



# Parent Handbook

Port Saint Lucie

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**Center Philosophy:** We believe that children thrive in an environment which values their own uniqueness, while providing support and opportunities to grow emotionally and socially. We guide each child to explore the world around them, as well as develop new abilities and form close relationships. We understand that our children are all unique and come from different backgrounds with different cultures, religions, and family structures. Our priority is to provide a safe space and an age-appropriate educational routine.

**Ratios:**

Infants:	<b>1:4</b>
One-Year-Old:	<b>1:6</b>
Two-Year-Old:	<b>1:11</b>
Three-Year-Old:	<b>1:15</b>
Four-Year-Old:	<b>1:20</b>

**Hours of Operation:**

Monday – Friday: 7:00A.M. – 6:00P.M.

Saturday/Sunday: CLOSED

Federal Holidays: CLOSED

**Please see School Year Calendar for school closure days and early release days.**

**Tuition:** Tuition is based on a weekly payment. Tuition will be charged each week whether your child attends the week or not. You are authorized a one-week vacation credit after a year from your child's enrollment date. Your child will not attend school during this week. The dates must be submitted to the director's email two weeks prior to your vacation week.

All families are required to set up automatic payments by completing a tuition express form. We accept debit/credit payments (convenience fee applied) or ACH payments.

Tuition is always due on Friday for the upcoming Monday. A \$30.00 late fee will be applied for any payments that are declined or not received by Friday at 9:00A.M. Please be sure to update us with any change of payments if they arise.

Households that have (3) declined payments will be moved to cash only payments which will be due Friday before 9:00A.M.

If the tuition is past due, children will **not** be able to attend the week until the payment has been received. Children's University has the right to send the bill to collections and remove the child from the program. **Consistent declined or late payment will lead to termination.**

### School Year 2024-2025

<b>Program</b>	<b>Registration Fee</b> Annually	<b>Supply Fee</b> Annually (January)	<b>Tuition</b> Weekly
Dartmouth Cir.	\$150.00	\$50.00	\$300.00
Columbia Ln.	\$150.00	\$50.00	\$265.00
Princeton Ave.	\$150.00	\$50.00	\$245.00
Yale Blvd.	\$150.00	\$50.00	\$225.00
Harvard Way	\$150.00	\$50.00	\$175.00

**Tuition is subjected to change and is non-refundable.**

**Summer Program:** Our summer program is a separate program that goes from June-August every year. Fees during this period are different from our school year pricing.

**Financial Questions:** Any questions or concerns regarding tuition, general charges, or anything regarding any form of payment please contact the director via email. The email is listed on the cover page of this handbook.

**Registration Packet:** Children's University requires the registration packet to be completed and turned in by the parent/legal guardian at least one week before the start date of the child.

**VPK Registration:** Children's University's VPK registration will begin once the Early Learning Coalition opens their registration for the year. Children's University will notify all eligible families at this time. To secure your child's VPK spot, the registration fee as well as your VPK certificate must be turned in within the deadline we provide at that time. After in-house registration is complete, Children's University will then open enrollment for VPK to out-of-house families, if availability allows.

**Paperwork needed:**

- Registration packet
- Tuition Express Form
- Physical/Health Assessment
- Immunization Record
- H1N1 Form
- Distracted Driver Form
- Emergency contacts must be two people that are not parents/legal guardian

**Items Needed:**

- Sleep – Sack only (See sample attached)
- Labeled spill-proof water cup
- One full uniform set (Polo, khaki pants, underwear, socks, closed-toe shoes)
- Diapers/Pull Ups with adjustable straps only
- Wipes (If applicable)

**Items Not Allowed:**

- Toys from home
- Valuable Items
- Tablets/Electronics
- Candy
- Jewelry
- Hoodies/Crew Necks
- Weaponry, Illegal objects/substances, Contraband of any kind

**Dress Code:**

**Tops:** Brand new CU polos must be purchased on [frenchtoast.com](http://frenchtoast.com). You may also purchase gently used polo shirts from our front desk for \$5.00 a shirt. Enrollment must be completed first. Sizes vary and this purchase is non-refundable. All children must be in uniform everyday! If your child is not in uniform upon drop off, this will result in a \$25.00 penalty that will reflect on your ProCare ledger. After your third uniform penalty your child will not be able to attend school for the day.

