



# DEERWOOD ACADEMY

*Where Learning Comes First*

## *Parent Handbook* POLICIES AND PROCEDURES

### DEERWOOD ACADEMY ST. JOHNS

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— [DeerwoodAcademy.com](http://DeerwoodAcademy.com) —



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## *Welcome to Our Family*

Welcome to Deerwood Academy! We are delighted to have you here. This handbook is a compilation of our policies and procedures and basic information regarding our school. We are proud of our state-of-the-art facility and look forward to watching each and every child grow through learning and exploration.

The Deerwood Academy was established in January of 2006 and is licensed by the Department of Children and Families to operate a Child Care Center. The purpose of the Center is to provide a superior quality infant, toddler, and preschool program serving children from six weeks to five years of age. We are a year-round program intended to meet the needs of all families. We hope to exceed your expectations as a high-quality childcare center.

Each employee of our school is selected because they have the special qualities, talents, and skills needed to create a well-balanced administrative, teaching, and support staff. Our goal is to achieve harmony with respect, tolerance, patience, honesty, trust, and friendship. We are proud of their role at The Deerwood Academy and depend upon the staff to enhance our Center as an outstanding environment for young children.

This handbook provides information on procedures, policies, and other matters. This handbook will be reviewed periodically, and changes or amendments thereto will be presented to all parents. When changes are made, parents will be notified in writing. Each parent is required to read this handbook and indicate acceptance and acknowledgment of the information contained herein by signing the Handbook Acknowledgment included as the last page of this handbook.

Thank you for entrusting your child/children with us. We value children and families and are not afraid to let our children know how much we really do enjoy being with them. Sharing in their laughter, just as readily as sharing their other feelings, lets each of us enjoy their view of the world.

## Our Mission and Philosophy

*To provide your child with a creative environment to learn,  
make friends, play, and most of all, to practice skills  
that will prepare your child for a lifelong love of learning.*

## Primary Goals and Values

- To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities;
- To assist each child to grow to his or her fullest potential by recognizing each stage of development and fashioning an environment (*i.e., curriculum, facilities, staff*) designed to nurture and facilitate growth during each stage;
- To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving; and
- To assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

The Deerwood Academy is an equal opportunity provider.

All children and families are accepted without regard to race, color, gender, religion, national origin, age, marital status, and mental or physical disability.

## General Information

### HOURS OF OPERATION

The Deerwood Academy is open daily Monday through Friday from 7:00 a.m. to 6:00 p.m., year-round.

### HOLIDAYS

The Academy is closed the following days: New Year's Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. The Academy may make changes to rotating holidays such as Christmas. The Deerwood Academy will close at 3:00 p.m. on New Year's Eve, and Thanksgiving Eve. We are an accredited school and must maintain certain training hours and credentialing to maintain that status. We have incorporated professional development training days to meet these standards. These will be quarterly throughout the year and a minimum of 30 days' notice will be given as well as a school calendar at the beginning of the school year.

### ABSENTEE CREDITS

Absentee credits may be used for full-time students when a child is out 3 or more days in a week. Each family will be allowed 3 absentee credits per calendar year. Regularly scheduled holidays do not count toward absences. Absentee credit request forms are available at the front desk.

### SCHOOL CLOSURES

In cases of extreme weather, we will most often align our closures with those of the surrounding Public Schools. Please check with local news outlets for these closures. A message will also be placed on The Deerwood Academy's Website and Social Media Outlet.

### WITHDRAWAL

Should you decide to withdraw your child from our program you will be required to give a written 4-weeks' notice. This notice must be submitted to management and approval of the last billing date to avoid any over charge. At notice of withdrawal we will request a disenrollment form to allow you the opportunity to provide your feedback. We value this as we always strive to improve.

