

Parent / Student HANDBOOK

BRIAN'S TECHNOLOGY DAYCARE

1704 VINE STREET
LEESBURG, FLORIDA 34748
352-728-8888

Brian's technology daycare is a private school for children from age's newborn to 12 years. The school is located at 1704 Vine

St. in Leesburg. Brian's technology daycare provides an educational atmosphere that enables all students to identify and develop fully their unique potential in both classroom and none Classroom pursuits. This school is founded on the belief that it's infant, toddler, and preschool and afterschool program will:

Promote a warm, safe, spacious, and loving environment

Promote learning that involves the whole person,

Enables students to educate themselves through hands-on activities,

Develop open and inquiring minds,

Nurture continual learning, Foster feelings of self-confidence and self worth,

Promote responsibility for one's own actions,

And the courage togetherness,

Respect and value positive traditions,

Promote respect and care for the physical environment.

Brian's technology daycare serves a population of students who come from a broad spectrum of religious, ethnic, and economic background. Parents must be prepared to eight teachers by continuously helping their children at home.

The school places heavy emphasis on good communication between home and school to promote a sense of common purpose in order to enhance the success of each student. We have an open door policy which allows parents to visit the school as they wish without disrupting the class. We encourage you to come in to see what we are learning. WELCOME.....WELCOME.....WELCOME.

Equal opportunity

It is the policy of Brian's technology daycare not to discriminate on the basis of sex, race, or religion in the educational programs or activities as required

by title IX of the 1972 educational amendment.

Visitors

All visitors and parents are requested to check in with the administration office upon entering and leaving the building. Those wishing to visit the classrooms must have prior approval from the On Site Director.

Tuition stipulation

Tuition is due on the first day of each week. No refunds will be given for days or weeks missed. If your child is out with a sickness a doctor's note is required. If you wish to withdraw your child from the school a two week notice is required prior to withdrawal. Please understand that the tuition must be paid by Tuesday of each week or a late fee of \$20 will be added to the tuition bill. If the tuition is not paid by that Friday your child would not be permitted to attend the following Monday. Tuition payments are used to pay staff and operate the school; therefore, we expect full and complete cooperation. Please pay your tuition to the On Site Director or Ms. Cheryl Brown.

School hours

Please adhere to the specified time when bringing and picking up your child. You must sign your child in with the correct time and a legible signature. You must sign your child out the same way. The administrator reserves the right to dismiss the child from the program if your child has chronic absences.

Late pick ups

All children must be picked up by 6 PM. Parents for each minute that you are late picking up your child you will be charged an

additional 2 dollars due to the inconvenience. The charges are due you when you pick up your child on the day that you are late. There are no exceptions to this rule. The fee must be paid to the teacher that stayed with your child.

Preschool grading scale

E = excellent

F = fair

S = satisfactory

U = unsatisfactory

Homework and classwork

Completed homework should be signed by parents. Homework will reflect classwork (review). Neatness is important.

Makeup work

When students are absent, it is their responsibility not the teachers to get all assignments and make up test specified by the teacher. Late classwork will not be accepted, except in cases where a legitimate excuse (sickness, approve vacations) are accepted for makeup work and test.

Extra credit

Completed projects which encourage academic enrichment and motivation

Voluntary research

Classroom participation

Science projects are available for each student who chooses to do one.

Progress report

As soon as a problem arises academically or socially a progress report will be sent home.

Standard progress reports to parents are;

Six weeks report

Standard report cards in December and June.

Absences

A note to the class teacher is required for each absence and must clearly specify the reason for the absence. The note is due on the day the student returns.

Excusable absences

Sickness, death in immediate family, doctor, dentist, or other medical appointments which cannot be scheduled during non-school hours.

None medical absence

At times parents may find it necessary to keep a student out of school for various reasons, such as, lack of transportation, inclement weather, or a family vacation. Two days of such absence will be allowed per year. Permission for such absence must be approved prior to the absence when possible. These

are not free or personal days. Exceptions to this policy must be requested in writing at least one week in advance from the school Director.

Medication

The policy on medication in school is as followed;

If a student is on a prescription medication, it must be given to the on site director with a note from the physician. The medication must be premeasured with a label stating the time for it to be taken. The student will go to the director to take his or her medicine. The director will not be allowed to place the medicine in the child's mouth.

