



**Lutz Learning Center's  
Parent Manual  
Version 2022-23**

621 Sunset Lane

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# About Us

The Center's program provides each child with the opportunity to develop socially, emotionally, intellectually, and physically at a pace appropriate for each individual. The Center is designed specifically for children and their enrichment. Children are encouraged to examine, explore, and discover. Perceptual and motor developments are promoted by exposure and practiced use of specific materials and equipment. Children are given the opportunity to make choices yet learn to function with a degree of structure. Children's development is continuously assessed to ensure each child is provided a challenging and successful experience and is developing appropriately.

The Center uses the High Scope Philosophy and Creative Curriculum. They are considered by the State of Florida Department of Education as two of the most developmentally appropriate practices for young children. Both philosophies involve the use of "work centers" to provide a hands-on learning environment. Concepts are taught and practiced through materials in the centers and small group activities. Pre-reading and reading skills and language development are emphasized as well as number concepts and nature's phenomena. Fine and gross motor skills and appropriate social skills are practiced continuously throughout the day.

Covid has restricted our normal open-door policy these last few years however we hope this will no longer be an issue moving forward. We welcome parent participation. We do restrict entry to our facility, only allowing our families entry and others who have a valid reason to enter.

We honor a non-discriminatory enrollment and employment policy. Diversity is important to our basic human rights education philosophy.

## Accreditation

Lutz Learning Center has been accredited by NECPA since 2009. Florida recognizes this accreditation agency and qualifies us as a Gold Seal School. An annual internal program review comprised of staff, parents and administrators is conducted with results reported and approved by NECPA. A formal re-evaluation is conducted every three years by NECPA.

## Attendance

Regular attendance is important. If your child is going to be late or absent, please let us know. School starts at 8:30 AM (8:45 for VPK only class). If your child will be later than 9 AM please let us know. We will not accept preschoolers after 11 AM as it is disruptive for lunch and naptime. We use the Brightwheel app to enable you to sign your child in and out daily through your phone.

## Biometrics

Our facility is secured by a biometric system that allows families access to the school. Parents must be enrolled to gain access through the front door and to check your child in and out each day, using the Brightwheel app. Please do not allow anyone to “piggyback” behind you through the door. If you are unable to check your child in/out or enter the school, please let the administration know. There is a doorbell outside the office door if you need assistance.

## Communication/ Conferences

We use the Brightwheel app to facilitate easy communication with our families. Through this app you can send and receive messages with teachers and administrators. Teachers love to send pictures or videos of your child’s activities.

Each teacher sends out a newsletter monthly and has posted a daily schedule and a copy of the weekly lesson plan in the classroom.

Teachers are eager to share information about your child. Should you have questions or concerns, please keep in mind the teacher’s responsibility to the other children. Conferences are offered quarterly or upon request at any time. We encourage you to address any questions or concerns as they arise. We value your input and want to do what is best for your child.

School wide communication is sent from the school administration through Brightwheel.

When developmental concerns outside normal ranges are recognized, conferences will be arranged with parents and/or appropriate professionals to design a plan of action for further assessment and programing.

All information regarding your child and family is treated with the utmost confidentiality.

## Diapers, Toilet Training and Spare Clothes

Parents are responsible for providing disposable diapers or pull-ups and any ointments, creams, and wipes required for children in diapers. Please bring in your supplies each Monday. Staff will let you know when you are running low on supplies. A fee will be assessed when your child uses the Center’s diapers or diapering supplies. Please sign a permission form for diaper creams noting your preferences for applications.

Toilet training will be provided at the Center when parents and staff agree the time is appropriate. Parental cooperation is imperative if training is to be successful. To maintain a sanitary center, children will remain in pull-ups until the teacher is confident the child is trained. Our policy requires the child to be accident free at school for two weeks prior to switching to underwear.

**All children need a spare set of clothing in their cubbie as back-up for any type of accidents.**

## Enrichment Activities

Our afternoon activities include many opportunities for enrichment activities. We have four quarters (8 weeks each) offering numerous interest activities for our children ranging from soccer, art, drama and creative crafts. The offerings change quarterly, and some have additional charges. Some classes are offered by outside providers. Contracted providers carry background screenings and are licensed and insured independently from Lutz Learning Center. Each contractor assumes responsibility of the children during the time they are under their care. Some contractors may require a liability waiver to participate.