### TUITION PAYMENT

Tuition payments are due on Monday and may be paid by cash, check, money order, or Tuition Express. If tuition is not paid by close of business on Tuesday, a late fee of \$25 will be applied to your account, and your child will not be allowed to attend until your account is made current. If you feel there is an error in the billing of your account, please inform a member of management. If a refund is required, we will credit your child's account for the next billing period. All deposits are nonrefundable. If upon your last day with us there is a credit remaining in your account, a check will be issued and mailed to the home address on file with The Deerwood Academy within 30 days of disenrollment.

### SCHOOL FEES

Each Summer, annual fees for the next school year will be billed. There is a yearly supply fee for all children of \$100. All children 2 years old and above will also have a yearly Abeka curriculum fee of \$100.

### LATE PICK-UP POLICY

The account of any child picked up after 6:05 p.m., based on the school's clock, will be charged a late fee of \$10.00 plus \$1 per minute after 6:05 p.m. If your child is picked up late more than 3 times in a month, the fee increases to \$2 per minute after 6:05 p.m. Late pick-up fees must be paid no later than drop-off on the next school day for your child to attend. Excessive late pick up can result in disenrollment from our program.

### FALSE ALLEGATIONS

Deerwood Academy works diligently to foster a safe environment. Please understand that reporting abuse or neglect is a serious allegation that results in police involvement to protect our students. If the allegations are false or unfounded, we reserve the right to take legal action to preserve the integrity and reputation of our school and staff. These legal remedies will be at your expense.

## Enrollment Requirements

All forms provided for enrollment must be provided upon the first day of enrollment and kept current, and copies must be provided to the school.

- A complete Deerwood Academy tuition contract
- A complete Deerwood Academy enrollment form
- One time registration fee (nonrefundable)
- Annual Supply fee of \$100. Children ages 2 and up require an annual Abeka curriculum fee of \$100.
- A copy of a state-issued ID
- Signed Handbook Acknowledgement form
- Signed ASQ permission form for bi-annual screenings
- Signed Waiver of Liability form
- Signed annual DCF flu form and Safe Driver (*provided by The Deerwood Academy*)
- A copy of your child's immunization record on a DH Form 680 showing immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Haemophilus influenza type B, Hepatitis B, and varicella. For school-age children, you can sign a statement that these records are on file at the school.
- A completed DH Form 3040 (*YELLOW FORM*) certifying that a health examination has been completed on your Child.
- Complete a doctor's statement, on a form we provide, stating that your child is physically able to attend group care (*Physician Recommendation form*).
- If there is a court order affecting the custody of this child, then:
  - Provide a certified copy of the court order, signed by the presiding judge. In compliance with Florida State Statutes, we require documentation regarding which parent has legal custody in the case of separation or divorce.
  - If there is no legal documentation, then both parents have the right of access to school records and pickup of their children.
  - It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements. Custodial parents are responsible for notifying The Deerwood Academy, in writing, of any special circumstances with regard to the rights and obligations of the non-custodial parent. This includes providing written permission for the non-custodial parent to pick up a child on a regular basis or for a special occasion.
- The Deerwood Academy requires a valid driver's license or state-issued picture ID for the release of any child to others who are not their parent or guardian. Older siblings who pick up a child must be at least 18 years of age and have the required identification.
- Upon change of employment, change of home address, home phone number, or cell phone number, you must notify the office immediately. Once a year, we will formally update all records by passing out and retrieving updates of enrollment information forms. (*Forms will be provided to you.*)
- All families are required to ensure that their children's forms are current and up to date. Any child with expired forms may not be allowed to attend the Center until a current one is provided.

## CLASSROOM REQUIREMENTS

- Each child is required to keep at least two sets of spare clothes on hand. We do not have additional clothing for children.
- Each child sleeping on cots is required to bring a crib-sized sheet and blanket for nap time.
- Each classroom may have additional requirements of items to provide. Please see the classroom welcome packet for your child's classroom specifications.

## Curriculum and Programs

### INFANTS AND TODDLERS

The infant and toddler classrooms, will utilize the Innovations Comprehensive Curriculum for Infants and Toddlers. Innovations uses a wealth of activities applying child development theory to everyday experiences. These classrooms have a themed-based focus each month that includes basic shapes, colors, nursery rhyme, song, and baby sign language.

