



WELCOME



Smart Start Pre-Prep is a family of early childhood educators who love children.

We recognize that every parent wants their child to be treated as an individual, nurtured and encouraged to enjoy learning.

We hope that you will agree that our secure environment and warm atmosphere is the best for your child's growth and happiness.

We thank you for the opportunity to give your child a “smart start” in their early childhood education!

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MISSION AND PHILOSOPHY

Our mission is to provide an atmosphere that promotes emotional stability, a solid early childhood education and a creative foundation that will challenge and instill a "love of learning" within each child.

The philosophy of Smart Start Pre-Prep begins with providing each child an atmosphere that will encourage positive growth and development with an emphasis on education and emotional well-being. We recognize that children must be surrounded daily by actions that show respect, consistency and concern for the nourishment of each child's natural desire to learn and grow. We believe that learning is achieved by combining educational practices such as reading, math, arts and sciences with creative play. Given this understanding, the purpose of our program is:

To provide an environment in which each child can develop physically, emotionally, socially, and intellectually in a meaningful fashion;

To provide a curriculum that is challenging yet age appropriate in terms of skills and concept objectives, in a planned environment that allows each child to reach the objective to the best of their ability;

To develop the inherent creativity in every child through an environment that is secure and stimulating, rich in experiences and materials, where he or she is free to investigate and create;

To guide in the development of self-discipline, self-motivation, and the desire to do one's best;

To encourage responsibility and mutual respect for one another, and to develop an awareness and appreciation for one's environment;

To provide an atmosphere where a child knows he or she is loved, appreciated and understood at their own developmental level and self-expression.

SCHEDULE OF OPERATION

Days of Operation: Monday through Friday

Hours of Operation: 6:30 a.m. to 6:00 p.m.

Calendar: See Calendar posted in entry lobby on bulletin board for holidays observed.

Note to all Parents: If at any time you have a question or concern with your child's classroom, teacher, a director, or owners, we want to know. Please feel free to speak directly with your child's teacher. If you do not feel comfortable talking with the teacher or your concern is not remedied, feel free to speak with the directors or come straight to one of the owner's. We believe that by working together on each individual situation, we can make sure that our program is of the highest quality. Please let us know your thoughts and concerns whether positive or negative.

ENROLLMENT

In order to enroll your child in our program, we require that you first meet with the Director and discuss your child's development needs. We do this to insure that our program is suitable to your child's needs. We have many outside resources for children with special needs. Please seek a Director for a list should the need arise for your child.

NUTRITION

Young children are growing and the food they eat is the material their bodies use to grow. The food a child eats affects his or her growth, energy, attitude, intelligence, and general health. To promote good attitude about food, mealtime should be significant and pleasant.

Mealtime will be relaxed so that healthy appetites prevail. Mealtime will provide an opportunity for social development by encouraging desirable conversation and acceptable table behavior. Table manners will be taught. Mealtime can aid in establishing good health habits as well.

The physical needs of your child will be considered. Each child will sit comfortably with his or her feet on the floor and back supported. Food will not be placed directly on the table surface. Cups will have firm bases and be small enough to be encircled by your child's hands.

We will provide breakfast until 8:30 a.m., lunch and mid-afternoon snack. Snacks are important supplements to children's meals and contribute toward meeting their daily nutritional needs. Children usually eat small quantities of food at a time, so a snack midway through a three or four hour session will partially satisfy their hunger and keep the blood sugar at a higher level for optimal energy.

We believe that snack-time is more interesting to children if they participate in planning and preparation, prepare the table, aid in serving the food and cleanup. Children enjoy being involved in all aspects of food experiences, not just being fed.

Copies of our menus are displayed on our Parent Board in the entry foyer. A set of menus is attached at the end but are subject to change. Changes will be posted on the menus in the lobby.

Should you decide to send your child to school with a packed lunch, to ensure consistency and to keep packed lunches in line with food standards for school meals, packed lunches should include:

- at least one portion of fruit and one portion of vegetables every day.
- meat, fish or other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus, and falafel) every day. NO PEANUT BUTTER PLEASE
- oily fish, such as salmon, at least once every three weeks.
- a starchy food such as any type of bread, pasta, rice, couscous, noodles, potatoes or other type of cereals every day.
- dairy food such as milk, cheese, yogurt, custard everyday
- only water, still or sparkling, fruit juice, semi-skimmed or skimmed milk, yogurt or milk drinks and smoothies.

Packed lunches should not include:

- snacks such as crisps. Instead, include seeds, vegetables and fruit (with no added salt, sugar or fat). Savory crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice.

- confectionary such as chocolate bars, chocolate-coated biscuits and sweets. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal.