## Grouping

The Center places children in groups based on developmental levels rather than chronological age. Attention span and motor skills are the primary determining factors for placement. The Center reserves the right to place each child in the group that will challenge but not frustrate the child regardless of the age of the child. The Center maintains a non-discriminatory policy regarding enrolling students and hiring staff. The Center will accept children with disabilities to the extent our staff is able to meet the needs of the child without adversely affecting the group. Our goal is to positively accelerate each child's intellectual abilities to their fullest potential.

## Holidays & Breaks

The Center will close the following Federal holidays & breaks:

Labor Day	Martin Luther King Day
Columbus Day	President's Day
Veteran's Day	Good Friday
Thanksgiving & Friday after	Memorial Day
The week of Christmas Day	Fourth of July
The week of New Year's Day	

## Licensing

The Center meets or exceeds State and Local Licensing requirements and is inspected two to three times per year by the governing agencies. The facility is licensed to accommodate up to 175 children at a time and serves children ages 2 years through 12 years. Direct supervision of all children is required by law. Fire inspections occur annually by the County and emergency evacuation drills are conducted monthly. The Center is equipped with fire extinguishers and smoke detectors that are inspected monthly. Our fire alarm system is monitored by an external company.

Our well water is tested monthly for bacteria as well as numerous other tests throughout the year for a variety of other potentially harmful chemicals that may be in Florida's aquifer. We are required by law to chlorinate our water and choose to provide bottled drinking water.

## Hours of Operation & Schedules

The Center is open 7:00 AM to 5:30 PM, Monday through Friday.

Summer hours: 7:30 AM to 5:30 PM, Monday through Friday.

Early Riser 7:00 AM – 8:30AM

School Day/Part Time 8:30 AM -2:15 PM

Full Time/Aftercare 2:15PM- 5:30 PM

VPK only 8:45 AM- 11:45 AM

All schedules are 5 days per week. Over the years we have learned children advance more rapidly when here every day. Routines are established that add to the children's self-assuredness. Friendships are more readily formed with children who are consistent in attendance.

## Nap Time

Naptime is scheduled after lunch for all toddler and preschool groups. Children rest on assigned mats and need a crib sheet and small blanket. Some children like to have a small pillow. A cuddly friend is sometimes desirable. Linens should go home each Friday for laundry. Please label all belongings with first and last name and be sure they will fit in the cubbie. Children are not required to sleep but must rest quietly. Lights are dimmed and relaxing classical music is played.

## Parent Education

We offer parent seminars when an interest is indicated. We inform parents of opportunities in the community that may be of interest to them. We excel at individual parent conferences that counsel parents on approaches to concerns about their child. We offer support that is concrete and designed for success.

## Pets

Individual teachers may choose to have a classroom pet. Potential allergies and health and cleanliness factors are considered prior to bringing in a pet. You will be advised if your child's class has a pet or gets a pet throughout the year.

## Progress Reports

Children's progress is assessed daily by the teacher. More formal assessments occur each quarter to update the child's progress report. Progress reports are sent home quarterly to keep the parents apprised of their child's progress.

## Referrals

There is no greater compliment than for you to refer your family and friends to Lutz Learning Center. We appreciate the trust you have placed in us. There is a bonus credit applied to your account when a child you referred has attended for one month. We appreciate your referrals.

## Screenings and Assessments

From the first encounter with your child, our teacher will begin the assessment process to determine your child's strengths and weaknesses. In a play environment, the teacher will observe the child's abilities in language development, phoneme awareness, number knowledge, fine and gross motor skills and self-help skills.

A portfolio is created to add samples of work progress and observation notes used to fill out quarterly progress reports. More formal assessments will be used when necessary. Florida's VPK program requires their standardized test be administered at the beginning of the year and at the end of the year. An additional mid-year version is available if the teacher desires.

Private school students third grade and above funded by the Step-Up Scholarships are required by the funding source to be tested annually using a nationally normed tool.

