



Vine
Christian Academy

PARENT HANDBOOK
Daycare and Preschool

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OUR SCHOOL

Vine Christian Academy is proudly serving our community under the umbrella of Vine Church Fort Myers. We are a Christian early learning and childcare center. We believe that the first developmental years of a child are the foundation for their lifetime, therefore, VCA is committed to provide the children in our community with a loving, fun and developmentally appropriate environment to thrive and grow to their full potential in Christ. Vine Christian Academy is privileged to partner with families to nurture each child as a whole (spirit, soul and body). Our mission is to lead the next generation to know and honor God, love others, and walk in Biblical truth. Our dedicated and qualified teachers have as highest priority to love and lead each child to Christ and meet their individual spiritual and developmental needs. We believe that learning above all should be a fun and student-led experience by providing gentle guidance through learning centers for exploration, discovery, problem solving and creative expression. Our core principles will be cultivated as our teachers implement them within daily activities as well as modeling them through natural relationships and interactions with the children. We look forward to be part of your child's journey at Vine Christian Academy.

ORGANIZATIONAL STRUCTURE

BOARD

The Board is responsible for setting policies, establishing the budget and providing for the well-being and success of the center.

DIRECTOR

The director is responsible for the daily operations of the Center, oversees the staff, and ensures licensing requirements are fulfilled.

TEACHING STAFF

Vine Christian Academy employs qualified and dedicated teachers. Who are certified by the State of Florida.

TEACHER TRAINING AND QUALIFICATIONS

The teaching staff at Vine Christian Academy are professional educators with knowledge and experience teaching young children. All employees meet the licensing requirements in order to teach in a licensed facility in the state of Florida, including background checks and fingerprints. In order to obtain employment in VCA all teachers must complete all mandated childcare and Conscious Discipline training courses.

ENROLLMENT AND TUITION GUIDELINES

NON-DISCRIMINATORY POLICY

Enrollment in Vine Christian Academy shall be open to any child without discrimination in regard to sex, race, ethnicity, political belief, or special needs provided the program can meet the needs of that child.

REGISTRATION

All families must complete a Vine Christian Academy enrollment packet and provide the following documents:

- Child's physical form
- Child's immunization records

Tuition is due upon registration to secure the place of the child in the program. In order for currently enrolled families to register for the upcoming school year, their financial obligation must be current. The administration has authority to deny renewal of enrollment if the family has acted in bad faith to fulfill financial obligations.

A waiting list will be maintained for those interested in enrollment when enrollment is no longer available. As enrollment becomes available parents will be contacted in the order that the names appear on the list. With siblings of currently enrolled students being given priority.

ENROLLMENT REQUIREMENTS

Parents must complete all forms provided in the Enrollment packet that is provided to families before their child's first day of care. The following forms must be filled out truthfully and completely:

- Registration form
- Emergency Contact
- Medical information
- Receipt of Know Your Child Care Facility Brochure
- Permission for food related activities form

Any changes must be updated and initialed by both director and parent. It is particularly important that the Vine Christian Academy office have up to date phone numbers where parents can be reached at all times.

IMMUNIZATIONS REQUIRED FOR CHILDCARE

(Age-appropriate doses as indicated)

Florida requires certain vaccines to be administered before children may enroll and attend childcare and school.

- Diphtheria-tetanus-acellular pertussis (DTaP)
- Inactivated polio vaccine (IPV)
- Measles-mumps-rubella (MMR)
- Varicella (chickenpox)
- Haemophilus influenza type b (Hib)
- Pneumococcal conjugate (PCVi.3)
- Hepatitis B (Hep B)

TUITION

Tuition is based on a yearly rate that is paid on a weekly basis. Vine Christian Academy does not provide daily rates or drop-in care. Tuition payment is due on the Friday prior to the week of care of your child-

It is essential that all accounts be kept up to date. If your account falls past due for 10 days, your child will not be allowed to enter our facility for care.

Credit will not be given if school must be closed due to weather events, national emergencies, or any other events beyond the school's control. Parents will be expected to pay full rate for weeks that include a national holiday, teacher professional/spiritual development day, summer and winter break. (Check the school calendar in Procure Newsletter or on the foyer communication wall for the days Vine Christian Academy will be closed).

