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Parent Handbook

Welcome Families

Revive Academy Preschool is a play-based preschool where learning through play supports the whole child. Through experience and practice will grow socially, emotionally, physically, and academically. We provide a safe place for children to become independent thinkers while developing positive self-concepts. We believe self-regulation in resilience are directed results of learning through play. By doing and experiencing children construct internal building blocks for both personal growth and life skills with greatest benefits coming from a child’s body and mind working together. It is our commitment to provide a loving respectful and joyful place for all children to play learn and grow.

Our program providers both structured and unstructured time each day. We understand young children need many opportunities to choose activities from our carefully prepared environment. One of our key goals is to help children learn to balance their roles as a contributing and cooperative member of a social group and as an individual who needs to think, dream, and contemplate.

Our developmentally appropriate program provides a safe, nurturing, Christian environment. Principles of love and respect guide our children of God, and that a diversity of races, cultures and perspectives are gifts which enrich us all.

Our programs focus on social development and learning through play. Each classroom is set up to invent exploration and foster a lifelong love of learning. Our staff is deeply committed to young children and the importance of early childhood education. Our preschool uses Funnydaffer and Frog Street curriculum which is very literacy and math based. With these curriculums we also offer Spanish classes for our older classroom and Christian activities. Along the side of these your child will learn the Lord’s prayer and many, bible verses throughout the year.

Revive Academy Preschool offers a weekday program for children 1 - 12 or 5th grade. We run with the public-school year calendar and begin in August for our VPK. We are a year around facility.

Parents are a vital part of Revive Academy Preschool; they are a valuable resource and are always welcome and encouraged to join in any activities we may have going on at the center. The staff and the Director are available to you for conferencing, support, and conversation.

Revive church is the home base for Revive Academy Preschool, Jason Seger is our senior pastor and offers Sunday school, Morning Worship and, on Wednesdays we offer a Youth program for our teens. Revive Church also has a Spanish church on Sundays Anyone is welcomed. If you do not have a home church, please consider a visit to Revive Church.

Thank you for considering Revive Academy Preschool. If you would like more information, please check out our website at [preschool@revivechurchlakeland.com](mailto:preschool@revivechurchlakeland.com). You may call the office if you have any questions at 863-646-4182 from the hours of 7:00am to 6:00pm.

Policies and Procedures

**Security:** One of the first things we tell the children is only teachers and parents open doors and gates. We have excellent child to teacher ratio and the children are always visually supervised. The double doors in the front of the preschool are locked between 7:00am to 6:00pm you are only able to enter by an adult that is in charge or the door code. We ask that if you do not feel easy about someone at the door then do not let them in. A staff member will come out to find out who is at the door.

**Lockdown:** If we are in a lock down it being weather or an intruder alert no one will be able to enter the building or leave the building until the threat is gone.

**Mandatory Reports:** All teachers at Revive Academy Preschool are mandatory reporters. If we expect any type of abuse, we are mandated to report it to the proper authorities.

**Attendance:** Revive Academy Preschool opens at 7:00am, all children must be in attendance by 9:00am. If your child is going to be later then 9:00am you must call and have a doctor’s note for your child to enter class. If your child is a VPK student your child must be in attendance by 8:30am. Our VPK 3hr program begins at 8:30am and ends at 11:30am. If you get funding from ELC you are only allowed 3 days a month to miss without a doctor’s note per your contract with ELC. If after the 3rd day and you do not have a doctor’s note you are responsible for the payment of missed days. If your child is in our VPK program your child is only allowed to miss 3 days a month per your VPK contract with ELC. It is Revive Academy Preschool’s right to dismiss children from the center for too many absences. DCF and ELC requires that all children be signed in prior to entering the classroom. Anyone may bring a child to school, however only a parent or authorized person who has a valid ID and is 18 or older may sign a child out. We will only release a child to someone who has been authorized by the parent or legal guardian. All persons who are allowed to pick up a child must be authorized and on the enrollment form. If a person needs to be added, they must be added prior to being picked up.