If it is absolutely necessary for the student to carry his or her medicine with him or her it must be cleared with the director or the person in charge.

Tardy policy

Students are expected to arrive on time no later than 9 AM. When a student is tardy he or she will be given notice by his or her teacher. The tardiness must be reported as excused or unexcused absence.

Excuse tardy

If a student is late for school because of illness, or an appointment then the person taking the child to school must sign in and take the child to the teacher without disrupting the class.

Unexcused tardy

If a student is chronically late that will be considered unexcused tardy which can result in expulsion from our school.

Unexcused tardy

#1. Verbal warning. Students are permitted one unexcused tardy per quarter.

#2. Unexcused tardy

School notifies parent and schedules a meeting. Failure to meet will result in exclusion from school activities.

Excessive Tardy

A student's tardy history will be reviewed quarterly. The teacher will make a recommendation whether or not to allow the child to continue at our school.

Arrival to school

Walk, running is not permitted.

Student may enter the school at 6:30 AM and report to their classroom. All children must be in school no later than 9 AM.

We have a hands off rule. No fighting or play fighting.

Leave your skateboards, radios, tape players, toys, and other playthings at home.

Do not mark up or damaged any school property.

Take pride in Brian's technology daycare and keep your school clean. Place all litter and garbage in the trashcan.

Leaving school early

If you must leave school property early for medical, dental or personal reasons, you must notify your teacher or the onsite Director.

School trips

Throughout the year, the preschoolers will be taking neighborhood walks or going on field trips. Information concerning trips will be sent home in advance. All permission slips and fees must be submitted by the deadline date specified. The number of parents or family members who will be allowed to volunteer on school trips will be limited to two adults per class. Each volunteer must pay their own way. Siblings or preschoolers that are not registered at our school will not be allowed on the class trips.

In the classroom

Be prepared for class. Bring pencils, erasers, books, and any other material you may need.

Classroom work

Students can work independently or in a group setting as determined by teacher. Students must learn to use their inside voices. Your child will experience hands on learning experiences so please do not allow them to wear their Sunday's best.

Lunch

The school will provide nutritious breakfast, lunch and snacks daily. There will be a Calendar posted with the school lunch. If your child is allergic to anything on the lunch schedule, please let us know in advance. We will be participating in the CCFP food program. Our policy statement consistent of an assurance that all participants are served the same meals regardless of

race, age, sex, color, disability, or national origin, and there is no discrimination in the course of food service.

Personal property

Students assume the responsibility for loss or damage to their clothing, equipment, books or instruments.

Lost items

Please do not send your Child to school in expensive jewelry. We will not assume the responsibility for lost earrings, bracelets or any expensive item.

School telephone

The telephone number is 352-728-8888. Students will be allowed to use the telephone for emergencies only.

Dress code

Hair must be neat and clothing must be clean. Expensive earrings, large rings, and gold chains are not allowed. Uniform should be worn daily with closed shoes (tennis shoes preferred).

Clothing and change of clothing

All clothing and personal belongings must be clearly labeled. We cannot be responsible for any items that are not labeled. A change of clothing including underwear and socks must be kept at school for accidents such as a child wetting themselves. If soiled clothing is sent home please send in clean replacements the following day.

Naptime

A rest time is required as part of our daily schedule for all children. Please send in a 2 small blankets or a large towels for your child to place on their cot.

Birthdays

All children enjoy celebrating their birthdays with their classmates. We welcome you to celebrate your child's special day in our classroom on the last Friday of each month. Parties will be held in the afternoon after 3 PM. Candy in party bags are not allowed.

Toys

Toys from home can be very comforting and fun to share with others. However, please keep in mind that we cannot be responsible for toys brought to school therefore we will not allow toys from home.

Conferences

Any conference with your child's teacher will be granted upon request at an appropriate time for both parties. If you have any concern regarding your child please write a note or call the school to make an appointment.

Volunteering

Having parents in the classroom is an enriching experience for all. The children love to have their parent or family members to be a part of their classrooms. Working within the classroom gives parents a chance to see firsthand what and how the child

learn. Parents can gather ideas on ways to help them at home. We encourage parents as well as family members to volunteer. We would love to have you with us but you have to be cleared by completing a volunteer application. Volunteers are only allowed to help for no more than 10 hours per week.