Rates are determined by the room the child is enrolled in. The decision to choose or change a child's room is determined by school administration only. Tuition will change only if your child changes room.

BEFORE FIRST DAY OF CARE

Additional to the tuition of the first week, the following fees are to be paid before the first day of care:

A Non-Refundable Administration Fee	\$50 (plus \$20 for any additional child)
Security Deposit Fee	Two weeks of tuition

Non-refundable administration fee is due on the first week of August of every year. If your child is enrolled after the school year has started, this fee will be prorated.

The security deposit is a fee charged as proof that parents/guardians have the intention to give a two-week notice before the last day of their child's care. That is why the security deposit will be returned only at the end of enrollment after VCA administration has received a minimum of two weeks of written notice before the last day of child's care and if the child's billing account is in good standing. Verbal notification of intending to withdraw your child from our school is not considered official notification.

PAYMENT METHODS

All billing matters are handled through Procure. Checking account, cash or checks are the only acceptable methods of payment. Cash or Checks payable to **Vine Academy Inc** may be dropped off in the office during business hours. Please do not send tuition payments with your child.

RETURN CHECKS

A processing fee of \$25 will be charged for any returned check. Checks will not be rerun, and parents are expected to pick up the check and replace it with a money order within three days of being notified. After 2 returned checks, you will be asked to pay tuition with a money order.

Occasionally families have unforeseen financial situations arise which cause them to fall behind in their weekly tuition. In that event please call the administration and speak with the director about whether special payment arrangements can be made. We are happy to help you when possible.

SIBLING TUITION DISCOUNT POLICY

If two or more siblings are enrolled simultaneously at Vine Christian Academy a tuition discount of 10% will be granted to the older child of the family.

WITHDRAWAL AND DISMISSAL

If a parent desires to withdraw a child from our program, the parent should inform the school in writing at least two weeks before the date of withdrawal. Accounts must be in good standing. Verbal notification of students intending withdrawal is not an official notification. Re-enrollment is based upon space availability and at the discretion of the director.

In certain circumstances it may be necessary to terminate the enrollment of a child within our program. This decision will only be taken as a last alternative after all other efforts of working with the child and the family have proven to be unsuccessful. Dismissal of a child may come as a result of his/her behavior being a danger to himself/herself, or other children, the staff and/or school property.

Other incidents that may cause a family to be dismissed could be (but are not limited to):

- Disrespect toward a teacher or staff member by child or parent.
- Continued violation of school policies.

- Non-payment of tuition.
- Inability to meet the child's health, developmental or educational needs. (Children that require one-on-one care beyond our center's capabilities)

Any child who is absent for more than 30 consecutive days without prior approval from the director and/or written communication from the parent will be automatically withdrawn from Vine Christian Academy.

OPERATIONAL POLICIES

HOURS OF OPERATION

Vine Christian Academy is licensed to be open Monday through Friday from 7:00 am to 6:00 pm . During the hours of operation our exterior doors remain locked.

Parent/guardian are fully responsible for the child(ren) while in the outside premises of Vine Christian Academy, this includes sidewalks and parking lots.

ARRIVALS

All children entering the center must be accompanied by a parent/guardian and are required to sign each child in by using the attendance electronic device and access code assigned. If you have not received an access code please inform the front desk and a code will be provided for you.

Students arriving after the 9:00 am cut off time will not be permitted to enter unless accompany by a doctors note to excuse tardiness.

Circle Time learning begins at 9:00 am each morning. It is important that students arrive before this time to benefit from the well balanced activities that have been planned for your child's entire day. Routine is very important for our students, as it helps them feel secure and know what to expect each day.

OPEN DOORS POLICY

Vine Christian Academy welcomes parents to visit the center anytime during the day as long as the visit does not interrupt the child's ability to function within the room. All visitors will be asked to sign in at the front desk and receive a pass before visiting the center.

DEPARTURES

Our center is open from 7:00 am to 6:00 pm. All children are to be picked up by 6:00 pm. After pick up please keep your child(ren) you at all times. If your child has left something behind in the room, please

inform the administration and someone will retrieve it for them. No one is allowed back into the rooms after pick up.