### PRESCHOOL 2, PRESCHOOL 3, PRESCHOOL 4, AND PREKINDERGARTEN

The Deerwood Academy uses the Abeka Preschool learning program. Abeka is a nationally acclaimed curriculum for teaching phonics, math, social skills development, vocabulary, values, and morals in an age-appropriate manner. Abeka is the most widely used home program in the United States and is approved by the American Association of Colleges and Universities.

The Abeka method utilizes language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, and science; recognition of name, sound, and pictures for vowels and consonants; and formation of vowels and consonants in upper and lower case are learned. Older children focus on phonics and reading; recognition of one's own name, sounds, and pictures of long and short vowels and consonants are spotlighted; sounding of blends and one-and-two-vowel words are learned throughout a variety of lessons; and reading of sentences and stories are accomplished utilizing one-and two-vowel words. Numbers are taught by simple counting and number concepts. The lessons are applicable depending on the age of the child. Three- and four-year-old children learn recognition of numbers, together with theory and number concepts. Our VPK classroom has a computer for instructional technology usage, and administering assessments.

### ENRICHMENT PROGRAMS

Currently, we offer a wide variety of extracurricular activity programs. These activities are available to children 2 years old and up. All enrichment programs are held here on The Deerwood Academy campus. All instructors are background screened the same as our staff; however, they are not employees of The Deerwood Academy. Each activity is held once a week and is scheduled around classroom instruction time. Contracts and fees are between parents and each vendor.

## FURNISHINGS, TOYS, AND EQUIPMENT

Toys are screened for lead to prevent lead exposure. Soft plastic and teething toys labeled “PVC-free” or “phthalate-free” are purchased and used. Children are discouraged from putting toys made out of soft plastic in their mouths. Mouthed toys get immediately sanitized per our three-step sanitation process.

## ASSESSMENT AND SCREENING

The first five years of life is a critical time in the development of a young child. As early childhood professionals, we understand the importance of early detection and intervention of a developmental delay or disability. At The Deerwood Academy, we perform bi-annual screenings on your child aged 1 month – 5 years. We use the Ages and Stages Questionnaire, which is a highly valid and reliable developmental screener. The developmental areas that are screened with the ASQ are social/emotional, gross motor, fine motor, communication, and problem-solving. You will be provided a copy of these reports as they are completed. The results let us know what areas your child may need to be challenged in or need extra assistance. The results of this screener are for internal use only and will be used to guide lesson plans and activities for the classroom. Any further medical assistance, advice, and treatment will be between you and your medical provider.

## PARENT-TEACHER CONFERENCES

After each assessment period, all parents will have the opportunity to meet with their child’s teacher and discuss the assessment reports and any questions or concerns they may have.

Conferences are usually held during the naptime hours of 12 p.m.-3 p.m. Please speak with your child’s teacher to schedule a conference. If at any time you have concerns or need to schedule a conference outside of the assessment window, please work with your child’s teacher to plan a time that will work best for you and the teacher to come together.

## Health and Safety

### FIRST AID AND CPR

Here at The Deerwood Academy, we require all staff to obtain First Aid and CPR certification and keep it current. In the event of an emergency, we will administer first aid to our students.

### SAFE SLEEP

We are all responsible for practicing safety in every daily activity. The safety of the children in our care, staff, customers, and building is of utmost importance at all times. In addition, training on safe sleep practices is required and backed-up per the DCF (*Department of Children and Families*) certification. This is reviewed and renewed every two years. Infants may use an arm-free sleep sack, and no loose items are permitted inside the cribs, including blankets.

### APPEARANCE AND DRESS CODE

The Deerwood Academy staff asks you to please dress your child in washable and durable play clothes. Please keep your child’s comfort in mind and consider weather conditions which can change noticeably between morning and afternoon hours. Please label your child’s clothing with his/her full name and provide an extra set of clothing to be kept at the Center in your child’s cubby. For your child’s safety, they must wear shoes with closed toes, preferably tennis shoes. Crocs are not considered a safe shoe.