## Staff

The qualities of the teacher are most important. Teachers are hired for their affect with children and their educational background, training and experience. Each staff member must complete First Aid and CPR classes, be screened through law enforcement files, receive training in recognizing child abuse/neglect and complete a minimum of 40 hours of State mandated course work prior to hiring. The State has consistently added required course work each year regarding curriculum and health/safety concepts. At a minimum we require the Child Development Associate Credential or its equivalent or to be pursuing that credential or a degree in education. Annual in-service training is required. Additionally, all staff receive on-going training from management to ensure the Center's philosophy and goals are being upheld. We maintain an excellent staff that enjoys what they do. We are blessed to have a low turn-over rate.

## Uniforms

**During the school year, dress children in our school's uniform of our black polo with Logo and any khaki colored bottoms.** Children must wear closed toe, black shoes. Boots, crocs and sandals are prohibited; tennis shoes are preferable. An extra set of clothing should always remain in the child's cubbie and does not need to be the uniform. Uniforms are not required during the summer program. Please label all belongings. The Center is not responsible for lost items.

**Dress Uniforms are required for Private School Students (K and up)** for field trips and special events. Please pay special attention to the Dress uniform code. When out in the community we want to represent the school well, so all components of the dress uniform must be met.

## Enrollment

### Parent Tours

Parent Tours are offered, by appointment, Monday- Friday preferably during the 9 o'clock hour to assure we can give you our undivided attention and showcase our program. We prefer children not attend the first tour so parents can comfortably take their time to get answers to all their questions.

### Application

The next step in securing your child's position within our program is to submit an Enrollment Application with the non-refundable Registration Fee and set up an appointment for your child's personal tour (Preschool) or shadow day (Private School).

### Student Tours/Shadow

We schedule personalized student tours for our Pre-schoolers to introduce them to our environment and get them excited about joining our school! For young children without prior school experience or children feeling a little apprehensive about trying something new, this can be an important piece of the puzzle, to get them acclimated. Please allow 30 minutes for personal tours.

For Private School students, we not only want to introduce them to our environment but make sure we are a good fit for them. This time is important to allow us to determine their needs. Plan for your child to spend the school morning with us from 9am until 11am.

After the visit concludes, if we believe your child will be successful at Lutz Learning Center, we will provide you with an enrollment packet to get your child registered!

## Registration/ Enrollment Meeting

Welcome to the Lutz Learning Center family! During your enrollment meeting we will answer any additional questions, get you set up with the Brightwheel app and collect the following:

- First and last month's tuition
- Completed registration, parent agreement, several state required forms
- A copy of your child's immunization and physical form from their pediatrician
- Any school records you can provide

The Center will reserve a child's position when appropriate fees are paid, forms are completed and returned to the office. Please take the time to complete the forms thoroughly and read this entire parent manual. It is the Center's responsibility to provide you with the regulations and procedures concerning our Center and your responsibility to read, ask questions, and adhere to the information provided. Notify the Center immediately of any changes regarding the information you have provided particularly contact information or persons authorized to pick up your child.

## Scholarships

We accept Florida School Choice Scholarships (McKay, Step-up, Gardiner, Hope, Florida Tax Credit, Family Empowerment- at the time of printing some of these names are changing but we are approved to take them all.)

Lutz Learning Center's Loyalty scholarships are offered to currently enrolled VPK and Private school students for the upcoming Private School year. Scholarships will be awarded when the scholarship application and fees are completed and returned to the office as outlined in the application. Applications and loyalty discounts will not be given after the designated enrollment deadline, regardless of the circumstances. Scholarship amounts will vary from year to year based on the current year's budget.

If a child using a scholarship is dismissed or a family decides to withdraw during the school year, prematurely, the amount of the discount will be reversed in determining the tuition and fees due for the portion of the year the student attended.

## Tuition & Fees

**An annual registration and first and last month's tuition are due prior to your child beginning school.**

## Program Registration

An Enrollment Application and a **non-refundable family registration fee** is required annually to secure your child's position for the upcoming summer and/or the school year. Registration fees will automatically be applied to your account on April 25th based on your current years programming choices if we have not received a withdrawal notice or an enrollment application designating your program choices.

## Tuition

**Current tuition rates are posted on our website. Advance payment of tuition is required. The 1st and final months' tuition is due upon enrollment. Monthly tuition is due on the 25th of each month for the upcoming month.**

Pre-school tuition is an annual fee divided into 12 equal monthly payments.

VPK and Private school (K and up) monthly tuition rates are divided into 10 equal payments, beginning July 25<sup>th</sup> and ending April 30.