Parents/ Guardians are required to fill the Child Pick-Up Authorization Form for every authorized pick-up person. Child(ren) will not be allowed to be picked-up by a person that does not have their name in a signed authorized pick-up form. Parents/guardians are required to notify the school via email/text on the day the authorized pick-up person will come and administration will need a picture ID to validate identity. Every authorized pick-up person will need to have their Procure Pin, administration will not disclose pick-up Procure pins to any pick-up person. When authorized persons from the provided contact list pick up your child they are required to provide a legal ID. Children will NOT be release to anyone under the age of 18 no exceptions.

We adhere to a strict ON TIME pick up policy. While we understand that at times emergencies occur and circumstances arise that are out of your control, it is your responsibility to ensure that your child is picked up by 6:00 pm. If you find that you will not be on time you must do the following:

1. Call the center to inform the staff you will be late, our number is (239) 321-9957
2. Contact anyone from your Emergency contact list to arrange pick up.

All late pick ups after 6:00 pm will be subject to a \$1.00 late fee per minute. Late pick ups after the 3rd time will be subject to the following.

- 3rd time late pickup will result in a final warning.
- 4th time late pickup will result in a 1 week suspension for the child.
- 5th time late pickup will result in termination from the center.

Late fees will be assessed on the student's tuition bill and will be the responsibility of the parent/guardian for payment.

If no one shows up to pick up your child an attempt to call the parents and then the individuals listed on the child's emergency form will be made. If a child is not pickup by the parent or emergency contact and no communication is successful, the staff at Vine Christian Academy will be forced to call the proper authorities and will stay with the child until parents or authorities arrive. This policy is the last option.

It is extremely important that your emergency contact numbers are up to date AND that if you must be late, you contact the office to make them aware of the anticipated time of arrival. Put our centers number (239-321-9957) in your cell phone!

Remember, even with prior notification of lateness, you will still be responsible for the late fees.

Students cannot be picked during nap time unless due to a doctor's appointment (parent/guardian needs to provide a doctors note). At any other situation, please contact administration.

SCHOOL HOLIDAYS & CLOSINGS

In the event of bad weather, a national or community emergency, please tune in to local radio or television for closure information. If the Lee county schools are closed due to bad weather or national emergency Vine Christian Academy will also be closed. In the event we must close the facility after the school day has begun because of a national emergency, electrical outage, plumbing or water cut-off, or for any other reason, the school office will call and notify parents that they must immediately pick up their child. (The health department requires there be running water in order for the facility to remain in session).

In the event of an outbreak of a highly contagious infection or disease Vine Christian Academy reserves all rights to close the room/s affected for a predetermined time in order to reduce spread to children and staff. In the event we must close the facility after the school day has begun, the school office will call and notify parents that they must immediately pick up their child.

Parents will be expected to pay full rate for weeks that include emergency closures, national holiday, teacher professional/spiritual development day, summer and winter break. If holidays fall on a Saturday, we will be closed on Friday. If the holiday falls on a Sunday, we will be closed on Monday. Please, check the school calendar in Procure Newsletter or on the foyer communication wall for the days Vine Christian Academy will be closed.

DAILY SCHEDULES

The lead teacher is responsible for maintaining a daily schedule of events for her room. This schedule should reflect segments of the day such as devotional, snack time, outdoor time, gross and fine motor activities, music, student-led learning center time, and other such events indicative of the child's day.

ATTENDANCE

Children are required to keep a good attendance while attending Vine Christian Academy. Please call the center should your child be absent for the day. An extended absence form will need to be signed by parent if child has 5 or more consecutive days of absence.

UNIFORM POLICY/ DRESS CODE AND PERSONAL ITEMS

It is our desire for your child to be comfortable and at ease while learning, eating, resting and playing at Vine Christian Academy. Children will go outside everyday unless it is raining, therefore, we ask to dress your child appropriately. Although every effort is taken to keep clothes from soiling, daycare is a

place where children will get dirty.

Vine Christian Academy **requires** all children from our young toddler to our preschool rooms to wear our uniform shirt. Preschool children must wear rakhi or navy blue uniform bottom, and children in our toddler rooms can wear comfortable and weather appropriate pants or shorts (pants should be worn at the waistline, not below the hips). Families are responsible for ordering uniform shirts with our admissions staff before the child's first day at VCA.