## INCIDENT/ACCIDENT REPORTS

All incidents, accidents, or injuries involving children will be documented. You will be provided with a report with a description of the accident as it occurred that you are required (*per DCF*) to sign on the same day of occurrence. If an authorized individual is provided this report that are required to sign. We also complete observation reports for any noticed marks on the child's body that is identified by our staff. These reports must be signed by guardian at pick up.

## ILLNESS POLICY

The Deerwood Academy strives to provide the highest quality preschool and childcare services possible. We ask that you wash your child's hands upon entering the classroom each morning. This will limit the spreading of germs and encourage good universal precautions. In the case of illness, the child will be provided temporary care away from others by being brought up to the front of the school with management. In the best interest of all children at The Deerwood Academy and their families, please keep your child home if any of these symptoms are exhibited:

1. Severe coughing causing the child to become red or blue in the face or make a whooping sound.
2. Difficult or rapid breathing.
3. Stiff neck.
4. Diarrhea (*more than one abnormally loose stool within a 24-hour period*).
5. Temperature of 101 degrees Fahrenheit or higher.
6. Conjunctivitis (*pink eye*).
7. Exposed, open skin lesions.
8. Unusually dark urine and/or gray or white stools.
9. Yellowish skin or eyes.
10. Rash.
11. Any other unusual sign or symptom of illness.

If any of these symptoms develop while your child is at the Center, you will be contacted to arrange for pickup. It is important that you pick up your child as soon as possible. When a child is sent home with symptoms, The Deerwood Academy requires that the child not return until 24 hours after it goes down to 98.6 degrees without the use of any medication. Children with fevers may only return if the fever has subsided without the use of fever-reducing medication. This policy is in place to protect the children and our staff.

In case of an accident, care for the injured party is our first priority. If the emergency requires immediate medical attention, we will call 911. If the injury is not serious, the parent will be called to pick up the child and take him/her to the doctor. Minor incidents will be reported to the parent in person.

## HEADLICE

If we detect the nits or lice you will be required to pick up your child within the hour. Child may return after he/she has been treated with a medical shampoo and ALL THE NITS ARE REMOVED. Your child must be inspected by onsite staff at drop off.

## PLAYGROUND SUPERVISION

Outside playtime is to be used as an extension of classroom activities, not a break time for teachers. It is important that all teachers are engaged with children and walking the playground continuously. Outdoor air quality is monitored by checking through the Air Quality Index. Depending on the air index, children will avoid and or be limited to outside time. An anti-idling policy is in place, and opportunities are taken to educate employees and families about the importance of reducing children's exposure to vehicle exhaust.

## MEDICATION POLICY

Our school's medication policy is aligned with the Department of Children and Families standard policy. Medication for any child must be signed in by the parent, or it cannot be administered. ONLY medications in childproof containers will be accepted. All medication must be handed to a member of management to be stored in a locked cabinet.

- Prescription medication must be in its original packaging/container. With prescription label (How much of and when to administer the medication)
- The attached label must include dispensing instructions from the doctor the child's full name and DOB
- Non-prescription (*over-the-counter*) such as sunscreen and diaper cream medication, can only be administered according to the label instructions (*age-appropriate dosage*), with written permission from the parent. (*Forms will be provided.*)
- Non-prescription medication must be labeled with the child's name and the date it was brought to the Center for the child. Please check for expiration dates on all medications.
- Our school will not administer pain relievers or fever-reducing medication.
- Children are monitored post-administration of medication.
- Parents must administer Initial dosage of all medication, except with a licensed health care professional's written permission for the life threatening situations. (ex. EpiPen)