**Illness:** We ask if your child seems ill, please do not send them to school. If your child seems ill at school for any reason, we have the right to send them home. Any time your child is sent home for an illness they must be out for 24hrs from the time they are picked up. Reasons we will send them home without having to have a doctor’s note is diarrhea more than 2 and vomiting 2. Reasons your child would have to have a doctor’s note to return; fever of 100.0 or higher, conjunctivitis, thick green snot and, any other communicable diseases. All children must be symptom free before returning.

**Covid: Positive cases-** You must do a mandatory quarantine for 5 days from school and or any related activities. After your 5 days of quarantine, you must wear a tight-fitting mask for 5 more days. If your child can not wear a mask, they must be out for the whole 10 days. If after 5 days and a fever is still present you must continue your quarantine.

**Exposure-** If you have been exposed by a someone in your family or outside of your family CDC recommends you get tested. If after 5 days, you have shown no symptoms you many return with a mask for children 3 and up.

Covid exposure plan can change at any given time. We must follow CDC guidelines and change when CDC changes.

**Medication:** We are not authorized to give any medication besides epinephrine pin, diaper rash cream. These items will have to be brand new in an unopen box. If it is an epinephrine pin it must be unopen with the prescription from a doctor on the box. You must also sign a medical form with all information filled completely in.

**Headlice:** We do monthly head checks for headlice. If your child is sent home with headlice they will be checked on return for the next day. They must be bug and nite free to stay. You must also bring in the box and receipt.

**Minor Injury:** If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, etc.) an “incident report” will be completed and given to the parent to sign and put in the child’s file. We will wash the place with soap and water and give the child a band-aid. We will issue the child an ice pack if one is needed. If the child falls or has a bump on the head or busted lip, we will take necessary precautions and notify the parent immediately.

**Serious Injury:** In the event of a more serious injury, we will make every effort to get ahold of the parent, legal guardian or an emergency contact on file. If the injury is necessary, we will call 911. If the injury is above the neck a phone call will be made immediately. If the child must go to the hospital by ambulance the Director or Assistant Director will go with them.

**Emergency Treatment:** You have given permission on the enrollment application for emergency, medical, dental treatment including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will again make every effort to reach the parent, legal guardian or, emergency contact on file if a situation arises. Please keep us updated on phone numbers, addresses and any emergency contact information.

**Immunizations:** DCF requires all students except school age children (K-5) to have an immunization and physical record turned in prior to the first day of entering Revive Academy Preschool. You will have to provide the documents when requested if they are about to expire. If you are religious exempt, please provide the necessary documents.

**Separation and Anxiety:** Some children experience separation and anxiety at the beginning of the year. This is not unusual, encouraging your child and sharing your confidence in them will work wonders in building their trust and self-esteem. If you give them a quick and confident hug and tell them, you will see them when work and school is over. They will become less concerned. When children discover they can go to school on their own they are on their way to building a strong sense of self.

**Discipline/Guidance:** We practice loving and positive redirection. We guide our children to learn through their own experiences and to develop the skills needed to control feelings and emotions. We are dedicated to the premise that one does not need to feel worse to behave better. We teach the kids that all feeling are important but, it is how we direct them and how we handle the situation that has made us feel a type of way. We do not use any type of corporal punishment and use redirection. If a child displays a sever behavior issues or patterns, the teacher will discuss it immediately with the Director. The Director will then decide on the proper punishment and will reach out to the parent immediately. We do consider biting a serious behavior issue and safety concern. The center will work with the child on every possible solution. If the biting continues, we will dismiss the child from the center. If the child has constant behavior issues, we will begin a behavioral plan and after 3 major write ups they will be dismissed from the preschool.

**Conferences:** You may request a conference at any time with the teacher and or the Director. Please try to give at least 48 hours unless it is an emergency. VPK must have conferences with the teacher twice a year.

**Tuition Payments:** Registration is due on the day of sign up to hold your child’s spot. The first week of tuition is due the Friday before your child starts. Tuition is always due the Friday before the upcoming week. If your payment is not made by Monday, you will receive a $10.00 late fee. If your payment is not received by Tuesday Revive Academy Preschool has the right to dismiss care from the preschool. You can pay at our sign in and out computer, you can pay online at [www.myprocare.com](http://www.myprocare.com) and follow the prompts or, you can feel out the procare form and we can charge your account weekly for you.