As for the protection of your child's feet we ask that tennis shoes be worn (without laces). Please keep in mind that we are a Christian child care facility and do not allow questionable writing or derogatory pictures on clothing, jewelry or backpacks such as but not limited to:

- Witches
- Skulls
- Devils
- Vulgar or suggestive language

Items such as hair bows and jewelry must be continually worn and not taken off to play. To prevent strangling, necklaces should be no longer than collar length. In order for the teachers to provide the best care possible to your child, we ask that parents follow the checklist of personal items required to bring on a daily basis provided during the enrollment process. Please stay updated with messages in ProCare from the lead teacher and administration.

If at one point your child needs to use the spare clothing you are required to replenish all items the by the following day. Your child may not attend class if the items requested are not brought in.

Items such as those included but not limited to list below, must not be brought or sent to school in your child's backpack:

1. Toys from home (these are easily lost, and not easily shared)
2. Medicine
3. Hand Sanitizer
4. Candy

During a special day such as show and tell, your child is allowed to bring an item from home to show to their classmates. We do not allow small objects to be brought which would be considered a choking hazard. Vine Christian Academy staff reserves the right to take anything away from a student which may cause harm to themselves or other students. Parents may retrieve confiscated items from the front office during pick up time.

LOST AND FOUND

Please be sure to LABEL everything that your child brings with them with first and last name. Including all clothing, backpacks and lunch boxes. It is much easier to return a lost item if it is labeled. If your child is missing anything, please inquire at the front desk. Items not claimed in 30 days will be sent to charity.

SPECIAL EVENTS

Holiday parties are an integral part of the early childhood room, there will be several celebrations throughout the year. Parents are asked to participate by sending their child with an item to share so the teacher may celebrate these holidays with the children.

BIRTHDAY PARTIES

A birthday is a meaningful event in a child's life and we are happy to assist you in making this day special. We encourage you to bring individual birthday treats for your child to share with their roommates. Please keep in mind that we are a Christian child care facility and do not allow birthday themes/decoration/goodie bags that does not align with our Christian faith, such as but not limited to scary themes about witches, skulls, zombies and violent games.

Please do not distribute your child's birthday party invitations at school unless all the children in the class are invited. For the safety of the children we ask that you do not bring balloons. You must sign up for your child's birthday at the front desk at least one week prior to the celebration. Two family members are welcome to come join the child's birthday celebration. All details of the party such as theme, time, day and who will participate need to be confirmed with administration. All visitors will be asked to sign in at the front desk and receive a pass before visiting the center.

FOOD: LUNCH AND SNACKS

Vine Christian Academy has a 4 week cycle menu posted in our newsletter center of ProCare, and also available in paper at administration upon request, we update our menu few times per year and notify all families upon updates through ProCare newsletter. Vine Christian Academy early learning center provides breakfast, lunch, and snacks daily at no extra fee. We value meal times as a crucial part of the child's development and wish to see all children enjoying this moment in community to its full extent. In order to fulfill this goal we must nurture the participation of the children in all meals served at the center, therefore, no outside lunch boxes or snacks are allowed. For children with severe food allergy, please contact administration. Vine Christian Academy follows Florida Department of Health food guidelines. We provide nutritious food, fundamental for child growth and development.

For infants in our nursery care, parents are required to provide formula or breastmilk, water for formula, baby food and all snacks that families wish infant to be fed. Caregiver will not introduce any new food

for an infant or commonly allergens such as but not limited to; berries, peanut products, shellfish, honey or raw foods.

FOOD ALLERGIES

The family is responsible for notifying Vine Christian Academy administration if child is allergic or has develop recent allergy to any items on the menu. For the Childs safety and well-being families are required to update their child(ren) medical history as soon as changes develop. Vine Christian Academy recommends families of children with mild or severe food allergies to stay up to date with our food menu as we will always accommodate substitutions for food child cannot consume.

TOILET TRAINING

Vine Christian Academy strives to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts began at home towards toilet training success. Teachers will follow the efforts began at home when beginning potty training. Please contact administration for more information on introducing potty training. Children need to be potty trained and able to use the restroom independently in order to be able to enroll in any room from K3 and on. No exceptions. Once we begin potty training efforts together with the family, we will not be able to accommodate individual need to go back to diaper use. Children that are potty trained within our center will not longer use diapers at any moment of the day, including nap time, and will not be received at check-in with diapers or change in diapers for check-out.