**Bottoms:** Must be khaki with no logo. Pants, shorts, capris, skorts, and jumpers are all permitted.

**Shoes:** Children should have closed-toe shoes to ensure their safety in the classroom and outside on the playground. Please do not send your child to school with open-toe shoes.

**Outerwear:** Solid color zip-up sweaters only. No hoodies, crew necks, or loud colors or patterns.

**Tote Bag:** All children are to carry the Children's University tote bag to and from school in replacement of a backpack. This tote bag is \$10.00. This will reflect on your ProCare ledger the Friday before your child's first day of school. You will receive it on your child's first day.

**You MUST label ALL items with your child's first and last name!**

**Late Drop off:** Children MUST be in class by 8:55A.M. Any time after this time they will not be allowed to attend school that day. We begin our structured curriculum every day at 9:00A.M. Any type of interference at this time of the day will not be allowed.

**Excused Lateness:** You are allowed to come in tardy if you provide a doctor's note. It must have that day's date on it. The note will only excuse your child until 11:00A.M. After this time, we will not be accepting any more doctor's notes to excuse lateness.

**Late Pick Up:** Children's University closes at 6:00P.M. If your child is picked up after 6:00P.M, the primary payer will be charged \$1.00 per minute. After your **third** time being late to pick up your child, this will result in the primary payer being charged \$10.00 per minute each time moving forward. If your child has not been picked up by 6:30P.M, Children's University has the right to call the authorities. **Consistent lateness will be cause for termination.**

**Early Pick Up:** Parents/guardians are not allowed to enter any classrooms between 9:00A.M. – 2:30P.M, due to it being a disruption to the classroom setting and other children. If you need to pick your child up early, we will have a staff member walk your child to you in the waiting room for early dismissal.

**Parent/Guardian Sign In/Out Procedures:** Children will only be released to an adult who is 18 years and older. Each day you will use the QR code provided to sign your child in and out. To ensure your child goes home safely, we will ask for I.D before releasing your child. Please make sure your emergency contact list is updated and accurate. We will not accept verbal consent for emergency contact pick-ups. You will need to provide something in writing. The pickup list can only be updated in person for security reasons.

**In Class Birthday Celebrations:** You must message the child's teacher on ProCare with details. Such as but not limited to, the date of the event, what's being brought in, and anything else our staff need to be aware of. This must all be approved by the director first. The celebration will begin at 3:00pm. Parents are not to be present.

**Illness:** Under no circumstances may a parent bring a sick child to preschool. If the child shows any signs of illness or is unable to participate in the normal routine and regular day program, then they are not permitted to be in school.

Sick children can potentially expose all children and staff members that they come in contact with. This is a danger to other children and their families, therefore your cooperation on this issue is extremely important. Every effort is taken to reduce the spread of illness by encouraging handwashing and other sanitary practices.

In the event a child becomes ill and needs to be picked up, the parent(s)/guardian will be called and are expected to come pick the child up within the half hour. If the parent(s)/guardian cannot be reached, or have not arrived within the half hour, the next emergency contact will be called and asked to come pick up the child.

Children may return to school with a doctor's note that states that the child is no longer contagious and is cleared to return. We will make every effort to inform the parents of any affected classrooms of any illnesses going around. To ensure we are keeping our children safe, we will bring any sick children to an isolation room until they are picked up. Children need to stay home if any of the following symptoms exist:

- Has a fever of 100 degree or higher
- Is in the first 48 hours of an antibiotic treatment
- Is experiencing vomiting or diarrhea
- Is experiencing cloudy or green runny nose or persistent cough
- Is experiencing head lice, ring worms, impetigo, or unexplained rash
- Is experiencing two consecutive loose bowel movements during a day
- Is experiencing earache, yellow skin or eyes, pink eyes with discharge, rash, headache, or fever
- Has symptoms of contagious illnesses such as, but not limited to, scarlet fever, measles, chicken pox, flu, strep throat, or any other infectious disease.

**Fever:** No child is allowed at school with a fever. If a child spikes a fever in school, they will be sent home and will not be able to return for 24 hours. This is a state regulation per DCF. If your child's fever has reduced while they are in school, they still must be picked up.

