are given "The Island" permission to include your child, it also releases "The Island" and its Associated parties, from any liability concerning injuries that may occur although we will do our best to ensure your child safety.

## **Discipline**

The Discipline methods used is Time Out. But if your child becomes rude or uses excessive foul language, is abusive verbally or physically to staff or other children, destroy school property or disruptive your child will be *terminated*.

## **Pick up**

The child can only be picked up by those that are listed on the pick-up list. Please put as many individuals as you need. All individuals will be required to provide valid identification when picking up child or children from "The Island".

## **(EXPULSION POLICY)**

### **Termination by Parent**

Two Week Notice is REQUIRED for change in Enrollment Status, this includes withdrawals.

A written or verbal notice must be given two weeks in advance to Center Director, of withdrawing your child from "The Island". Parents/Guardians who failed to give this notice will be charged a fee for no less than the facilities current rate, in addition to all avenues used for

collection. In case of non-payment, legal actions may be taken, and the Parent/Guardian will pay all legal fees incurred.

If no notice is given your last previous payments equaling the amount of "TWO WEEKS" will be applied to your default withdrawal account. Then any payments made after default account is satisfied will be applied to your regular child care account.

School Readiness Parents if your two (2) week notice is not given, last payment (s) are applied to your account will be automatically applied to your 2week notice default account at the public rate amount.

This cost is not covered by ELC and will continue to be applied to your default account until current, then payments made after this account is satisfied will be applied to your regular account.

ELC- Early Learning Coalition required a signed withdrawal form from "The Island" to transfer to another Center.

## **Termination by Center**

ISLAND OF ADVENTURE CHILD CARE CENTER reserves the right to dismiss any child at any time, with or without cause.

Island Of Adventure Child Care Center is committed to providing individualized attention and care to each child enrolled in the program. As a result, IACCC may be unable to properly care for children with behavioral issues or if the child's needs cannot be met, the safety/care of other children are in jeopardy, and/or accommodations for the child causes undue burden to the Center.

However, If, in the opinion of the Director, IACCC is unable to properly care for a child due to behavioral or other problems, the Director may Terminate Enrollment depending upon the severity of the situation, termination can be immediate.

The Center Director or designee will assist the parent by gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. IACCC will request assistance from local police should any parent become disruptive and/or uncooperative while we gather their child's belongings upon dismissal.

Following a dismissal, any parent/family member/family friend or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, social media or any other means, will be prosecuted to the fullest extent of the law, by ISLAND OF ADVENTURE CHILD CARE CENTER.

## **Some Reason for Termination**

Verbally or physically threatens to cause harm, violates a staff member, child, or other parents/visitors Harasses a staff member, child, or other parent/visitor of the center. Stealing or Soliciting.

Uses inappropriate language, body language, and/or tone of voice. Parent appears to be under the influence. Not complying with the policies and procedures of the center or when an uncompromised situation occurs between the administrator/staff and a parent. Fails to cooperate with a plan of action that is recommended for the child by staff/Director/Affiliate Agency/Etc..

## **Accidents and Incidents**

If an accident/incident occurs at "The Island" in accident/incident form is completed by the staff member who witnessed the accident, providing details. The Parent/Guardian will sign the form to acknowledgement that he or she was notified. This form is not intended to document Behavior unless the behavior jeopardizes the health and safety of staff and or other children. It is our discretion to document any Behavior by children.

We try to notice all things that happened to a child and document them, but this is not always possible. If you see or your child tells you that something happened, and we did not notify you of it, please let us know. Sometimes children don't cry or tell the teacher.

## **Rates, Fees, Payments, Return Checks and Late Payments**

Private Pay - Rates & Fees are posted in the front lobby area and also given during conversation about enrollment.

ELC Parents - ELC sends you a Certificate with you Parent Fees on them and Public Rates & Fees are posted in the Front Lobby Area. The ELC also makes you aware that the center you select may or may not have a Differential Fees, which means the center may charge more than what ELC pays. As of this point



IACCC has a Differential Fee on AFTERSCHOOL. Before enrolling your child or children please contact us so we can go over the amount with you as it varies from family to family.

Island Of Adventure uses SMARTCARE SYSTEM for our Child Center. This system allows you to see your Billing and much more. The System send out the Parent Fee or Charged amounts on Sunday to be made available for Parent payment on Monday Morning. If you get a Late Pickup Fee or Late Payment Fee the System will Automatically bills you through it's recognition of time. Ex: The center CLOSES @ 5:30pm and the time is now 5:31pm, the system recognizes that your child is still clocked in. The System will give you until 5:32pm, at 5:33pm the system will clock your child or children out and bill you \$10.00 per child. Any extra fees will be notified in writing or verbally.

All payments are due on Monday Morning upon arrival. If payments are not made on time your child will not be accepted the following day without arrangements. If the child is absent payments will be due on the day child returns. Because you are renting a slot for your child, Payments are still do whether your child attends ZERO (0) day of all FIVE (5) days.