Should your child be withdrawn prior to the end the agreed payment term, any tuition paid is non-refundable.

Parents are responsible to pay for the agreed schedule, including the holidays school is closed and understand this is factored into the tuition. No credits or discounts will be given for time that a child is not in attendance. Please note: The Center is closed for Federal Holidays, Good Friday, Thanksgiving, the Friday following and the 2 weeks of Winter Break.

If you would like to modify your programming options, you must notify us by 25<sup>th</sup> for the upcoming month and is contingent based on availability. Your tuition will reflect the options selected. Children turning 3 years old will shift to current 3-year-old rate, the month following their birthday.

Preschool students attending our Summer program moving into VPK will pay a pro-rated tuition for a portion of August that they remain in the preschool program and be responsible for the 1<sup>st</sup> tuition payment of their VPK year by 7/25.

## Additional Fees

An annual, non-refundable supply fee is required for all VPK and Private School students, due by 7/25, for the upcoming school year. Field trip fees will be assessed throughout the year as needed.

Fees will be pro-rated for the remainder of the school year for students enrolled after the start of the school year.

## Reserves

A pre-paid reserve equal to one month's tuition is required to be kept on account for monthly installment plans. If your programming options/pricing changes, the reserve will be adjusted to equal the new monthly rate. A reserve is not required for quarterly, bi-annual and annual payment plans. Pre-paid monthly tuition reserve will be credited when appropriate withdrawal notice is given, otherwise it is forfeited.

## Late Payment Fees

Late payment fees will be assessed in the amount of 10% of the outstanding balance on any tuition and fees not paid by noon on the 1st business day of each month. Your account must be paid in full within one week to avoid suspending educational services. Your child may not attend until the account is brought current.

## Late Pick up Fees

Late pick up fees are assessed at \$5 per 5 minutes after your child's program ends. Late pickup fees after 5:30 pm are paid at that time directly to the staff member on site, to compensate them for their overtime.

VPK only- 11:45 am

Part time/School Day- 2:15 pm

Full time/After Party- 5:30 pm

## Returned payments

Any returned payments (checks, debit or ACH) must be replaced with cash plus a fee of \$40 within 24 hours of notice. The Center has the option to require future payments in cash. You will be required to pay any collection costs necessary to collect unpaid balances. Legal maximum collection charges will apply.

## Enrichment Fees

Optional enrichment fees are due quarterly upon enrollment.

**If not specifically stated and/or under any other circumstances, all pre-paid reserves, tuition and fees paid are non-refundable.**

# Health

## Cleanliness

The Center strives to maintain a clean, healthy environment for children. The facility is cleaned and sanitized daily. Mats, toys and equipment are sanitized on a regular schedule. Children are taught the responsibility of returning toys and equipment to their proper places. Children's areas are labeled to facilitate this process. Children are required to wash their hands regularly including but not limited to arrival, before and after eating, after toileting, after being exposed to body fluids, upon coming in from outside, and after handling pets or other animals.

## Health Forms/ Covid Protocol

Medical information must be provided at the time of enrollment for all students. Each child should have a physical examination by a licensed physician or authorized agent of a Florida County Health Department and a current immunization record or exemption. Preschool and VPK students must maintain the physical form every 2 years and keep the immunization form current.

Covid policies remain fluid and are subject to change. We have been very fortunate to have had no Covid transmissions pass through our program and that is because our parents have been diligent in keeping children home when there has been potential exposure or symptoms. We do not plan to require Covid vaccines or masks. We believe these decisions belong to our parents. If you wish your child to wear a mask, we will do our best to help them be successful at that.

## Illness

We expect children to be able to participate in all our daily activities. If your child is not feeling well enough to actively participate, please do not send them to school.

For the protection of all children, we cannot accept for care children who show the following symptoms:

1. A fever of 99 degrees or greater
2. Diarrhea or vomiting
3. A rash
4. Cloudy nasal discharge or discharging eyes or ears
5. Evidence of head lice including nits (regardless of treatment)
6. Other symptoms of a contagious disease or virus

If the child shows symptoms of a contagious disease he should be kept at home and the condition reported to the Center. Strep throat, viral infections, infected ears and/or glands, mumps, chicken pox, scarlet fever, pink eye, impetigo, etc. are among those conditions categorized as "highly" contagious. If a child becomes ill during the day, he/she will be

placed in the isolation area and the parents will be required to remove the child from the Center within one hour. The Center is not licensed to care for ill children. Children sent home in a contagious state must remain out the next day at a minimum and until symptoms are no longer present. The Center will inform you of any known contagious disease exposure.

