



Parent Handbook

"Hand In Hand Learning For Life!"

351 Plaza Drive
Eustis, FL 32726
(352)-447-1820

Philosophy- At Golden Triangle Learning Center we are committed to providing Lake County families with a safe, enriched environment for early age children in which to grow their social, emotional, physical and cognitive development. It is during these preschool years that children develop the characteristics which will affect their lifetime love of learning. Our team here at Golden Triangle Learning Center recognizes the importance of forming a partnership with parents, sharing their values, language and diversity to create a unique learning experience for all children. With the vast experience of our team of caring teachers and assistants, and the support of parents we are able to achieve our goal of "Hand In Hand Learning for Life."

Program Description- Through our use of various academic curriculum approved by the state we will achieve several goals associated with preschool education.

- Provide age appropriate programs where children will be actively engaged in their daily activities.
- Plan and implement a comprehensive transitions through our stages of learning to include graduation to kindergarten.
- Assess and support the health and nutrition needs of children to promote wellness for a successful early education experience.
- Empower families to learn together; narrowing the gap between home and school by forming positive relationships.
- Ensuring our instructional staff are highly qualified and devoted and up to date on emerging preschool academics.
- Work closely with community partners forming relationships to create further learning opportunities and increased resources and opportunities for our families.

Registration- Our center requires a completed enrollment application, and emergency data form on each child prior to their 1st day of attendance. Parents of children not enrolled in public school also must provide a local and current shot/immunization form and a physical form for their child prior to enrollment. Failure to maintain proper and current records may result in termination from our program. Applicable registration fees are due at the time of enrollment. Please send your child with a cot sheet and blanket every Monday. These will be sent home to be washed and returned every Friday.

Tuition- Tuition is due on Friday for the upcoming week. A late fee will automatically be assessed if the tuition is not paid when due. Please include your child's name at the bottom of any checks. In order to provide quality care for your child it is imperative that tuition is paid in a timely manner. If tuition is not paid you jeopardize your child's place in our program. If tuition is not paid by the close of business on Monday, a late fee of \$25.00 will be added to your account, and your child may not attend school until tuition is paid in full.

Additional Fees

\$25.00 Late fee; past due accounts

\$1.00 per minute per child for late pickup

\$25.00 fee for returned check

\$20.00 per additional uniform shirt

Holidays

-4th of July- 6/4

-Labor Day- 9/5

-Thanksgiving Holiday- 11/24 and 11/25

-Christmas- 12/23 -12/26

-New Years- 12/30-1/2

-Good Friday- 4/14

-Memorial Day- 5/29

The center will be closed on the above listed holidays. When a holiday falls on a Saturday, it will be observed on the Friday before. If the holiday falls on a Sunday it will be observed on the following Monday.

Smoke Free Zone- Golden Triangle Learning Center is a smoke free zone. Smoking on premises is prohibited by law. We ask this of all parents and staff.

Golden Triangle Children- We are proud to care for children without regard to race, religion, or national origin between the ages of 6 weeks to 12 years. We provide before and after care for children in Pre-K through 5th grade.

Our Teachers and Staff- Our staff consists of experienced and trained early childhood educators. Everyone at Golden Triangle has met or exceeded all Florida requirements including CPR and First Aid. Each employee has also been background screen through local and state agencies.

Sick Time- When a child is sick or hospitalized for an extended period of time, please contact our management team for arrangements. Tuition leniency and/or space reservation will be determined on a case by case basis. If necessary to withdraw your child we ask for at least two week notice.

Inclement Weather- In the event of severe weather, our center will stay open unless conditions become unsafe. We will follow Lake County Schools regarding school closing prior to a storm. After a storm our center will open provided the center has electric, water and air conditioning.

Safety Policy- Any person who is not recognized by staff will be required to provide a photo ID before the child is released. No child will be released without the written permission from the parent and/or guardian.

Drop off & Pick Up Procedures- We require that you come in the building with your child, and sign them in and out daily. Your child will not be released to anyone not authorized by parent or guardian. We must have written permission to

release to anyone not on the child's pick up list. We reserve the right to not release a child to anyone who appears intoxicated/impaired. The center will contact an alternative authorized pickup person.

If a parent or guardian chooses to change the authorized persons on their pick up form they must meet with the director to update the form. In a custody situation, the custodial parent must provide a court order if the non-custodial parent is not allowed to have contact with the child.