DISCIPLINE

At Smart Start, we believe most behavior has a social purpose. We all want to find a social place to belong. Children need to belong as well. We believe that appropriate behavior results in the achievement of individual and group goals. By providing an environment where participation in activities is both fun and rewarding, good behavior becomes a natural part of experiences. As children grow and develop, they discover that certain responses from others give them a feeling of belonging. They also learn that they can get those responses from others by both cooperative and uncooperative behavior. Children misbehave when they become discouraged and think that they can't belong by being cooperative. We have learned that when children misbehave, they are attempting to achieve one of the four goals: attention, power, revenge, or display of inadequacy. However, at other times children "misbehave" because they are curious, tired, sick, hungry, bored, clumsy, trying to be helpful, unaware of the rules, etc. This behavior does not fit into the "Four Goals of Misbehavior". Our trained staff will be able to assess each child's behavior and through positive communication techniques attempt to help the child overcome their misbehavior with minimum upset and confusion. It is our policy to:

Use positive communication techniques. We want your child to learn to express his or her feelings and take responsibility for his or her own actions.

Redirect the child to another activity.

Give the child a brief period of "time-out" to consider the rewards of positive participation. This allows the child the opportunity to observe his or her peers interacting appropriately.

If the child displays inappropriate behavior on a regular basis, the parent will be consulted for help and support.

The Staff at Smart Start Pre-Prep will not use corporal punishment, ridicule, humiliation, or denial of food or drink. We recognize that many behavior problems are prevented by utilizing age appropriate activities and expectations. We use positive reinforcement and praise to encourage appropriate behavior.

CURRICULUM

All curriculum used in the Smart Start classrooms incorporates Developmentally Appropriate Practices (DAP) as set forth by the National Association for the Education of Young Children (NAEYC) which utilizes the latest brain research. Our curriculum has essential features that work towards instilling in each child a love of learning. Instruction is given in a relaxed and organized manner. We offer sequential experiences in pre-math, pre-sciences and pre-reading. Each child receives education gradually without being forced. They will learn through experiences. Each child is accepted at their own developmental level and we help the child to consolidate their abilities as they work towards their goals whether social-emotional, physical or intellectually. Through experiences offered they will learn and progress to their next level. Open-ended questioning is used to stimulate thinking and encourage verbal responses. Children will have the ability to act freely within their environment. Children are helped to consolidate their abilities by questions being asked about their plans, intentions, experiences and observations. The teaching method we utilize assures a comfortable secure learning environment.

ASSESSMENTS

An assessment to determine developmental age will be administered to each child after an adjustment period has been allowed. On-going assessments are conducted throughout the year. The assessments allow us to assure that we are offering a developmentally appropriate program that meets the goals for the whole class as well as the individual child. Assessments will be shared with the parents upon completion. If at any time parents wish to meet with a teacher to discuss the assessment issues, they can contact the teacher and schedule a meeting in person or by telephone. We do ask that parents schedule a conference in person or by telephone to discuss in depth issues and try to refrain from discussion at drop-off and pickup times. Assessments will be performed on children at the following age intervals:

4, 6, 12, 14, 18, 24, 27, 30 and 36 months
3-4 Years (October and March of each year)
4-5 Years (October and March of each year)

If at anytime a child is performing below age level in an assessment area, an individualized lesson plan shall be designed for that child and updated until that child has reached an age appropriate level.

INFANT PROGRAM

We feel that each child is unique and beautiful. From the moment children are born they have certain traits unique and individual which make-up each child's personality and character. Our Infant Program consists of two classrooms each accommodating eight children with two loving caregivers. We make sure that we have available extra sets of hands to nurture and soothe for those times when everyone seems to want that little bit of extra attention.

The environment in Smart Start's Infant Program is set up to meet the developmental needs of the children and provides them many areas to explore. Each child has his/her own crib and bedding.

At the end of each day, you will be given a "Daily Report" with the information regarding the day's events and activities, i.e. naps, fluids, diapering behavior and milestones in development which your child may have reached. Our infant teachers work with each child's individual qualities. An individualized lesson plan will be prepared for your child. Your child's lesson plan will contain the following:

1. **Sensory Stimulation:** (Touching, seeing, hearing, tasting, smelling)
Infants require constant cuddling and stroking. Our infant teachers will speak softly and cheerfully during routines and "social times". Visual stimulation will occur through the use of mobiles, colors, mirrors, colorful rattles, toys and cups. We will gradually offer expansion of food which will cultivate tastes and smells. A variety of textures, sizes, weights and shapes of objects will be offered to your child to enhance his or her development.
2. **Physical Needs:** Comfortable, quiet provisions for sleep and rest will be provided. Working with you, our infant teachers will satisfy your child's feeding routine and nutritional requirements.
3. **Social Needs:** Your child will have the opportunity to be within sight and sound of others. There will be talking, reading, social games, music, pictures, and mirrors. We will take short outdoor "buggy" rides to identify surroundings. Stimulating toys will be provided.
4. **Safety:** Hygienic diapering procedures, with provisions for sanitizing the infant teachers hand's and surfaces, are strictly enforced.

5. Gross and fine Motor Coordination: Our infant teachers will provide a variety of activities for your child in order to stimulate gross and fine motor coordination such as crawling, rolling, sitting and pulling up. Safe washable toys to reach for grasping, shaking, banging and moving will be provided. Objects to crawl through, sit in, stack, rock, climb, etc., are all provided for your child's exploration.

TODDLER and TWOS PROGRAM

Children ages twelve to twenty-four months are our "Toddlers". Toddlers have a "new found freedom". All of a sudden they are free to walk on their own and explore their surroundings with a little help from the grown-ups in their lives. They are quick to learn and grow. Children learn all the time, and require opportunities to follow their interests, explore, experiment, and make choices.