In addition to medications, at the request of the Parent, The Deerwood Academy's staff will apply sunscreen on those days when children are allowed to play outside, and the UV index is significant. The Parent is required to supply the sunscreen and provide written permission allowing our staff to apply the sunscreen protection. (*Forms will be provided.*)

## BITING

Biting is a very common behavior among toddlers. Biting usually occurs between the ages of 1 and 2 years old. Toddlers don't decide to bite. They are generous beings at heart, and they don't want to hurt anyone. A toddler bites because a big wave of tension has suddenly flooded their brain. They don't plan this, and they don't know how to stop it. Toddlers' biting is like a sneeze or a cough—his body does it for internal reasons that aren't under his control. Children bite in order to cope with a challenge or fulfill a need. For example, your child may be biting to express a strong feeling (*like frustration*), to communicate a need for personal space (*maybe another child is standing too close*), or to satisfy a need for oral stimulation (*teething*).

Here at The Deerwood Academy, our staff is experienced and trained to monitor children carefully and try to prevent biting if at all possible. We will work with parents in order to help get their child through this difficult stage. We have several techniques we use to help in the classroom that include shadowing, redirection, oral teething toys, literature, and games on positive behavior. If biting occurs regularly and happens three or more times in one day, the parent will be notified to come and pick up their child. If biting persists, the Center reserves the right to withdraw your child at any time without notice. All biting incidents are managed on an individual basis.

## SMOKE-FREE ENVIRONMENT

Deerwood Academy is committed to providing its employees and students a clean, safe, comfortable, and productive workplace environment that is smoke free. Smoking and vaping is NOT permitted anywhere on Deerwood Academy's property. This policy applies to all employees, customers, and any visitors on the property.

## EMERGENCY PREPAREDNESS

The Deerwood Academy always tries to prepare for emergency situations. Each month the school conducts an emergency drill. This includes drills for fire, inclement weather, and lockdown. Once a year, a drill is performed during the nap time hours to ensure the speed and accuracy of emergency drills.

- Each classroom is also equipped with a small emergency bag which includes emergency contact information for children in the class and first aid supplies. A full first aid kit is located in the front office.
- All teachers and staff are required to obtain CPR and First Aid training.
- In the event phone service is unavailable at the school, calls are routed to an alternate cell phone that is with a member of management.
- If the school must evacuate the premises, all children will be led to the neighboring facility \*check school for current location and all parents will be called to pick up their children.

## Operating Procedures

### DROPPING OFF AND PICKING UP / TRANSITION PLANNING

The Deerwood Academy is committed to providing a safe environment for children, parents, and employees. All persons on our property are expected to adhere to acceptable safety practices, standards, and judgment. For your child's safety, you are expected to keep him/her with you (*preferably holding hands*) in the hallways upon delivery and pick up. Any adult subjecting a child to danger may have their child/ren disenrolled. The child must be accompanied to and from their classroom each day by the parent or guardian.

The parent or guardian must key the child into and out of the Center, each and every arrival and departure, using the code access located at the front entry of the building. Codes will be given to parents or legal guardians. All other persons must ring the doorbell for entry, be approved by administration, and pick up a visitor sticker before getting the child. The Deerwood Academy will not release your child to anyone without your consent and proper identification. A list of authorized adults is on the child's Enrollment Information Sheet. Please keep The Deerwood Academy informed of any changes to this list.

In the event of an emergency that makes it necessary for an unauthorized person to drop off or pick up your child, you must notify the Center Director beforehand.

Upon enrollment, a classroom schedule will be provided to you for your child's class. It is important to note that certain times of the day are not ideal for dropping off and picking up. Please try to have your child dropped off before the start of circle time and nap time; otherwise, please wait until after these times have passed to drop off.

## ALCOHOL, DRUGS, FIREARMS, AND TOBACCO POLICY

The Deerwood Academy is an alcohol, drug, and tobacco-free facility. The use of alcoholic beverages, illegal drugs, or tobacco on the premises of The Deerwood Academy is not tolerated, and any person doing so will immediately be directed to leave the facility. In addition, we will not release a child to any person who we believe to be under the influence of alcohol or drugs to the extent that they cannot safely transport the child (*The Director will contact one of your emergency contacts to transport the child*).

