



# MY SCHOOL

CHILD CARE CENTER

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## STATEMENT OF POLICY – 2020

**Program description:** My School is a non-profit, full day early learning center sponsored by CampusView Church. The school operates year round from 7:15am-5:30pm, Monday through Friday. We serve children ages 18 months through 5 years old.

We do not discriminate against anyone on the basis of age, sex, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We will do our best to accommodate all children in accordance with the Americans with Disabilities Act. My School contracts with the Early Learning Coalition. We are, also, a Voluntary Pre-Kindergarten provider for the state of Florida's VPK program. My School has an "Open Door" policy and our parents are welcome at any time. Please refer to the Parent Handbook for more information and other school policies.

**Philosophy:** The staff of My School believes that:

1. Each child is a unique individual, created by God to be loved, encouraged and guided in a safe, nurturing environment
2. God has given parents the responsibility for the care of their children and we must support and communicate with our families in an atmosphere of mutual trust.
3. As early childhood professionals and as Christians, we must work as a team to provide a safe, connected community where every child can develop to their full potential.
4. Young children learn best in an environment that fosters compassion, respect, independence, curiosity and joy.

**Tuition:** The tuition fees are used for teacher's salaries, supplies, equipment and maintenance of the facility. In order to have a child/staff ratio which insures excellent supervision and learning experiences for your child, we must maintain a full enrollment. Fees will be prorated if a child enrolls or withdraws in the middle of a month, however we require two week's notice for withdrawal. If your child will not be attending school for an entire month, you may pay a holding fee of ½ of your regular tuition in order to reserve your space. The holding fee may not be used in the month of December or for longer than 31 days. Monthly tuition fees remain the same for the calendar year and are not adjusted for child absences, school closings or holidays. School Readiness children will be charged the difference between our tuition and the subsidized payment.

Monthly fees:	<u>Levels 1 and 2</u>	<u>Levels 3 and (non-VPK) 4</u>
	\$870/mo – fulltime	\$810/mo – fulltime
	\$600/mo – until 12:30	\$560/mo – until 12:30
	\$705/mo – until 3:00	\$655/mo – until 3:00
	\$640/mo - 3 full days	\$600/mo – 3 full days
	\$45 – extra day*	\$40 – extra day*
	\$25– extra ½ day*	\$22 – extra ½ day*
	\$12 – extra ¼ day*	\$10 – extra ¼ day*

\* space available w/ director's approval

My School must maintain a full-time/part-time enrollment ratio of 3 to 1. A full-time enrollment cannot be decreased unless there is a part-time slot available. The minimum part-time schedule is 5 mornings, 3 full days or a comparable mixed schedule.

**Fees:** A non-refundable enrollment fee of \$100 is due upon enrollment. School Readiness children will pay the tuition differential but not the enrollment fee. The pizza fee (Levels 2,3,4) is \$35/school year and \$11/summer.

**Payment policies:** Fees are due the first of the month, however, other payment arrangements may be made with the approval of the director. There is a \$12 charge for returned checks.

**Late pick-up policies:** My School is open from 7:15 to 5:30, Monday through Friday. In accordance with their individual schedules, children must be picked up by 12:00, 12:30, 3:00 or 5:30 each day. After these times, a late fee of \$1/minute will be charged. These fees must be paid in cash. Repeated lateness could be cause for termination of your child's enrollment.

**New student policy:** Once a child has been enrolled at My School, with a definite start date, we will schedule a visit. During the visit, the child and one parent will spend time with his new class for a period of 1-2 hours. The visit should be scheduled as close as possible to the start date.

**Release policy:** If someone other than the parent, guardian or other individuals authorized on the enrollment form will be picking up your child, we must be notified in writing on the "Change of pick-up" form, and that individual must present a picture ID at pick up time.

**English Language Learners:** Children whose first language is not English, are required to have, at a minimum, a half-day M-F schedule.

(My School has live animals on the premises.)