**Return checks:** will be assessed a \$35 return fee on all checks. Accounts not paid on time are subject to a late fee of \$10.00 and possible suspension of service. We only provide fulltime service. "The Island" will charge a late pick up fee of \$10.00 starts at 5:33 p.m. and \$5 every five minutes per child after. This late fee will be due the following morning.

**Two Week Notice** is REQUIRED for change in Enrollment Status, this includes withdrawals. If no notice is given your last previous payments equaling the amount of "TWO WEEKS" will be applied to your default withdrawal account. Then any payments made after default account is satisfied will be applied to your regular child care account.

VPK Late Fee - \$10.00 Flat-rate

## **PARENT CODE OF CONDUCT**

ISLAND OF ADVENTURE CHILD CARE CENTER requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the

- **VIOLATIONS OF THE CONFIDENTIALITY POLICY:** CREATIVE CARE CHILD CARE CENTERS takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with CREATIVE CARE CHILD CARE CENTERS. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

#### **SURVEILLANCE PURPOSE**

- Video Surveillance is used by Higher Ground International Ministry (HGIM) outside of center to record access to parking lots, and playgrounds. The video surveillance system is not intended for the use of parents or any agencies connected to Island of Adventure Child Care Center, HGIM owns and operates system for their property. Management is the only personnel who has access to surveillance system. Cameras will not be reviewed for incident or accident report. For the safety of the children and staff in the center, management is may view the footage to assess potential danger.

#### **SICK CHILD POLICY / ACCIDENTS / INCIDENTS**

- Sick children may not be brought to the center for care if vomiting, coughing, rash, itching, Lice, body drainage, diarrhea and/or running a temperature or have or seem to have any communicable disease etc. Should your child become ill at the Center you will be called and asked to make arrangement to pick up your child within an hour. If your child is absent or sent home due to a fever of 100.0 or higher or for any of the reasons listed above, they must be out at least 24 hours OR upon returning to the Center, we must have a statement from his/her physician stating that the child is no longer contagious for what they came to be seen for and can return to school.

By Enrolling your child(ren) in Island Of Adventure you are *granting permission to the staff to have access to your child (ren)'s record.* You also agree to notify Island Of Adventure by 9am of your child(ren) absence that same day as it is a state wide effort to prevent *Distracted Adult* (children being left in cars to die). The Distracted Adult form must be signed in April & September.

Policies and Procedures are subject to change without notice. As our world changes we to must adapt to ensure the safety and the care of the children and parents we serve.

## **VPK POLICY ATTENDANCE, TARDINESS, WITHDRAW AND FINANCIAL POLICY**

**Our VPK calendar is 5 days week, Monday – Friday for 6 hours per day, from 7:40a.m – 1:40p.m free of charge with the VPK certificate. Also, a courtesy we extend the pick-up & Drop-off time an extra 10 minutes in the A.M & P.M free of charge to make it easier for the parents. Please note that signing your child in or out is especially important here.**

**Reason: If for instance a fire takes place in the center, the fire dept. is not required to go into a burning building to recover a child that is not signed in. If you or the designated person signing your child out of the center fails to properly sign that child out the system, the system will automatically assess a Late Pick-up Fee of \$10.00 to your account. Also \$1.00 could be charge for incident where child(ren) is not signed in or out correctly.**

**If you enroll in the Afterschool (extended) program your child will be able to attend Monday - Friday for \$85.00 a week. This service covers Afterschool hours only.**

**The VPK Program includes breakfast, lunch, and if enrolled in the AFTERSCHOOL(Extended) Program they will also receive a PM snack.**

**When VPK is not in session, childcare is still available. However, daily or week rates will be charged based on your needs.**

**The Island of Adventure Child Care Center's attendance requirements in addition to the 3 day per month absent policy are:**

**If your child is VPK only he/she needs to arrive in the classroom by 7:40a.m and stay until 1:40p.m to comply with the 540 hour required by the ELC (Parents please note that if you are not enrolled in VPK BEFORE & AFTERSCHOOL PROGRAM, early arrival & late fees will be assessed if you drop-off before 7:30am or pick up after 1:50pm).**

**\$10.00 Late Fee and \$5.00 per minute.**

**If your child is going to be late due to an unforeseen emergency, doctor's appointment or your child will be absent, the center must be notified. If it's a doctor's appointment notification must be made prior to the day of appointment, call the office or verbally let the child's teacher know call the center at (863)767-0800, (Remember center policy states that the cut-off time for dropping off a child(ren) is 9:00am unless you have a doctor note, and 11am. is the cut-off time even with a doctor's note.**

**Parents must sign an attendance verification form each month. This form will be on a binder every month. This form must be signed between the first and fifth day of each month. If you are enrolled in the VPK After-school(extended) Program, our weekly fee is due by Monday mornings, payments will be considered late on Tuesday. A late fee will be added to your account on Tuesday and no further service will be given for extended hours until tuition is paid. As the parent your role is especially important in your child's education as well as the teacher in helping them to be Kindergarten ready.**

