Lee's Fun To Learn Daycare & Tutoring Inc.

Program Information

A Cool Place to Learn

Fort White, FL 32055
(Opening Soon)

(386) 454-5568
Mr. Raymond Lee
Owner/ Director

18129 Douglass Street
High Springs FL, 32643

Dear Parents:

Thank you for choosing Lee's Fun to Learn Daycare Center & Tutoring Inc. for your child care needs. We offer a variety of developmentally appropriate activities to enhance your child's present skills and teach them new skills. Our goal is to enhance your child's physical, social and cognitive skills to prepare them to enter elementary school with confidence. We invite you to come in to visit anytime during the day, so come and witness the progress being made as the staff engage the children in the learning process.

Please choose which center you would like to place your child by circling the center.

High Springs Florida

18129 Douglass St

386-454-5568

Fort White Florida

386-454-5568

(Opening Soon)

Thank again for

choosing us!

Sincerely,

Raymond Lee & Staff

Contact Information

High Springs, FL
18129 Douglass St
386-454-5568

Fort White, FL

386-454-5568
(Opening soon)

Contact Person's: Raymond J. Lee, Sr.

Center Number: (386) 454-5568 Center's fax number: (386) 454-5837

New Student Parent Orientation

All payments are in advance in order to run a highly motivated program. We depend on your prompt payments. If fees are not paid by the due date your child will not be allowed to return and will risk the chance of losing their slot in the daycare center, and late fees will be assessed to you. You are allowed a week vacation time with no charge with a (2) two week notice. Also there is an enrollment fee of $40.00 per child and if it is two or more children $20.00 will be deducted from the second child's enrollment fee.

Please let the Director know how you will be paying your childcare fees. The fees can be paid weekly, bi-weekly or monthly. Parents with a referral need to make an agreement with the Director.

Reimbursement:

There is no reimbursement for any fees.

Holidays:

New Year's Day,

Martin Luther King

Memorial Day

Independence Day

Veterans Day

Labor Day

Good Friday & Easter

Thanksgiving (Thursday, Friday)

Christmas & Christmas Eve

Closed every weekend of each month

ABSENT

We realize that some children cannot be here every day. It is very important that your child attend. If there is a serious absentee problem, please contact the Director.

(SERIOUS ILLNESS ARE TAKEN INTO CONSIDERATION)

If child gets sick and needs to be removed from the center the parents will be contacted. (To return there must be no signs of illness, or doctor's released notice.) If needed, 911 will be called and parent will be given information to contact the Emergency Department. Parents are required to keep health records current; including shots records, physicals every two years and notifying the center in writing of any known allergies.

WITHDRAWAL

Withdrawal forms must be filed out and given to the Director at least seven (7) days prior to withdrawing to keep from incurring additional fees. Your account must be paid in full before you withdraw your child(ren).

PICK UP/DROP OFF AT THE CENTER

It is mandatory for whoever drops the child off or picks up to sign the child in and out. No child will be released to any individual not listed on the emergency list. The child will NOT be Release to anyone that is intoxicated or impaired. *(IF ANY CHILD IS* TO *BE PICKED UP BY SOMEONE ELSE NOT LISTED YOU ARE TO CONTACT DIRECTOR IN ADVANCE. Please have them to bring their identification)* Your children must be picked up on time every day.

TRANSPORTATION

There will be transportation provided for those who need it to and from school.

(THERE ARE SOME EXCEPTIONS.)

DISCIPLINE POLICY

Corporal punishment or humiliation of children for inappropriate behavior is not practiced nor allowed by any staff that is employed by Lees Fun to Learn Daycare & Tutoring Inc. There will be no disciplining involving food or toileting to children. Children will be redirected from any inappropriate behavior through developmentally appropriate techniques. If there are additional behavior problems your child will be put in timeout. Any behavior problems beyond this point may result in a conference meeting with the parents and the director.

