

Parent Information Packet

Thank you for choosing CavKidz Preschool! Your child will have the opportunity to spend the day in a safe and nurturing environment centered around Jesus Christ.

In order to ensure a smooth transition, please take time to read the information in this packet. Please call 259-3454 or email me at carrie.jackson@churchatviera.com if you have any questions or concerns.

Hours of Operation and Late Pick Up

Classes are in session from 8:30 am – 1:30 pm on Monday, Tuesday, and Thursday. We generally follow the same holiday schedule as the Brevard Public Schools system with a few exceptions. Please see attached calendar.

We ask that you please be prompt in picking up your child from their class. If you are going to be late for any reason, please try to make alternate arrangements and call the school as soon as possible. **We will charge a late fee of \$1.00 per minute after 5 minutes late.**

Arrival and Dismissal Procedure

All children must be dropped off in the car loop and picked up directly at the classroom door. Parents must sign their children out at the preschool desk on a daily basis. Please arrive on time as teachers wait for all of the children before beginning the day. Please do not drop your child off before the designated start time for your class. Teachers need this time to prepare and will be instructed not to accept children before this time. If your child will be out for more than one day, please call and let us know.

Your child will only be dismissed to the authorized people on the Registration Form as “Authorized Pick-up Person.” In the event someone not listed on the form will be picking up your child, we will need written permission. Photo identification will be required from that person. Any changes in car pools or authorized pick-ups must be added/ reported to the director and teacher. Parents and/or authorized drop off and pick up people are responsible for the supervision of the child once they leave the classroom. It is our policy that you **do not leave your children (siblings) unattended in your car while you are dropping off or picking up your child.** Also, please do not park in cross walk during dismissal.

School Cancellations/Delay

School sessions may be canceled due to inclement weather. In such event, CavKidz will follow the closing of the Brevard Public School system. “No school” announcements for the Brevard Public Schools are announced to the community through various local media outlets (radio and television stations).

In the event that the weather becomes hazardous during the school day, CavKidz will act upon its Unscheduled Dismissal Policy. A designated CAV staff person or member of your child’s class will contact parents within your child’s class. If you cannot be contacted, the person(s) listed on your Registration Form as “Authorized Pick-up Person” will be contacted.

There will be no make-up days if for some reason (ex: no heat, no water, etc...) we have an unscheduled day off except for VPK.

Tuition

Tuition is due no later than the fifth day of each month. **Prompt tuition payments are extremely important, as we are a non-profit organization and depend on tuition to operate.**

All checks should be made payable to “CAV” and dropped off at the check in area. Please include your child’s full name with payment. **A late fee of \$10.00 is charged for all payments received after the 5th of the month in which it is due.** There is a \$20.00 fee for all returned checks. Tuition is \$2500/year for two and three year olds. This annual fee has been divided into ten monthly payments of \$250. for your convenience and will be payable August – May.

Open Door Policy

CavKidz Preschool has an open-door policy for all parents who have children enrolled. All visitors **MUST** report to the director immediately upon arrival. Please feel free to visit our school and/or speak with the director during general operating hours.

What to Bring

Please dress your child in play clothes and tennis shoes for school as we like to paint, glue and play! All clothing (jackets, sweaters, etc...) should be labeled clearly with your child’s first and last name. **We encourage parents to keep a change of clothing in their child’s backpack** in case of an accident or spill. Also, we ask that each child bring a backpack (labeled, please) and lunch box to school each day to transport art projects and other items.

Snack/Lunch

CavKidz children will eat a mid-morning snack and will also have lunch that you provide. They stay in their classroom and eat together as a group. If you are planning to bring a special treat, please make arrangements with the teacher in advance. Please label all cups with your child's first and last name.

Cold Weather Policy/Outdoor Play

Provided that weather conditions permit, CavKidz curriculum includes a designated time for your child to play outdoors on the playground. We will not play outdoors if it's raining, extremely cold or extremely hot. For **safety reasons** we encourage parents to have their children wear appropriate shoes for the playground, i.e. **sneakers**. **Children too sick to play outside must be kept home.**

Day to Day Communication

Family and teacher communication is an integral piece of our program. A daily schedule and monthly calendar are posted outside of each classroom. Please take the time to read the daily events, as it makes a good topic of conversation with your child. The TV above the check in area will let you know of upcoming events, fire drills and other pertinent information. Your child's teacher will also "touch base" with you at dismissal time. Please utilize this time to let the teacher know any information regarding your child. However, if you have confidential or sensitive information, your teacher would be happy to set up a conference time.

Health Policy

A completed Florida Health Form, signed by a physician, is required at the time each child is admitted to school. A child must also have had a complete physical exam within one year prior to each year's enrollment and must have received immunizations required by the state or have a religious exempt form on file. Children in the VPK program must have VPK certificates on file. **Children with severe runny nose or a bad cough should be kept home until these symptoms clear up.** Children with the following symptoms **must** be kept home for 24 hours after the symptoms disappear: fever, vomiting, diarrhea, conjunctivitis or rash. Your child should not attend school if they have chicken pox, head lice, impetigo, measles, mouth sores, mumps, pinworm, ringworm, rubella, scabies or strep throat.

In the case of a child becoming sick during class hours, the child will be isolated in the office area and supervised until the parent arrives. Every effort will be made to keep the child as comfortable as possible. The parents will be notified to promptly pick up the child. Children need to be symptom free for 24 hours before returning to preschool.

Medication Policy

CavKidz will not administer medication with the exception of specific emergency measures necessary for serious known medical conditions. For general medications, it is felt that the parents can provide this care since the children attend school for such a short time. Please inform the director if your child has food allergies or other health problems. All health information must be included in the child's file.

Allergic Reaction Medication

If a child is in need of an "EpiPen" in case of an allergic reaction, a doctor's prescription will be required. **The "EpiPen" must be brought in the original box with the prescription label attached.** The "EpiPen" will be kept in a secure area easily accessed by staff in case of emergency.

Birthdays

Families celebrate their children's birthdays in different ways. We try to recognize and respect these differences. We welcome you to bring a treat or favorite food which the teachers will help your child serve for snack time. Please make arrangements with your child's teacher in advance. Invitations to birthday parties are only distributed by the teacher when the **ENTIRE** class is invited. Please make other arrangements when this is not possible.

Biting

Unfortunately, biting is common until a child has gained sufficient verbal skills. When biting occurs, it can be scary, frustrating, and stressful for the children and adults involved. We do our best to provide an environment where minimal biting occurs. Each situation is handled with sensitivity and on a case-by-case basis. If your child is bitten or bites at school, an incident report will be filled out and you will be required to sign the form. The CavKidz director will contact both the biter and the child who was bitten, however, names will not be disclosed.

Attendance

It is very important that your child attend school regularly. If you know that your child will be absent, please let their teacher know. If they are out sick for more than one day, please email Ms. Carrie. If your child is in our two year old or three year old program, you must pay tuition as scheduled regardless of absences. If your child is in our VPK program, they are allowed 19 absences for the year. Additional absences may result in being dropped from the program. If you have extenuating circumstances, please talk with us. We would be happy to work with you.