## Medical Emergencies

The Center's policy regarding medical emergencies involves first contacting parents or those designated, when time allows. If time is of the essence, the Center must have permission to authorize emergency medical treatment. **Parents are to assume the financial responsibility for such treatment.** Parents will not hold the Center or its staff responsible for decisions made in good faith regarding medical treatment. Accident reports are generated on each known injury and are to be signed by the parent or guardian. The Center maintains the report on file. The Center needs to be aware of any allergies and their symptoms and any handicapping conditions your child might have. Please keep this information updated.

**Parents agree to assume all liability for potential exposure to Covid related and like illnesses/viruses and will not hold the Center or its employees or representatives liable for any claims regarding such.**

## Medicine

The Center will dispense prescription medicine only when properly labeled and the medication log is completed. The Center dispenses medication once mid-day so please adjust your child's dosages accordingly. Prescription medications must be in original containers with original prescription label in the child's name and handed to a staff member for secure storage. Sample medications must be accompanied by a prescription from a doctor. Medication will not be given to suppress a fever, nor will we administer over-the-counter medication without a doctor's note. Medication dosages, including over the counter medicine, cannot exceed label dosages or frequencies unless accompanied by a physician's note. Medication must be current.

## Sunscreen and Bug Spray

Parents have the option to provide sunscreen and bug spray and authorize Lutz Learning Center to use their child's products when appropriate. Sunscreen and repellent must be in spray form, not lotion, and must be labeled with your child's name. Sprays are only applied in the afternoon as needed and parents will need to spray their own child in the morning when needed.

In addition, we have a system installed on the perimeter of the fence that emits an essential oil spray scheduled throughout the day to limit your child's exposure to mosquitoes.

## **Nutrition**

We firmly believe you are what you eat and want to instill proper nutrition habits for our children. We take great care in serving fresh fruits and vegetables and most of our food is made from whole foods. We are working hard to eliminate processed foods and choose organics when possible. Children enrolled in the early riser program will be provided breakfast if they arrive by 8:00 AM. Lunch is served between 11 AM and noon depending on the group. An afternoon snack is provided to full time and After Party students and is served mid-afternoon. Meals and snacks are designed to meet or exceed two thirds of the minimum daily requirements for children. Menus are posted each week in the foyer and on our Brightwheel app. Children will be encouraged to try new foods, but at no time will they be forced to eat. Food is not used as a punishment or reward. Notify the Center of any item on the menu that presents a problem for your child. Parents are responsible for providing substitutions and are required to sign an alternate nutritional agreement form if bringing substitutions. We are a nut free center and can accommodate gluten free with parental supplementation.

## **Additional Policies and Procedures**

### **Behavior Management Policies**

Most inappropriate behavior is due to a lack of understanding exactly what is expected. In most cases, a simple explanation is all that is required. Redirecting often resolves the conflict. If the child continues the inappropriate behavior, the child is removed from the mainstream of the group. The teacher talks with the child about the inappropriate behavior and how the child is to behave when allowed to return to the group. The length of time away is relative to the age and attitude of the child. Lengthy time away is not effective and therefore is not used. Should a behavior problem continue, a parent conference will be scheduled, and a behavior modification plan will be designed. Under no circumstances will a staff member yell at, humiliate, hit or spank a child. If a child's behavior is so severe as to place the other children, staff, or the Center in jeopardy, the parents will be notified to pick up the child immediately. The Center reserves the right to suspend or withdraw any child whose behavior puts others in jeopardy of any kind.

### **Birthdays/ Special Occasions/Celebrations**

We appreciate healthy snacks rather than typical party food. Coordinate this with your child's teacher. Individual birthdays are acknowledged in the classroom and you may do something to celebrate your child's special day by bringing in a game for the group to play, balloons for friends, come read a book or any other creative activity but no "sweets" please. We celebrate the major holidays (and anything else we can celebrate!) with parties and

again healthy refreshments are appreciated. We want to teach children to focus a celebration on the event, not junk food.