**Inclusion Policy:** Our aspirational goal is to include every child while maintaining a quality learning environment for all of our children. Unfortunately, with limited resources, we cannot do both. In order to offer a high quality program, we must limit the number of children with significant special needs to two per class (10-20 children) or one per group (7-8 children). We depend on parents to be honest, when enrolling a child, regarding therapies being received AND concerns that the parents may have about their child. Before finalizing enrollment, every child must have a playdate in their prospective classroom of, at least, an hour. During the playdate, the classroom teacher will be able to interact with the child and observe the child interacting with their peers (as is appropriate for the child's age). Also, the Ages and Stages Questionnaire (a screening tool) will be administered by the parent or a My School staff member. At this point, the director will use the parent interview, the teacher observation and the ASQ results to determine if the child may enroll, may not enroll at this time (further evaluation needed) or may not enroll (classroom is at capacity for children with special needs). The director can also guide the parents in finding other resources for their child.

If necessary, a child may be asked to dis-enroll if previously undiagnosed needs become apparent and the class is at capacity with children who have earlier enrollment dates.

If a child with special needs has an ABA, the teacher, the director, the parent and the ABA must maintain close communication while determining the role of the ABA in the classroom setting. Final decisions regarding that role will be made by the teacher and the director.

If the My School staff determines that a referral to FDLRS is warranted, parents are required to consent, in accordance with our policy.

**Health requirements:**

1. On or before the first day of attendance, you must provide a current physical examination form from a physician. This must be updated every two years.
2. On or before the first day of attendance, you must provide a current immunization form from a physician. This form must be updated before the expiration date on the card.
3. My School is not able to provide individual health/accident insurance for each child. The parents' family health coverage must be used to cover accidents or medical needs which arise at school.

**Discipline policy:** At My School, we understand that young children are in the process of learning acceptable behavior and that supportive adult/child relationships must be the foundation for effective guidance. We use "Conscious Discipline" to create a safe, respectful environment where children can be a part of a classroom community as they learn to express their feelings appropriately and make kind choices. We will use positive techniques to guide the behavior of children by setting appropriate limits, teaching missing or developing skills, and encouraging children to choose positive behaviors. Ultimately, we want our children to learn how to use communication to solve social conflicts and to learn skills for self-regulation. We will never use severe or corporal punishment, humiliation or fear nor will we use food, toileting or rest for punishment.

**Expulsion policy:** We will do all that we can to meet the individual developmental needs of each child; but if we find that a child is not successful in this environment we will conference with the parents and develop a pro-active behavior plan for that child. If, after a reasonable amount of time, the child still poses a threat (physically or emotionally) to himself or others, we will require that the parents withdraw the child.

**Dismissal policy:** Families may be dismissed from My School for the following reasons: non-payment of fees, excessive absences, inappropriate or intimidating language or behavior towards any My School staff, intern, child or family member, or failure to adhere to the policies outlined in our current Policy Statement and Parent Handbook. The care and education of your child depends on mutual trust between the parents and the school. Breaking of that trust may result in dismissal.

<b>School closings:</b>	MLK day – Jan 20	Labor Day – Sept 7
	Conference Day – Feb 17	Staff Development – Oct 16
	Spring Break- March 23-27	UF Homecoming - TBA
	Memorial Day – May 25	Veterans Day holiday - Nov 11
	Independence Day – Jul 3	Thanksgiving- Nov 25-27
	Pre-planning – TBA	Christmas Break – Dec 21-Jan 1

***Children are expected to be at school by 9:00. If your child will be late or absent you MUST notify the school by phone, email or prior notice to the teacher or director.***

Mission statement - The staff of My School, in partnership with our parents, is committed to providing a safe and connected environment where delight in learning and unconditional love are a daily experience for every child.

**ENROLLMENT OF YOUR CHILD AT MY SCHOOL ASSUMES YOUR KNOWLEDGE OF AND AGREEMENT WITH ALL CURRENT MY SCHOOL POLICIES.**