By the time a child reaches the age of 24 months, they are walking well, rapidly developing expressive language and becoming better able to relay their likes and dislikes to others. They understand and use many words and will be able to put together two-word sentences. While we are teaching them words for emotions, actions and objects, we will be concentrating on the sounds of the beginning letters of those words. We have found that by teaching the sounds of the letters and their introduction at an early age, the children will be reading at an earlier age.

Social and Emotional Development, Language Development, Physical Development, Creative Development and Cognitive Development are the areas that are addressed throughout our curriculum. Our curriculum is flexible and allows the teachers to work with the children at their individual development level. Nurturing while teaching them the concepts of play help the children to develop trust with each other and their own actions.

Our Toddler program consists of 4 classrooms for children age 12 months to 24 months and 3 classrooms for children ages 25 months to 36 months. Although the children are grouped according to age, the specific ages for each classroom may vary depending on Center enrollment. The curriculum will reflect both the developmental ages of the children in the room as well as the chronological ages. Our research tells us that we can best nurture and teach our toddlers by utilizing a combination of published curriculums.

PRESCHOOL

We utilize the Doors to Discovery and the DLM Express curriculum both approved by the State of Florida. We enriched the curriculum by adding our own self designed elements which we perfected through the years. It is rich in literacy, math and science. Kindergarten teachers tell us and scores from the Florida Kindergarten Readiness Screener (FLKRS) which is administered approximately 30 days after the beginning of kindergarten continue to show that are children are advanced in their knowledge upon reaching their kindergarten classrooms. Each year, we will continue to make sure that our curriculum rises to the level that challenges your children so that they are offered all opportunities to learn as much as their minds can absorb while loving to learn.

SCHOOL AGE

We understand that your main priority is keeping your child safe and in a secure environment after their busy day in elementary school. While they may feel that they are growing old enough to do make more choices on their own, we know that they still need guidance and supervision. We also know that it is comforting for you that if by the time you pick up your child from us, their homework has been started if not completed. We all agree that children need time to relax, release built up energy or just plain have fun with friends. Our School Age Teachers will assist with homework, make sure your child has a nutritious snack after school, create a positive environment in which children can interact with their peers, acquire self-confidence and learn to make good judgment calls. We are here to help achieve a calm transition between their school day and an evening at home with you that can be full of positive fun conversation.

TRANSPORTATION and CODE OF CONDUCT FOR CHILDREN ATTENDING SMART START PRE-PREP'S BEFORE AND AFTER SCHOOL PROGRAM

Smart Start Pre-Prep provides transportation to and from approved local elementary schools. Our goal is to offer a safe and enriching experience for all students. Reasonable rules and regulations are essential to ensure the safety of each child. This gives the student the opportunity to experience full enjoyment of our program. We expect the children who we transport to act in a safe and appropriate manner. Below is the Code of Conduct that parents are expected to review with their children.

- Student must stay with staff member in assigned activity area or room and must have consent from the staff member to go to another area.
- Student must show courtesy, respect, and good manners toward fellow students and staff members.
- Student must use appropriate language; NO profane or inappropriate language or gestures.
- Student must keep hands and feet to themselves. No kicking or hitting; No Fighting.
- Student must be respectful of property belonging to Smart Start and fellow campers. Parent or Guardian will be responsible for payment of any damaged or destroyed property.
- Good Sportsmanship and fair play must be displayed at all times.
- Violent toys or instruments will not be allowed on the premises.

TRANSPORTATION RULES.

- Students will sit in assigned seats if the Driver appoints assigned seats.
- Student must remain seated and have seat belt buckled at all times.
- Student will speak at a level where only the person sitting next to him/her can hear unless speaking with the driver or patrol.
- When loading, Student will not approach the van until the Driver has stopped and has opened the door.
- When exiting, Student will sit quietly until the motor is off and the driver has opened the door. Exit from the first row of seats first, second row, etc., or as the driver directs.

FAILURE TO OBEY THE ABOVE RULES MAY RESULT IN THE FOLLOWING PROGRESSION OF DISCIPLINARY ACTION:

Step 1: Verbal Reprimand

Step 2: Verbal Reprimand

Step 3: Written Notice which Parent must sign.

Step 4: Parent Conference may be scheduled and Student may be suspended from transportation program. Any behavior that is deemed malicious or violent or results in physical and/or property damage may result in immediate expulsion from the program.

Smart Start reserves the right to implement any of the above steps deemed necessary, based upon the severity of the behavior. Extreme situations will be referred to Smart Start Executive Directors, followed by a conference with the parent and/or guardian and the student.

HEALTH AND SAFETY

Pre-Attendance Requirements: Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the Center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Smart Start Pre-Prep. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the Center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Smart Start Pre-Prep. The Physical Examination Form, indicating the child's fitness to attend Smart Start Pre-Prep must be completed by a licensed healthcare professional and returned to Center Director within the first 30 days of enrollment.