## Child Abuse/Neglect

Every staff member is required by Florida law to report suspected child abuse or neglect. If there is any doubt in the mind of the staff a child is being abused or neglected the Child Abuse Registry will be called. It is not the Center's responsibility to determine guilt or innocence but to report any suspected abuse/neglect.

## Custody

Parents/guardians who have sole or shared custody and/or a time sharing of a child are required to keep a copy of the official court agreement on file at the Center. Please do not involve the staff in custody battles.

Both parties with custodial rights reserve the right to add designated individuals to be listed as an authorized pick-up for the child during their time sharing, unless otherwise stated. Any exclusions must be clearly defined in an official document by the court. This information will be available to the other parent/guardian if requested.

## Drop-off and Pick-up

The child must be signed in and out each day. Please bring the child into the building and release them to a teacher. If using the carline, being prepared to sign in/out electronically moves the carline faster. Children will only be released to persons designated by the parent or guardian and identification will be verified. Please plan to arrive no later than 8:30 AM (8:45 for VPK only). The Center closes promptly at 5:30 PM. If you need to arrange for someone other than those specified on the registration form to pick up, please call us. If you must be late, please call us. There is a late pick-up fee due at the time of late pick-up. After 5:30 PM, please pay the staff member working overtime to care for your child. Excessive late pick-ups may result in termination from our program.

## Traffic Flow

Please enter our driveway on the west side (closest to US 41). Park in the inside lane, closest to the building, if you will be brief. If you expect to be more than two minutes, park in the parking lot. **Always leave the outside lane open** so that others can get around you. **Please do not drive across the lawn** as it damages our sprinkler and septic systems. Cars left idling are dangerous and fill our building with fumes. When left unattended they are a violation of Florida law. Please be sure you adhere to child safety seat requirements.

Children of any age are not to leave the building without an adult, nor should any child under the age of 12 be left in a vehicle unsupervised.

We offer carline drop-off and pick-up both in the morning, mid-day and after school.

## Field Trips

Field Trips are a privileged earned through good behavior at school for students in VPK and up. While it saddens us greatly to leave a child behind while their class attends a Fun Trip, safety is always our primary concern. A child must demonstrate the ability and willingness to follow direction while under our school's-controlled environment before additional opportunities will be offered. Proper uniform will be required on all outings except those otherwise noted.

## Pictures

From time-to-time pictures will be taken of children in the Center and may be submitted to the news media or published on our website's Facebook. Please notify us if this is a problem for your child. Additionally, we do "school pictures" in the fall, holiday pictures in winter, & spring pictures. They are professionally done and priced reasonably.

## Policy Changes

The childcare industry in the State of Florida is continuously undergoing change. Legislation has been passed that upgrade the requirements of staff working in childcare. Improvements to the childcare industry are always worthwhile however rarely come free. Factors such as staff raises and benefits combined with normal rates of inflation make the Center's policies and rates subject to change as deemed necessary. Advanced notice will always be given.

## Problems

We want to partner with you to create an amazing childhood for your child. We will do our best to guide your child in a manner pleasing to you, however if we make a mistake, please let us be the first to know. It is only through open, honest discussion that we can best meet your child's needs. Discuss problems with your child's teacher first and then the director if you are not satisfied. Feel free to pass along any suggestions you feel will improve our program.

Mutual respect is imperative for a good working relationship. Concerns regarding your child are always stressful. We promise to be respectful and expect that in return.

## Prohibited Items

Toys, weapons, candy, gum, expensive jewelry, bottles, pacifiers, coins, etc. may not be brought to the Center. State laws prohibit the use of tobacco products or e-cigarettes and alcohol on our premises.

## Public School Age Policies

The Center assumes your public-school child will get on our bus unless you notify us differently. If the child does not arrive at our bus as expected, we attempt to find the child. Because this is time consuming there is an additional charge when you fail to notify us of your child's absence prior to the school's dismissal.

Tuition covers early dismissal days and days public school is not in session and we are open. It does not include the days we are closed that public school is in session. Spring Break is an optional extra.

