

A Child's World Learning Academy

3223 Alene Street
Tampa, FL 33614
(813) 935-7777

PARENT HANDBOOK



A Child's World Learning Academy Handbook

Mission

To provide convenient and enjoyable leisure experiences that are administered by competent and friendly staff in a setting that is well maintained, equipped, safe and aesthetically pleasing.



Hours of Operation

Monday to Friday
6:30 AM to 6:00 PM

Late Fees of \$1 per minute/per child will be charged if you arrive to pickup your child/ren after 6 PM. All Late Fees are due immediately and in CASH.

Ages

Infants (six weeks old) to Twelve years old



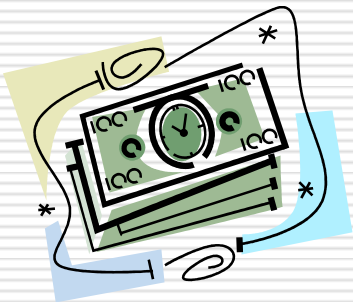
General Information

This Handbook has procedures that must be discussed with your child(ren) so that he (she) will have a better understanding of what is expected. We have a large number of participants and would appreciate your taking the time to review our rules and regulations so that you and your child will understand our system.

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Registration Fee

\$50.00 fee a year. Collected at the time of registration and at the beginning of each year thereafter. \$75.00 for families of 2+ children.



Tuition

The tuition fees will be paid in advance on Monday, a \$10.00 late fee will be added to the tuition if payment is not made by Tuesday @ 6 PM. There will be an additional \$5 added for each additional day after Tuesday. All Voucher/School Readiness children will be charged an additional \$7 in addition to their parent fees. ALL parent fees will be calculated to the next dollar:
(ex. \$15.40 will be \$16 plus \$7) ALL accounts MUST be paid with CREDIT CARD or MONEY ORDER.



Transportation

- * Alexander Elem
- * Crestwood Elem
- * Egypt Lake Elem
- * Twin Lakes Elem
- * Oakgrove Elem

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Vacation

Parents may take one week vacation a year with no tuition due, to be taken after the first year of attendance, with a two weeks written notice.

Return Policy

Payments made by money order should be made out to "A Child's World Learning Academy".

Hillsborough County ordinance 96-28 authorizes a service fee for the collection of dishonored money orders, drafts or other order of payment of money.



Face Value of Check	Service Fee
.01 - 50.00	\$25.00
50.01- 300.00	\$30.00
300.01-800.00	\$40.00
800.01 & over	\$5% of check value

No fees will be refunded or pro-rated. If a worthless money orders are received for childcare that will terminate your privilege to write money orders at ACWLA. ALL payments will be due in CASH thereafter.

Dis-Enrollment Policy

Should you decide to remove your child from the center for any reason you are required to give a 2 weeks written notice. You will also be responsible for full tuition for both weeks.

(If we have to seek legal advice you'll be responsible for legal/court fees)

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Sign In & Out Procedures

You must sign your child(ren) in upon arrival at the center and sign out at departure. The sign in and out book/computer is located on top of the desk as you come in to the office/lobby. Also please communicate this information to all the people that are authorized to drop off and pick up your child(ren).



Nutrition

All menus are approved by USDA. Our menus are posted on the bulletin board in the Lobby/Hall Area. The academy provides breakfast, lunch and PM snack:

*Breakfast 8:00 AM-8:30 AM

*Lunch 11 AM-12 NOON

*PM Snack 2 PM- 3 PM.

***Any allergies to milk or certain foods must be documented in child's file and we MUST have a Dr's Note if you would like for ACWLA to alternate a certain food that you bring from home.**

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Health

A current physical and shot record must be provided for all children not of school age. These records must be kept up to date. Medication will be given only if prescribed by a doctor and must have the pharmacy label with the child's name on it. Also, the medicine can not be expired. We must have parents consent to be able to administer any medication, be sure to complete a medication form and give it to the director with the medication. Medication forms are good for 1 week at a time if the child needs it longer you will have to fill out another form. NO over the counter meds will be administered at ACWLA.