Children with Severe Allergies: For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent (s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form release Smart Start Pre-Prep from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Smart Start Pre-Prep exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Communicable Diseases: Smart Start Pre-Prep follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for your review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Smart Start Pre-Prep reserves the right to refuse to allow a child to return if the Center Director or designee believes the child is too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading at least 101 degree Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Smart Start Pre-Prep will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Biting: Smart Start Pre-Prep recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their child may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children over the age of 3 may occasionally bite. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated immediately. Furthermore, children in any age group who bite and break the skin of another child could have their services terminated since the safety of all the children in the program is of the utmost concern of Smart Start Pre-Prep.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Smart Start Pre-Prep cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Dispensing Medication: Smart Start Pre-Prep Directors will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Directors will remove the child from the classroom to administer medication. Directors will give medication to the child for whom the medication container is labeled. Parents are required to complete a Medication Form for each medication to be dispensed. Medication Forms can be obtained from the Center Director. All medications are to be given to the Center Director and not to the teacher in the classroom.

Smart Start Pre-Prep Directors will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) only after notifying parents of child's symptoms and the parent requests the medicine be administered. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain

medication is required per child.) If the parent can not be reached then the emergency contact person may be contacted to pick up the child if necessary due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Fire/Emergency Drills: Smart Start Pre-Prep conducts monthly fire drills and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. AS with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the Center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is complete and the staff and children are returned to the building to sign their child out of the program. If the Center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm and cooperate with the fire/emergency personnel and Center administration during these important and critical situations.

Incident/Accident Reports: Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report immediately. The Incident/Accident Report will be held by the teacher or person in charge. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the Center Director within 24 hours. Failure to sign and return an Incident/Accident report in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

Cubbies: Friday's are "clean cubby day". Please take home the items in your child's cubby for washing and sanitizing.

Toys/Items from Home: Each class will have a designated Show-N-Tell Day. Please refrain from sending toys to school with your child on other days. Educational materials such as books, records, tapes or science items are welcome. Please make sure all items are clearly marked with your child's name. The Center shall make every effort to safeguard personal belongings on that day, but shall not be responsible for lost or

broken items. The Center discourages violent behavior, therefore, weapon toys of any sort are not allowed at the Center.

TUITION POLICY

Tuition is due on the Monday of the week your child or children are attending. If tuition is not received by Wednesday, a \$10.00 late fee will be assessed. Please add \$5.00 for each additional day up to Friday. If tuition is not paid by Friday evening your child may not return on Monday. In addition to tuition fees, there is an annual registration fee that is required to be paid at the time of enrollment. Registration fees are non-refundable.

With regards to absences, if a child is enrolled full-time and is present more than 1 day during said week, full tuition is due. If a child is present 1 day or less during the week, one-half of the regular tuition is due. Part-time children pay for the days contracted regardless of absences. The only exception is during your "vacation week". A "vacation week" is allowed for each child who has enrolled in the center for one year.

Cash, check, or money order may pay tuition. Smart Start Pre-Prep does not accept credit cards. Receipts will be given for tuition payments made in cash. All cash payments must be handed directly to a Director. Your cancelled check will serve as your receipt for payments made by check. There will be a \$20.00 charge for tuition checks returned by the bank. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check or money order. Tuition does not include fees for field trips and extracurricular activities.

There is no credit given for scheduled school holidays, child illness except as defined in the paragraph regarding absences and vacations, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Smart Start Pre-Prep however; if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

Smart Start Pre-Prep accepts subsidies from Early Childhood School Readiness Coalition and Coordinate Child Care. Parents of a subsidized child must complete all paperwork on time to continue enrollment at Smart Start Pre-Prep. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

Smart Start Pre-Prep offers a multiple child discount for one or more siblings enrolled during the same school year. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

CONFIDENTIALITY

Within Smart Start Pre-Prep, confidential and sensitive information will only be shared with employees of Smart Start Pre-Prep who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Smart Start Pre-Prep strives to protect everyone everyone's right of privacy.

Outside of Smart Start Pre-Prep, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Smart Start Pre-Prep, persons with whom the information will be shared, and the reasons for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on Center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing Center property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, or spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Smart Start Pre-Prep are strictly prohibited from discussing anything about another child with you.

PARENT CODE OF CONDUCT

Smart Start Pre-Prep requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Smart Start Pre-Prep is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Smart Start Pre-Prep but, is the responsibility of each and every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing Center property.

No parent or adult is permitted to curse or use other inappropriate language on Center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threats of any kind will not be tolerated. In today's society, Smart Start Pre-Prep cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

While Smart Start Pre-Prep does not necessarily support nor condone corporate punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although

you may be curious as the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our Center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the children.

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Smart Start Pre-Prep. Please be particularly mindful of Smart Start Pre-Prep's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the Center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. All persons entering the building must either enter a security code in the lobby computer or be admitted by Smart Start Pre-Prep personnel. Be alert and mindful. **Immediately** report any breaches to the Center Director.

While it is understood that parents will not always agree with the employees of Smart Start Pre-Prep or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Smart Start Pre-Prep takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Smart Start Pre-Prep. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Smart Start Pre-Prep, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Smart Start Pre-Prep must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Smart Start Pre-Prep, both parents shall be afforded equal access to their child as stipulated by law. Smart Start Pre-Prep cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Smart Start Pre-Prep suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Smart Start Pre-Prep staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Smart Start Pre-Prep will accompany

visitors at all times, throughout the Center.