## PEST MANAGEMENT

Garbage bins containing organic matter, both indoor and outdoor, are to remain covered to avoid attracting pests and to minimize odors. Non-toxic techniques are used to prevent and control pests indoors and outdoors. When pesticide application is the only viable solution, families and employees are notified in advance of application. A professional trained in Integrated Pest Management techniques applies the least toxic and effective product at a time when children will not have exposure to the application area for at least twelve hours.

## DIETARY RESTRICTIONS AND FOOD FROM HOME

Here at The Deerwood Academy, we strive to ensure a balanced and healthy diet for all our children. We serve a light breakfast snack, lunch, and an afternoon snack to all of our children. We make any necessary accommodations for food allergies and diet restrictions, such as vegetarian options, that your child may have within our facility. We are a nut-free Center due to its high allergy content; however, we do serve soy butter as a substitute. We do NOT allow food brought in from home for breakfast, lunch, or snack. If you have a specific dietary concern, or for information on requirements bringing food from home please feel free to speak with management.

## OPEN DOOR POLICY

The Deerwood Academy invites you to visit our Center at any time. It is, however, in the best interest of your child and their adjustment to deliver your child to the teacher and leave the classroom within a few minutes. There are always opportunities to observe and participate in your child's activities. Many classroom celebrations occur that families are invited to attend. Please understand these events are extended to families with whole group activities that take place. If you should have any concerns regarding your child, please contact the Director. We strive to provide a safe, friendly, and stimulating atmosphere. Please help us by providing feedback. Your involvement is vital to our organization. We invite you to read the Parent Board daily. This is just one of the ways we provide you with important information and communication concerning your child and The Deerwood Academy.

## HOME TO SCHOOL CONNECTION

We believe parent involvement is essential in a child's learning and development. We encourage our parents to be involved in your child's classroom. A great way to be a part of your child's educational experience is to be actively involved with the Center's activities. We encourage parents to partner with us in providing the best care and educational experience available. Participating in classroom activities is part of The Deerwood Academy experience, and we encourage our parents to become involved in some way. The opportunities to participate are endless.