If a child has a bowel movement and their underwear or bottom garments become soiled with fecal matter, the affected garments will be immediately discarded. This is necessary to maintain proper hygiene and prevent the spread of fecal borne bacteria within our school.

REST TIME

Children in toddler rooms take a nap after lunch time, for preschool children they will follow a quiet time. Parents are responsible for sending in a small personal blanket inside backpack that will go back home daily. Our nap bedding are the standardized size and purchased by school as part of supply list.

OUTDOOR ACTIVITIES

Outdoor play is an essential part of your child's day. The school provides daily scheduled supervised outdoor activities on age appropriate equipment. Please check the weather and dress your child accordingly.

DISCIPLINE/GUIDANCE

Vine Christian Academy has adopted the Conscious Discipline curriculum to guide children in learning how to express their feelings, cooperate with other children and negotiate conflicts. Conscious Discipline empowers our teachers to consciously and empathetically respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. To maintain an atmosphere where each child's character is built and never questioned, adults assist in children behavior or social conflict such as sharing, in a calm and helpful manner. We will always encourage children to identify and express what they are feeling, thus leading children to develop their communication and emotional maturity. As part of our principles our goal is to foster autonomy in problem solving, as well as awareness of the natural consequences of choices and behaviors they chose to make or do.

DISCIPLINE/GUIDANCE DAILY APPROACH

The administration truly seeks to work with families in order to create an effective atmosphere of learning without interruption. The ultimate goal of every contact that we have with parents is to work together to help the child and redirect the behavior.

In the event of behavior such as but not limited to; aggressive behavior, biting, biting attempts, disruption of room's daily routine, unable to follow teacher limits and authority, child uses physical means with any member of the school, child uses inappropriate language, child consistently behaves in a manner unsafe for self or others. The following steps will proceed the behavior:

1. First Incident: An incident report will be completed and needed to be signed by child's guardian and will be held on file. **(After one month of this first incident, report will be filed and new report will need to be filled out for any new behavior incident.)**
2. Second Incident: Guardian will be called immediately to be made aware, an incident report will be completed and needed to be signed by child's guardian and will be held on file. At this point we will set up a meeting for an action plan in order to help child and redirect behavior.
3. Third Incident: Guardian will be called immediately for child pick up, child will be removed from room to wait in administration, an incident will be filled and needed to be signed by child's guardian and will be held on file. Child may resume care the following day.

However, in the circumstance that the family does not cooperate with the measures listed above the center reserves the right to end enrollment.

SERIOUS OFFENSES

VCA recognizes, adheres to, and propagates Biblical values; therefore, our standards have been adopted in order to provide an atmosphere which encourages personal, moral, and spiritual growth accomplished by the mutual partnership between school and family.

The following offenses may result in the termination of your child's enrollment, or other action deemed appropriate by the administration, at the discretion of the VCA Board. Under no circumstances will VCA tolerate behaviors such as, but not limited to:

- Parent or other adult entering our center to drop-off or pick up a child and appears to be under the influence of any drug, intoxicated either by the smell of alcohol or his/her actions appear to be impaired.
- Continued violation of school standards and policies.
- Defacing school property (family will be charged for repairs or replacement).
- Physical abuse, verbal abuse, threats, intimidation, or bullying to any child, teacher, parent, VCA staff, or to anyone entering our facility.
- Immoral conduct or inappropriate language/behavior.
- Profanity or vulgar language.
 - Social media: posting or texting anything that exposes our center in a negative manner, undermining partnership, trust, and mutual respect, and defaming VCA's reputation.
- Stealing.
- Threats endangering the health and welfare of any child, staff, or center.
- The use of tobacco products/vaping at the center.
- Truancy.

This list applies to both parents and children. VCA is committed to ensuring a safe and nurturing environment for all and will take necessary actions to uphold these standards.

SUSPENSION/EXPULSION

Before taking any action to dismiss a child, the administration will give the following three attempts to work together with the family to correct or redirect the behavior:

1. Meeting with the director and/or lead teacher
2. Meeting with child development director
3. Meeting with VCA lead Pastors

However, in the circumstance that the family does not cooperate with the measures listed above the center reserves the right to end enrollment.

