

PRINCE OF PEACE CHILD DEVELOPMENT CENTER
6320 BEBBETT ROAD
733-6018

GUIDELINES AND POLICIES.

Prince of Peace Child Development Center promotes an atmosphere of Roman Catholic Christianity, learning, creativity, freedom of choice, and positive interaction with our staff, the children, the parents and the community.

The Center offers a readiness program directed towards the formal education for preschool and infants. The Center provides a warm, pleasant environment and meaningful experience to influence a young child's positive adjustment to the world of learning.

Our hours of operation are Monday-Friday from 6:30 A.M. to 6:00 P.M.

Guidelines and Policies:

Health, safety, and well-being

Your child's health, safety, and well-being are our first priority. Therefore we, as well as you the parent, need to follow several guidelines and policies, which include:

- Keep your child at home if there are signs of illness, such as yellow or green discharge from eyes, or throat; fever of 101.0 or higher, rash, heavy coughing, vomiting, and diarrhea.
- Report to the Center if the your child contracts a communicable disease or condition, such as chicken pox, conjunctivitis, pink eye, mumps, head lice, pin worm, ringworm, strep throat, thrush, etc.
- If your child exhibits signs of illness at the Center, you will be notified. You will be expected to removed your child from the Center one hour after the call was placed according to DCF rules and regulations.
- When your child is sent home from school because of an illness, you will receive a form call "Sent Home Report". This form will give you some information about what the teachers noticed different on your child that day. You will be asked to signed the form and it will be placed on your child's file. Once this form is given to a child it means that the child went home with

something potentially communicative to the other children, so as a precaution your child WILL NOT BE ALLOWED BACK IN THE CENTER UNTIL THE CHILD IS SYMPTOMS FREE FOR 24 HOUR, OR WITH A DOCTORS NOTICE STATING WHAT WAS THE CAUSE OF THE ILLNESS.

- If your child is to receive any medication, prescription or over the counter, while in the Center a medicine form needs to be fill by one of the parents. The form must indicated date, time and quantity of the medications that has to be given. Name of the child, name of the medicine and the parent's signature. NO MEDICINE WILL BE GIVEN IF THE FORM IS NOT SIGNED BY THE PARENTS AND THE QUANTITY OF THE MEDICINE IS SPECIFIED .
- If the medications needs to be administered to the child more than one day, a new form needs to be done for every day the medicine is taken.
- Please do not leave any medication in the classroom or in your child's bad for this a violation for DCF's rules. Give medications with the proper form to any administrative staff.
- Call us in the event the your child will be absent for more than two days.
- Let us know of any changes of your work schedule when they directly impact your child's well fare.
- Keep us up to date with any new home/cellular phone numbers, as well as new home address.
- It is the Center's responsibility to provide milk, juice, A.M. snack and P.M snack.
- Make sure that your pick up card information is up to date. Remember you can add or delete names to the card all year long, but unless the name is on the card the child will not be released form the Center's care.
- The Center will always ask for a proper form of ID to the person that is coming to pick up your child.
- No child will be released to anyone under 18 years of age.
- When a waiting list has been established for children to enter into the program, the Center will give you a courtesy call to notify you that a space became available ahead of your scheduled starting day. If the Center has not heard from the parents within two days of the call, the space will be offered to the next person in line.

- We strive to provide your child with the best care possible, however accidents will occur. When your child has had an accident while under our care the teachers will write an "Accident Report" to let you know what happened to your child, or an "Incident Report" to let you know what your child did. This paper will have a brief description of what happen and what action was taken. It will be signed by the Director, the teacher writing it, and the parent once he/she is informed of what happened. The form will then be placed on your child's file, but a copy will be given to you if you request it.

Child Abuse and Neglect Policy:

In accordance with chapter 415, Florida States it is the Centers responsibility to report any suspected case of child abuse or neglect to the proper authorities.

Discipline Policy:

- Biting and fighting is not allowed in the Center, however, specially with the one year olds it does occur. We will study every situation as an individual case, and we will try to best understand why the child reacted that way. As a parent we need your help to keep this problems under control. You can help us by instructing your child since early on the "Their hands are to give hugs, not to push/fight", and that "Their mouth is for talking and eating not to bite." Slowly but surely your child will get the idea.
- We incorporate the philosophy of positive reinforcement with the children. We use redirection as our preferred way of handling "a problem", but when necessary we will use "time out" as a method to keep the classroom safe for all children.
- The child will be given three opportunities per day to redirect his/her behavior. The fourth time the behavior happens again, "time out" will be used. If after these chances the behavior still happens, the child will be taken to office to spend some time away from the classroom and cool off.
- If too many trips to the office are necessary the parents then will be contacted, and a meeting with the director would take place to try as a team to find the best way to help your child overcome the negative behavior.

Dismissal Policy:

- If a child becomes a disciplinary problem such us infringing upon the rights of the other children in the Center, the child's parents will be ask to look for another center for the child.

- We will proceed to give you a time frame of two weeks to remove the child from the Center, but if during those two weeks the situations gets worse we may all together reserve the right of providing service for that child.
- Lack of respect toward the teachers, or the parents of the other students, will not be tolerated. When such a situation happens, the parent of the child being disrespectful, will receive a note from the Director explaining what happen, and what actions need to be taken.

Dress code and clothing Policy:

- Sandals of any kind or open toe shoes for the children that can walk, are not permitted in the Center. This is a safety rule directly from the DCF's books and we will follow it.
- Once children are graduated to Toddler Room 1, shoes are a requirement every day. If a child comes to school without shoes, services will not be provided for the day because of the safety violation that it will imply.
- Dress your child according to the ever changing Florida weather. Keep a change of winter clothing as well as a change of summer clothing in your child cubby. And please labeled any piece of removable clothing.
- Dress your child in clothing that can "take" finger paint, tempera, clay, and outside play. Make sure to dress your child in clothing that is easily managed by the child when starting to use the bathroom.

General concerns and other helpful hints:

- Feel free to approach us about any problem that may arise while your child is attending the Center.
- Do not hesitate to offer any suggestions which you feel may enhance our program.
- Daily activity charts are kept regarding you child's day, and they are available for you to review upon request.

EMERGENCY EVACUATION PROCEDURES:

- When an emergency situation arrives we will try to maintain our normal schedule activities with the children so the they feel safe and secure.

- If we need to evacuate the Center, we will explain this action as a big outside fire drill. The children experience fire drill at least once a month and therefore they will not feel threatened or frightened by this activity.
- This is the reason why we urge you to keep us up to date on your new phone numbers from work, home or cell phones. If an evacuation procedure needs to take place we will inform the parents immediately.
- If there is a state of emergency, i.e. a tornado, you are expected to pick up your child immediately.
- In the event of a hurricane warning, a readiness condition will be established. This means that the hurricane winds will probably strike the area within 24 hours or less. Prince of Peace Child Development Center will follow the Duval County School district procedures and the Center will be closed.
- We urge each parent to listen to the radio and television news to be informed of what weather conditions are coming our way, and in doing so we can work together to make sure every child is safe.

Thank you for carefully reading these guidelines and policies, we appreciate your cooperation.

Parent signature.

Date.