(There **MUST** be a med form on file for nebulizer treatments as well)

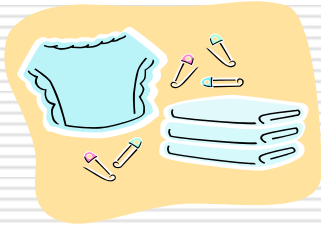


Sick Children

Any child with a runny nose (yellow- green mucus) , a fever over 100 degrees, constant cough, diarrhea, vomiting or any other sickness that is contagious cannot attend the Academy. If your child becomes ill at school, you will be called to pick up your child. In order for your child to be able to return to school, we will need a note from his/ her doctor stating that he/she can return to school.

***All records must be kept up to date, if you move, change employment or phone numbers change you must notify us immediately so that we may update our records.

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Provisions

Parents Provide the following items:

- Infants - Formula, cereal, baby food, 6 diapers per day, baby wipes and at least two change of clothes. If the baby has a favorite blanket or toy, you may bring it in as well.

NO shoes will be allowed in the infant room...we ask that when you arrive to drop off or pick up your baby you either leave your shoes outside the classroom door or the teacher can meet you at the door.

ALL bottles MUST arrive to school prepared, labeled and with caps on them!!!!

- Ages One & Two's - 1 small blanket, change of clothes, 4 to 6 diapers for the kids that are not toilet trained, & wipes. One Year Olds ONLY can bring 2 bottles a day, they MUST be prepared, labeled and have caps on them.

Absolutely NO bottles or pacifiers are allowed in the Two Year Old room or higher...

Teachers will notify you as supplies are used up so that you can replace them.

- Pre-K 3-5's - 1 small blanket, change of clothes, and all school supplies that are on the classroom supply list.
 - VPK children MUST wear uniforms during VPK hours. Speak with the Director in regards to ordering them.
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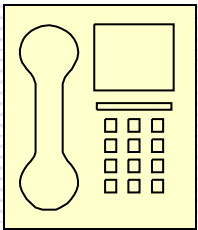
Field Trips

The fees for any field trip must be paid in cash prior to any field trip and we must have a written consent form, from the parent. Field trip consent attached to enrollment packet. Please be sure to provide your child's teacher with ER #'s the day of the trip.



Who to Contact

If you have any question or concerns, please feel free to speak to the Director at anytime you can reach her at 813-935-7777 or email her childworldinc@aol.com. She receives all emails immediately to her phone, if she is not at the center.



Important Dates

New Years
Memorial Day
Independence Day
Labor Day
Thanksgiving Day/Day after Thanksgiving
Christmas Day
MLK Day

The center will be closed on the holidays listed above. Notice will be given should we close any other day that is not mentioned above. In case of a hurricane or dangerous weather you can always find out if Hillsborough County School District will be open or closed. We will follow their schedule. You can keep track of this at the Hillsborough County School website. Or our Facebook page.



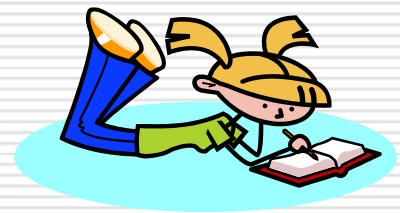
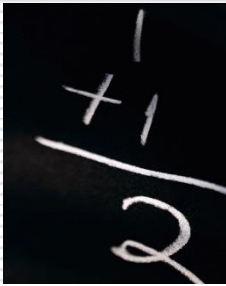
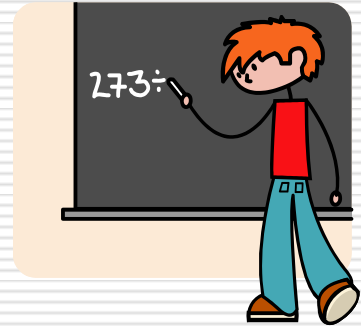
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Education

- * All children are provided with a program consisting of the following: language development, music, art and sensory perception. Children are naturally curious, we believe that the best way to nourish their desire for finding answers is to make learning fun. So when you look around our center, you will see an activity focused environment that tickles your child's curiosity and intellect. An environment that encourages children to learn by doing many different activities such as: block centers teaches sizes and weight concepts, art expands their imagination and sense of pride, outside play will build coordination, social skills and self confidence, and as they complete each activity they will smile, laugh, and most all: they will learn!