## PARENT PARTICIPATION OPPORTUNITIES

<p style="text-align: center;"><b>LUNCHTIME</b></p> <ul style="list-style-type: none"> <li>● Read books to children</li> <li>● Help serve food</li> <li>● Sit with children while they eat</li> <li>● Facilitate mealtime conversations</li> <li>● Put out cots</li> <li>● Remind children to clean-up their own area at the table</li> </ul>	<p style="text-align: center;"><b>STORYTIME</b></p> <ul style="list-style-type: none"> <li>● Read a book to the child/ren</li> <li>● Show the children the pictures in the book as you read</li> <li>● Ask the children questions about the story</li> <li>● Share a “prop” related to the story</li> <li>● Tell a story to the children</li> </ul>	<p style="text-align: center;"><b>PLAYDOUGH</b></p> <ul style="list-style-type: none"> <li>● Talk with children about how it feels</li> <li>● Encourage children to make their own creations</li> <li>● Model making “worms,” “pancakes,” “Balls,” etc.</li> <li>● Make fresh play dough with children</li> <li>● Bring in new tools for children to use</li> </ul>
<p style="text-align: center;"><b>PUZZLES</b></p> <ul style="list-style-type: none"> <li>● Sit with children and facilitate conversation</li> <li>● Talk about the picture on the puzzle</li> <li>● Give children clues for fitting pieces together</li> <li>● Encourage child to complete the puzzle</li> </ul>	<p style="text-align: center;"><b>DRAMATIC PLAY</b></p> <ul style="list-style-type: none"> <li>● Help children determine roles (<i>daughter, mom, grandma, aunt</i>) (<i>son, dad, grandpa, uncle</i>)</li> <li>● Encourage children to use dress-ups</li> <li>● Encourage children to use props</li> <li>● Encourage children to clean-up</li> <li>● Bring in special items for area</li> </ul>	<p style="text-align: center;"><b>TABLE TOYS</b></p> <ul style="list-style-type: none"> <li>● Encourage child to choose an activity from the shelf</li> <li>● Sit with child/ren and talk about attributes of the material</li> <li>● Encourage child/ren to talk about their creations</li> <li>● Encourage clean-up when it is time</li> </ul>
<p style="text-align: center;"><b>BLOCKS</b></p> <ul style="list-style-type: none"> <li>● Be familiar with rules for blocks</li> <li>● Encourage children to share blocks</li> <li>● Agree on separate buildings or group project</li> <li>● Encourage children to talk about what they are doing and making</li> <li>● Encourage children to put blocks away by sorting by shapes</li> <li>● Use paper, crayons and tape to make signs for buildings</li> </ul>	<p style="text-align: center;"><b>ART AREA</b></p> <ul style="list-style-type: none"> <li>● Encourage child/ren to choose art supplies from the shelf</li> <li>● Encourage child/ren to do own drawing</li> <li>● Help children spell words for labeling</li> <li>● Encourage child to talk about what is being created</li> <li>● Encourage child/ren to be creative</li> <li>● Encourage child/ren to clean up their space</li> </ul>	<p style="text-align: center;"><b>OFFICE AND KITCHEN</b></p> <ul style="list-style-type: none"> <li>● Help empty boxes in pantry</li> <li>● Participate in festivals at school</li> <li>● Volunteer at an event information booth</li> <li>● Help decorate the Center for holidays</li> <li>● Assist with “Parents Night Out”</li> <li>● Aid with a classroom cooking project</li> <li>● Teach and prepare foods from around the world</li> </ul>

## DAILY COMMUNICATION

Our staff will provide daily communication through the parent engagement procare app. The Center will also provide a newsletter and weekly menu via your e-mail, or you can pick up a hard copy at the parent communication center located near the time clock. It is our pleasure to keep you updated and informed!

## CELEBRATIONS AND BIRTHDAYS

The Deerwood Academy loves celebrating and acknowledging your child on their special day. We also like to encourage a healthy routine and diet. In order to maintain this philosophy, each classroom will host a special snack time monthly to recognize the birthdays for that month. Teachers will inform their classroom parents of the specific date and time. Each classroom will provide a list of preferred snacks for this celebration. We discourage items with high sugar content, including but not limited to cake, cupcakes, and ice cream. This is NOT a birthday party, and piñatas, bounce houses, clowns, etc. are not permitted.

### LIVE VIDEO FEED

The Deerwood Academy monitors each classroom via live video-feed for the protection of our students, teachers, and staff. This live video feed is for in-house monitoring only. Parents are not permitted access to the live video-feed for safety and privacy purposes.

### GUIDANCE AND DISCIPLINE

We expect all children attending The Deerwood Academy to behave in a manner that is conducive to classroom rules and policies. Should a child engage in inappropriate or unacceptable behavior, the child will be reminded of the correct behavior, redirected to an appropriate activity, or removed from an activity for a specified period of time.

Teachers and staff at The Deerwood Academy are trained to provide a loving and nurturing environment where a positive approach to discipline is practiced. At no such time will aggressive physical behavior towards staff, teachers, and other children be tolerated. Teachers and staff shall not engage in the physical restraint of a child unless it is necessary to ensure the safety of that child or of others. If such behavior occurs, parents/guardians shall be notified immediately, and a conference will be scheduled to discuss the incident.

The teachers and staff at The Deerwood Academy shall at no time, under any circumstances, engage in corporal punishment, or have food or toileting privileges restricted. Children shall never be disciplined for sleeping habits, consumption of food, or for declining to participate in classroom activities. Teachers and staff will at all times, and under all circumstances use their knowledge of the child's age, emotional state, and experiences when engaging in disciplinary actions.