**Attendance daily and on time is necessary to achieve excellence. Children are tested using (Florida Pre-Voluntary Kindergarten Assessment Tool) during the VPK Program. This Assessment Tool helps to identify areas where extra help may be needed. Even though the VPK program is voluntary, Island of Adventure Child Care center enforce the center attendance policy. We reserve the right to withdraw your child for excessive, non-excused absences or behavior.**

#### **Notices and Information**

**ALL Notices and Information SIGNS are posted on the center doors, sign-in desk, Facebook and the Parent App. These signs are informing you of upcoming events, new protocols, emergencies, etc. We also use Facebook as a tool for Emergency communication, especially during hurricane season along with other avenues. So please be sure to add us!**

**I understand the terms of the ISLAND OF ADVENTURE CHILD CARE CENTER and VPK attendance policy. By Enrolling my child in this Center, I Acknowledge and Accept the terms of this policy.**

## **SICK CHILD POLICY / ACCIDENTS / INCIDENTS**

**Sick children may not be brought to the center for care if vomiting, coughing, rash, itching, Lice, body drainage, diarrhea and/ or running a temperature or have or seem to have any communicable disease etc. Should your child become ill at the Center you will be called and asked to make arrangement to pick up your child within an hour. If your child is absent or sent home due to a fever of **99.9** or higher or for any of the reasons listed above, they must be out at least 24 hours OR upon returning to the Center, we must have a statement from his/her physician stating that the child is no longer **CONTAGIOUS** for what they came to be seen for and can return to school .**

## **COVID-19 Policy for Centers**

Your household must remain out of the center if any member of your household has (or has been in close contact with anyone who has):

- (a) A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); or
- (b) Traveled: Internationally; or Domestically, from any area which is the subject of travel restrictions under applicable state and local guidance.

**14 days after exclusion for exposure or 10 days after exclusion for symptoms, you may return to the center these three things have happened:**

- (a) At least 10 days have passed since any household member first experienced symptoms; and
- (b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
- (c) The household has been fever-free for at least 24 hours without the use of **fever-reducing medicines.**

**Please note, depending on the circumstances we may require you to obtain clearance to return from a medical provider before return to the center will be allowed.**

## **Health Check and Illness Policy – COVID-19**

**ILLNESS:**

# COVID-19 Policy for Centers

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## Health Check and Illness Policy – COVID-19

### **ILLNESS:**

During the COVID-19 pandemic period, our Health Check & Illness Policy (both COVID and Non-COVID provisions) the final decision on whether to exclude an individual from the program due to illness will be made by the child care center.

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification of illness. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

### **DAILY HEALTH CHECK:**

All families are subject to a daily health check **before** coming into the center. Should you or any household member have any of the following COVID-19-like symptoms **during the preceding 72 hours\*\***, we ask you to remain out of the center and notify the center.

- Cough

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- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of **100.4° F\*** (or would have, but for the use of fever-reducing medicine).\*

The threshold temperature is 100.4° F, unless a LOWER threshold temperature is imposed in the local jurisdiction or by the specific center.

**\*\*Note:** If the exclusionary symptom has already been **cleared** by the COVID team, then a “yes” to the continued presence of a cleared symptom will not result in exclusion.

### **SYMPTOMS—CLEARANCE TO RETURN:**

Consistent with our COVID-19 Policy, a symptomatic household will be required to remain out of the center for 10 days, unless clearance to return is provided. Where a medical provider assesses the symptomatic individual and can determine (i) that there is an alternate diagnosis causing the COVID-like symptoms (e.g., an ear infection is causing a fever), or (ii) the individual has tested negative, has been fever-free for at least 24 hours (without the use of fever-reducing medicines) and symptoms are resolving, the individual will be cleared to return and the ten (10) day exclusion period will not apply. In the case of clearance for an alternate diagnosis, if the medical provider cannot affirmatively identify an alternate diagnosis which causes the presenting symptoms, any unspecified diagnosis is presumed to be COVID, and the exclusion will continue. Clearance to return cannot be provided by a family member.

### **REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:**

Notify us immediately if you become aware of any suspected or confirmed

### **REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:**

Notify us immediately if you become aware of any suspected or confirmed case of COVID-19 in your household occurring within 14 days before or after any member of your household has been in present at the center.

## **Health Check and Illness Policy – COVID-19**

### **ILLNESS:**

Suspension of a care session is sometimes necessary to reduce the risk of COVID-19 transmission. Also to reduce the risk of contagion, if your child, or anyone else present in the household becomes ill during a care session.

Temperature are taken daily. If your child has any of the following symptoms, we ask that you please keep your children home for the safety of all children and staff:

- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of 100.0° F\* (or would have, but for the use of fever-reducing medicine).

## **Mask/Face Covering Policy – COVID-19**

Children may wear mask at parents discretion, as some may have health issue were wearing a mask may trigger illness. Mask will become mandatory if state guidelines dean necessary and will lift at Owners discretion .



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**BY ENROLLING YOUR CHILD(REN) IN THIS FACILITY, YOU ARE  
& HAVE AGREED TO EVERYTHING LISTED IN THIS PARENT  
HANDBOOK & POLICY AND PROCEDURE HANDBOOK WITH OR  
WITHOUT YOUR SIGNATURE!!!**