

Immunizations

At the time of enrollment, parents must provide the center with valid Florida Certificate of Immunization (form#680) that specifically shows the date of vaccinations and physical exam (TB test included). This form is available from all Florida doctors and health clinics. It is the responsibility of the child's parents to obtain complete health forms and updated immunizations and physical exam records when needed, gives Golden Bear Academy the right to deny childcare until the forms are received. In case that your child has the appointment for the immunizations the proof of the appointment will be valid for the child continue assisting to the school. Children with the Form DH 681, Religious Exemption From Immunization are welcome to our center, be aware that for those reasons we may have some children without the immunizations in the classroom.

Field Trips

School Age and occasionally the Pre-K/VPK classes, will be taken on field trips through the year. Parents volunteers are always welcome on the excursions. Parents must provide their own transportation. All children must provide their own transportation. All children must ride the Golden Bear Academy van to the scheduled event.

Nap Time

All children in Pre-K and under are required to sleep or rest during this time. Each child will have his/her own sanitized mat. Please make sure that the blankets and pillows brought in are clearly labeled. Nap time is from 12:30 pm to 2:30 pm. It is recommended that you do not pick up or drop off your child during these hours, as interruptions can be disruptive at that time.

Medicines

We are not required to dispense medication but do so as a courtesy to parents.

- Golden Bear Academy will only administer medication prescribed by the child's physician.
- Parents must complete an authorization form provided by Golden Bear Academy. Under no circumstance will any medication be administered without a current form on file at center.
- The medication must be in the original container from the pharmacy, must be current and must have the child's name on it.
- We will not administer any over the counter medications (Tylenol, Advil, Pepto Bismol, etc...).

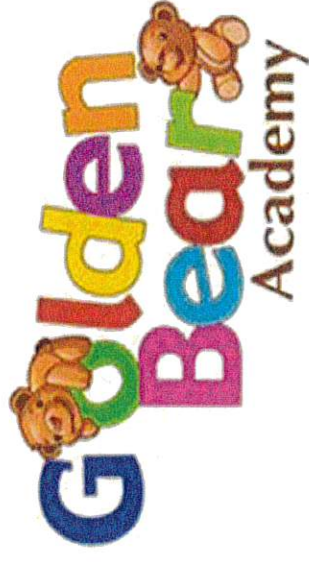
Bringing a child with symptoms of illness to the center may cause other children/staff to become ill. Please notify the center as soon as possible if your child has been exposed to any communicable diseases or infectious illness. We will inform parents if the children have been exposed at school.

Nutrition

A weekly menu will be posted in the entrance of the school. Upon enrollment, please notify the administration and the teacher of any food allergies and food restrictions your child has. If your child has allergies, an alternative meal maybe provided. Please **do not bring any food from home** as we participate in the Food Program.

Pick Up Procedures

Our top priority at Golden Bear Academy is the safety of your child. It is our policy and duty to verify the identity of the people who come to pick up your child. There are times that we may not recognize or remember someone who has picked up in the past. Please help us by cooperating with the office staff if asked to present identification. Thank you very much for your cooperation in this matter and for allowing us to keep your child safe.



PARENTS HANDBOOK



Our Philosophy

Golden Bear Academy provides our families with a home-like environment for their children filled with love, care and nurture. We believe that the family is of primary importance in a child's development. Because we respect each family's culture, customs and beliefs, we pledge to work together with our families to promote the welfare and self-esteem of each child. We believe each child is unique and our program helps cultivate the social, emotional, cognitive and physical development of each individual while responding to the needs of the family.

Discipline Policy

Golden Bear Academy's staff and administration know that every child should learn from their mistakes and be taught how to handle themselves properly in each situation. Appropriate behavior will be highly praised. The teachers use age appropriate discussion, redirection and positive reinforcement. If an inappropriate behavior continues, a conference will be held with the director and the child's parents to discuss the problem. If the child's behavior does not improve after everything possible has been done, the parent will be asked to withdraw the child from the center.

Registration and Tuition

A non-refundable registration fee is necessary prior to or upon initial enrollment, to reserve a place for your child at Golden Bear Academy. Monday, or Tuesday by 6:30 pm. A **\$15.00 late fee** will be charged on **Wednesday**, on **Thursday** will be another **\$5.00 late fee** if none payment isn't received on **Wednesday**, on **Friday** will be another **\$5.00 late fee** if none payment isn't received on **Thursday**. We offer an automatic payment just ask for the form to be completed by you. Also, you can pay your tuition online on www.procare.com.

With regards to absences, you will be responsible or paying your full weeks tuition for every week that your

child attends at least one day. If your child is absent for an entire week (Monday through Friday), you are responsible for paying a half of your weeks tuition to hold your child's space. When your child has attended for six consecutive months, you may then use two weeks' vacation per year in which the tuition will be waived if your child is absent the entire week.

Arrival and Dismissal

Children must arrive at school no later than 10:00 a.m. If you have an appointment after 10 a.m., you need to call us ahead of time and bring a doctors' note. If your child/ren is/are going to be absent you need to call and let us know by 10:00 am. VPK children should arrive no later than 9:00 a.m. to help prevent disruption in the class schedule. Parents are required to clock their children in /out of the center each day. The computer monitor is located on the front counter in the main office. As an additional security measure, we ask that you drop off and pick up your child in his/her classroom, not at the front door or within the lobby.

Hours of Operation

The center will be open from 6:30 a.m. to 6:30 p.m. Monday through Friday. Parents will be subject to pay \$1.50 per minute if the child is picked up after 6:30p.m. This payment is due at the time the child is picked up from the center. If it is not paid by the following day, Golden Bear Academy has the right to deny childcare until the fees are paid.

Health Policy

To protect your child from sickness, we ask that you keep your child home if they are sick or appear to be ill. A child that has the following symptoms will not be admitted to school:

- Fever
- General body rash
- Diarrhea
- Symptoms of conjunctivitis (inflamed eye, weepy eye, or pus)

- Head lice
- Yellow/green runny nose,
- Or any other disease or condition

If a cold is making your child uncomfortable or tired, or if it might be contagious through coughing, sneezing or touching, it is motive enough for keeping your child home. The center reserves the right to send the children that are at risk or feel ill home because of any disease or condition. Our primary goal and concern will be your child's well-being and security. So, if your child becomes sick, you will be contacted immediately and will be asked to pick up the child within two hours of being notified (depending on the condition or emergency) If the parent(s) does not arrive at the time specified, the staff may dial 911 if it is considered necessary. Should an accident occur at the center with a child, the teacher (witness) will fill out an accident report which must be signed by the parent or legal guardian and depending on the severity of the injury, the parent will be contacted as soon as possible to inform him/her of such incident/accident.

Golden Bear Academy staff members know that your family's privacy is important to you. We respect your privacy and uphold all confidentiality. This includes disciplinary actions, conversations, medical records and other personal information. We ask that you understand regarding confidentiality of other children and families.

Parents Involvement

Here at Golden Bear we love parents to be involved in special events throughout the year, during these times such as Easter, 4th of July, Thanksgiving, Christmas, etc. there will be special activities in the classrooms. We like to encourage the parents to volunteer in these activities by helping to donate goodies/items for the children to enjoy as well as participating and sharing along with them and the teachers. Also, during field trips chaperones are welcome.