Vine Christian Academy aims to maintain an environment filled of God's presence and love where everyone can feel welcomed, safe, and respected. Any disregard for these guidelines will result in the termination of your child's enrollment and will be made at the discretion of VCA Board.

BITING POLICY

In the event of a biting incident, both parents will receive a report to make parents aware of the incident. Information on both children implicated in the biting will never be given to the other parents. A copy of the report will be placed in the children's files as with all accident/incident reports. Biting in very young children is most often a result of the frustration of the child not being able to communicate his/her needs or feelings. We will work with the family of the biting child to help guide this behavior.

Vine Christian Academy reserves the right to suspend the enrollment of a child who continues to bite after all attempts of resolutions have been made. Biting incidents will be determined on a case by case basis. However, if a child bites more than 5 times and there has been no parent support in rectifying the situation, it will be cause for dismissal at the director's discretion.

DISCIPLINE PROCEDURES

Vine Christian Academy Staff uses redirection as well as positive reinforcement to guide children behavior. VCA guidance and discipline procedures are in place to teach children acceptable behavior that display our core principles as a school as well as disciples of Christ. Such behavior will keep both the children and others safe and avoid room routine disruption.

Steps to follow in behavior guidance

1. Talk with the child (redirect their attention/ Always reaffirm loved child of God identity, never question it)
2. Give child opportunity to think of choice and consequence
3. Temporary denial of a class privilege
4. Counsel with director/ child development specialist
5. Phone call guardians and incident report
6. Early pick up
7. Meeting with guardians
8. Termination of service

ENRICHMENT ACTIVITIES

DEVOTIONAL TIME/CHAPEL

As part of their daily routine, children will have a devotional time with their teachers every day. Once a week K3 and K4 rooms will have a chapel time led by VCA leading pastors. The children will be taught through Bible scriptures during chapel and devotional time. Prayers is exercise throughout our daily routine and included daily.

MULTICULTURAL IMMERSION

Vine Christian Academy welcomes and nurtures diversity. All families and staff are encourage to share their culture and home language. VCA strives to bring forth a diverse environment that will enrich and expand the learning opportunities of each child as well as cultivate their home language.

PRIVATE EXTRACURRICULAR PROGRAMS

Vine Christian Academy welcomes private organizations from our local community to offer their services for our children within our premises, such as sports, dance or art clubs. Families that decide to participate on these private extra curricular activities must contact the organization directly. VCA only authorize private organizations that follow our center's values, principles and guidelines. Vine Christian Academy has no legal responsibility for any matters involving activities with these private organizations.

LIFE GROUP

Once a week Vine Christian Academy welcomes children leaders from our local children ministry to conduct a small group where the leader shares through games and dynamic activities about the devotional theme of the week.

HEALTH AND MEDICAL INFORMATION

It is our desire to work with parents to assure that your child is protected from sickness and disease by having the required immunization records and health exam forms. Immunizations must be kept up to date on a continual basis. We will send parents a reminder when immunizations are due. However it is the parents responsibility to schedule appropriate appointments with your child's doctor in a timely manner.

IMMUNIZATIONS AND MEDICAL RECORDS

A School Entry Health Exam Form has been provided for you in your enrollment packet, this form must be completed and signed by the child's physician and legal guardian. This form along with the child's updated immunization records must be kept on file in accordance with the Florida licensing requirements.

MEDICATION

Vine Christian Academy will administer medication to a child while in our care as long as the parent has provided a signed authorization form in accordance with the school's policies and state regulations which will be kept on file. Parents must comply with the following procedures:

- Parents must complete and sign the Prescriptions and Non-Prescription Authorization Form.
- Prescription medication must come in its original prescription bottle with accurate label information including child's name, doctor's name, date, exact dosage and name of medication.
- Over the counter medication will be administered to a child only if it is in its original bottle and dosage will be followed per container. No medication will be administered in manner that is contrary to the label directions without a physician's written instruction.
- Center will not administer any new medication that has not been previously administered to child by parent or physician.
- Medications with adverse reaction that does not allow child to carry out normal school activities will not be administered within school hours.
- Vine Christian Academy does not take responsibility for carrying out medical treatment that will pose an undue burden on staff and or school routine, such as but not limited to medical treatments that require frequent and/or an extended length of time one-on-one attention. Parents are welcome to come to center to carry out such medical treatments if needed.
- Medications will be stored in a locked drawer, or in the school's refrigerator in a labeled container.