DISMISSAL

Smart Start Pre-Prep reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition within two weeks of the dismissal. A Center check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the Center's legal counsel for collection.

ARRIVAL PROCEDURES

Upon arrival at Smart Start Pre-Prep, the parents or the adult dropping the child off acknowledge attendance of the child at the Center by signing into the computer system in the lobby. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom and verbally acknowledge their attendance with the teacher in charge at which time the teacher in charge will make reference on a written roster of the child's attendance. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear, assist with their hand washing upon entering the room and get settled for the day.

Smart Start Pre-Prep discourages parents from sneaking out of the Center. Some children exhibit separation anxiety when it is time for their parent to leave. Smart Start Pre-Prep believes it is best for parents to tell the anxious child upon arrival that after all the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the departure of the parent of an anxious child, the more anxiety the child is likely to feel. The professional and experienced employees of Smart Start Pre-Prep are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Breakfast is provided by Smart Start Pre-Prep until 8:30 a.m. each morning. If you do not arrive at the Center prior to 8:30 a.m., you are required to feed your child a nutritious and filling breakfast prior to arrival at Smart Start Pre-Prep. Parents who send their child to school without having been fed breakfast and arrive after 8:30 a.m., will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

Parents are required to inform the Center by 9:00 a.m. if a child will not be at the Center on a scheduled day. This will enable the Center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on six occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program. If your child is ill, we request that you notify the Center Director not only of the absence, but also the nature of the illness. This

enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Smart Start Pre-Prep will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the Center by 9:00 so as to maintain the appropriate number of teacher to child ratios are met when the child arrives to school.

Smart Start Pre-Prep reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff deems child to ill to attend.
2. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Smart Start Pre-Prep if the child were to be present at the Center.
3. Parents' failure to maintain accurate, up to date records.
4. Parents' failure to complete and return required documentation in a timely fashion.

PICKUP PROCEDURES

Parents or other authorized adults are required to sign their child out of care on the computer in the lobby and verbally upon entering the child's classroom with the teacher. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or posted on their board each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the Center during the course of the day.

The Center closes at 6:00 p.m. You are considered late at 6:01 p.m. All measurements of time are to be according to the clock located in the computer in the Smart Start Pre-Prep lobby. A late fee will be assessed at the rate of \$1.00 per minute per family and will be payable with the following week's tuition.

A child's services could be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

The staff of Smart Start Pre-Prep will contact local police and/or the other custodial parent should a parent appear to the staff of Smart Start Pre-Prep to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Smart Start Pre-Prep staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Smart Start Pre-Prep to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Smart Start Pre-Prep will contact the child's parents, local police and/or Child Protective Services to notify them of the situation.

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Smart Start Pre-Prep. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide identification prior to the Center releasing the child. There will be no exceptions to this rule. All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Smart Start Pre-Prep reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

SCHOOL CALENDAR

A school calendar for the year beginning August through July 30th will be posted in the Lobby on the bulletin board.

EMERGENCY CLOSING AND INCLEMENT WEATHER

In the event of an emergency closing and/or inclement weather, we follow the Hillsborough County School Board policy.

Should the Center need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pickup. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

If we are expecting the possibility of a closure or non-opening, we will attempt to leave an alternate telephone number should telephone service be interrupted so that you may check the status of opening. If telephone service is available, a notice will be left on the answering system of our intention.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 5 school days.

DRESS CODE

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, and scarves must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have at least two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, and scarves. Smart Start Pre-Prep is not responsible for lost or damaged items of clothing.

Jewelry and/or accessories are not permitted to be worn by children. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Smart Start Pre-Prep will not be responsible for lost or stolen valuables. It is the parents' responsibilities to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Smart Start Pre-Prep will not be responsible for damage to or loss of any articles of clothing.

FIELD TRIPS

Smart Start Pre-Prep occasionally supplements the class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Smart Start Pre-Prep provides all required supervision for all field trips, but always invites and welcomes parents to attend. Parents will not be permitted to transport any child, other than their own, on a Smart Start Pre-Prep sponsored trip. If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be

Maintained with his/her addition to the class. An additional day fee as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesday and Wednesday that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

WITHDRAWAL POLICY

Two weeks written notice is required when withdrawing a child for any reason. Any unused tuition and will be refunded within thirty days of the withdrawal if the proper notice is given. If the required notice is not given, parents will be charged tuition for two additional weeks.

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RISK MANAGEMENT

Smart Start Pre-Prep

This plan was created on July 13, 2009

Our Center's Address is: 13801 McCormick Drive, Tampa, Florida 33626

Our Center's Phone Number is: (813) 855-7333

Our nearest Cross Streets are: Race Track Road and McCormick Drive

The following paragraphs contain procedures according to type of emergency.

In the event of a necessary 911 call

Staff will stay with injured child and will request that another person call 911.

The Director will be told of call and the Director will notify the parent.