MEALS

We provide a nutritious breakfast, lunch, snack, dinner, and late snack at no extra cost. Every parent has to fill out a food form, and parents with infant need to fill out an infant feeding form. *(REMINDER: IF YOUR CHILD IS GOING* TO *EAT BREAKFAST THEY MUST BE SIGNED IN NO LA TER THAN 8:30 A.M.)*

Child enrolled in VPK and need to *eat breakfast must be signed in by 8:00 am.*

MENUS

The menus are approved by the USDA Food program the center must serve a nutritious meal and snack daily.

AGES

The Center provides meal to enrollees 6 weeks to 12 years old.

SAFETY

The center will use the universal precaution procedure. If your child(ren) get sick the childcare personnel will call parent's to come and pick up their child. No medication shall be given by childcare personnel without the signed permission of the parent or legal guardian.

All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label. No prescription medication brought in by the parents or legal guardian can only be dispensed if there is written authorization from the parent or legal guardian to do so.

Medication which has expired or is no longer being administered will be returned to the parent or legal guardian. **All medication will be stored securely in the Director's office or refrigerator.**

CHILD ABUSE

THE CENTER HAS LEGAL OBLIGATION TO REPORT ANY EVIDENCE OF CHILD ABUSE.

SERVICES

The center will offer to the children and families opportunities for having confidential special medical or psychological service or referrals, discussion group meetings and activities.

Television/ Video

Television and Video is not a regular occurrence. It is in use before and after school while the children are waiting on class to start and the children parent's to pick them up.

The teacher's may use the video for music or dancing actives and education programs. (123 ... , ABC. ..).

EMERGENCY PLAN

Purpose

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- The provisions of this plan are designed for situations involving groups of children or the entire facility. This plan is not designed to address emergency situations involving individual children or staff members.

Situation/Assumption

- Lee's Fun to Learn Daycare & Tutoring is located at 18129 Douglass Street, High Springs, FL, and is licensed to accommodate approximately 72 children, as well as, additional full-time staff. Normal operating hours for the facility are 5:00 a.m. to 6:00 p.m. Monday through Friday; closed on weekends. The facility assumes responsibility for the health and safety of the children attending the daycare.
- The facility may be subject to the following natural disasters and emergencies:
    1. Natural disasters (e.g., hurricanes, severe storms, floods, disease outbreak, tornado, etc.)
- In case of emergency where evacuation of the premises is required, children will be moved across the street to Catherine Taylor Park located at 18000 Douglass Street, High Springs, FL. They, along with staff, will find refuge under the pavilion. If circumstances require the children be moved to another site, they will be relocated to 23014

NW 178th Street, High Springs, FL where parents will be notified of their child's whereabouts.

- The daycare is in High Springs, FL where the Police Department and local Fire Departments will act as the primary sources of government assistance during an emergency.
- Assistance during emergencies will be dispatched through the County 911, and be coordinated by the Emergency Management Agencies.

REMINDERS

1. All Immunization's and Physical's must be kept up dated at all times, and submitted to the child's file.

2. Please dress your child appropriate at all times. (NO FLIP-FLOPS OR HEELS AT ANY TIME.)

3. Please do not send toys or any snacks with child to school, because they will be held in their cubbies for the remainder of the day.

4. Remember to sign your child in and out with the appropriate name and time.

5. If your child is going to be absent, please contact us by 8 a.m.

6. NO CHILD WILL BE ACCEPTED AFTER 9:00 A.M. (SOME EXCEPTIONS DO APPL Y.)

7. Please be aware that as a professional, we are bound by law to report any suspected child abuse.

8. Please be sure to list any allergies or medical problems that your child may have. *(All MEDICATION IS KEPT IN A SECURELY SAFE PLACE IN THE OFFICE. MEDICATION WILL NOT BE GIVEN WITHOUT PARENTS CONSENT OR MEDICAL FORM FILLED OUT CORRECTLY AND SIGNED WITH CORRECT DATE.) ONLY AUTHORIZED STAFF WILL GIVE MEDICATION.*