ILLNESS/SICK CHILD POLICY

Your child's health is a matter of major importance to us. Precautions are taken to safeguard the health of all children enrolled.

If your child becomes ill while in our care, the front office will immediately contact you. Your child will be separated from the class and taken to the office where he/she will be given appropriate attention and supervision until you arrive. **Children must stay home until he/she is free of all symptoms, without medication for 24 hours or until child's physician indicates in writing that the child is free from excludable diseases and is able to return to our care.**

Children must stay home if:

- The illness prevents the child from participating comfortably in activities.

- The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of other children.
- The child shows symptoms and signs of possible severe illness such as
 - Lethargy (Tiredness)
 - Untreated coughing
 - Nasal discharge
 - Sore throat
 - Eye drainage
 - Abnormal breathing
 - Diarrhea
 - Vomiting
 - Rash/allergic reaction
 - Fever (Temperature of 99 degrees or above)
 - Mouth sores with drooling
 - Behavioral changes
 - Any symptom or condition that requires on-on-one attention

If children become ill while in our care, the front office will immediately contact guardian. Child will be separated from the class and taken to the office where he/she will be given appropriate attention and supervision until guardian arrives to take him/her home. **Guardian is required to pick up their child immediately.**

Parents, please notify the office if your child is out sick due to a communicable disease so that the school may take the necessary precautions. The school will immediately notify parents if any of the staff or a child has contracted a communicable disease that the health department requires the center to report.

If your child falls ill and is absent for 5 consecutive days Vine Christian Academy will adjust your billing IF the following things have taken place:

1. An "Absence due to Illness Form" has been completed and turned in, stating the dates your child was absent. (Illness notification forms may be obtain at the front desk).
2. A doctor's note has been turned in with the dates the child has been absent and approval to return to the center.
3. Each child is allowed two weeks of full waived tuition per school year. Weekly tuition rate can only be waived in full. No partial or day rate will be charged.

LICE

If a child is sent home with lice/nits, he/she will need to be treated at home and may return to school once treatment has been administered and there are no signs of lice/nits anymore. Once they return to school, they will be checked upon arrival for 3 consecutive days to ensure that they are free of lice/nits. If any lice/nits are found, they will need to go home.

ACCIDENTS/INCIDENTS

Vine Christian Academy upmost priority is to keep a healthy and safe environment for all children. Should any unfortunate incident/accident occur the following procedures will be followed:

FIRST AID

Teachers administer basic first aid, utilizing soap and water and band aids. At all times, there are staff on site who are CPR and First Aid certified.

INCIDENT

If a child suffers a minor injury while in our care, the teacher will treat the injury and an incident report will be filled explaining how the incident happened and the actions taken to care for your child. Upon your arrival you will be asked to review the incident report and signature is required showing that you have been notified of the incident. Upon request a copy of the report will be made and given to you, the original will be filed in the office.

ACCIDENT

In the case of a more severe injury the appropriate first aid measures will be taken immediately to care for the child, the parents will be notified immediately, and if necessary asked to pick up the child for further medical treatment. It is very important that all telephone numbers and emergency information be kept current so that parents can be reached at all times. An accident/incident report should be completed and must be sign by the parents within 48 hours.

ALLERGIES

Vine Christian Academy will make every reasonable effort to meet the needs of the children with severe allergies. However, we can not guarantee that your child will not come into contact with allergens. Parents are responsible for informing the center of any allergies their child may have, and that may require specific protocols such as antihistamine and/or epi-pen. Any child with a documented allergy must have an allergy plan signed by a physician on file. All required medications are to be provided by the parent in its original container and a Medication Authorization form must be completed in order for the center to administer treatment and child to be enrolled.

SCHOOL SAFETY

Vine Christian Academy has a security system installed. The cameras are for internal use only and are not connected to the internet or monitored by an external security company. In the event that parent/legal guardian request to have access to our video recording, administration will schedule a meeting and provide recording of the specific incident/accident or matter being evaluated.

