



Palencia

MONTESSORI ACADEMY

*** Palencia Extended Day ***

PARENT HANDBOOK, 2016 - 2017

Physical Location:

**355 Palencia Village Drive
St. Augustine, FL 32095**

www.palenciaextendedday.com

PALENCIA MONTESSORI ACADEMY, INC.

332 PASEO REYES DRIVE

SAINT AUGUSTINE, FL 32095

WELCOME

We thank you for entrusting your child to the caring, dedicated staff of Palencia Extended Day. We look forward to the opportunity to “team up” with you in caring for your child.

INTRODUCTION

This manual is intended to provide you with information about the Palencia Extended Day program and will help us to deliver the best possible experience for your child. Please let us know if you have any questions.

We ask that you please read the following information carefully before signing.

I. General Information

A. About Palencia Montessori Academy, Inc. and the Palencia Extended Day program at Palencia Elementary School.

Palencia Montessori Academy was incorporated in 2012 for the purpose of providing the Palencia community and surrounding areas with a high-quality Montessori early childhood education program. Palencia Elementary School opened the same year and we have been partnering with the school since that time to offer you a safe, nurturing, and stimulating Palencia Extended Day program.

It is the policy of Palencia Montessori Academy, Inc. and our Palencia Extended Day program, to admit students without regard to race, culture, color, creed, national and ethnic origin, sex, religion, or disability.

B. Palencia Extended Day Hours

On all school days during the school year, Palencia Extended Day is open from 6:30 AM until the time the PES bell rings each morning and from the end of the school day each afternoon until 6:00 PM. We are open regular hours for any days your elementary school is open.

On most school holidays, Village Academy *North* offers drop-in services **for registered PES Extended Day students**. Village Academy *North* is conveniently located 3 miles from Palencia Elementary School. During the school year on days that the elementary school is closed, there is a \$35 fee each day to attend Village Academy programs. This fee should be paid directly to Village Academy *North* (904) 824-7997. Through Village Academy Schools we also offer an amazing Village Summer Camp program including swimming, field trips, theme weeks and lots of fun. Please ask us for more information.

Late pick-up should be avoided. Each day your child should be picked up from our after school program no later than 6:00 PM. If you are concerned that you will be running late for any reason, please call our cellular phone # (904) 655-6474 and make sure someone is aware. If your child is picked up later than this time, a late fee may be assessed as follows: \$1 per minute for the first 10 minutes and \$2 per minute after that time. If tardiness becomes chronic we will provide a warning and if the practice continues, your child will be subject to disenrollment.

II. Tuition and Fees

A. Application and Enrollment.

All applicants for Palencia Extended Day will pay a non-refundable application fee of \$60. For families with more than one child, there is a \$100 maximum application fee.

B. Annual Tuition

Tuition is due in advance before the first day of the school year and then on or before the 15th of each month or the Friday prior to the 15th if the 15th falls on a weekend or school holiday.

As you know, there are 180 days of school attendance each year, and each month has a different number of school days. For your convenience, and to simplify the payment process, we have divided the Extended Day fees into 10 equal payments.

1. Wednesday, August 10, 2016
2. Thursday, September 15, 2016
3. Friday, October 14, 2016
4. Tuesday, November 15, 2016
5. Thursday, December 15, 2016
6. Friday, January 13, 2017
7. Wednesday, February 15, 2017
8. Friday, March 10, 2017
9. Thursday, April 13, 2017
10. Monday, May 15, 2017

Payments are considered late after the due date. A late fee of \$25 may be charged for payments that are 2-7 days late. A late fee of \$75 may be charged for payments that are more than 7 days late. If payment is not received by the 10th calendar day after it is due, your child may be dis-enrolled until your account is brought up to date.

Communicating with administration is important. We also offer an automatic payment method for your convenience. Please ask if you would like to sign up for this method of payment.

A \$40 charge will be assessed for checks returned to us by the bank for non-sufficient funds. Repeated occurrences may result in a requirement that you pay by cash or money order in the future.

Palencia Extended Day will review prices annually, and reserves the right to adjust those prices for each academic year, or at other times during the year due to

unforeseen economic conditions or extraordinary expenses. We will provide at least two weeks notice of any changes.

We ask the same of you. We request a two week notification of any tuition changes (such as moving from full-day to morning only). If you need your child to leave our Palencia Extended Day program, we request a 30 day notification. Tuition refunds if applicable will be pro-rated against the 30-day notification.

III. Florida State Laws / Program Rules

As noted earlier, our school is licensed by the Florida Department of Children and Families (DCF). There is an extensive list of rules with which we must conform, and it is important that you be familiar with some of these as they directly impact you.

A. Child Pick-Up Authorization

Florida law requires that no child leave our care with anyone who is not named on the child's registration form or in writing. A parent/legal guardian may give separate written permission at any time for an individual at least 18 years of age to pick up the child. (A fax or text copy of your permission and signature is acceptable.) Verbal authorization is never permitted. That means there are no circumstances under which you can call us, even in a personal emergency, and provide verbal authorization to release your child to someone not on your designated pick-up list.

You may also remove anyone from your pickup list at any time. The only exception is that you may not remove a child's parent without providing us with the appropriate court order.

For safety and liability reasons children may at no time be released from the care of Palencia Extended Day to bike or walk home. As stated, an individual at least 18 years of age must be authorized to pick-up children from Palencia Extended Day.

B. Health & Medication

We would prefer that medication be administered at home or during school hours by the school nurse whenever possible. We only give medicine that is a prescription and is required during extended day hours, or emergency medicine like an Epi-pen.