**Tuition Assistance:** If you need Preschool assistance, you can go to [www.elcpolk.org](http://www.elcpolk.org) and apply for assistance through Ealy Learning Coalition.

**Refund:** Registration payments are nonrefundable. We ask for a two weeks’ notice before withdrawing a child from the preschool. Tuition will be charged or prorated for these weeks regardless of attendance.

**Vacation:** Your child will receive 2 weeks’ vacation per year. Vacation must be taken Monday through Friday and your child will not be able to attend the preschool during this week. You must give a two weeks’ notice for approval for vacation. If an issue arises and you are unable to take the week of vacation, please reach out and let us know.

**Parent Participation:** At the beginning of the school year, we offer an Open House. This is where we give the parents an opportunity to come into the classroom and meet the teacher and understand what the child is going to learn and what activities they will be doing. We have an open-door policy. This means that any time you would like to come in and just look in on your child or even eating lunch with your child. We also would love for you to join us on field trips or even coming in and reading a story to your child’s class. We do ask before you come into the classroom to volunteer, we ask that you feel out a volunteer form. If you are going to volunteer more then 10hrs a week we do ask you do a background check, and this will be a cost to you. When you or someone you trust is dropping the child off for the day, we ask that you take them to the restroom and have them wash hands and you walk them to class.

**Parental Behavior:** Aggressive, violent or inappropriate language will on teachers or children will be grounds for immediate termination. If we expect or smell alcohol use or drug use on the person who is picking the child up, we will not release your child to your care. In either of these cases, we will not hesitate to call the Polk County Sheriff’s Department if we must.

**Donations:** We love donations, if you have old dishes, pots and pans, old work clothes, or glasses, we a use this in our classrooms for dress up. If you would like to donate diapers, wipes etc. that you no longer need this is also encouraged.

**Proper Clothing:** It is our goal for all children attending Revive Academy Preschool to fully explore their environment. Please dress your child accordingly to the weather but also to messy play. We ask that your child wears closed toed shoes and socks. We ask this for the safety of your child. If you are sending jackets or extra clothes with your child, please write the child’s name on the inside of the clothing. We ask that you keep at least 2 outfits in your child’s backpack with two sets of under garments in the case your child has an accident. Please check the lost and found if your child is missing and clothing. We do donate the items if they are not claimed by the end of the month. We will not be responsible for clothing that gets messed up from play time, art or lunch. The is why we ask for play clothing to be worn.

**Meals:** Revive Academy Preschool does not provide meals. We ask all parents to bring in a lunch box with a healthy meal and two snacks. You are also welcome to bring in breakfast for your child breakfast is over at 8:30am. You need to make sure that your child’s name is written on the lunch box. Please make sure you put an icepack into the lunch box, we are not able to store lunch boxes in refrigerators. We are not able to microwave any food so if you would like to send food in a thermos to keep food warm you are also able to do that. We ask that every child brings in a cup with a lid, so they have access to water all day long. Make sure you have your child’s name written on the cup. First and last must be written on the lunch box and cup.

**Snack:** Your child needs to bring in two snacks every day, one for morning and one for afternoon. We encourage parents to bring in shareable snacks if they would like. A sharable snack is a snack you bring in, to share with the class. Please try to find non-peanut or peanut butter snacks to bring in.

**Holiday Parties:** We love having holiday parties but, DCF has changed what can be brought into the class. Everything must be store bought. We are only able to give the children food that is brought in its original container. This also includes fruit and vegetables. We are not able to do heated food. Everything must be refrigerated.

**Birthday:** All birthdays are important, and we want to celebrate with your child. You are more than welcome to bring in cupcakes or snacks as long as they are store bought. We may have children with allergies, and we need to be able to see if they are allergic to anything that is in the product. We do ask that you confirm any special snack or project with your child’s teacher the day before.

**Transportation:** We do not offer transportation for home pick up or home drop off. We do however offer transpiration from the preschool to 3 different elementary schools, Highlands City Elementary, Valley View Elementary and, Spessard Holland Elementary. We also provide transportation from the elementary schools to the preschool. We offer transportation if we do any kind of field trip.

**We are glad you have chosen Revive Academy Preschool for your learning and educational needs. We are here to serve you and your child(ren) to the best of our ability. Thank You**