## Transitions

Transitions can be hard sometimes. When there is a teacher change or a group change we will give as much advance notice as we can. A successful transition occurs when the new teacher is as warm and welcoming as the previous teacher. A change in group may occur when a child's developmental level is outside the norm for the current group. We allow the child to "try out" the new group and will keep you apprised of the plan.

Should you need to make a transition to a new school we will provide you with your child's medical records, progress reports and appropriate portfolio work. Please share these documents with the new school as we will not forward them. We will only share information with the new school when you have given us written permission.

## Unusual Circumstances

Our Center will close for severe weather and other unusual circumstances such as acts of terrorism or unsafe conditions anytime Hillsborough County Government closes or our facility is compromised. If our school is not in session due to an unusual circumstance a notice will be sent through Brightwheel.

## Vacation Policies

Each preschool student that is continually enrolled can take one-week vacation during the summer months. A credit equal to one week's tuition will be applied to your account when notice is given by the 25th for the upcoming month.

## Visitation

We have a secure facility that requires biometric enrollment to access the building. Your visitation and observation are always welcome. Many of our parents and family members have special talents or backgrounds. We would appreciate the opportunity to have you share these with our children. We encourage you to visit with your child's group, read a book, tell a story, or share your knowledge. If you wish to have time to talk with a staff member, please make arrangements in advance. For the safety of our children, we need to know who our visitors are. Notify a staff member when you come in and when you leave.

## Volunteers/Chaperones

Volunteers/chaperones act as teacher's assistants and general helpers during scheduled class activities or trips. Help with celebrations, special events or sharing your special talent is always welcome.

One must complete a Good Moral Character Affidavit, a federal background screening at their expense, read the State's Child Abuse Laws Pamphlet, and be familiar with our behavior management policies.

We encourage parent involvement in our program and welcome parents to join us on our excursions. Please plan to give us two weeks' notice of any trips in which you would like to participate so that we may go over the expectations and requirements for chaperoning and be sure we aren't exceeding the number capacity for the event.

Please keep in mind that parent chaperones reflect our school, just as students and teachers do. We ask that students wear the proper uniform for a school trip, and chaperones are asked to dress in the same manner to best represent our school to the outside community.

Transportation will be provided when space allows. Please be prepared to drive or carpool with other chaperones and/or pay any parking fees for your vehicle. Teachers will notify chaperones of any additional special requirements for a specific trip.

## VPK Attendance Policy

VPK funds are available to your child the year they turn 4, on or before September 1<sup>st</sup>. State Funded Program hours are 8:45 AM- 11:45 AM. Applications for your VPK certificate must be submitted through the Hillsborough County Early Learning Coalition regardless of county of residence.

Regular attendance is required. When an absence is necessary the center must be notified the day of the absence, prior to program start time. Missing more than 20% of the total enrollment time will necessitate billing you for the excess time missed or withdrawing your child from our VPK sponsored program. You have the option to pay privately for the duration of the program if you choose to keep your child enrolled. We take seriously our

responsibility to educate your child but cannot be effective if your child is not in attendance regularly.

Parents must sign a Certificate of Attendance Form at the end of each month certifying to the State your child attended our program that month.

## Withdrawal

Written notice is required and must be received by the Center on or before the 25th of the month for the upcoming month (A little over a month's notice). The final month's pre-paid reserve will be credited to your account, less any account balance, when proper notice is given. No cash refund will be given under any circumstances.

This policy also applies to new families enrolled even if the child never attended.

Parents who have opted to commit to quarterly, bi-annual and annual payments terms, forfeit the unused portion of the tuition paid, if they choose to withdraw prematurely.

All other tuition and pre-paid fees are non-refundable including but not limited to; Registration, Field Trips, Supplies, Loyalty Application and pre-paid tuition.

The Center reserves the right to withdraw a child for the following reasons: a) non-payment, b) absence for one week without notification, c) inability to achieve a mutual understanding regarding problems, d) failure to maintain current health forms, e) excessive late pick-ups, f) disciplinary concerns. Should a child re-enter after being withdrawn, a new application fee will be assessed.

**Thank you for taking the time to learn about our policies. Your comments and concerns are always welcome. Our goal is to exceed your expectations!**

**Lutz Learning Center reserves the right to make changes to the current policies and procedures at any time to assure the best interest of the children and the school are met. This handbook is revised annually using input from parents, staff and administration. If you would like to participate in that process, please let us know.**