If the parent cannot reach the center in time for the child to be transported by ambulance, the Director may designate the teacher or another person to accompany the child to the hospital in the ambulance. The designated person may remain at the hospital until the parent arrives.

The Director will complete a written incident report at the earliest convenience.

Emergency Transportation

In the event emergency transportation is needed for reasons such as mechanical failure of vans, the Director will call Patriot Limousine, at 727 573-4400.

Child Abuse/Neglect Reporting

Report abuse or suspected abuse or neglect to the Director. The Staff Member who witnessed or suspected the abuse will make a report to Department of Children and Families by calling 1 800 962-2873. Director and Staff Member will write the following information about the incident:

- * Date and Time of call to DCF
- * Child's Name, age, date of birth, address
- * Parent's name and address and other children in the home if known
- * Any statements made by the child (do not interview the child, leading questions must be avoided as they may prejudice court proceedings)
- * The nature and extent of the injury or injuries, neglect and or sexual abuse
- * Any evidence or previous incidents of abuse or neglect, including the nature and extent
- * Place where alleged abuse happened
- * Any other information that might be helpful in establishing the cause of the child's injury, neglect or death and the identity of the perpetrator.

It is vital that accurate records are kept in light of the fact that they may be used as evidence in court. Confidentiality must be observed although there are not circumstances whereby we can guarantee confidentiality will be maintained.

Procedures to follow if Staff Member is accused of abuse/neglect:

- * Any suspicion or actual abuse of a child by a member of staff must be reported immediately to the Director.
- * On being notified of any such matter, the Director will take such steps as considered necessary to ensure the safety of the child in question and any other child who might be at risk.
- * A written record of date and time of reported incident including the name of person making the report. To comply with this item, see attached form, "Report to Principal/Nominated Person re: Suspected Child Abuse"

Staff who are accused of child abuse may be suspended or given leave (with/without) pay, pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interaction with children.

Missing Children

Notify Director immediately who will search the premises again for the child. 911 will be called immediately once the child cannot be located on the premises. Have the following information ready:

Child's Name
Child's Age
Our Address
Description of child and physical clothing
Medical status if appropriate

Director will notify parents
Director will notify licensing and Department of Children and Families
Director will complete and incident report at earliest convenience.

Kidnapping

Call 911 and provide the following information

Child's Name
Child's Age
Our Address
Description of child and physical clothing
Medical status if appropriate

Notify Director immediately
Follow emergency lockdown procedures
Have child's information and picture available for police
Director will notify parents

Director will complete an incident report at earliest convenience

Site Evacuation

If it is determined that staff and children will be moved to an alternate site location distant from Smart Start, children will be assigned to a designated teacher.

Children with special needs shall be identified by staff at the beginning of each school year, upon placement mid-year, or as a result of an injury (i.e. broken leg). Each classroom with a special needs child shall have appointed a teacher's aide. The teacher's aide will assume responsibility of following evacuation procedures of the special needs child.

Staff should bring the following items to the alternative site:

Class/staff attendance rosters and visitor sign-in-sheets Children's emergency and medical information/supplies Cell Phone if available.

Before leaving the building, perform attendance check, search the building for anyone missing.

Teachers will walk with the children to the designated place. Once there, the children will remain or they will be transported by buses to a final destination to await pick up by their parents or emergency contacts.

Once at the alternative site, teachers will take attendance again. Teachers will remain with their group of children until the children are picked up and signed out by their parents or emergency contacts.

Depending on the nature of the cause for site evacuation, children will be transported to one of the following places:

Tri-County Business Park
13300 McCormick Drive
Tampa, Florida
813 855-6979

Oldsmar Library
400 St. Petersburg Drive
Oldsmar, Florida
813 749-1178

Forest Lakes Elementary
301 Pine Avenue North
Oldsmar, Florida
813 891-1978

Director will place the notice of the location of the alternative site at an appropriate place at the Center and will continue to communicate with parents and coordinate pick-up of children.

Director will report incident to Child Care Licensing. Director will complete a written incident report at the earliest convenience.

Shelter-in-Place

Shelter-in-Place procedure should be conducted when you are instructed to do so by emergency personnel, your radio, or television emergency broadcast, you see a vapor cloud, or if you smell an unusual odor outside.

Gather all children inside.

Call 911, if you have not already done so. Director or designee should turn on and listen to the regional or local radio station. Listen for emergency information from your local fire or police department.

Director will turn off all fans, heating, cooling, or ventilation systems and clothes dryer.

Close and lock all doors and close as many interior doors as possible. Close off all non-essential rooms such as storage areas, laundry rooms, etc.

Seal gaps around windows, doors, heating/air conditioning vents, bathroom and kitchen exhaust fans, stove,

and dryer vents with re-cut sheeting, wax paper, or aluminum foil and duct tape.

Stay alert to announcements. Emergency personnel from your local police or fire department may give you specific instructions via loudspeaker or door to door.

If you are told there is a danger of explosion, keep children away from windows.

Director should stay in touch with responding agencies/emergency personnel. Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate.

Advise parents not to pick up children from child care center until the incident is over. The presence of parents searching for their children will cause confusion and may lead to exposure to toxic chemicals. Once sheltered in place, you will not want to open the door to let parents in or out.