Medication needed less frequently should be administered at home whenever possible. All medication must be labeled and in its original container and placed in a Medicine Bag with a completed medication usage form. We cannot exceed the dosage written on the bottle or box without doctor's written approval. Always give medicine directly to your administrator (do not send in your child's backpack please). You will need to sign an authorization form. We suggest that you apply sun screen in advance before your child arrives at school. We are not able to apply sunscreen or insect repellent while your child is in our care.

C. Abuse

By Florida law, staff is required to document and report any signs of abuse and neglect to the Florida Abuse Hotline without Palencia Montessori Academy's knowledge or

approval. Sometimes mistakes are made, but the staff will always err on the side of protecting the child.

D. Smoking

Smoking is not permitted on the school grounds or parking lot. We are subject to being written up by DCF if anyone violates this prohibition.

E. Fire and Disaster Drills

DCF requires us to hold Fire and/or Disaster Drills monthly. We try to prepare the children for the experience so they are comfortable with it, but holding these drills is state law. We apologize in advance, however, upon occasion you may find that when you come to pick up your child the doors are locked because we have evacuated to the playground for our drill. Please be patient. Our drills do not usually take a long period of time and we will be with you as soon as possible.

IV. Palencia Extended Day Policies and Procedures

A. Discipline

At Palencia Extended Day, it is our policy to treat our children with love and respect. To accomplish this goal we employ positive reinforcement. Children are curious and it is developmentally appropriate for them to test rules and limits. We believe that catching children when they make good choices by complimenting them and positively reinforcing good behavior is far more effective than disciplining children when they misbehave. We train our staff to talk to children on their own level by making eye contact and validating children's thoughts and feelings. At no time are negative reinforcement techniques requiring the use of physical punishment, or the withholding of food or toileting, acceptable.

B. Approach to Difficult Behavior

Aggression is unacceptable in any form, including hitting, throwing objects, disrespect and disruptive behavior, and verbal threats of intimidation and cruelty. We work as partners with parents on behavioral issues. However, there are rare times when dangerous aggressive behavior can lead to suspension or dismissal from our program.

C . Dress Code

Please refer to Palencia Elementary School dress code. Keep in mind your child will participate in potentially messy activities such as art, cooking, shaving cream games, or occasional water play. While we always use "washable" products, we know that stains do not always wash out. Please send your child in weather appropriate clothing, or with a jacket in their backpack as needed. We recommend writing your child's name on all clothing articles.

D. Biting Policy

Biting is not an appropriate behavior for school aged children and if this scenario is to occur, your child may be suspended or expelled from the Palencia Extended Day program.

E. Personal Electronics & Valuables

We recommend that children do not bring personal electronics, cash, valuable jewelry or toys from home. Palencia Extended Day will not be responsible for such items. Regular use of cellular phones, iPads and other devices is not permitted during the hours your child will be attending Palencia Extended Day. With permission, devices are acceptable as a tool for homework only during designated homework times or for recreational use from 5:30 PM to 6:00 PM each evening (this recreational time frame may be adjusted or eliminated as needed).

F. Medical Emergency

In the event of emergency while your child is in attendance, you grant Palencia Montessori Academy and Palencia Extended Day permission to administer care as it sees fit for the child's best interest.

G. Snacks

In the afternoon, snack is provided to your student. If your child has food allergies and cannot eat some or all of the snacks we provide for any reason, this is your responsibility as a parent or guardian to make sure we are aware.

H. Religion

Palencia Montessori Academy nor Palencia Extended Day has any affiliation with any religious orientation or organizations.

I. Illness and Contagious Symptoms

We know it is an inconvenience to be called out of your work-day to come pick up your child due to an illness, and while we do sympathize, we also believe that it is important that we work together to minimize the spread of germs. You may be called to pick up your child if he/she develops any of the symptoms listed below:

- a. Severe coughing
- b. Difficult or rapid breathing
- c. Stiff neck (especially if the child cannot lift their head up and down)
- d. Vomiting and/or Diarrhea (2 or more abnormally loose stools within 24 hours)*
- e. Temperature of 100° F or higher when in conjunction with other signs of illness*
- f. Temperature of 101° F or higher in the absence of symptoms*
- g. Eyes that are irritated and discharging*
- h. Exposed, open skin lesions
- i. Green discharge from the nose that lasts more than 2 days*
- j. Unusually dark urine and/or gray or white stool
- k. Yellowish skin or eyes
- l. Any other unusual signs or symptoms of illness

* These items require your child to be symptom-free for 24 hours before returning unless approved by a doctor with a doctor's note.

* If your doctor determines that your child has a contagious disease, such as chicken pox, whooping cough, measles, etc., please notify us immediately so that we can inform the other parents.

If your child is found to have head lice or nits, they may be asked to leave extended day and may not return until you have treated their hair and pulled the nits. Your child will be checked by our staff, before returning to the program. If live lice or numerous nits are found after initial treatment, we cannot accept your child to return to the classroom.

Please check your child's head nightly and pull any nits you see, so that they may not hatch again.

V. Parent Responsibilities

The following parent responsibilities outlined in the parent handbook are critical to the success of our partnership:

- **REVIEW THE PARENT HANDBOOK FOR IMPORTANT INFORMATION!**
- **PROVIDE UPDATED CONTACT INFORMATION!**
- **PROVIDE THE CENTER WITH MEDICAL UPDATES!**
- **BE SURE TO PICK YOUR CHILD UP ON TIME!**
- **HELP US MAINTAIN A HEALTHY ENVIRONMENT FOR YOUR CHILD BY KEEPING SICK CHILDREN AT HOME!**

Note that these policies for illness and symptoms are a combination of the State of Florida DCF requirements that we must follow and our own guidelines.

Thank you for taking the time to read our Handbook. Please make sure you have signed to verify your receipt of this handbook.