All parents are encouraged to participate in their child's learning. Feel free to ask questions, give suggestion; and to speak to the Director at any time. "ACWLA II" is your child's home away from home.

- * A suggestion box is located outside the office door
- * Parent volunteers are always welcomed. We ask that before you plan on spending time with us you fill out a volunteer form and a background check must be conducted.



Rules & Regulations

- ❑ I have read the entire parent handbook and will abide by all rules within the handbook.
 - ❑ All children must have a completed registration form up to date immunization form and a student physical in their file. (Yellow & blue forms)
 - ❑ All tuition fees are due on Monday, or the first day of the week your child attends school. On Tuesday at 6 p.m. your payment is considered late, on Wednesday we will add \$15.00, Thursday \$20.00 and Friday \$25.00, if tuition is late it must be paid in cash along with late fee's.
 - ❑ Your child must be left with a staff member upon arrival, do not leave your child at the door to walk in by himself. Please notify the teacher if there are any changes or concerns.
 - ❑ Sick children must not be brought to the center, we have no facilities to care for sick children. We are here to secure the well being of our children as well as staff.
 - ❑ There will be no deduction made for sick days, legal holidays that fall on a school day or if you keep your child home with you. We will not pro-rate the tuition, you will have to pay in full.
 - ❑ Absolutely no toys, candy, gum or any other personal items allowed to be brought to school. Additional snacks are welcomed but can only be eaten during designated snack times
 - ❑ All children must wear socks, shoes or tennis shoes. Absolutely no flip flops, sandals or open toe shoes.
 - ❑ Any child that is not potty trained, the parents must provide us with wipes, disposable diapers and change of clothes. If not on table food the parent must also provide us with baby food.
 - ❑ Hours of operation are from 6:30 AM to 6:00 PM. If you arrive for pick up after 6:00 PM, a late fee will apply of \$1.00 per min/child after 6 p.m.
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Rules & Regulations

- All full time students must arrive at the center no later than 9:00 AM, your cooperation is appreciated in this matter . It is very hard for the teacher to conduct class when she constantly has to stop. If your child has a Dr. appt. this will be the only exception to the rule. This being the case and your child will arrive after 10 a.m. you must call the center to be included for lunch if we don't receive a call you will have to provide your own lunch.
- Absolutely no children can be dropped off between 11-2 p.m.
(This is the centers Lunch/Nap time)
- All after schoolers must remain in school or at home until pickup. If a schooler did not go to school he/she can not be dropped off until 2:45 p.m.
- I give my son/daughter permission to attend any/ all fieldtrips at ACWLA. I understand that they will be transported or walked by a ACWLA Staff members.
*Please note: Children DO NOT start going on fieldtrips until they are in a Pre-K 3 class
- I give ACWLA permission to apply "Bug Spray" on my son/daughter as needed. I am aware that ACWLA does not provide the spray I will bring it in.

By signing below you are agreeing to all of the rules and regulations above and on the previous page. Please be sure to go over these rules with your children. Signing also acknowledges your understanding of the entire HANDBOOK.

Parent Signature

Date

Director Signature

Date

When a Child Misbehaves in Our School

- ❑ Each class has class rules. The teacher goes over the class rules every day. When a child breaks a rule, he is reminded about the rule and the reason for the rule.
- ❑ If negative action continues we will remove the child from the group. The thinking chair will apply (depending on the age) for no more than one minute per age #.
- ❑ (ex: 2 yr old = 2 min, 3 year =3 min)
- ❑ If it continues further, we will take privileges away and if necessary we will speak to the child's parents. We will do this together with the child, so that the child's parents become aware of a possible problem and at the same time to show the child that his actions are a concern to those who care for him and that there is a consistency between home and school.
- ❑ A plan of improvement will be created.
- ❑ If the problem continues and the child shows no intentions to change, we will have a conference with the parent and the child. At this time the child could be suspended from one to three days, depending on how severe the problem is. If it continues, we will have no other alternative than to ask the parent to remove the child from our academy.

Please remember, together we stand strong and we will build a solid foundation for our children: "For our children are the future".

By signing below you are acknowledging our disciplinary plan and agree to help your child abide by the rules.

Parent Signature

Date