9. Lee's Fun to Learn Daycare Center will not be responsible for any jewelry.

10. Toothpaste & toothbrush will be provided by the center, you may purchase your child toothbrush if you like.

11. Extra clothing should be sent with your child on a daily basis or left in the cubbies in case of an emergency.

12. All required forms must be filled out correctly, dated and signed. (Food Form).

Daily Scheduled Activities

5:00AM -7:00AM	ARRIVAL TIME AND FREE CHOICE
7:00AM - 7:15AM	WASH HANDS
7:15AM - 8:30AM	BREAKFAST
8:30AM – 11:30 AM	**VPK CLASS TIME**
8:30AM – 8:45AM	BRUSH TEETH AND WASH HANDS
8:45AM – 9:00AM	CIRLCE TIME
9:00AM – 10:00AM	CLASS WORK TIME
10:00AM – 10:30AM	OUTDOOR PLAY
10:30AM – 10:45AM	CLEAN UP AND WASH HANDS
10:45AM – 11:00AM	CIRCLE TIME/GROUP TIME
11:00AM – 12:00PM	LUNCH TIME (YUMMY!!!!)
12:00PM – 12:15PM	WASH HANDS AND RESTROOM
12:15PM – 2:00PM	NAP TIME
2:00PM – 2:15PM	CLEAN FACES, WASH HANDS AND CHANGE DIAPERS
2:15PM – 2:45PM	SNACK TIME AND AFTERSCHOOL ARRIVAL
2:45PM – 3:00PM	CLEAN UP, GROUP TIME AND DEPARTURE
3:00PM - 3:45PM	OUTDOOR PLAY
3:45PM - 4:00PM	CLEAN UP AND WASH HANDS
4:00PM - 4:45PM	DINNER TIME
4:45PM - 5:00PM	CLEAN UP AND WASH HANDS
5:00PM - 6:30PM	GROUP TIME/CLOSING

SERVICES

The center will offer to the children and families opportunities for having confidential special medical or psychological service or referrals, discussion group meetings and activities.

OPEN DOOR POLICY:

We encourage you to visit the center at any time. We have an open door policy but we do ask that you take into consideration that there are certain times in the day (such as a nap) that visiting can be detrimental to the children's daily routine as well as other children in the class.

Parent and Volunteers can come in and volunteer in class room where they have a child or a teacher may need some help. To help the teacher with a specific needs of class.
We ask that every parent take a few minutes a week a talk to their child teacher or Director to find out their child progress and give input that can help our teacher reach the children goals, and for any other concern such as (Problem Solving) they may talk to the teacher and the director at any time they may have a concern about their child.

Parents only visit your child by sign in and out on the visitor list.

Parent agreement signature: _____ Date: _____ _

Child Enrolled: _____ Date _____ _

Owner/Directors signature: _____ Date: _____ _

	CIRCLE PLEASE	
Childcare Referral	Private Parent	Parent Tuition
High Springs	Fort White	$_____ WEEKLY, $_____ MONTHLY

Signing / out

PLEASE ONLY RESPONSIBLE ADULT SIGNED

As of July/2008 it has become mandatory by the state (FL) and Early Learn Coalition of Alachua County, Lake City, Gateway Coalition of Florida that all children must be sign in / out, their parent's first and last name or either their parent's first initial and last name, also if you have more than one child you must sign each individual sheet. (Per child) For parents that has other family members to pick your child up or drop off, please inform them about this rule because it will also cause you (parent's) to pay more. This is to help our staff have proof of making sure the right is parent picking up the right child.

This has gotten very important; the coalitions are no longer paying for your childcare if you the Parents don't sign your children in correctly.

Lee's Fun to Learn Daycare & Tutoring Inc. will charge each parent that does not sign their children in/out correctly. If you (parents) need any more information see your director.