The Deerwood Academy reserves the right to deny services for any reason, up to and including aggressive and/or unsafe behavior of child or parent, without prior notification.

### GRIEVANCES

If at any time you have a concern or are unhappy with your experience at The Deerwood Academy, we ask that you please inform us immediately so we may address your concerns and be able to better serve you and all our families. If you need to address a concern you may call, email, or speak to a member of management at the front desk. For more severe or personal issues, please let us know so we may schedule a private meeting.

## Questions?

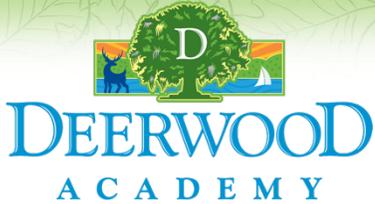
### DEPARTMENT OF CHILDREN AND FAMILIES

- A copy of Florida's childcare center licensing standards is available for you to review upon request to management personnel. You can also access a copy of the standards on the DCF website: [www.myflfamilies.com/service-programs/child-care/](http://www.myflfamilies.com/service-programs/child-care/), and our local licensing number is 904.723.2186. Licensing visit reports for our school are located in the office.
- Suspected child abuse must be reported to the Child Abuse Hotline at 800.962.2873.
- We are an animal friendly center. If your child has allergies to animals, please notify management.
- Smoking is prohibited on the premises of this childcare facility.

### OUR PROMISE TO YOU

You have our commitment to provide your child with a safe facility, a quality learning environment, and a loving staff. Your child will have the opportunity to progress comfortably, at his/her personal pace. Your ideas, feedback, and suggestions are valued tools to aid The Deerwood Academy. Our mission is a commitment to working parents and their children.

We respect and value your decision to entrust the employees and management staff of The Deerwood Academy with your child!



*ASQ Permission to Screen*

\_\_\_\_\_ I give permission for my child to participate.

\_\_\_\_\_ I do NOT give permission for my child to participate.

*Print Child's Name:* \_\_\_\_\_

*Print Parent's Name:* \_\_\_\_\_

*Child's DOB:* \_\_\_\_\_ *If premature, original due date:* \_\_\_\_\_

The results of this screening are for internal use only and will be used to guide lesson plans and activities for the classroom. Any further medical assistance, advice, and treatment will be between you and your medical provider.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*



## Handbook Acknowledgment

By signing below, I acknowledge that I have received a copy of the Deerwood Academy Parent Handbook & Policies and Procedures (*the "Handbook"*). I further acknowledge that I have read the Handbook and understand and agree to be bound by all the policies and procedures of Deerwood Academy (*the "Academy"*).

### SMILE FOR THE CAMERA

I authorize the Academy to take photographs and/or video of my child, including capturing my child on live video feed, and to use such photographs and/or videotapes of my child to investigate any alleged incidents, obtain legal advice or respond to a request from law enforcement or other legal process without further notice to or consent by me.

I understand that if I initial "Yes" below, I further authorize the Academy (*or any bona fide news media personnel or authorized agent of the Academy*) to take photographs, video, or other illustrative materials depicting my child that may be used in perpetuity by the Academy for the purpose of training and/or for the Academy's social media, advertisements, publications, or other promotional purposes.

Please initial your response: Yes \_\_\_\_\_ No \_\_\_\_\_

### SPECIAL SITUATIONS

Is there a court order affecting the custody of this child?

Please initial your response: Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked yes then,

- Please provide a certified copy of the court order, signed by the presiding judge.
- In compliance with Florida Statutes, we require documentation regarding which parent has legal custody in the case of separation or divorce.
- If there is no legal documentation, then both parents have the right of access to school records and pick-up of their children.
- It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements. Moreover, custodial parents are responsible for notifying the Academy, in writing, of any special circumstances with regard to the rights and obligations of the non-custodial parent. This includes providing written permission for the non-custodial parent to pick up a child on a regular basis or for a special occasion.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_