

Dragonflies and Fairytales
Christian Learning Center

Parent Handbook

Dragonflies and Fairytales
Christian Learning Center
2009

License Number: Co6PA0178

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Director

Dragonflies and Fairytales Christian Learning Center

2009 Calendar

February

2/16 Closed- Presidents Day
2/25 Ash Wednesday (D&F open)

March

3/27 SAES Closed- Planning Day (D&F open)

April

4/6-9 Public schools closed- spring Vacation (D&F open)
4/10 Closed- Good Friday

May

5/1 SAES Closed (D&F open)
5/24 Closed- Memorial Day
TBO VPK Graduation

June

6/3 SAES- Last Day of School (D&F open)

July

7/3 Closed for Holiday

Mission Statement

Our Goal is to have an inviting atmosphere for your child that promotes growth socially, emotionally, and intellectually. We will reach these goals with your child by having a soft, soothing and comfortable environment that allows free choice of play throughout the day in addition to planned learning activities. Our staff is well trained, and displays love for children in their daily interactions. We always encourage parent participation and extend our open door policy to you.

Admission Policies

Dragonflies and Fairytales would like to welcome our new families. You may tour our center, meet the staff, and ask questions to assist with the transition from home to a childcare setting. It is important that parents make an effort to share all educational information, disabling conditions, or any family issues that may require special programming. If parents fail to share appropriate information about the child's needs, the school may recommend withdrawal or transfer to a more suitable educational environment. We reserve the right to terminate service to a family if the center is unable to meet the needs of the child.

Confidentiality of Records

Children's records are open only for the director and authorized employees of the licensing agency, as well as parents and legal guardians.

Days and Hours of Operation

Dragonflies and Fairytales is open Monday through Friday, 6:30 AM to 5:30 PM, extended care 5:30 PM to 6:00 PM. Half day sessions end at noon. A late charge of \$4 per five minutes for any child left after noon will apply. A late charge of \$4 per five minutes will apply for children left after 5:30 that has not registered for extended care. Any child left after 6:00 will be charged \$2 per minutes. Extended Care can be pre-arranged at a cost of \$25 per week. **Please have your child here no later than 9:00 AM.** This is helpful in classroom management.

Records

The following forms must be present in the child's folder in order to attend Dragonflies and Fairytales. Forms must be updated each year.

1. Record of current physical examination (date valid for 2 years)
2. Certificate of immunization (current and updated)
3. Release of Emergency Care
4. Handbook and Policy agreement Form
5. Promotional Media Release (Both parents signatures required)
6. Completed registration form
7. Tuition Contractual Agreement
8. Notarized copy of the Shared Parental responsibility of the Final Judgment of the Disillusion of Marriage (if applicable).

If there are any changes in phone numbers, address, or medical information please notify the office.

Programs Offered

Infants and Ones

Parents are responsible for bottles, food, and diapers. An Authorization for medication form must be filled out for diaper creams and teething gels. All personal items must be labeled with first and last name.

Two's, Three's and Four's and VPK

Dragonflies and Fairytales uses the High Reach Curriculum. This curriculum will be incorporated throughout your child's experience in our center. Some activities include art, food prep, science, writing, and dramatic play.

Before and After School

Children who attend Dragonflies and Fairytales' after school program will have the opportunity to sign up for tutoring sessions at no additional cost.

Part Time Program

Children who are registered on a part time basis must attend the same days each week unless pre-arrangements are made.

Fees

Dragonflies and Fairytales only accepts cash and checks. PayPal is also available and must be pre-arranged.

Registration Fee

A non-refundable registration fee of \$60 per child is due annually.

Weekly Payments

Weekly payments are due in advance, on Monday. A late fee will be assessed for any payment made after Monday, at a rate of \$5.00 per day.

Monthly Payments

All monthly payments are due on the first of every month. A late fee will be assessed for any payment made after the first, at a rate of \$3.00 per day.

Returned Check

A returned check fee of \$35.00 will be charged for non-sufficient funds. We reserve the right to refuse personal checks after one incident.