Parent involvement

A monthly workshop will take place after school hours for all that are interested. We will be discussing various topics that affect our day-to-day lives. Parent involvement is a vital component of Brian technologies program. Parent workshops provide valuable information so we anticipate that all will attend.

Suspension or dismissal

Suspension is the removal of a student from ongoing instructions for adjustment purposes. Students may be suspended or recommended for expulsion for any of the acts listed below; Caused or attempted to cause, or threatened to cause physical injury to any person.

Possesses, sold, or otherwise furnish any firearms, knife, explosive or other dangerous objects.

Unlawful possessed, used, sold, or otherwise furnished, or being under the influence of any controlled substance, and alcohol beverage, or intoxicate of any kind as determined in the health safety code.

Unlawful offered, arranged, or negotiated to sell any controlled substance.

Attempted to cause damage to school property or the school.

Stolen or attempted to steal school property or private property.

Possessed or use of tobacco.

Committed an obscene act or engage in habitual vulgarity.

Knowingly receive stolen property or private property.

The acts must be related to school activities or attendance but may take place at any time including but not limited to;

While on school grounds

While going to or coming from school

During the lunch time whether on or off to school premises

During or while going to or coming from school sponsored activities.

Disciplinary probation

Probation gives a student an opportunity to correct problems. If he does not improve to a satisfactory level, he will be expelled or asked to withdraw from our school. Counseling may also be recommended in lieu dismissal.

Reasons for disciplinary probation and or dismissal

Two suspensions during the school year

Continued deliberate disobedience

A rebellious spirit which is unchanged after much effort by the teachers

A continued negative attitude and bad influence upon other children

Committing a serious breach of conduct inside or outside of the school which has an adverse effects upon the testimony of our school.

Failure of the parents to comply with the disciplinary procedure of the school.

Invoking probation

A student is placed on probation by the mutual discretion of the administrator and the teachers who have direct contact with the pupil.

Notification of probation

A letter is sent to parents stating that the child is on probation and is followed up with a telephone call.

Expulsion

The Director and the teachers involved will determine the progress of the child. The final decision of expulsion will be made by the director after the written report (evaluation and recommendation) from the staff has been made.

Disciplinary action

The purpose of these disciplinary standards is corrective as well as punitive. We expect obedience, responsible attitudes and acceptable manners.

Accordance with s.402.305. (12), F.S.

CHILD DISCIPLINE.—

(a) Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subjected to discipline which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest, or toileting.

3. Spanking or any other form of physical punishment is prohibited.

(b) Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility.

Parents

All parents must always be positive role models for their children, and the entire student body. Disruptive behavior from parents on any level will result in dismissal of his or her child. Parents are responsible for continually enforcing our school rules.

Chain of command

If you have any concerns first speak with your child/ren teacher. If you have not satisfied with the results please speak with the onsite Director. If you still are not satisfied then speak with Ms. Brown.

By the signing of this form, I _____

Parent of _____, certify that I have read the

entire Parent Handbook.

Date: _____ sign: _____

_____ I understand all that I have read and have no questions.

_____ I have the following questions

On your first day of school please bring the following items;

Infant

Two clean sheets (one crib and one blanket)

Bottles

Wipes

Pampers

Change of clothing in

Ointment

Socks

All formulas must be made

Toddlers

Two clean sheets or two towels

Pampers/ pull ups

One hand sanitizer

Ointment

Socks

Change of clothing in a large zip lock bag labeled

Wipes

Cups or bottles

Preschool

Two sheets or towels

Jumbo crayon (8 count)

One bottle of Elmer's glue

One box of tissue

Black and white notebook (homework/classwork)

Two pocket folders

One pack jumbo pencils

Backpack

Baby wipes

Hand sanitizer

Change of clothing in a large zip lock bag labeled

Pull-ups if needed

VPK Classroom

Wipes and hand sanitizer

Pencil

Jumbo crayons

Pack of markers

Two folders

Two black and white notebooks (homework/classwork)

Backpack

Box of tissue

Change of clothing in a large zip lock bag labeled