Have emergency disaster supplies and emergency contacts handy.

Once the incident is over, inform parents, take down plastic, and turn ventilation system back on.

Director will report incident to Child Care Licensing.

Director will complete a written incident report at the earliest opportunity.

Power Outage

Director or designee will try to locate the problem and activate alternate lighting system. Flashlights and batteries are located in the teacher's cabinets of each classroom.

Call 911 if concerned about a fire or safety hazard. Unplug all electrical equipment.

Determine if center needs to be closed. Consider whether you can safely prepare and store food? Do you need to move to an alternative site? How will you notify parents?

Notify parents if the outage is prolonged.

Director will report incident to Child Care Licensing.

Director will complete a written incident report at the earliest convenience.

Weather Closing

Smart Start Pre-Prep will close whenever Hillsborough County Public Schools and/or Pinellas County Public Schools are closed due to the weather. On days weather conditions are severe but HCPS or PCPS are open, every effort will be made to be open and fully staffed. However, it may be necessary to alter hours and operating procedures depending on the severity of the weather. When the weather is inclement, parents should call the school to determine operating procedures for the day. A message will inform parents whether the school is open or closed. If the phone service is not working, a note will be posted on the front door of our building advising status or an alternate contact telephone number.

If there is major weather or other emergencies during the school day that require closing, parents will be notified by email or telephone. If parents cannot be reached during the day, emergency contacts on child's enrollment form will be contacted. Please be sure that you have someone authorized to pick up your child during emergencies.

Hazardous Materials Incident

Call 911 immediately. Have staff initiate a "Shelter-in-Place" procedure unless directed to do otherwise by emergency personnel via the dispatcher.

Have the following items ready for police and fire personnel:

Location and description (liquid, gas) of hazard, if known
Number of children in care, staff, volunteers, and visitors
Floor plan and internal systems information

Follow instructions given by responding agency for either "Shelter-in-Place" procedure or Site Evacuation procedure.

If we must evacuate, a note will be placed on the door telling parents our evacuation location and phone calls will be made in an effort to alert parents as to our location.

If "Shelter-in-Place" procedure occurs and media attention is significant, we will notify parents that we will not be able to open the doors to allow their children out of the facility. Instead, we will contact parents once we are advised that it is safe for parents to pick-up their children. If we are unable to reach parents, a note will be placed on the door explaining we were ordered to "shelter-in-place. Parents should leave the area and will be contacted as soon as it is safe for them and the children to be picked up.

Director will report incident to Child Care Licensing and will complete a written incident report at the earliest opportunity. All parents will be notified of incident.

Fire

The Center is equipped with an alarm system, together with a dedicated phone line to the fire department. There are smoke detectors, fire extinguishers and emergency lighting. Equipment is checked annually by the fire marshal. Fire drills are held monthly. We have planned evacuation procedures and are practiced with each fire drill. In the event of a fire:

Activate fire alarm if not sounding; Evacuate children, visitors, and staff.

Teachers will secure their rosters, quickly perform a head count and evacuate the children out the east side of the building to the far end of the playground where name attendance checks will be performed. Teachers will remain at that location until Directors advises it is safe to return to the building. If it is not safe to return to the building, teachers will be advised of the location and manner in which the children will be transported away for the building. Directors will make sure that they have in their possession the Master School Attendance Roster and Contact Information. Parents will be notified by telephone and/or a posting of location at the Center of the new location for their children.

Bomb Threat

During the Bomb Threat Call:

DO NOT HANG UP! KEEP THE CONVERSATION GOING AND ATTEMPT TO SET THE FOLLOWING INFORMATION:

- * Where is the bomb?
- * What time will it go off?
- * What kind of bomb is it?
- * Who are you?
- * Why is this going to happen?

LISTEN FOR:

- * Voice of male or female
- * Speech impediment or accent
- * What kind of background noise there is
- * Cell phone or land-line

NOTE: Time and Date

Immediately after the Call:

Notify center Director

Call 911

Initiate a lockdown. Follow Emergency Lockdown procedure

Confer with fire and police about evacuation

Have floor plan ready for police/fire personnel

Have teachers and staff glance around their area for suspicious items. (DO NOT MOVE SUSPICIOUS ITEMS.)

If the decision is made to evacuate, follow Site Evacuation procedure.

Director will notify parents if evacuated or moved to alternative location.

Director will report to Child Care Licensing,

Director will complete a written incident report at the earliest opportunity.

All parents will be notified of incident.

Lockdown Procedure

There will be an announcement by the Director.

Director will check outside to admit any children, staff or parents that belong in the Center. Then, the Director will lock the outside doors.

All shades and blinds are closed so windows are covered.

All children are moved away from windows and doors.

Teachers will check attendance rosters and report class numbers to the Director if safely possible.

Teachers will comfort children and calm fears to the extent possible.

Emergency Lockdown/Intruder Alert Procedure

From time to time, schools and child care centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who through act or deed, poses a perceived threat to the safety and welfare of children and employees. If at any time you are dealing with a person you feel uncomfortable around, or who makes you fearful for your safety or the safety of others, then you may be faced with an intruder situation.