**Medications:** Children's University does not administer any form medication except what can be considered "rescue medication." This includes EpiPens.

- To hold or utilize any rescue medications in Children's University, a proper medication form must be filled out. This is found at the front desk.
- The medication must have a prescription label which contains the child's name, doctor's name, name of medication, date of prescription, and proper dosage.

**Meals:** Your child must be in school no later than 7:45am if you would like them to have breakfast in school. This breakfast will be provided by the parents/guardians.

We have partnered up with a catering program, for the families that do not wish to pack their child's lunch, this is an option available for you. The cost is \$22.50 weekly. This also covers the cost of pizza Fridays. If you do not wish to participate in this food program, you may opt out and pack your child's lunch every day, or Monday through Thursday if you would like for your child to participate in pizza Fridays only. There will be a \$30.00 charge for a replacement lunch if you forget to provide your child's lunch.

**Pizza Fridays:** We have partnered up with Big Apple for pizza Fridays! Every Friday we can provide pizza for your child to enjoy for lunch. This meal is \$4.50 weekly to participate if you choose not to participate in the full week food program.

All weekly food costs are still due regardless of child's attendance.

**Water Cups: Must** be provided in a spill-proof cup. Screw top bottles are not permitted. Your child's cup must be age appropriate and easy for them to use. If you do not bring in a cup for your child, Children's University will provide one for \$10.00, that you may keep for continued use.



**Independent feeding:** All children that attend Children’s University **must** be able to independently feed themselves during mealtimes. Staff will monitor and encourage all the children during mealtimes. The only children that will be excluded from independent feeding will be Dartmouth Circle 001 – Infants.

**Potty Training:** All children attending Children’s University must be fully potty trained by the age of three. If your three-year-old child is not fully potty trained this may be cause for termination. In Princeton Ave, the child’s family and teachers will work together for a successful potty-training experience.

**Behavior Policy:** We will encourage children to use their words to resolve problems while our trained staff assist with redirecting behaviors. The goal is to partner with the parent/guardian to take the proper steps in guiding the child to a positive school experience. If negative behavior persists, we will take whichever steps are necessary and best fit for each child. Children’s University has the right to send your child home from school when necessary. If your child qualifies for therapy services, be aware Children’s University is only in partnership with Progressive Pediatric Therapy and does not accept any other outside businesses or forms of therapy we are unable to accommodate.

**Biting Policy:** If your child bites another classmate two times, a conference will be held to address the matter, and for a biting contract to be issued. If your child bites a third time after the contract is in effect, your child will be suspended for a two-day period. If your child returns to school and the issue persists, whatever actions that are deemed necessary by the administrative team, to better benefit the child and their classmates, will be applied.

**Parent/Teacher Conferences:** All conferences **must** be properly scheduled with the director. You can contact the director using the information provided on the cover page of this handbook. For urgent matters, we are aware that some things can be time sensitive. You can trust we are working as diligently as possible to find a solution to any issue that may arise.

**Camera Revision:** We can accommodate any necessary camera revision for our families. However, this is something that **must** be scheduled with the director. Due to the lengthy process it can be to find the exact time needed to be reviewed, we want to ensure we have the full capacity to give all our attention to you and whatever it may be that needs to be reviewed.

**Safety/Emergency Information:** In the occurrence of an emergency evacuation, Children's University will notify every family of the situation while working with authorities. We will evacuate all children and adults in the building to our emergency location. We have consistent practice fire drills, tornado drills, and active shooter drills monthly, to ensure everyone knows what to do in case of an emergency. If any form of weaponry, illegal objects/substances, or contraband of any kind is brought into Children's University, the family is to be terminated immediately and DCF will be contacted.

**Withdrawal Process:** Children's University requires a two-week written notice if you decide to remove your child from the school. You can find the proper withdrawal form by requesting it at the front desk. The full tuition will be charged during those two weeks.

If your child's belongings have not been picked up after their withdrawal, we will hold your child's belongings for one month. After one month we will dispose of the belongings.

*Thank you for trusting us with the care and education of your child. We are honored to have the opportunity to get to know your child and watch them grow at Children's University. If any problems arise, please contact the director so we can make any necessary adjustments to ensure your child is getting the finest quality care that we pride ourselves on.*

*Children's University*