Vine Christian Academy follows the rules and regulations from the Department of Children and Families to maintain a safe environment inside rooms, playground, and facility.

All external doors are locked and only opens with key, code or fingerprint of authorized personal. All staff of Vine Christian Academy go through a level 2 background screening and are cleared by the Department of Children and Families to work with children.

PHOTOGRAPHY AND VIDEO

Parents/Guardians are asked to sign an authorization form to give permission for the child to be photographed and videoed in the center and during program functions and field trips. By signing this form, parents/guardians understand that photographs/videos may be taken by center staff or other parents/guardians. Also, by giving permission, parents/guardians consent to the use of these photographs/videos for communication purposes, such as, but not limited to, communication with families and internal business communications by email, website, mobile applications, social media, or other means.

PARENT COMMUNICATION AND INVOLVEMENT

FAMILY EXPECTATIONS

Just as we set guidelines for appropriate behavior of the children, we also must ensure that parents and other adults who come to our schools know what our expectations are in terms of their interactions with our staff, other children, and parents.

APPROPRIATE LANGUAGE

Parents/Guardians and their guests must use appropriate language in a respectful manner during their visit at our center. Foul language or disrespect of any type is NOT permitted anywhere around the center, which also includes our parking lots and playgrounds.

PHYSICAL AND VERBAL PUNISHMENT OF CHILDREN ON VCA PROPERTY

We do not allow parents or their guests to use any type of corporal punishment on any child, whether enrolled in our center or not, while on our premises. This includes our parking lots, playgrounds, and bathrooms. Further, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse their child on our premises. Doing so can cause undue embarrassment and emotional distress to a child. Violations of this policy will result in immediate dismissal from the center.

FIREARMS AND WEAPONS BAN ON SCHOOL PROPERTY

At no time is any person permitted to possess firearms, ammunition, or other weapons on our property. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle. Excluding federal, state or local law enforcement officers.

CUSTODY AND VISITATION ISSUES

It is our policy to not interfere with the custody relationship of a child's parents or guardian. We will assume both parents/guardians have equal rights to pick up/drop off the child, or request documents about their child. It is the parents/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents/guardians. We will follow the last dated court documents, without prejudice, to either parent/guardian. We ask parents/guardians to keep Vine Christian Academy staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in cancelling the enrollment from the center.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS OR ALCOHOL

If a parent or other adult enters our center to pick up a child and appears to be under the influence of any drug, intoxicated either by the smell of alcohol or his/her actions appear to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, staff or director may notify the local authorities.

RESOLUTION OF DISPUTES

It is in the best interest of children, families, teachers, and the center for concerns and complaints to be addressed in a timely and professional manner. For parents who have a concern or complaint about a school-related issue, please follow the procedures in the following order:

1. Speak with your child's teacher first. If not resolved to your satisfaction,
2. Speak to the director next. If not resolved to your satisfaction,
3. Finally, you may contact the Board. The Board has the final decision in all matters pertaining to the facilities, after a decision is made, the Board will contact the parent to inform them of the final decision.

REPORTING CHILD ABUSE AND NEGLECT/MALTREATMENT

If you suspect any child is being neglected or abuse, Florida laws requires you to report it immediately to the Florida Department of Children's and Family.

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

* Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

* Reports must be made immediately to the Florida Abuse Hotline Information System by

- Telephone at 1-800-96-ABUSE (1-800-962-2873), or Fax at 1-800-914-0004, or
- Online at <http://www.dcf.state.fl.us/abuse/reportf>.

* Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301- 319, F.S. and is a first degree misdemeanor. Remember, it is each child care personnel's responsibility to report suspected abuse and/or neglect.

* All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.

* It is important to give as much identifying and factual information as possible when making a report.

* Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S

STUDENT INFORMATION CONFIDENTIALITY

Vine Christian Academy follows a strict confidentiality policy. All student and family information is kept confidential and only shared with the proper agencies or authority upon parent/guardian written consent.

CHANGES TO VINE CHRISTIAN ACADEMY POLICIES

We reserve the right to change or amend at its sole discretion this Parent Handbook anytime and without notice to comply with governmental requirements or for any reason necessary. In the event of a policy change, parents will be notified in writing.