Key recommendation to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert Procedure.
2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.
3. Parents will be given a pre-designated alternate pick-up site if children and staff are evacuated. Parents should not try to enter the facility during a lockdown, and may be kept away from the center until authorities determine it is safe.

Intruder Alert Procedure

If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately call 911.

If a weapon is present, DO NOT CONFRONT - give another staff member the pre-determined hand signal to call 911 immediately.

If no weapon is suspected, the Director will confront the intruder in the following manner:

Approach the individual in a non-confrontational manner with the assistance of another staff member.

Introduce yourself and the person with you to the individual in a non-confrontational way.

Ask the individual who he/she is and how you can be of assistance.

Inform the individual of the policy that all visitors need to sign in, and guide him/her to the lobby table to sign in.

If the individual refuses, do not confront him/her. Give the other staff member the pre-designated hand signal to call 911.

If it is determined that the safety and health of the children and staff are in jeopardy.

If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.

If the suspected intruder is not yet in the building, an announcement will be made (or a bell sounded) to alert the staff of potential danger. The announcement will be "This is a Code Red Emergency, repeat, this is a Code Red Emergency.

If children are outside when a "Code Red" is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing the chosen lockdown announcement (example: Code Red), the following steps must be implemented:

Staff should quickly check the hall and restrooms closest to their classrooms and get children into the rooms.

Lock all doors, cover all windows and turn off lights.

Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side to use as a buffer.

Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. You may want to gather in a story circle behind the table and gather infants into one or two cribs on wheels along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys.

Teachers will keep all children in the classroom until an all-clear signal has been given.

Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instruction from emergency personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an "all clear" has been called.

Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

When "All Clear" is heard, the Director will apprise the staff of the situation and counsel with children.

When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.

Director will report the incident to *Child Care Licensing*.

Director will complete a written incident report at the earliest opportunity. The following form will be used in the report.

Please ensure that any continuation sheets are signed and dated.

Report to Principal / Nominated Person re: Suspected Child Abuse

Date:

Time:

Your Name:

Name of any others Present:

Name of Complainant, or where different the name of the child who has allegedly been abused:

The nature of the alleged abuse:

A description of any injuries observed:

The account which has been given of the allegations:

Signed Staff

Signed Witness, Student, etc.

SMART START PRE-PREP
13801 McCormick Drive
Tampa, Florida 33626
813 855-7333

APPLICATION FOR ENROLLMENT

Student Information:

Date of Enrollment _____

Full Name: _____

Last

First

Middle

Nickname

Date of Birth: _____ Gender: _____

Child's Address: _____

Primary Hours of Care: From _____ to _____

Days of the Week in Care: M T W TH F

Meals Typically Served While in Care: Br Lunch PM Snack

.....

Family Information:

Child Lives With: _____

Mother's Name: _____ Father's Name: _____

Social Security No. _____ Social Security No. _____

Address: _____

Address: _____

Home Phone: _____ Home Phone: _____

Email Address: _____ Email Address: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Custody: Mother _____ Father _____ Both _____ Other _____

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Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference _____

Acknowledgments

I hereby acknowledge that I received with this application the written **Disciplinary Procedure Guide** as required by Section 65C-22.006(4)2., F.A.C.; a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" as required by Section 402.3125(5),F.S. and Smart Start Pre-Prep Parent Handbook.

I hereby acknowledge that I am required to provide a **current physical examination** (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment pursuant to Section 65C-22.006(2), F.A.C.

I hereby acknowledge that I received the brochure "**The Flu**" **A Guide** for Parents - Influenza Virus created by Department of Children and Families and the written Sick Child Procedure Guide followed by Smart Start Pre-Prep.

I hereby agree and acknowledge that I am **responsible for all tuition charges** associated with the care and education of my child enrolled with Smart Start Pre-Prep.

I hereby consent and allow you to conduct **individual assessments and/or screenings** on my child for the purpose of determining his/her educational/developmental level and applying said findings to the development of an appropriate lesson plan.

I hereby consent and allow Smart Start Pre-Prep, LLC., the **use of the above named child's photo** for any necessary or appropriate Smart Start related publicity purposes

By signing below, you verify that you have **received above items** and that all information on this enrollment form is complete and accurate.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Updated Date

Signature of Parent/Guardian

Updated Date

FIELD TRIP PERMISSION

I give my consent for my child _____ to go on field trips with Smart Start Pre-Prep, LLC and to make incidental stops en route and return as may be desirable or necessary. I will be notified in writing 24 hours in advance of the designated site of the field trip including necessary details unless circumstances are such that timing only allows the posting of a notice that day of the field trip. I authorize school representatives to obtain medical treatment for my child in case of illness or injury and agree to pay for any expenses incurred for the treatment.

Signature DATE _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ , by _____ who is personally known to me or has produced the following identification _____

(Notary Seal) _____
Signature of Notary Public

PHOTO PERMISSION FORM

_____, as parent or guardian of _____ give permission to Smart Start Pre-Prep, LLC. to use the above named child's photo for any necessary or appropriate Smart Start Pre-Prep, LLC., related publicity purposes.

Signature Date _____