Intoxicated/Impaired Child Pick Up

Subject: **Intoxicated/Impaired Person Picking up a child from Lee's Fun to Learn Daycare & Tutoring Inc.**

Policy: **To ensure that no child is allowed to leave the care center in the custody of a person who is in a physical condition which may prevent him/her from assuring the child's welfare.**

1. **Any parent or other person who is authorized to pick up a child enrolled in Lee's Fun to Learn Daycare & Tutoring Inc. and comes to the center or bus intoxicated or in an impaired physical condition which may prevent him/her from assuring the child welfare will not be allowed to pick up the child.**

2. **In the event that a parent or other authorized person arrives at the center or bus while intoxicated or impaired condition, staff will use their best judgement to determine if he is in a condition which may prevent them from assuring the child's welfare.**

3. **Should it be determined that the person is in a condition that kept them from assuring the child's welfare staff will:**

    a. **Make alternative arrangements for child pickup, including attempting to contact another person on the Authorized Child Pick-Up List.**
    b. **Notify the following individual(s) in writing**
        (1) **The parent(s) of the child (if they are not the ones who are intoxicated or impaired);**
        (2) **The intoxicated/impaired person and spouse;**
        (3) **Parents of other children the person has been authorized to pick-up;**
        (4) **Appropriate center staff (Director or Owner)**

1. **For any parent or other authorized person who arrives at the center or bus in an intoxicated or physically impaired condition to pick-up a child, the following will occur;**
    a. **One written warning;**
    b. **Removal from the list of individuals authorized to pick-up a child after the second occurrence.**
2. **The Center Director, or if he is not present, the person in charge, is authorized to carry out the directives of this policy.**

I have read the policy and by signing I indicate that I am in agreement.

_____	_____	_____
Mother's Signature	***Father's Signature***	***Date***

EXPULSION POLICY

The intent and purpose of Lee's Fun to Learn Daycare and Tutoring, Inc., is to provide a caring and safe environment where children can learn and grow.

However, there are circumstances which often arise that require strong actions. Therefore, it is necessary this expulsion policy be put in place and enforced when needed.

Causes for Expulsion

- Child causes significant injury or harm to another child, as well as, him of herself;
- Threat of physical or intimidating actions towards staff or other children;
- Verbal abuse exhibited toward staff in the presence of enrolled children;
- Failure to pay or constant past due payments of childcare fees;
- Failure to complete required forms including child's immunization records;
- Habitual tardiness when picking up children;
- Child's failure to adjust to classroom environment within a reasonable amount of time;
- Uncontrollable tantrums or outbursts of anger;
- Excessive biting, and
- Ongoing physical or verbal abuse toward staff and other children.

Preventive Measures – Staff Will Try To:

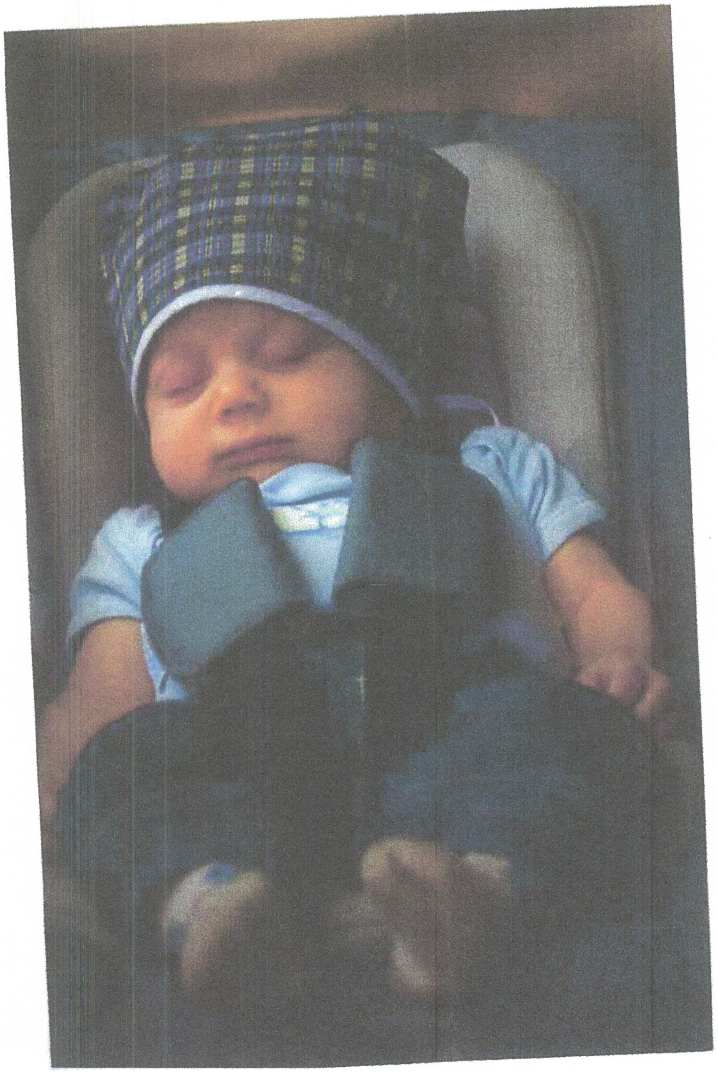
- Redirect child from negative behavior;
- Reassess classroom environment and activities;
- Implement positive methods and language while disciplining children;
- Praise appropriate behaviors;

- Remind children there are rules and consequences when not adhered to;
- Give verbal warnings;
- Give child time-out to help them regain control of their emotions;
- Parents/guardian will be given verbal notification of their child's poor behavior;
- Parents/guardian will be given written notice of disruptive behavior exhibited by their child;
- The Director, teacher and parent will have conference to discuss how to promote more positive behaviors, and
- Evaluation and recommendations and resources will be offered to parents.

Expulsion

- After the above actions have failed, the child's parents/guardian will be advised verbally and in writing that child's behavior now warrants expulsion;
- The length of expulsion period and expected improved behaviors will be made known to parents/guardian as well;
- Failure of the child or their parent to satisfy the terms automatically result in permanent expulsion, and
- Recommendations of other child care facilities will be made if permanent expulsion occurs.

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



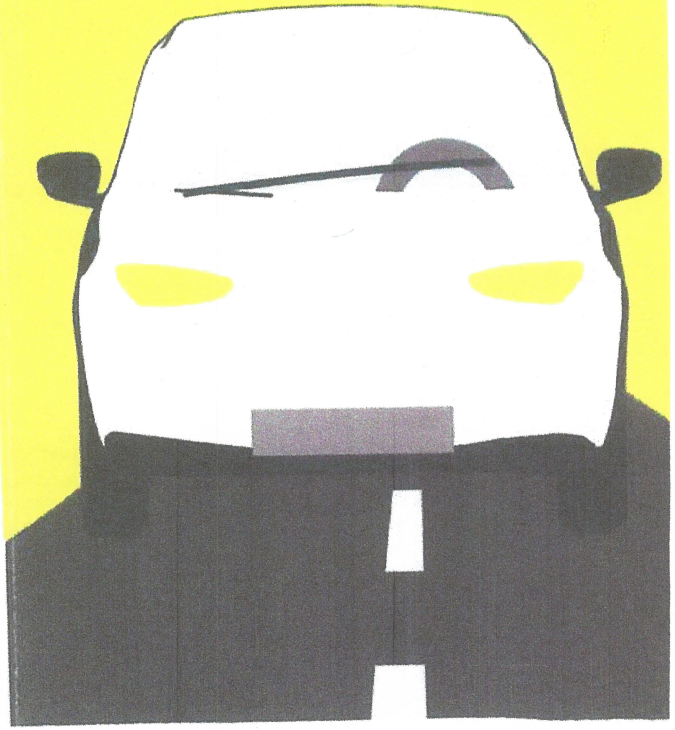
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

MYFLFAMILIES.COM

Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

When life happens...Don't be a

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