Dress Code- Golden Triangle is proud to be a uniformed school. All children ages two and up will be required to wear a uniform shirt daily. In the event your child does not come to school in uniform a shirt will be provided and a \$19.00 charge will be added to your account. You will receive one uniform shirt in your registration packet. And may order more on an as needed basis. For safety reasons please do not send your child in open toe shoes. In addition every child must have a change of seasonally appropriate clothes for emergencies. It is important to label all your child's belongings with first and last name.

Discipline- The objective is to help the child retain control of their emotions and actions, not to prevent them from expressing their feelings and moods. Every effort is made to recognize and reinforce positive behavior. A child will never be physically or emotionally abused in any way. A child will never be denied active play as a consequence of misbehavior. Most behavior problems can usually be corrected by redirecting the child and through positive

reinforcement techniques. Methods of discipline practices will not include the use of spanking or other forms of physical punishment, nor shall they be associated with food, rest and/or toileting. Discipline methods permitted are age appropriate and constructive. If a child's behavior becomes extreme, such as kicking, biting, scratching, spitting, pinching and throwing objects, the child is given choice of discontinuing such behavior or being separated from the group within the teacher's sight. The procedure is called "TIME OUT". If extreme behavior continues to be a problem, the parent will be called for a conference to discuss a possible solution. It is important that we remain realistic in the expectation of the behavior of each child, considering their developmental stage and their needs.

Field Trips- Children age 3 and up may participate in field trips during summer camp and the school year. These are designed to enhance the curriculum. You will receive written notice with detailed description.

Potty Training- Golden Triangle staff will be aiding in potty training in the 1 & 2 year old classrooms. With this being said your child will not graduate to the 3 year old class till they are fully potty trained. As this can be distracting & interruptive to the learning in these preschool classes. If your child does not have wipes we will provide a pack and the applicable charge will be applied to your account.

Americans with Disabilities Act- We provide services for children with disabilities whose limitations can be reasonably

accommodated. With the assistance for families and health professionals, our program is designed to help meet children's individual needs. Please be open and honest with the administration about any physical, emotional, or developmental concerns you may have about your child.

Program Activities- Golden Triangle follows the Funshine Online curriculum for academic and assessment purposes. Monthly lesson plans and schedules are completed by our teachers and are deemed appropriate for each age group and follow a pre-determined theme. Learning takes place throughout the day and includes circle time, table activities, and music and movement activities. Math, science, language, literacy and social skills are the basis of our learning activities.

Sick Policy- Please do not bring your child to school if he/she is sick. If your child becomes ill after being dropped off, we will contact you immediately, and you must pick up your child within one hour. If your child exhibits any of these symptoms please do not bring them to school; unusual rash, fever over 100, runny nose with colored discharge, diarrhea, discharge from eyes or ears, vomiting or persistent cough. If your child requires daily medication please speak with director as this is handled on a case by case basis.

****Lice-Cases of lice must be treated and child must be lice and nit free before returning to care.**

****Communicable diseases-All cases of communicable diseases require notification to Golden Triangle.**

Re-admittance to the child care center for the following shall be:

- Fever over 100—must be fever free for 24 hours without medication.
- Chickenpox—all lesions are dry and crusted
- Impetigo—at least 24 hours after start of medication
- Conjunctivitis (pink eye)—at least 24 hours after the start of medication
- Head Lice—following medical treatment child must be lice and nit free.
- Hepatitis—Physician's statement required for re-admittance
- Strep Throat—no sooner than 48 hours after the start of oral medication or 24 hours after injection

Meals & Snacks Policy- We provide nutritious meals and snacks through the USDA Food Program at no additional cost to you. Please do not send your child in with outside food. If your child has a food allergy please provide written notice to the Director and provide the information in the enrollment packet. You may provide special treats for celebratory occasions. Please contact the center before hand to ensure these treat comply with our policies.

Mandatory Reporting Policy- All staff members are mandatory child abuse reporters. If any staff suspects child abuse, he/she must follow the procedures learned during Identifying Child Abuse and Neglect training to report the suspected abuse.

Parking- We ask that all parents please park in the designated parking spots only. Absolutely NO parking in front of the bridged area.

Parent Involvement- We schedule parent/teacher conferences on a necessary basis to discuss your child's progress, expectations, and problem solving. In addition, conferences can be requested by teacher, parents, or director at any time. Golden Triangle Learning Center makes newsletters available to families on a regular basis. In addition to daily reports, incident/accident reports, milestones, etc.