Policies and Procedures

Arriving and Departing Procedures

A parent or authorized adult (18 or older) must sign in/out the child everyday. Dragonflies and Fairytales is not responsible for any child that is not signed in. A child will only be released to the parent or guardian unless written permission is presented; this includes adults on the child's emergency contact list. Please remind them to bring a picture ID.

Discipline Policy

Dragonflies and Fairytales will encourage all children to behave, use good manners and social skills to resolve any problems. The teachers will use positive reinforcement techniques and redirection to help your child. A child may be removed from a group to a calm and quiet area if he/she becomes aggressive. If a behavior problem continues, we will notify the parents and work together to take care of the issue. Parents and children are expected to respect and abide by the center policies at all times. If an issue continues and the child becomes abusive to other children, adults, or teachers we reserve the right to have the child removed from the center.

Dress

Weather permitting all children (infants included) will play outside everyday. Children must be dressed in play clothes, socks, and tennis shoes. All children need an extra change of clothing, including shoes, in a labeled large Ziploc bag.

Emergency School Closing

Dragonflies and Fairytales follows the Pasco County public school's emergency closing procedures. Closings will be announced on the news and radio.

Health Information

Ill children may not be brought to the center. Any Child that shows symptoms of fever, diarrhea, rash, pink eye, lice, or skin infection will be removed immediately from the classroom, and a parent or guardian will be notified for pick up. The child must not return until signs and symptoms are no longer present for at least 24 hours or doctor notification stating your child is free from illness.

Items from Home

Children may not bring any items from home unless pre-arranged. You are permitted to bring one blanket for nap time. The blanket must be of appropriate size and it must fit inside your child's basket. It also must be labeled with first and last name and needs to be taken home every Friday for washing.

Medication Policy

Staff will only give medicine to your child if it is in the original container with the name of the physician, child's name and medication directions written on the label. Also, you must fill out an Authorization for Medication form. Please try to schedule medication times outside of childcare hours.

Snacks/Lunch

Parents are responsible for providing their child with a healthy balanced lunch. Lunch must be provided in suitable containers or bags. We will provide a healthy morning and afternoon snack. **Do not send breakfast with your child.** It is the parent's responsibility to provide a healthy breakfast at home.

Withdraw

Please give Dragonflies and Fairytales one weeks notice if your child will be withdrawing from the center.

Tuition Rates

2009

	Weekly	Monthly
Infants:		
Part-time accepted with pre-arrangements	\$150	\$650
Toddlers (one's)		
Part-time accepted with pre-arrangements	\$130	\$520
2 Year Olds		
5 Full Days	\$115	\$460
4 Full Days	\$92	\$368
3 Full Days	\$69	\$276
2 Full Days	\$46	\$184
1 Full Day	\$23	\$92
5 Half Days	\$84	\$364
4 Half Days	\$70	\$303
3 Half Days	\$56	\$243
2 Half Days	\$42	\$182
Preschool (3 through 5)		
5 Full Days	\$100	\$400
4 Full Days	\$80	\$320
3 Full Days	\$60	\$240
2 Full Days	\$40	\$160
1 Full Day	\$20	\$80
(VPK Wraparound 6:30-9:00 and 12:00-5:30)		
5 Half Days	\$75	\$324
4 Half Days	\$62	\$270
3 Half Days	\$50	\$216
2 Half Days	\$38	\$162
Elementary School Age Rates		
Before OR After School	\$45	\$180
Before AND After School	\$59	\$236
Daily Rate: Before OR After	\$9	
Daily Rate: Before AND After	\$12	
Daily Rate: School Holidays	\$18	
Christmas, Easter, Summer	\$100	

Tuition rates are subject to change at any time

If absent 5 consecutive days in one week (Mon- Fri) no tuition will be due for that week

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Handbook and Policy Agreement Form

I have read and understand all policy's provided in the parent handbook and agree to follow them. I understand that failure to do so may result in my child being withdrawn from the center.

Childs Name _____

Parent/Guardian Date

Parent/ Guardian Date